
**MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
OCTOBER 25, 2016 – 6:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, October 25, 2016 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 6:00 p.m. with the Pledge of Allegiance.

Roll Call:

Mr. Randy Jewett	present
Mr. Jake Fryman	present
Mr. James Licklitter	present
Mr. Brad McIntosh	present
Mr. Jonathan McEldowney	present
Ms. Barb Tankersley	present
Mayor Randy Winkler	present

Staff members present: Village Manager Sherry Callahan
Law Director David Chicarelli
Police Chief Michael Bruck
Finance Director Julie Duffy
Clerk of Council Amy Brown

The minutes of October 11, 2016 were presented to Council for review. Mr. Fryman made a motion to approve the minutes as presented, seconded by Mr. McIntosh.

Roll Call:

Mr. Jewett	yes
Mr. Fryman	yes
Mr. Licklitter	yes
Mr. McIntosh	yes
Mr. McEldowney	yes
Ms. Tankersley	abstain
Mayor Winkler	yes

Public Forum: No one responded.

Council Report:

Ms. Tankersley thanked Council for excusing her from the last Council meeting due to a work conflict. Ms. Tankersley mentioned that she has had some experience with Carlisle Pharmacy and they have been wonderful to deal with. Ms. Tankersley stated that it is such a good pharmacy and she is thankful we have them in Carlisle.

Mr. McEldowney reminded residents that November 8 is Election Day and encouraged everyone to become a part of the process and get out and vote.

Mr. McIntosh reminded residents to vote on November 8. Mr. McIntosh reminded residents that Beggar's Night is Monday evening from 6 p.m. to 8 p.m.

Mr. Licklitter had nothing this evening.

Mr. Fryman had nothing this evening.

Mr. Jewett had nothing this evening.

Mayor's Report:

Mayor Winkler reminded residents that Monday, October 31 is Beggar's Night from 6 p.m. to 8 p.m. Mayor Winkler encouraged residents to vote on November 8.

Manager's Report:

Mrs. Callahan had nothing this evening.

Committee Report:

Mr. Licklitter, Chairman of the Finance Committee, reported that the Finance Committee was presented a balanced budget for 2017. Mr. Licklitter stated that the past year was a good year with good revenues. Mr. Licklitter thanked Mrs. Duffy for her good work on the budget, and stated that he appreciated it. Mr. Licklitter questioned Mrs. Callahan regarding the personnel issue and wanted to know what the final personnel increase is. Mr. Licklitter stated that he had emailed Mrs. Callahan and she responded, but he didn't understand, so he would like Mrs. Callahan to go ahead and repeat what she had emailed to him.

Mrs. Callahan responded that due to the discussions in the work sessions over the past year, the budget is figured with the same process every year, starting with basic needs, then equipment, and the last look is personnel. Mrs. Callahan said that her understanding from the previous work session is that the pay plan would remain the same with no adjustment, non-union employees would be placed on the current pay scale, since that had already been approved by Council with a minimum and maximum amount for each one of the job classifications, and then a maximum of 5% merit for non-hourly employees.

Mr. Licklitter stated that he personally didn't recall agreeing to all of that, and what he recalls the last thing that was talked about, he did recall offering a 5% merit for everybody if in fact we use the merit and it was not an increase across the board. Mr. Licklitter said that was an offer, and he didn't recall Mrs. Callahan agreeing to that. Mr. Licklitter stated that he recalled that Mr. McIntosh was going to take all the numbers and work out a spreadsheet and try to decide where those people were going to fit into those numbers, but he didn't think that Mr. McIntosh put together that spreadsheet.

Mrs. Callahan remarked that what she had in her notes was in a memo from May 2016, which she sent back out to Council, and Mr. McIntosh was going to do something with those figures. Mrs. Callahan stated that what she understood was that Mr. Licklitter wanted to see the salary of each position on the current pay scale, and she sent that out to Council. Mrs. Callahan replied that she did the midpoints because at that time what she understood is we should see where those positions should be falling on

the pay plan. Mrs. Callahan stated that years of experience, qualifications, and past evaluations were factored into the positioning on the current pay plan, since there was no interest from Council to change the pay plan.

Mr. Licklitter agreed, and said that he didn't see any need to change the pay plan, but he thought what they were going to try and do was to properly position those non-union workers into the current pay plan.

