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**CITY OF CARLISLE COUNCIL – WORK SESSION MINUTES  
TUESDAY, AUGUST 9, 2022  
CARLISLE COUNCIL CHAMBERS - CARLISLE, OHIO**

Mayor Winkler called the Carlisle, Ohio City Council Work Session of Tuesday, August 9, 2022, to order at 6:02 p.m. in the 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. Chris Stivers  
Mr. William Bicknell

Mrs. Debbie Kemper  
Mr. Michael Kilpatrick  
Mr. Randy Winkler, Mayor

Staff members present: City Manager Julie Duffy

**Discussion Items:**

**Christmas Tree**

General discussion was made regarding the proposed purchase of a City Christmas tree for placement along SR123 at Town Hall near the Veterans' Memorial.

Key points discussed included:

- General specifications of the proposed tree – 26' flagpole LED Christmas Tree with 1,500 LED multi-color lights.
- Discussion regarding where the tree would be placed. Consensus was for staff to install a removable telescoping flagpole adjacent to SR123 between western edge of Town Hall parcel and Veterans' Memorial.
- Discussion regarding overall project costs (\$1,365) and budgetary appropriation (current special events appropriation).

Mrs. Duffy stated that this year's annual tree lighting ceremony would be on the 1<sup>st</sup> Monday of December and that Santa has confirmed his availability for that date.

**Community Banners**

General discussion was made about establishing regulations and specifications for community banners. Mrs. Duffy indicated that Mr. Humphries had previously inquired about the installation of poles in the two areas of town that have generally been used in the past for placement of community banners – 300 Central Avenue and the commons near the CSX rail line at the corner of SR123 and Park Drive – in order for the banners to be placed in a consistent location manner that allowed for adequate vehicular and pedestrian visibility.

Mrs. Duffy provided Council with a draft application, regulations, and banner specifications for their review. She indicated that she reviewed such regulations from other communities and heavily used the existing requirements from the cities of Miamisburg and Germantown in her material as both cities have designated areas for such banners.

Mrs. Duffy stated that staff was recommending a consistency in the overall size of the banners in order for the poles to be placed at the correct height and width to accommodate. She also stated that staff was recommending that such poles would be placed in sleeves in the ground and removed when not in use. The

ground openings would be capped when the poles were removed to allow the Carlisle Service Department to easily mow and maintain the area.

General discussion was made. Key points discussed included:

- Future of 300 Central Avenue and what it might be used in the future.
- Discussion regarding if the poles should be permanently installed or removable at either location.
- Discussion about the size of banners that the poles should accommodate. Draft specifications proposed 3'H x 6-8'W. Mr. Humphries stated that a standard banner size is typically 4'H x 8'W.
- Discussion regarding the current size and material of any existing signs that community organizations use.
- Discussion was made regarding the approximate cost of banners. Mr. Humphries stated that the average price was \$2.50 per square foot.
- Discussion about whether to have a dedicated area for banners instead of installed poles and how such area may be marked.

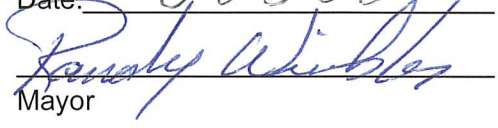
Discussion concluded with Mr. Humphries stating that he and other members of Council would further review the material and would get back with Mrs. Duffy. Mr. Humphries indicated that he would be reaching out to the organizations who currently utilize that area as well as performing additional research on the topic.

**Adjournment:**

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

Meeting adjourned at 6:28 p.m.

Attest:   
City Manager

Date: 8-23-22  
  
Mayor