
**MUNICIPALITY OF CARLISLE COUNCIL MINUTES
REGULAR MEETING OF COUNCIL
NOVEMBER 9, 2021 – 7:00 P.M.
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, November 9, 2021 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting opened at 7:01 p.m. with the Pledge of Allegiance.

Roll Call:

Mrs. Debbie Kemper	present
Mr. Randal Jewett	present
Mr. William Bicknell	present
Mrs. Kim Bilbrey	present
Mr. Chris Stivers	present
Mr. Tim Humphries	present
Mayor Randy Winkler	present

Staff members present: Village Manager Julie Duffy
Finance Director Ryan Rushing
Clerk of Council Jennifer Harover

The minutes of October 26, 2021 were presented to Council for review. Mrs. Kemper made a motion to approve the minutes, seconded by Mrs. Bilbrey.

Roll Call:

Mrs. Bilbrey	yes
Mr. Jewett	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Minutes of October 26, 2021 were approved.

The Special Meeting Minutes of October 26, 2021 were presented to Council for review. Mrs. Bilbrey made a motion to approve the minutes as presented, seconded by Mrs. Kemper.

Roll Call:

Mrs. Kemper	yes
Mr. Jewett	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mrs. Bilbrey	yes
Mayor Winkler	yes

The Special Meeting Minutes of October 26, 2021 were approved.

The minutes of the October 26, 2021 Work Session were presented to Council for review. Mr. Bicknell made a motion to approve the minutes as presented; seconded by Mrs. Bilbrey.

Roll Call:

Mr. Bicknell	yes
Mr. Stivers	yes
Mrs. Bilbrey	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Jewett	yes
Mayor Winkler	yes

Work Session minutes of October 26, 2021 were approved.

Public Forum:

No audience members came forward.

Council Report:

Mrs. Bilbrey thanked all of the adults and children that came out to the High School for Trunk or Treat. The Farm on Central brought a tractor and provided hayrides. Many of the election candidates were present as well as several businesses and many residents. It was a great spot for the event and there was a record number of kids participating. She thanked the High School and Dr. Vale for allowing them to utilize this space. There was a ribbon-cutting event at The Move and she officially welcomed them to Carlisle. They are located next to Subway and have already done a great job promoting their new business. They offer healthy and nutritional shakes and teas. She congratulated all of the election winners for both Council and School Board. She reminded all residents that the Christmas Tree Lighting event will be held on December 2nd at 6:00 p.m. There has been another snap of good weather and she has noticed homeowners blowing leaves into the street. She pleaded with all residents to not do this. It is a safety hazard as well as creates havoc on our storm water system.

Mr. Bicknell attended a JEMS Board meeting last evening. They are in process of getting a contract signed with the law firm that will represent them for the purchase of land. They did make the official announcement that Jessie Madden will be their new JEMS Chief. He has 23 years of experience with JEMS and is very knowledgeable. He will be a great leader and is very well respected. He congratulated the Carlisle high school football team for a successful year. They had a great representation of our town even though their season is now over. He congratulated the 7th grade team for winning their division with an undefeated season. He knows that the high school band is still performing but he is not sure how far they have made it with the State competition. It is really good to see so much success within the school system. He looks forward to seeing what all of these kids will do in the future.

Mr. Stivers reminded all citizens that Thursday is Veterans Day. He thanked all veterans for their service to our country. He appreciates all that they have sacrificed. He congratulated Franklin

Township on renewing their Senior levy. This also affects Carlisle. One of the Senior levy's main things that they offer is free transportation to all seniors. Senior residents simply need to call ahead and reserve their free ride. The Carlisle Historical Society will be doing a holiday home tour on December 4th (times will be announced on Franklin Historical Society's webpage). There will be eleven stops along the tour of local homes that have been decorated for Christmas. Tickets will be \$20 per person and can be purchased at the Country Peddler as well as Gross Lumber. He thanked everyone who took the time and effort to run for local office. It is truly a thankless job to put yourself at the mercy of the people and ask to represent them as a voice. People often complain but it allows officials to hear them and be the change where necessary.