Mrs. Callahan replied that is correct, and she had a deadline to get a budget together, so she went ahead and positioned the workers.

Mr. Licklitter responded that you positioned them in, and so we really don't know, or at this point, really understand what increases they would receive.

Mrs. Callahan stated that no, she had positioned them, and she instructed Mrs. Duffy, because the last thing we look at is personnel, to see if positioning everyone would work in the present format with the budget being balanced, and it did, so that is what she presented. Mrs. Callahan stated that we had to have the 1st reading of the budget tonight, and have 3 readings in 30 days.

Mr. Licklitter said that he understood that there will be 3 readings, and he isn't saying that this will stop the budget, but he wanted to understand because he didn't feel like there was an agreement, so somewhere, he miscommunicated something.

Mrs. Callahan replied that maybe she misunderstood, but she never received the items back from Mr. Licklitter or Mr. McIntosh and she sent those to Council. Mr. Licklitter replied that was true. Mrs. Callahan went on to say that she didn't understand exactly what Mr. McIntosh was going to do, but she understood what Mr. Licklitter had suggested and she just went ahead and did it with the factors of qualifications, years of service, and their past evaluations. Mr. Licklitter stated that in inserting the people in, Mrs. Callahan changed the hourly people. Mrs. Callahan replied they were changed within their grade.

Mr. Licklitter stated that he would like to understand what that impact is on the budget.

Mrs. Callahan remarked that she told Mrs. Duffy that she needed this much personnel money and she did that to make sure it would even work, and it did. Mrs. Callahan stated that the budget is balanced with money left over to put into reserves.

Mr. Licklitter stated that he would like to understand what that is, and the other thing he wanted to reiterate is the plan to use the 5% for the non-union workers is that it is a strict merit plan and he wants to see the merits as Mrs. Callahan does them.

Mrs. Callahan clarified with Mr. Licklitter regarding what he wanted to see.

Mr. Licklitter stated that he would like to see the actual merit.

Mr. McEldowney stated that yes, he was in agreement with Mr. Licklitter. Mr. McEldowney said that he didn't believe they came to a consensus that evening, and he would like to see an evaluation form to base the merit on, and he believes that is what Mr. Licklitter is referring to.

Mr. Licklitter confirmed that he wants to see the formal evaluation forms.

Mayor Winkler inquired if Mr. Licklitter wanted to see the evaluations of the employees of the city.

Mr. Licklitter replied yes.

Mrs. Callahan noted that she would caution Council on doing that and she stated she is trying to be diplomatic. Mrs. Callahan remarked that Council gives "x" amount of money for personnel. Mrs. Callahan stated that whatever Council decides to give for personnel costs is their prerogative. Mrs. Callahan explained that is what Council was here to do, but when it comes to the day to day operations of an evaluation and that type of thing, that is the role of the city manager per our charter. Mr. Licklitter agreed. Mrs. Callahan stated that Council might be tipping their toe a little over the line.

Mr. Licklitter replied that no, he wasn't trying to usurp her power. Mr. Licklitter stated that if they understood that there was a merit policy going to be put into place and that 5% was going to be used for that merit policy, he sees no reason why he can't see the actual merit forms.

Mrs. Callahan explained that there have always been evaluations done since she has been at Carlisle and that Council can get a copy of that at any time. Mr. Licklitter said that is all he is asking for. Mrs. Callahan noted that when it comes to the merit and the monies appropriated, she wanted to make sure everyone understood.

Mr. McIntosh remarked that he didn't think Mr. Licklitter is asking to see the individual portion, how the criteria is executed, he thought that Mr. Licklitter just wanted to see the criteria, is that correct?

Mr. Licklitter responded yes.

Mrs. Callahan said that she gave Council a survey of all of the cities around us, and how they implement their merit system because that was a question that was asked by Council some months ago. Mrs. Callahan noted that she gave Council the survey showing how everyone else does their merit increases, such as Franklin, Springboro, and Miamisburg. Mrs. Callahan stated that in the majority of those cities, their Councils would appropriate 5% and 2% of that is across the board, with the other 3% is merit to be given at the discretion of the department heads who evaluate their people to recommend to the city manager on whether they deserve 1, 2, or 3%.

Mr. Licklitter apologized if he is being redundant, but when he speaks of merit, he speaks of the formal merit process along with formal written merit and why. Mr. Licklitter said that he just wants to see and make sure that those things are being done. Mr. Licklitter said that if in fact, that is what Mrs. Callahan understood, then that is what was agreed upon. Mr. Licklitter understood that there would be a full merit policy or process put in place.

