
**CITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
OCTOBER 25, 2022 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio City Council Regular Meeting of Tuesday, October 25, 2022 to order in Council Chambers at the Carlisle City Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 7:04 p.m. with the Pledge of Allegiance.

Roll Call:

Mr. Jason Faulkner	present
Mrs. Debbie Kemper	present
Mr. William Bicknell	present
Mr. Michael Kilpatrick	present
Mr. Chris Stivers	present
Mr. Tim Humphries	present
Mayor Randy Winkler	present

Staff members present: City Manager Julie Duffy / Clerk of Council Jennifer Harover
Finance Director, Ryan Rushing / Service Director, Dan Casson
Police Chief, Will Rogers / Fire Chief, Jeremy Lane
Planning & Zoning Administrator, Cathy Walton

Work Session minutes of October 11, 2022 were presented to Council for review. Mr. Bicknell made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

Roll Call:

Mr. Stivers	yes
Mr. Kilpatrick	yes
Mrs. Kemper	yes
Mr. Faulkner	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Work Session minutes of October 11, 2022 have been adopted.

The regular meeting minutes of October 11, 2022 were presented to Council for review. Mr. Faulkner made a motion to approve the minutes as presented, seconded by Mr. Kilpatrick.

Roll Call:

Mr. Kilpatrick	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Faulkner	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Regular meeting minutes of October 11, 2022 have been adopted.

Public Forum:

Fire Chief Jeremy Lane and Police Chief Will Rogers approached Council. Chief Lane gave an update on a recent incident within the City and thanked several entities for their assistance. Last Thursday evening, a call was received for a possible aircraft down in the rock quarry. There was an extensive investigation that included multiple days of searching the area. He is pleased to report that there was no loss of life to be found in the case. Overall, this investigation was a success. He thanked all members of administration for their support as well as members of Council. He thanked Mr. Stivers for bringing refreshments to the scene for the crews. There were multiple agencies involved in this investigation and he thanked all of them: Carlisle Police Department, Carlisle Fire Department, Ohio State Patrol with drones, Miami Township Police Department and detectives with drones, Woodlawn Fire Department (Cincinnati), Butler County Sheriff's Office with underwater drones, City of Franklin Fire Department with a boat, Franklin Township Fire Department, Ohio Department of Natural Resources with boats with sonar mapping, Ohio Task Force One with sonar, Loveland Sims Fire Department with sonar, Clinton & Warren Counties with boats and sonar, Ohio State Patrol helicopter, Butler County Sheriff's Office helicopter, and Mike Baker with the FAA to assist with air traffic questions. It was a very smooth but robust work environment, and he would not have changed a thing. He is very proud of the Carlisle crews with both Police and Fire as well as the other jurisdictions that came to assist. He appreciates the support of Council and Administration for all their support throughout the investigation. Chief Rogers explained this incident was a great testament to how communities come together when someone needs help. It would have been nice if Carlisle was equipped with all the best technologies, but we are not and just happening to know many that do and who are willing to help. After two days of searching and finding nothing, he would not consider this a hoax as social media is reporting. The caller who reported this incident was adamant about what he saw so he did the right thing and reported it. Chief Rogers would rather have a search that came up with nothing rather than someone needing help, and no one comes. Emergency services are here to make a difference. There was another report on Sunday evening that the tail of an aircraft was spotted in the water of the quarry. Services again went out, but it was discovered to be a piece of drudging equipment. People are doing the right thing by calling in what they believe is emergency information. He thanked staff and all the agencies that came out. The cooperation between agencies was fantastic. Mr. Baker with the FAA came out as soon as he heard what was happening before, he was contacted to be there. That is just another testament to the dedication of this area's emergency services.

Mayor Winkler commented his appreciation for everything that our Chiefs, departments and other agencies did during the investigation.

No other members of the public approached Council.

Council Report:

Mr. Faulkner had the opportunity to attend the Chamber meeting last Monday. It was very well attended and it has been a while since he went to one so he was impressed with the turnout. He was happy to see so many positive things happening within the 45005 zip code and Warren County as a whole.

Mrs. Kemper thanked Chief Rogers and Chief Lane for everything that they did last week. She has heard a lot of good things about the investigation process. She appreciates how well all of the emergency agencies work together. She thanked Staff for keeping Council informed of what was happening. She was very happy about working with other Councilmembers in the concession stand at last week's high school football game. It was nice that they could all work together while seeing so many community members and they won so it made it a great final to the end of the season. This coming Thursday will be the final evening for Food Trucks at Roscoe Roof Park. She thanked Heather Kidwell for coordinating this year's event each Thursday night. She always made sure that everyone was in order and plenty of trucks were present. She thanked Church in the Village for providing the music each week. This week's line-up will be Claybourne Grille, Childer's Chimney Cakes and Mother Clucking Chicken from 5:00pm – 8:00pm. Monday, October 31st will be Trick or Treat from 6:00pm – 8:00pm. She reminded everyone to slow down, watch for children and turn on your porch light if you will be handing out treats to the kids. The school will be having the fourth annual Trunk or Treat from 4:30pm – 6:30pm.