Mrs. Kemper wished Mr. Jewett a happy birthday. She also welcomed The Move to Carlisle. She is already stuck on their Carlisle Indian tea. If you get a chance, please stop by and check out their selection. She would like to honor all of the veterans and let them know that she appreciates all that they have done. She congratulated all of the Carlisle teams for a great season. This Saturday there will be a cheerleading competition at Carlisle High School. Cheerleaders work just as hard as the football players and she would love to have everyone come out and support them. There will be schools in attendance from all over the area. She will be there supporting two of her granddaughters.

Mr. Humphries asked if the new improved drywell at Park and John will be getting any striping. The previous flow was simply avoiding the hole in the area. Now, everything looks so good, he feels that someone may take out the old light pole. He believes that a bit of striping may keep this from happening. He appreciates seeing four of our department heads in attendance this evening.

Mr. Jewett thanked everyone who voted in this past election. The numbers show that he was not elected to continue with Council. He thanked residents for allowing him to serve over the past eight years. It has been a pleasure. He congratulated Mr. Humphries, Mr. Kilpatrick, Mrs. Bilbrey and Mr. Bicknell.

Mayor's Report:

Mayor Winkler congratulated all of those elected. He looks forward to working with each of them. He is sad to see Mr. Jewett leaving and appreciates all that he has done in the past eight years. Everything that he brought to the table was great and he will miss his insight. He welcomed The Move to Carlisle. He has not made it over there yet but he intends to soon. He stated that he has run the Veterans Day program for the last few years but, unfortunately, due to Covid it will not happen again this year. There are still too many lingering issues and controversy so he feels it would be best to try it for next year. The Veterans Memorial will hopefully be completed by then and they can have the program at the memorial. He congratulated the 6th grade football team for finishing third place as they traveled to Sandusky. They represented our community very well. He congratulated all of the other teams and was glad to see that our high school football team made it to the second round. It has been quite some time since Carlisle has made it that far. He will also be attending the cheerleading competition this weekend as his granddaughter will be participating.

Manager's Report:

Mrs. Duffy commented that she believes the High School band is still competing. She encourages everyone to check out their website as great things are yet to come for them. About a month ago, Council was presented a new addition to the park by Connor Grooms, Eagle Scout. The Storybook

Trail has been installed at Roscoe Roof Park between the two playgrounds. It looks great and gives another opportunity for adults and children to interact while playing at the park. She reminded residents that administrative offices will be closed on Thursday in honor of Veterans Day. All emergency personnel will be staffed as normal. If any resident has a life-threatening emergency, please call 9-1-1. For any non-life threatening emergency, please contact Warren County dispatch at (937) 425-2525.

Committee Report:

Mr. Bicknell stated that the Finance Committee met on Thursday and went through the 2022 Budget with Mr. Rushing. He discussed several purchases that will be spread out over multiple funds to accurately depict expenses. For example, one item may be allocated across several funds so that it represents how it is used in various departments. This will give a clearer picture of where our expenses are being utilized. The overall budget looks great and Mr. Rushing will be covering all of it in detail later this evening.

Old Business:

None

New Business:

None

First Reading of Ordinances and Resolutions:

ORD 26-21 AN ORDINANCE TO ADOPT THE PAY PLAN FOR THE CITY OF CARLISLE AND AUTHORIZE THE PLACEMENT OF EMPLOYEES AND IS ON AS A SINGLE READING.