Mr. McIntosh inquired if that is for everyone, hourly and non-hourly.

Mrs. Callahan stated that is not what she heard, and that is not what is in the budget.

Mr. McIntosh said that is what he wanted to address, but now is not the time to do it, but he understands that Mrs. Callahan needed a placeholder in the budget, and the budget is what it is at this time. Mr. McIntosh stated that he believes there needs to be a work session at the next meeting.

Mrs. Callahan replied that was one of her questions, if there would be another work session at the next meeting, and if Council wanted it before or after the regular meeting.

Mr. McIntosh wanted to make sure everyone understood that there will be a 2nd reading of the budget at the next meeting and a work session after, so by the 3rd reading, everyone should be good with everything.

Mayor Winkler stated that he thought a work session would be better after the next Council meeting on November 8 unless they want to change it to Monday the 7th. Mayor Winkler remarked that if they are potentially going to go into a lengthy work session, he would prefer Monday the 7th or Wednesday the 9th.

There was a consensus among Council that Wednesday, November 9 would work out better for them.

Mr. Licklitter made a motion to set the next Council meeting for Wednesday, November 9, with a work session to follow, seconded by Mr. McIntosh.

Roll Call:

Mr. Jewett	yes
Mr. Fryman	yes
Mr. Licklitter	yes
Mr. McIntosh	yes
Mr. McEldowney	yes
Ms. Tankersley	yes
Mayor Winkler	yes

Old Business: none

New Business: none

First Reading of Ordinances and Resolutions:

ORD. 16-16: AN ORDINANCE TO MAKE REAPPROPRIATIONS/SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE MUNICIPALITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2016, AMENDMENT NUMBER 2.

Mrs. Callahan explained that this legislation is the annual clean-up appropriation for 2016 and is on for a first reading. Mrs. Callahan said that if Council had any questions, this legislation can be further discussed at the work session on November 9.

With no further discussion, Mayor Winkler announced that this legislation would be on for a second reading at the November 9 Council meeting.

ORD. 17-16: AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE MUNICIPALITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

Mrs. Callahan noted that this is the annual budget legislation and is on for a first reading. Mrs. Callahan stated that the Finance Committee has met once to discuss the budget, which is balanced with additional money being put into reserves. Mrs. Callahan remarked that Mrs. Duffy was present tonight to answer any questions that Council may have.

With no further discussion, Mayor Winkler announced that this legislation would be on for a second reading at the November 9 Council meeting.

Second and Third Readings of Ordinances and Resolutions:

ORD. 14-16: AN ORDINANCE AUTHORIZING THE TRANSFER OF \$50,000 FROM THE GENERAL FUND (101) TO CARLISLE BUSINESS PARK FUND – 302.

With no discussion, Mayor Winkler announced that this legislation would be on for a third and final reading at the November 9 Council meeting.

ORD. 15-16: AN ORDINANCE AUTHORIZING THE TRANSFER OF \$85,000 FROM THE EAGLE RIDGE TIF FUND (210) TO SR 123 FUNDS 412, 413, 414, AND 415.

With no discussion, Mayor Winkler announced that this legislation would be on for a third and final reading at the November 9 Council meeting.

Mayor Winkler announced that Council would move into Executive Session for one discussion item: Pending or Imminent Court Action – to discuss pending and imminent court action.

Mr. Licklitter made a motion to move into Executive Session at 6:25 p.m. for Pending or Imminent Court Action, seconded by Mr. Jewett.

Roll Call:

Mr. Jewett	yes
Mr. Fryman	yes
Mr. Licklitter	yes
Mr. McIntosh	yes
Mr. McEldowney	yes
Ms. Tankersley	yes
Mayor Winkler	yes

Council reconvened back into Regular Session at 6:50 p.m.

With no further business, Mr. Licklitter made a motion to adjourn, seconded by Mr. Jewett.

Roll Call:

Mr. Jewett	yes
Mr. Fryman	yes
Mr. Licklitter	yes
Mr. McIntosh	yes
Mr. McEldowney	yes
Ms. Tankersley	yes
Mayor Winkler	yes

Meeting adjourned at 6:50 p.m.

Date: _____

Mayor

Attest: _____
Clerk of Council