Mr. Bicknell thanked the Boosters for asking Council to work the concession stand. It was great to be out with the community. He congratulated the football for their win that evening. With that, they have made the play-offs. He gave a shout-out to the 3rd grade pee-wee Indians as they have made it to the super bowl. He is a lover of football but he would encourage everyone to stop out and watch the pee-wee leagues. It is one of the warmest feelings to see the kids playing, having fun and enjoying the carefree environment. The parents have put a lot of work into the field and creating this space for the kids. It is just one more thing that brings this community together and makes him proud to live in Carlisle.

Mr. Kilpatrick had a great time working the concession stand and interacting with the community. It was also a great teambuilding aspect to spend time with Councilmembers outside of the Council room. He reminded the community of the Trunk or Treat at the school from 4:30pm – 6:30pm on Monday night. He will be involved and there should be a lot of fun.

Mr. Stivers commended all of our local first responders for the incident on Thursday evening. He does not know all of the details but with all that he has read, it was some long hours that extended into a couple of days. Two weeks from today is voting day. He encourages everyone to get out and vote. There are a lot of important races and ballot issues.

Mr. Humphries thanked the Chiefs for the safety services on Thursday. It is amazing how neighboring communities can come together. He attended the Warren County Municipal League meeting where the guest speaker was the Ohio Municipal League President. He was very impressed with the amount of information given to everyone. His biggest take-away was that several years ago there was less than \$1 in the "rainy-day" fund. Unlike the federal government, the local, township, county, state and schools were all to have a balanced budget. They balanced that budget several years ago from the "rainy-day" fund down to less than \$1. After that election, some decisions were made and funds were turned upside down to the point where now, there is more money in the coffers for Ohio than any other time in history. If it goes up by one more level, it will have to begin giving some of the money back as they are only allowed to have so much in retention. He knows that we are operating with a great Finance Director so if or when that money does return, it will be funneled correctly and put to good use.

Mayor's Report:

Mayor Winkler thanked the Carlisle Athletic Boosters for reaching out to him and inviting Council to work the concession stand. He used to work the stand every Friday night but had not done it for a very long time. He is hoping that this could be something they do yearly for them. He had a very enjoyable time doing that for them.

Manager's Report:

Mrs. Duffy explained that Council will most likely be invited back as long as they guarantee an Indian's victory each time they work. On behalf of herself as a resident and as the City Manager, she gave a huge thank you to Chief Lane and Chief Rogers for their control in the situation last Thursday. If anyone got to see one of their many press conferences, they represented our community very well. They were able to keep the press and the public informed. She also thanked all of the other emergency agencies that assisted in that investigation. She believes that JEMS was overlooked for thanks and they were there to provide services in the case that someone needed medical attention. This Saturday is National Drug Take-back Day. The Carlisle Police Department will be a participating site at 474 Fairview Drive from 10:00am – 2:00pm. It is a very quick, efficient and effective way to dispose of pills or capsules in your home whether they are prescription or over the counter. It can be brought in its original container, removing or blacking out labels, placed in a bag to easily hand over to an officer. You will not need to leave your vehicle. An officer will meet you and take the items to safely dispose of them. Liquids and/or sharps/needles will not be accepted. It is a great event and a great time to safely dispose of any unwanted medicines so they don't end up in our water ways, trash or sewer systems.

Mr. Humphries added an additional comment thanking Mr. Bruns for buying the winning 50/50 ticket and returning 100% of the proceeds back. That is a true sign of community when most of the people purchasing tickets had every intent of giving the money right back.

Committee Report:

Mr. Faulkner stated that the Finance Committee met on Thursday night with the full intention of reviewing the entire 2023 budget. It was done in a new round table format that everyone seemed to like. However, it turned out that our Chiefs had to leave rather suddenly and they were unable to finish on Thursday. A previously scheduled work session for tonight was postponed so that the Finance Committee could continue their review before tonight's Council meeting. He thanked Mr. Rushing, Mrs. Duffy and department heads for all of the information as well as maintaining all of the numbers. He appreciates everyone answering all of this questions as the "new guy". He did not hear any decent from the Committee and the 2023 budget is being presented this evening for approval. He is hopeful that next year the process can begin in August/September so they are not working so close to the deadline. Mayor Winkler stated that there are quarterly reviews throughout the year. Mr. Faulkner stated that staff is presenting a 3% cost of living adjustment across the board which he believes is reasonable given the inflation rate that is much higher.

Old Business:

None

New Business:

None

First Reading of Ordinances and Resolutions:**ORD. 24-22 AN ORDINANCE TO ADOPT THE PAY PLAN FOR THE CITY OF CARLISLE AND AUTHORIZE THE PLACEMENT OF EMPLOYEES – 1ST Reading.**

Mr. Rushing explained the annual pay plan legislation brought before Council. Pursuant to our personnel rules and regulations which has been adopted by ordinance, the pay plan is intended to provide fair compensation for all classes in the classification plan, considering range of pay for other classes, rates of pay for comparable services and private and public employees within the area, cost of living data, other benefits received by employees and the city's financial conditions. The city should annually examine the comparative study of factors effecting the levels of salary ranges. For this pay plan of 2023, staff is recommending a 3% cost of living adjustment to all of the pay schedules. There are four entities which are utilized for comparables and benchmarks as they are close to us in proximity as well as similar in population, similar in square mileage and similar in the competitiveness of attracting new employees: City of Brookville, City of Franklin, City of Germantown, and Village of New Lebanon. City of Brookville has a 2% cost of living adjustment, the City of Franklin has a 5.57% cost of living adjustment, the City of Germantown has a 3% cost of living adjustment and the Village of New Lebanon has 4% cost of living adjustment. The average of these four comparables is 3.64% and staff's recommendation is 3%. This has been included in the 2023 budget presented to Council and also maintains the city's financial reserve policy of 20% or greater. This is like-for-like for what was agreed to in the collective bargaining process with our Fraternal Order of Police. They will also be receiving a 3% cost of living adjustment for 2023. For 2024, the FOP also have a cost of living adjustment of 3%. Staff is recommending to treat employees similarly and equitably as well as in competition with other municipalities.