Mr. Rushing explained that this legislation will be an adjustment to our pay plan. In July of 2019, Staff worked with Council to reflect on job classifications as well as pay scales. It was common practice in previous years that we would lose significant staff due to competition from other communities as well as pay. Comparables were considered and adjustments were made to the pay scale. In July 2019, we were fortunate enough to adopt a new pay scale that more accurately reflected comparables to the job positions. He is happy to report that since that time, there have been no employee losses due to leaving for another community. That is a testament that adopting this new pay scale was very useful in terms of retention and recruitment of employees. With that, for years 2020 and 2021, the pay scales were frozen in recognition of the pay adjustment made in July 2019. We would like to keep up with inflation as well as comparables and he is recommending a 3% cost of living adjustment across the board. This is in line with State-wide averages and Southwest Ohio in terms of a consumer price index. Each councilmember has a copy of the proposed increased pay scale and he is happy to answer any questions.

Mr. Bicknell made a motion to suspend the rules requiring three readings, and have one reading by title only, seconded by Mrs. Bilbrey.

Roll Call:

Mr. Humphries	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Jewett	yes
Mr. Stivers	yes
Mrs. Bilbrey	yes
Mayor Winkler	yes

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

Roll Call:

Mr. Jewett	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mr. Stivers	yes
Mrs. Kemper	yes
Mrs. Bilbrey	yes
Mayor Winkler	yes

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 26-21.

ORD. 27-21 AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF CARLISLE, OHIO DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022.

Mr. Rushing showed a collage of snapshots from 2021. This has been a very interesting year and we are still experiencing the ripple effects of Covid-19. We are hopefully over the hump in terms of the immediate public health emergencies but we are still having supply chain disruptions, inflation, and labor shortages. He thanked Staff, Department Heads, Council and residents for working together and making the best of 2021. As we look towards next year, there are few things to note. There will still be a lot of side effects of Covid-19 and how it will impact us here in such things as purchasing of supplies and equipment. We have all experienced the headaches of making purchases. Simple things like purchasing a new police cruiser have become delayed hindrances. Unfortunately, we will continue with the experiences well into 2022 and beyond. Due to that, we are experiencing rising costs of doing business, inflation, labor shortages and overall supply chain issues. We will need to keep all of this in mind as we look towards next year. He is expecting to have continued population growth. There are four residential TIFs (Timber Ridge, Eagle Ridge, Waterbury and Indian Trace) that will continue to be developed. With additional population means additional increased wear and tear on our infrastructure, increased utilization of our public utilities as well as general inquires to Town Hall. These will all be impactful to the budget as well as how we look towards the future. In 2021, we hit city status with an official count by the U.S. Census of 5,501. Our increased growth in residential development means that we anticipate never looking back at village status. We will be inheriting additional responsibilities as discussed in many meetings. Those mainly pertain to personnel, infrastructure, and maintenance as it relates to the additional of State Route 123.

In preparing the budget, his main concern has been that of preparing for growth. Change is the one constant in life. As we continue to talk about the increase in our population, we will have to deal with displacing storm water. The more impervious surfaces you have within a community, the more storm water issues we will face. Most residents won't understand the increased demand on public utilities as most of our community is predominately on wells. Our public water system is very limited. Adding additional homes to that will be a significant demand. We will need to maintain services. Throughout the budget, there are increased services as we increase infrastructure. He is happy to say that the road fund will be increasing by \$500,000 so that we can have a local resurfacing program. Infrastructure will need to be addressed not only above ground but also below. We will also be looking to inventory additional equipment that will bring better safety for our employees while providing better ways of delivering service to our residents. We will need to maintain adequate fund balances for all seven operating funds with a total of over thirty funds for the budget. An operating fund is any fund that supports personnel. In particular, the funds supported by our income tax which is the general fund as well as the Police fund. There is also a point of buy-down debt. A positive of having extremely low interest rates is that when we borrow money, it is also at a low interest rate. As the economy begins to pick up and more demand is put into the market, interest rates will slowly begin to rise again. He has the advantage of having low interest rates on debt so we will want to buy-down debt as quickly as possible. He will outline in the budget which bonds will be rolling off over the next few years.

