
**MUNICIPALITY OF CARLISLE COUNCIL – WORK SESSION MINUTES
TUESDAY, AUGUST 10, 2021
CARLISLE COUNCIL CHAMBERS - CARLISLE, OHIO**

Mayor Winkler called the Carlisle, Ohio Municipal Council Work Session of Tuesday, August 10, 2021, to order at 6:05 p.m. in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio with the following members in attendance:

Council Attendees:

Mr. Tim Humphries
Mr. Randal Jewett
Mr. William Bicknell

Mrs. Debbie Kemper
Mrs. Kim Bilbrey
Mr. Randy Winkler, Mayor

Staff members present: Village Manager Julie Duffy

Discussion Items:

Community Signs

Mr. Humphries asked for an update regarding community signage. Mrs. Duffy indicated that it was in process and that she was working with Village staff to provide Council with options regarding both locations as well as the structures.

300 Central Avenue

General discussion was made regarding the future of 300 Central Avenue and if Council would want to offer for sale. Mrs. Duffy indicated that she had no new information from the last discussion with Council. Mrs. Duffy confirmed that the Village received grant money from Miami Conservancy District to assist with the acquisition and that MCD had provided an opinion letter earlier this year that the property could not be used in a manner that would harm the aquifer as a term of that grant. Mrs. Duffy will confirm with MCD that this restriction will not prohibit the Village from selling the property, if desired. Mrs. Duffy indicated that the Village does currently utilize the building and that staff is working on budgetary figures to relocate the items to the Carlisle Service Department. Mrs. Duffy indicated that this property is used by the Service Department as a staging location for select salt trucks as well as to equipment that needs to be stored in a heated building.

Swimming Pool Fencing

Mrs. Bilbrey mentioned that Council had discussed in the past possibly changing the regulations regarding the minimum height for pool fencing. She indicated that the surrounding communities appeared to only require fences to be four feet in height whereas our regulations are six feet. Mrs. Duffy provided a summary of the current swimming pool regulations from surrounding communities and confirmed that four feet appeared to be the standard. Mrs. Duffy recommended that Council look at all of our current regulations for swimming pools – including fencing – and that any changes would follow the process to amend the Zoning Code - including a public hearing before Planning Commission and Council. General discussion was made regarding the amendment process with Council deciding to have Planning Commission review and provide feedback to Council on suggested language.

Planning & Zoning Administrator

Mrs. Bilbrey asked for the status update regarding the position of Planning & Zoning Administrator. Mrs. Duffy indicated that a preliminary job description had been created and would need to be reviewed before posting. Mrs. Duffy also indicated that she had been in contact with other jurisdictions who had recently advertised similar job

openings to determine the best methods of posting to reach the appropriate candidate pool. Mrs. Duffy indicated that the job would be posted in August. Mrs. Bilbrey asked when the position might be filled. Mrs. Duffy indicated that the job would be posted as "opened until filled" and that the date for first consideration is typically three weeks from the date posted.

Indian Trace

Mrs. Bilbrey asked for a status update regarding the Indian Trace development. Mrs. Duffy explained that the infrastructure for the first phase was installed around 2007 and that the Phase 1 lots had been recorded and platted around the same time but had remained dormant since. The property owner received approval from Carlisle Planning Commission for Phase 2, however the Development Plan had expired without further platting or development. Mrs. Duffy explained that the property owner was aware that, due to the age of the original infrastructure and known concerns over maintenance, no building permits could be issued until all existing infrastructure was deemed to be in satisfactory condition. The Village was contacted by Diggitt who had been apparently contracted by the property owner to perform an assessment on the existing infrastructure. Mrs. Duffy indicated that she was not aware of the status of their analysis and tests or if any additional repairs would be needed. Mrs. Duffy indicated that she believed the platted lots could be legally sold; however, the Village would not issue any building permits until the entire infrastructure was confirmed to be useable. Mrs. Duffy explained that the property owner was aware that a minimum of fourteen homes would need to be built and occupied for the existing sanitary sewer lift station to adequately function. Until that time, additional water would need to be regularly added to the lift station and coordinated between the property owner and Warren County, who maintains on behalf of the Village.

Mayor's Court

Mr. Humphries requested information regarding the effectiveness of the Mayor's Court and if its services were still needed by our community. Mrs. Duffy indicated that Mayor's Court services had been reviewed in years past but only regarding the cost to maintain and not the overall process with Franklin Municipal Court. Mrs. Duffy wondered how the Franklin Municipal Court would handle non-traffic or criminal offenses – such as local income tax or property maintenance case – and would need to do additional research and report back to Council at a later date.

Adjournment:

With no further business, Council adjourned the meeting by voice vote with all in favor.

Meeting adjourned at 7:00 p.m.

Date: 8-24-21
Randy Winkles
Mayor

Attest: [Signature]
Village Manager