With no further discussion, this will be on for a second reading on November 8, 2022.

ORD. 25-22 AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF CARLISLE OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023. – 1ST Reading

Mr. Rushing presented the 2023 budget to Council in a different format this year. Each department head will be presenting their portions of the budget, going over highlights and capital items as well as accepting questions. The Finance Committee went through this proposed budget, line by line, over a two-evening process.

Mr. Rushing gave a few budgeting practices, guidelines, principles, and other regulations that he uses to draft the budget. Most of it is completed before meeting with the department heads as there are a lot of indirect costs, contracts, utilities, and personnel items which are fixed and get inputted first. The presentation for tonight will not be in order of the actual budget but in order based upon the department. The majority of our departments manage several different functions, so it is easier to follow along as departments heads go over their highlights.

The budget process happens year-round but officially begins in May/June. The Ohio Revised Code requires that every taxing jurisdiction produce a tax budget which proves a need to collect real estate revenue. All 88 counties within the state have a County Budget Commission comprised of the County Auditor, County Treasurer and County Prosecutor. The Commission dictates their process of how a tax budget is submitted. There are counties, such as Montgomery County, that waive the tax

budget process so there is no formal submittal, but they do require an alternative form of specific spreadsheets. Warren County does have the official tax budget requirement of which we follow. In June, Council is presented a draft budget for adoption which must be filed with the County Budget Commission by July 15th of each year. The Commission then has a hearing in late August/early September where all budgets are reviewed and then adopt the Official Certificate of Estimated Resources. This is essentially the maximum appropriation for each fund and will make sure that an entity does not budget to spend more than the available resources. Per state law, every taxing jurisdiction must submit a balanced budget. The official certificate then must be adopted by Council as an emergency because it needs to be filed with the state by October 1st of each year and it then gets filed with the state. All known personnel costs as well as budget assumptions get entered in as they are out of control as related to healthcare and/or percentages for state pension. There will also be indirect costs such as gas, electric, cable, internet, water, sewer, and trash as well as any know contractual obligations. He and the City Manager will then meet with each department head to go over their current year's budget to determine an estimated end of the year balance and to identify any deferred or carry-over projects. Once an estimated fund balance carryover has been determined, they will go over any proposed capital items or projects for the coming year. He will input those to see if the budget can support them and then meet again to prioritize projects if necessary. Once the first draft is completed, he will meet with department heads as a group to go over the budget line by line to be sure that everything is accounted for appropriately. A meeting is then scheduled with the Finance Committee to go over the drafted budget. Finance Committee's approval then brings the process to where we are this evening with presenting the budget to Council. A budget ultimately needs to be on the agenda by the second meeting in October to ensure that it is not presented as an emergency reading with a thirty-day enactment period before the first of January. This will become permanent appropriations and, if any supplemental appropriations are required throughout the year, they will be reviewed and approved as needed.

Budget goals for 2023 are to keep up with growth. There is current residential growth within the community, as well as within the future, that will bring population increases and wear/tear on everything we see above and below ground. The level of service is always tried to be maintained and increased where applicable. There will be a lot of infrastructure needs addressed in this budget that have either been delayed, deferred and/or yet to find a funding source. There will be added equipment to the inventory to provide better safety to our residents and personnel as well as adding levels of service to provide certain functions. It is also a requirement to maintain adequate fund balances. He projects flat revenue that will give him a conservative approach restricting spending. This budget will also provide some progressive debt buydown with two debt issuances being paid in full by the end of next year. There will be only one debt issuance remaining after 2023. We are still experiencing ripple effects of the Covid-19 pandemic. There are continually supply-chain issues, continually inflationary issues, and rising costs of doing business. A possible recession is always a concern, and the Federal Reserve continues to increase interest rates with an imagined .75% increase next month over the current 7.5%. All public utilities and roadways have additional demand with the increase of new housing. There is a police fund operating deficit which is a big concern.

Mr. Rushing showed a spreadsheet of all funds which the city maintains. There are over 30 funds many of which are created through Federal and/or State law as well as being a government entity. All of the funds have different functions and needs. The focus of fund accounting is accountability where the private sector focuses on profit and loss. Our goal is to have services that are desired by residents and provided by our staff. There are seven operating funds which have a fund reserve policy (20% of appropriation) and support personnel – general, road, fire, police, sewer, water and refuse funds. There is also a cost allocation policy that was implemented to understand the true cost of doing business. Several functions are spread across multiple funds. For example, the Service Department has equipment that is utilized within the water, sewer, roads, and general funds. If we budgeted the equipment from just one fund, it would not adequately represent the value of it in all of the funds that it

touches. In the current budget, we have a one-ton plow truck replacement, and each fund would get an appropriate percentage of that equipment based on how it is utilized by it.