As he walks through the budget this evening, his goal is to touch upon the highlights. He will move fund by fund, department by department and discuss any major purchases within each. Each councilmember has a printout of the budget in their binders. Department heads are present this evening to help answer any questions that Council may have about the budget. The highlighted blue columns is the beginning fund balance as of 2021. The green highlighted column is the estimated ending balance as of 2022. He is happy to report that every fund but one will have a greater fund balance at the end of 2022 than the beginning of 2021. The one exception is that of the Police fund which he has discussed in previous meetings. There is a Cost Allocation Policy that is utilized for the budget. This is a best practice to understand the true cost it takes to run a city government. For example, we all use internet in every department. If he were to budget internet services from only fund, it not accurately reflect the use of internet for all departments. The Cost Allocation Policy is a consistent method that we use to allocate budgeted items throughout multiple funds. This is how we account for the true cost of running a city government. So as he moves through fund to fund, Council will see expense items repeated and that is due to this Cost Allocation Policy.

Mr. Rushing went through the proposed budget with Council and presented highlights while also accepting any questions that Council had during the presentation. He did explain that this legislation will go through the three reading cycle; however, due to the timing of meetings and the end of the year, the third reading will need to be presented as an emergency. There is a thirty-day enactment period. During that third reading of the budget, he will change the title to an emergency and adopt it as such.

This legislation will be on Council's agenda for a second reading on November 23, 2021.

ORD. 28-21 AN ORDINANCE TO AMEND CHAPTER 881.081 OF THE CARLISLE TAXATION COE OF THE CODIFIED ORDINANCES.

Mr. Rushing explained that this legislation to reduce the municipal income tax credit that is currently offered to residents not to exceed .5%. This will result in all residents paying at least 1% local income tax to their home municipal services. This would not impact any of those currently working in Carlisle or receiving social security benefits, pension benefits, disability benefits or active duty pay. This is on for the regular three-reading cycle. It will go into effect for the 2022 tax year which would be filed with returns in 2023. This was presented to Council in a work session on September 14th and to the Finance Committee on November 4th when it was recommended to be placed on the agenda. Since the first quarter of 2019, he has been reporting to Council on the need for alternative revenue sources as the demand for municipal services continues to increase. Increase costs are driven by all of the factors we experience on a daily basis – increased population growth and the increased cost of doing business. It was indicated in 2020 Census, our population grew by 12%, one of the highest in Warren County. We went from a population of 4,915 with the 2010 Census to a count of 5,501 in 2020. The city will need adequate fund reserves in order to mitigate any global or national trends or national health emergency or economic downturn. Covid-19 has lingering impacts that we continue to face today. Over the next five years, he is projecting that the Police fund will dip below the minimum 20% fund balance by the end of 2023. The Fund Reserve Balance policy sets a 20% minimum fund balance in order to help guide Council and staff to mitigate any disruption in service. That is our goal when we budget for the upcoming years. We do not want to disrupt the level of service we currently give our residents. He is also projecting that the Police fund to go negative by the end of 2026. This is due to a \$500,000 deficit in the Police fund. As Council may recall, the .5% income tax was adopted by voters in 1994. Since that time, there has not been a local increase to income tax for over 25 years. In addition, we have grown in population, we have grown in lane miles, we have grown in utility counts and we have grown in all aspects of our community, without adequate revenue sources to offset the additional growth. The General fund is also supported by a 1% income tax that was enacted permanently in 1989 and has not been adjusted. The transfer from the General fund to the Police fund represents over \$400,000 that grows year after year in order to fund our Police fund. Due to government accounting, we can only use our funds based on the legal purpose for which they were created. For example, we cannot use excess sewer funds for police activity. Every fund has a legal purpose in which it was adopted and those funds can only be used for that legal purpose. The only exception to that rule is the General fund as it is the only fund in our accounts that can be used to fund any activity within our budget. Our General fund is already supporting our Police department by over \$400,000 and it is the largest budgeted item under the General fund. This projection is based on maintaining our current level of service and it is not speaking to any increase in our level of service. It has been a goal of previous Council members to have a dedicated two-persons-on-shift policy for our Police department. Currently, we are not able to maintain that with our current revenue sources. If these goals are still wanting to be obtained by our Council as well as residents, then a change will be needed. The growing pains that Carlisle is facing are no different from our neighbors. The amount of growth that we are seeing in Warren County is eminence. Other communities are unique in that they have a funding source that captures the growth in a revenue stream that Carlisle does not. Of the 12 municipalities in Warren County, six of them have either reduced income tax credit or have zero income tax credit. Of the remaining, two municipalities (Loveland & Mason) have significantly larger tax bases than Carlisle. Both Mason and Loveland have large commercial bases that generate significant payroll