The driving revenue source of the general fund is income tax. There is a 1% income tax that has been generally flat throughout the years of 2019, 2020 and 2021 at about \$975,000. In 2022, there has been a dramatic increase for income tax at about 17% greater than 2021. He is projecting to collect approximately \$1,139,389 by the end of 2022. He is estimating 2023 to remain flat compared to this year. A policy change through the State of Ohio was most likely the reasoning to this increase it that individuals are now to withhold tax where they perform the work. In previous years, income tax was withheld in the city where your principal place of work was held. Through Covid-19 there was a dramatic shift of the workforce and we saw more permanent work-at-home employees. There has been an increase of withholdings from businesses that otherwise would have been collecting withholdings from larger cities.

There are over \$6 million invested in fixed income securities. One positive to the Federal raising of interest rates is that we will see a great return on our investments. He is projecting to earn over \$125,000 in interest earnings which will be the most the city has ever had. He is also looking at different ways to lock-in to longer term income securities. The Ohio Revised Code states that five years is the longest maturity with which a public entity can lock-in. As interest rates continually go up, he works with Red Tree Investments (our current investment advisor) to try and make sure our portfolio is being invested in a longer term to capitalize on this market with high interest rates. Our interest earnings are now tied with the second largest revenue source in our general fund.

Each department head gave highlights of their individual funds as well as their proposed projects for the upcoming year. This was a recap of the presentation given to the Finance Committee.

PLANNING & ZONING – Fund 1606 presented by Cathy Walton

-Two staff members (1 full-time Administrator & 1 part-time Code Enforcement Officer) responsible for review of all new permit applications for zoning compliance, all new applications for development within a flood plain for FEMA compliance, respond to citizen complaints regarding the property maintenance code, as well as active enforcement of the property maintenance code.

Highlights:

Office Supplies down by \$1,000 – due to furniture purchase in 2022 that will not be needed in 2023
Computer Roll-outs - \$1,750 for administrator and \$1,500 for Code Enforcement Officer (every 5 years)

CMT Engineering Services – increase of \$100,000 for three active residential developments

City of Springboro Building – remains at \$50,000 for review of plans and performance of inspections

Comprehensive Plan – increase of \$75,000 for a complete plan covering all parcels within the city.

A comprehensive plan is a statement of goals and policies for the vision of the city. It will help with daily zoning decisions as well as the Planning Commission when they review development plan applications to be sure that they fit with the vision of the city. It will also identify any infrastructure that may be needed for economic growth/development. Most importantly, it will provide a statutory basis for zoning decisions. Courts have determined that zoning decisions must be based on a plan that it is in the best interest of health, welfare and safety. This plan would help to support our zoning decisions if ever litigation would arise.

COUNCIL – Fund 2202 presented by Julie Duffy

-Nine staff members (1 Mayor, 6 Council Members, 1 full-time Clerk/Manager's Secretary and 1 full-time Manager) responsible for any type of city-wide events or needs and captures more than individual

council expenses, salaries or meetings. Examples of these expenses would be business of the month activities and the staff holiday party.

Highlights:

Annual Memberships - \$8,265

Annual Travel expenses for Manager and/or Council - \$4,600

Annual Warren County Leadership Class - \$2,500 addition for 2023 & future (one member)

Computer Roll-outs - \$1,750 for Manager and \$1,500 for Clerk of Council (every 5 years)

Transfers:

The general fund is the only fund that can be used to support any other fund. Any transfer from the general fund to another fund is always captured through Council's line account. There are two large transfers for 2023: \$100,000 to the Fire Capital Improvement Fund (discussed later with the Fire fund) and \$648,000 to the Water Capital Improvement Fund (discussed later with the Service Department fund).

INFORMATION TECHNOLOGY – Fund 1808 presented by Ryan Rushing

This is a new department under the General Fund in 2022. This was created as there were several different IT projects and isolating this expenditure made it easier to understand our overall expenditures. This fund will be used for all cost allocated items.

Highlights:

HCST Contracted IT Services - \$5,000 (IT support & help desk)

Datto Cloud Backup - \$2,000 (1 Data storage center on east coast as well as 1 on west coast)

Endpoint Detection and Remediation (EDR) Virus Monitoring – adding annual \$3,450

If the city were to have some sort of ransomware attack that encrypted our data, the backups would allow us to not lose all of our history. Another spam filter will be implemented on all city emails in 2023 to try and provide another filter layer of protection from any type of cyber-attack.

FINANCE – Fund 2404 presented by Ryan Rushing

-Three staff members (1 Full-time Finance Director, 1 Full-time Tax Administrator/Payroll Clerk, 1 Full-time Utility Clerk and 1 Full-time Finance Clerk, currently vacant)

Highlights:

Computer Roll-out - \$1,750 for Finance Director

Civica CMI Accounting Software - \$3,450

All of the department heads have laptop computers which make their roll-out costs a bit higher due to the docking stations compared to other employees who have desktops.

TAX – Fund 2505 presented by Ryan Rushing

-1 Full-time Tax Administrator / Payroll Clerk

Highlights:

Computer Roll-out - \$1,500 (every 5 years)

Tax Refunds - \$20,000

Civica CMI Tax Authority Software - \$23,450

Tax refunds must be budgeted as we must account for all revenues as well as all expenditures. Our current tax software will no longer be supported as of 2023. Civica CMI is utilized for finance,

payroll taxes and utilities. Finance, Utilities and Payroll have all been upgraded and Tax will be the final one to get this upgrade. This upgrade will add value to our residents as it will allow a module to complete e-filings for tax returns. This module will not be implemented immediately as it will be a significant change of practice requiring training of staff. The online payment for utilities was brought on last year after CARES Act funds were utilized for it which now allows our residents to receive their utility statements electronically as well as online bill payment. With the tax software upgrade, we will be exploring the possibility of paying tax liability online as well.

AMERICAN RESCUE PLAN ACT (“ARPA”) – Fund 232 presented by Ryan Rushing
Congress enacted ARPA in March 2021. This was the final implementation of Covid-19 pandemic relief. This provided significant revenues to local government. Our total share is \$572,751.74. Council did have a work session on this topic at the beginning of the year. This fund can still be utilized to respond to the public health emergency, it can be utilized in response to the negative economic impacts, it can be used as premium pay to essential workers as well as replace lost revenue, and/or it can be used as investments to water, sewer, broadband infrastructure only. It cannot be utilized for any road project. These are one-time monies and it is not recommended to utilize these funds for operations or personnel. Many items have been discussed to utilize these funds. One would be to have a utility bill holiday which would equate to providing “free trash” service for two months for all residents. There are roughly 2,200 utility accounts and trash service is \$20+/- each month. We would provide a \$20 credit for two months and label that as ARPA fund reimbursement. This would potentially be during the months of December and January. This would have a remainder of approximately \$484,000 to be utilized towards a much needed water system improvements. We have until the end of 2024 to designate these funds but it is his preference to utilize them earlier than later. The total cost of the water system improvement would be approximately \$1,900,000 and the rest of the funds would be from the general fund transfer (\$648,000), a water fund transfer (\$500,000) and a water capital improvement fund (remaining balance). All of those details will be discussed later in this presentation tonight. He is happy to say that all of these improvements could be funded with cash without any type of bond issuance saving taxpayers hundreds of thousands of dollars over the life of a bond.

SERVICE DEPARTMENT – presented by Dan Casson

-Six Staff members (1 Full-time Service Director, 1 Full-time Service Worker II, 4 Full-time Service Worker I) – currently 1 Service Worker I position is vacant. Funds covered under this department are: Parks & Recreation (1505), Lands & Buildings (1707), Road (201), State Road (202), County Vehicular Tax (203), Park Capital (404), Roscoe Roof Brick (406), Sewer Capital (410), Water Capital (425), Sewer (602), Water (603) and Refuse (604).

The city has grown significantly since he started. Sixteen years ago, the road mileage was about 40 miles of lanes and we are now close to 50 which will grow significantly in 2023 with current subdivisions finishing up their road dedications. In 2021, salt prices were \$72.09 per ton and for 2022, they rose to \$89.05 per ton. With the addition of the larger salt barn last year, they were able to top off the salt and save more out of the allocations from last year. Each year they budget 600 ton of road salt.

Highlights:

2022 Local Paving Program - \$265,070

-Union Road (from SR123 to Timber Ridge Drive) - \$142,126 scheduled to begin first of November

-Chamberlain Road (from SR123 to bridge at city limits) - \$122,944 will follow Union Road

2023 Local Paving Program - \$300,000

-\$200,000 from Road Fund

-\$100,000 from County Vehicular Tax (CVT) Fund

Road Bond for first phase of SR123 will be paid off in 2023

-\$30,000 additional each year for road projects

-Equipment Roll-out

A schedule for equipment roll-out ensures that capital items are not bundled with replacements occurring all in the same year. Staff takes great pride in maintaining the equipment for highest value in resale that can be rolled into purchasing new items. For example, a 2009 GMC Sierra 3500 was recently sold on GovDeals for \$35,200 and was purchased new in 2009 for \$49,500. That 13 years of ownership cost the city only \$14,300. A 2023 Ford F550 plow truck was purchased for \$100,000 so that \$35,200 GovDeal sale gave them a net cost of \$64,800.

-Mowers

Typically mowers get rolled out one at a time. Unfortunately, one trimming mower has been out of service for roughly six months so they are asking to trade it in early to get a replacement as quickly as possible. Estimated replacements for two mowers is \$32,000 with roll-out values of \$3,000-\$5,000. The department currently mows approximately 45 acres within the city.

-Generators

Automatic generators are being requested for installation at the Police, Service and Fire buildings. After Hurricane Ike, FEMA funds were utilized to put in a back-up generator at City Hall. It is a full watt generator and can run everything at City Hall except for the elevator. The current generators at Police, Service and Fire are portable and can only provide power to run a few items. With outages happening more often, it is requested to install back-up generators so that emergency services are never off line. Mr. Faulkner commented that he knows of a solar panel company that targets schools and public entities with back-up power. The company installs and maintains the farm selling the power to the entity at a reduced cost.