as well as income tax receipts that Carlisle does not. Other communities also have real estate levies to capture the population growth. Carlisle is unique in that a majority of our growth is in TIF districts. These TIFs are funds that diversify the real estate taxes that would have been collected, into their own fund that can only be used for public infrastructure improvements in that fund. These dollars cannot be used for any other purpose other than those within the TIF district. Our ability to capture any assess valuation from growth and development is zero because of the TIFs. Carlisle's total assess valuation for tax year 2020, payable in 2021, \$90,453,940. That dollar amount also includes the four TIFs. Subtracting the TIFs estimated at \$23,314,030 of assessed valuation that we cannot touch, the actual available assessed valuation for Carlisle is \$67,139,910. In comparison, the City of Franklin's assessed valuation is \$244,753,380. The City of Germantown is \$115,857,460. Mr. Jewett asked if Mr. Rushing knew of Franklin or Germantown's TIFs. Mr. Rushing explained that he did not but he would think that it may create a more apples-to-apples approach and he will report back with those numbers. To his knowledge, he is not aware if they have TIFs in those communities as TIFs have to be voted upon and they could very well have no TIFs. Mr. Jewett explained that some of the same developers are in those communities and he would bet that they have some TIFs. Mr. Rushing stated that the City of Germantown does have a reduced income tax credit and that the City of Franklin has a higher tax rate than Carlisle. The ability for Carlisle to obtain sufficient revenues from property tax levies is eliminated due to TIFs. It has also been brought up that economic development is another tool to grow our tax base. Obviously, a business that locates in Carlisle would bring a payroll and would increase tax revenue. This is needed and wanted for the community. However, putting that into perspective, to pay for one patrol officer for one year, a business would have to generate over \$15,000,000 in payroll to generate the amount of income tax to support it. Economic development is key and essential to the survival of our community. The City of Carlisle does not have enough vacant land to generate the amount of payroll it would take to gap a \$500,000 deficit. The majority of our available space in Carlisle is prime real estate for residential growth. As our population grows, so does the amount of lane miles that we have to maintain as well as the amount of safety calls and general inquiries to City Hall. A vast majority of our residents receive a tax credit as they work outside of Carlisle. In other cities, as they see growth, they are able to capture that additional revenue by additional income. We have zero additional income as we continue to grow our residential population. He understands the sensitivity of this topic. It is up to Council's discretion in order to review the most adequate response to this issue. Our Police services are a legitimate need within our community. To maintain the costs of operating the department is, unfortunately, something that does not generate revenue. Other communities are also tasked with this as well. The City of Riverside just increased their tax rate during this past election. The City of Englewood just passed a new public safety levy as well. Franklin Township is pursuing a way to collect income tax in a township which is very unique. We are all in this together. We all have opportunities to capture the tools that the State allows us to capture and to utilize those resources and put them to best use. Real estate is not an available resource as he sees it today. Increasing the current tax rate would be a very long and political process. If we were to increase the tax rate, it could put a determinant on attracting businesses. Business in Carlisle already pay our local income tax rate. It is those that currently live in Carlisle that are not paying towards their home services which is what we are trying to capture. Any time you speak of taking additional resources from residents, it is hard but we have to be able to maintain services that are vital to the community.