-Roscoe Roof Park

The Homan shelter from the rear of the park was moved this season. It was taken down last year in preparation to put it back up this year. It is back up now but they are still waiting on a contractor to complete the concrete. It is a difficult time to find contractors available to do any type of concrete work so he is not sure the shelter will be completed this year.

-Replacement of Garage Doors - \$30,000

As JEMS is building a new station within the business park, our fire department is planning to be housed there. With that, the Service Department would inherit the current fire station at 367 Lincoln. This would give them more heated shop space as they currently only have one bay. Most of their equipment is fluid so it needs to be winterized after every use during the winter months or kept in a heated building. The current garage doors at the fire station are only 12' tall which leads into the department's next request of a sewer vac truck. That vehicle would not fit through a 12' garage door. The main purpose of taking over this building would be to house such a vehicle so they are budgeting for replacing and adding the height to those garage doors at the current fire station. Raising these openings to 13' would give them clearance for this new vehicle. The Service Department currently utilizes the old Marathon building as heated space for the sewer jetter and several pumps. Moving this equipment to the current fire station would elevate the need to occupy the Marathon building which would make it easier to possibly divest that building.

-Sewer Vac Truck - \$400,000

The department currently has a 2007 sewer jetter which is a trailer with no vac ability. It will pressure wash the sewer but it is not able to remove any clogs or debris. It has been sufficient for what has been needed in the past. However, the current growth has increased the need for the City of Franklin's equipment during emergencies requiring a vac. The current sewer jetter will need to be rolled-out in approximately two years and to replace it with another comparable trailer will be \$80,000 - \$90,000. The proposed new sewer vac truck would be similar to the one that Germantown currently owns which is smaller than the City of Franklin's truck. It's primary purpose would be for emergency sewer back-ups. If the City of Franklin is not available to help, we sub-contract with TeleVac and currently use them for drywell maintenance. Each year, \$10,000 is budgeted for drywell maintenance and cleaning. There are currently 620 drywells within the city but we are not coming close to servicing half of those in a given year. This vac truck would help with maintaining drywells as well as the sewer system & storm water system. He feels that due to growth, the city may need to review the possibility of a storm water assessment fee. In our city, we

do not have a traditional storm water system, we have drywells. There are catch basins that lead to drywells. Those drywells can be anywhere from 8' to 20' deep and permeate water back into the ground. These drywells collect trash, lawn clippings and sediment which, in turn, cause them not to work properly. Drywell cleanings are important to keep water from backing up onto streets and into residential areas and a vac truck will help with this. The count of 620 drywells does not take into account those on private property. Ultimately, if staff were available, cleaning of private drywells within the city could be a contracted service performed by the service department. A vac truck could be a multi-use vehicle including hydro-excavation which would not damage underground utilities compared to traditional excavating. The lead time for a vehicle like this is anywhere from 12-18 months. It is a large ask but is something that should be considered now in order to get it here within the next two years. The roll-out for this vehicle would be approximately 15 years for a community of our size.

-Water System Improvements

This topic will be discussed further in a work session on 11/8/22. With the growth of the city, we have outgrown our current water system in both volume and pressure. A water study has been going on for approximately two years with our engineering firm. Our western area is having a volume issue while our northern section is having issues with pressure after the school tapped into the system. Carlisle seems to be fairly flat until you look at the area of Eagle Ridge subdivision where it begins to elevate which is where the pressure issues are being seen. It has been determined that a connection on Lower Carlisle Road would help significantly with volume as well as with the bit of the pressure. Pressure issues will more than likely need a local water tower to solve completely. It is questionable as to whether the city can sustain any more growth until both of these have been completed. The engineer will be able to answer questions during the upcoming work session. Mr. Rushing has worked out numbers as to how these corrections could be paid for without issuing a bond.

FIRE DEPARTMENT – presented by Chief Jeremy Lane

-14 staff members (1 Part-time Fire Chief, 1 Part-time Assistant Fire Chief, 12 volunteer firefighters)
The department currently operates off of a 2-mil property tax levy that produces about \$158,000 annually. That number is currently static.

Highlights:

New JEMS and Carlisle Fire Department Station located in the Carlisle Business Park. \$117,000 was transferred to the Fire Capital Improvement fund from the land sale of this property. This will be utilized for improvements of the new Carlisle Fire Station. These improvements will include SCBA fill stations, a cascade system and compressor as well as gear storage, turnout gear washer/dryer and other equipment storage. They have also applied for various grants that may help to offset these costs as well. It is projected to have a groundbreaking in the Spring or 2023 with a completion date of Spring 2024.

-New Fire Truck - \$600,000

Currently the department works with two vehicles, a 1996 and a 1999. The average life span for a fire vehicle is approximately 30 years. The department has done wonderful things to maintain both fire apparatus. The usable life of these vehicles is quickly coming to an end. They are proposing to roll-out Engine 12 which is the 1996 and replace it with a new vehicle. This replacement would help to improve service to the community. The proposed truck has a 2,500 gallon water capacity which is significantly more than any current vehicle. As there is limited fire hydrant capabilities within the city, this will be a huge operational increase for the department. They have received truck specifications for anywhere from \$550,000 to \$800,000. The proposed truck will be approximately \$600,000. They have looked at used vehicles but the market is next to non-existent. When they do appear, they move quickly and at a very high dollar. Used vehicles that are comparable to the \$600,000 new vehicle are selling for \$425,000 for a 2009 vehicle. There are also delivery issues to deal with when purchasing a new vehicle as it is 570 days for delivery from the time of a signed

contract. There is money that has been set aside for this vehicle purchase as well as good carryover from past years. It is proposed to have a \$325,000 down payment which would be from the Fire Fund (\$225,000) and the General Fund of (\$100,000 transfer to the Fire Capital Fund). The proposed annual payment for the remaining cost of that vehicle would be well within the Fire Department budget and would not require additional funding. This will be a vehicle from which they intend to get 25-30 years of use. Given the lifespan of their current vehicles and the delivery delay in a new vehicle, this is something that they would like to get under contract sooner than later. Every manufacturer that has sent specifications for this vehicle has mentioned that prices will increase by 5%-10% in the next couple of months. The longer that we wait, the more expensive these vehicles will be. If this budget request is approved, the department will be selling Engine 12 (1996). He believes that Rescue 11 (1999) can give them another 8-10 years of service. This vehicle was reported to have a frame rail crack. However, Mr. Casson had a body/frame expert come in to look at it. The frame rail itself was not cracked and was completely intact. There is a frame rail cap that goes over the frame and that is where the stress fracture was so no repair was required.

TIFs – presented by Ryan Rushing

There are four residential TIFs: Eagle Ridge, Indian Trace, Timber Ridge and Waterbury Village. These TIFs were implemented at about the same time and are each governed by a developers agreement. Two are active – Timber Ridge and Eagle Ridge. Timber Ridge is supporting two debt issuances which are improvements to Union/Fairview Road as well as SR 123. Next year, it is fully anticipated to pay off the debt issuance of Union/Fairview Road entirely. That is \$380,000 that will roll off of the books saving tens of thousands of dollars in interest. In addition, the Eagle Ridge TIF is building a balance of \$550,000 that is needed to pay for an improvement that the developer is authorizing. That available fund balance should be complete by 2025. There is a road extension off of Jamaica to the northern part of the new section of Eagle Ridge. In 2024, we will budget for the payoff of the SR 123 note which will be \$375,000 for this year and \$280,000 next year. By 2025, there will be no outstanding TIF projects activated. At that point, they can continue down the developers list in order to be aggressive in getting those projects completed. The earlier they are completed, the earlier we can recall the TIFs. There are some items on those developer's agreements that only benefit those individual developments but also can benefit the entire community. Both Eagle Ridge and Timber Ridge have a water tower as an authorized use. That would be phase II of our water system improvement and we may be able to utilize the TIF revenue to pay for a water tower. More specifics of a possible water tower will be discussed in Council's upcoming work session. The newest part of Eagle Ridge to the west of town will not be included in any TIF. These new homes will also be on well water and not a part of the current water system.

MAYOR'S COURT – presented by Chief Will Rogers

-Three Staff Members (1 Full-time Police Clerk/Court Clerk, 1 Part-time Magistrate, 1 Part-time Law Director/Prosecutor)

The number of court cases fluctuates based on the year and what is happening during that time. There is no good way to predict or account for higher/lower case loads. They have looked into the possibility of video arraignments and \$10,000 would be on the higher end. They are looking for something that would best fit their need so that officers are not tied up or create overtime. Driving to and from the county for transport is an increased risk. Video arraignments would ultimately save time & money as well as wear and tear on the vehicles.

POLICE DEPARTMENT – presented by Chief Will Rogers

-Nine Staff Members (1 Full-time Police Chief, 7 Full-time Patrol Officers, 1 Full-time Police Clerk/Court Clerk) When we compare number of officers and their salaries with other comparable cities, our number of officers ranks near the bottom and our top pay is the lowest, based on the current FOP contract.

Highlights:

Police Cruisers – The 2021 Dodge Durango was \$32,496 and the 2023 was \$40,333 and for next year it is estimated at \$45,000. These numbers reflect just the vehicle and not the added equipment for our officers. That addition can be anywhere from \$15,000 - \$20,000 depending on the market price of equipment. It is believe that the Dodge Charger will no longer be made as well as possibly the Durango. If that is the case, they will have to go with a Ford or Chevrolet. In past years, they have been able to find cruisers as many dealers had extras. However, after Covid-19 vehicle shortages, you can only get a vehicle by ordering one which could take upwards of a year if not longer. This year's budget is paying for next year's car because it must be paid for before they will order it. He feels that an SUV has better usable space for an officer and is the most conducive for police work.

Generators – \$16,5000 - was covered by Mr. Casson.

Radar - \$2,000

Computer Roll-out - \$1,750 Police Chief, \$1,500 Office and \$1,500 Road Room

In-car Computer - \$4,000

Lexipol Training Service – He can get everyone certified through virtual training versus paying for only two in-person training sessions.

Miami Valley Crime Lab – He plans to step away from them. MVCL has gone away from touch processing due to staff shortages which means they send everything to BCI in London, Ohio. BCI services are free so he can send information there for only the cost of an officer transporting it.