Mrs. Bilbrey asked if Mr. Rushing could use the example that he gave during the Finance Committee meeting so people better understand the numbers. Mr. Rushing explained that if you have an annual income of \$50,000, this would be a tax addition of \$500 per year which comes out to roughly \$19.23 every two weeks. Mr. Jewett asked what that 1% would generate for the budget. Mr. Rushing explained that it would generate between \$6-700,000. Mr. Stivers verified that currently the tax rate is 1.5% and residents currently have a 100% tax credit for that amount. This proposal would be to drop that to a .5% credit. Mr. Rushing stated that was correct, every resident would pay a minimum of 1% to Carlisle. Mr. Rushing also explained that currently we have a 1.5% income tax but the way we do the General fund transfer, the Police get half of the General fund's money. So 1% of the income tax already goes to the Police fund. He would like to keep the Police fund whole at 1%. The additional revenue would be able to cover the current deficit in the Police fund as well be able to obtain additional dollars in order to maintain the fund moving forward. Coupling that with economic development, and bringing in jobs, we would be able to capture a larger pool of tax base by spreading out that burden. As we do continue to grow, we would be able to capture more revenue as well. This will not impact anyone currently working in Carlisle, any one on social security benefit, disability benefit, pension benefit or active duty pay.

This legislation will be on Council's agenda for a second reading on November 23, 2021.

Second and Third Readings of Ordinances and Resolutions:

ORD. 22-21 AN ORDINANCE TO AMEND SECTION 618.18 DANGEROUS ANIMALS AND REMOVE SECTIONS 618.18(B)(3) AND 618.18(F) REGARDING PIT BULLS.

With no further discussion, Mrs. Bilbrey made a motion to approve; seconded by Mrs. Kemper.

Roll Call:

Mrs. Bilbrey	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mr. Jewett	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mayor Winkler	yest

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 22-21.

ORD. 23-21 AN ORDINANCE TO ACCEPTING THE DEDICATION OF STREETS IN THE EAGLE RIDGE SUBDIVISION, SECTION EIGHT.

With no further discussion, Mr. Stivers made a motion to approve; seconded by Mrs. Bilbrey.

Roll Call:

Mr. Bicknell	yes
Mrs. Bilbrey	yes
Mr. Jewett	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mrs. Kemper	yes
Mayor Winkler	yes

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 23-21.

Mayor Winkler stated that this concludes their agenda. Council will be having an Executive Session to discuss the possible purchase or sale of public property. There will be possible action to follow.

Mr. Stivers made a request to allow Mr. Kilpatrick as Council-elect to join them in Executive Session. All councilmembers were in agreement with allowing him.

Mr. Stivers made a motion to enter into Executive Session; seconded by Mr. Jewett.

Roll Call:

Mrs. Bilbrey	yes
Mr. Jewett	yes
Mrs. Kemper	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mr. Bicknell	yes
Mayor Winkler	yes

Council entered into Executive Session at 8:42 p.m.

Mr. Bicknell made a motion to re-enter into regular session; seconded by Mrs. Kemper.

Roll Call:

Mrs. Kemper	yes
Mr. Jewett	yes
Mr. Bicknell	yes
Mrs. Bilbrey	yes
Mr. Stivers	yes
Mr. Humphries	yes
Mayor Winkler	yes

Council re-entered regular session at 9:34 p.m.

With no further business, Mr. Bicknell made a motion to adjourn, seconded by Stivers.

Roll Call:

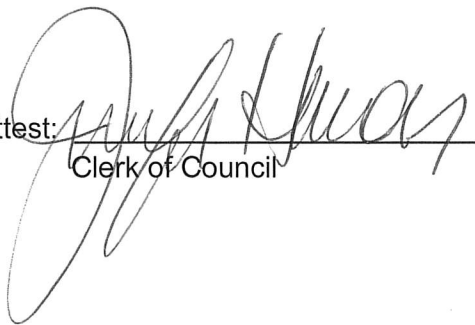
Mr. Jewett	yes
Mrs. Bilbrey	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 9:35 p.m.

Date: 11-23-21



Mayor

Attest: 

Clerk of Council