Police Department Future:

There are several different organizations that claim you should have a certain number of officers based on the population of your community. The suggestions are 2.1-2.6 officers per 1,000 residents. By those standards, we should have 11.5 – 14.3 officers based on our population of 5,501. He feels they can do the job for less than the national standard. Numbers can be open to interpretation. He tries to be openminded to what it takes to efficiently and effective provide good police service. His idea of the perfect Carlisle would be 12 sworn officers as well as 1 Chief and 1 Supervisor. As the city continues to grow, there may be a need for more officers or a greater provided service. Currently, as an officer in the department, there is nothing to aspire to, you are either the clerk, an officer or the Chief. This would give opportunity to develop the next generation of leadership. His main goal is to train someone to step into his position as he will not be here forever. He would like to add a Detective/Crime Preventionist. Currently, there are two officers that follow-up with all investigations based on their daily workloads. This leads to issues not being completed in a timely manner. Having 8 patrol officers would give them the ability to have two officers on duty 24/7. Currently, from 3:00am until 7:00am, there is only one officer on duty. This staffing would also allow him to have a School Resource Officer. The School would need to be a partner in this and it could be a very valuable asset to the administration. A resource officer would be there as an employee to help it run efficiently, quietly and peacefully. Additional police cruisers will most likely be a necessity in the future. The less time we can put a vehicle on the road, the longer the time we can keep that vehicle. If a vehicle is driven only one shift per day, it will last a lot longer than a vehicle that is driven two shifts or three shifts in a day. A new police station would be on his wish list. Their current building was a hand me down and it was designed for another purpose. He would estimate that within 5-8 years they will need to be looking at newer building and/or new location for the department that has been designed for police work.

Mr. Rushing closed the presentation of the budget. This legislation will be in a three reading cycle which is done to allow Council ample time to review it, line by line, and ask questions. If at any point, Council has questions, they can contact him or any department head to come back and clarify. By the second meeting in November, it will be on for a final reading and vote. This will allow for the 30-day enactment period before it goes into effect on January 1st.

With no further discussion, Mayor Winkler stated that this legislation will be on for a second reading at Council's next meeting.

ORD. 26-22 AN ORDINANCE EXTENDING THE TEMPORARY MORATORIUM UNTIL JANUARY 31, 2023 REGARDING CHICKENS AND OTHER POULTRY AS DEFINED BY SECTION 618.19(A) OF THE CITY OF CARLISLE CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

Mrs. Duffy explained that this legislation would extend the 90-day moratorium that was passed by Council at the end of September which was set to expire about December 27, 2022. Given the budgetary cycle, the Finance Committee having to bump the planned work session prior to this meeting for another committee meeting, Councilmember Bicknell recommended that staff bring forth this legislation. If approved, this would extend the current moratorium regarding the enforcement of Section 618.19(a) of the Carlisle Code about restricting chicken ownership until January 31, 2023. This will allow Council time to review, discuss and have additional work sessions. This timing would allow for two meetings in November, two meetings in December and two meetings in January. If there would be a need for more time, Council can again do a similar ordinance in January to extend it further. It is on as an emergency to make it clear to the public that the moratorium has been extended until January 31, 2023.

Mr. Faulkner made a motion to suspend the rules requiring three readings, and have one reading by title only and declaring an emergency, seconded by Mr. Bicknell.

Roll Call:

- Mr. Faulkner yes
- Mr. Bicknell yes
- Mr. Stivers yes
- Mr. Kilpatrick yes
- Mr. Humphries yes
- Mrs. Kemper yes
- Mayor Winkler yes

With no further discussion, Mr. Kilpatrick made a motion to adopt, seconded by Mrs. Kemper.

Roll Call:

- Mr. Stivers yes
- Mr. Kilpatrick yes
- Mr. Humphries yes
- Mr. Faulkner yes
- Mrs. Kemper yes
- Mr. Bicknell yes
- Mayor Winkler yes

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 26-22.

Second and Third Readings of Ordinances and Resolutions:

None

Mrs. Kemper made a motion to accept Denise Eagle's application for the Parks & Recreation Board, seconded by Mr. Bicknell.

Roll Call:

Mr. Bicknell	yes
Mr. Faulkner	yes
Mr. Kilpatrick	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Denise Eagle has been appointed to the Parks & Recreation Board.

Mayor Winkler stated that this concludes the business items on their agenda.

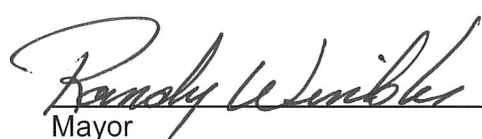
With no further business, Mr. Kilpatrick made a motion to adjourn, seconded by Mr. Faulkner.

Roll Call:

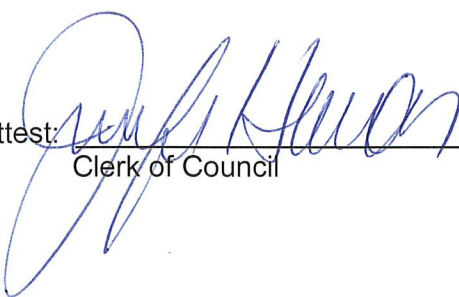
Mr. Kilpatrick	yes
Mr. Faulkner	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	no
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 9:18 p.m.

Date: 11-8-22



Mayor

Attest: 

Clerk of Council