

---

**MUNICIPALITY OF CARLISLE COUNCIL MINUTES  
REGULAR MEETING OF COUNCIL  
DECEMBER 14, 2021 – 7:00 P.M.  
760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, December 4, 2021 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting opened at 7:00 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:      City Manager Julie Duffy  
   Finance Director Ryan Rushing  
   Clerk of Council Jennifer Harover

The minutes of December 7, 2021 were presented to Council for review. Mrs. Kemper made a motion to approve the minutes as presented, seconded by Mr. Bicknell.

**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 December 7, 2021 were approved.

The minutes of the special meeting held on December 7, 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. Bicknell	yes
Mrs. Bilbrey	yes
Mr. Humphries	yes
Mr. Stivers	yes
Mr. Jewett	yes
Mayor Winkler	yes

Minutes of the special meeting of December 7, 2021 were approved.

**Public Forum:**

No one approached Council.

**Council Report:**

Mr. Jewett thanked the citizens for allowing him to serve over the past eight years. It has been an eye-opening and learning experience. He has enjoyed it. Council has always worked together, it may not be done in agreement but it has been done in agreeably. He wished Mr. Kilpatrick luck and success as he comes onto Council.

Mrs. Kemper commented that she has enjoyed working with Mr. Jewett. He has done a lot of good for the community. She will be looking forward to working with Mr. Kilpatrick as well as the rest of Council in the next couple of years. She thanked Darlene Hicks, Executive Director, at the Warren County Municipal League for the wonderful Christmas dinner held last week at Heatherwoode Golf Club in Springboro. It was nice to see so many cities and villages represented from throughout the county. She reminded the community about the Holiday Home Decorating Contest. Voting will continue through tonight at midnight. Winners will be announced tomorrow. There have been many beautiful homes submitted for this contest. She thanked the businesses who donated this year. She reached out to a few different ones this year so it is not always the same ones and every business is always so giving. She thanked County Peddler, The Move, Farm on Central, Dairy Queen, Mark Neal State Farm, and Peoples Bank. Peoples Bank actually purchased some gift cards from Cassano's Pizza. There was also a winner from last year who chose to give back this year to the contest. She wished everyone a happy and safe holiday season. Merry Christmas and Happy New Year.

Mr. Bicknell stated that he would not say goodbye to Mr. Jewett because goodbyes insinuate that you will never see that person again. Because we live in a bedroom community where everyone knows everyone, he is sure that they will see each other often. Mr. Jewett has been on Council the entire time that he has been here. He has been crucial to the learning process that he experienced. His help and education from the beginning has been exponential for his growth with Council; and for that, he truly appreciates the time that he has given. He wished Staff a Merry Christmas and a Happy New Year. This town does not run without each and every one from the person who picks up trash to the person who signs the checks and everyone who puts those tasks in place. It is not always a great place nor is it always bad but it is a place where everyone is vital in its success. As we get into the snow season, he reminded everyone of the importance in keeping our street clear so that plows can get down the streets.

Mrs. Bilbrey is glad that she made it this evening as she was not supposed to be here. She thanked all of the volunteers as well as the Carlisle volunteers who have stepped up to help with their program to assist 174 children in Lebanon this year. These kids will be showered with so much this year due to the hard work and love that has been given. These children will be having a wonderful Christmas. She was welcomed by Mr. Jewett with welcome arms when she first came onto Council. They have a special friendship and she really appreciates everything that he has taught her. They are complete opposites but he has taught her so much about numbers and zoning. She will surely miss him but knows that their friendship will not stop here. She looks forward to seeing him in town and watching him do great things as you never know what the future holds for any of us. She also enjoyed the evening at Heatherwoode with the Warren County Municipal League. Darlene did an amazing job and

it was great to see all of the city/state/local reps that were there. They all work hard for Warren county and the public could never imagine all that they do. She wished Staff and Department Heads a very Merry Christmas and thanked them for everything they have done this past year. All of their efforts do not go unnoticed and she appreciates all that they do.

Mr. Stivers thanked Mr. Jewett for his service. They have not always seen eye-to-eye but even through disagreements, they have always been cordial and professional with each other. He could not have asked for a better working relationship. He wished staff a Merry Christmas! Each of you do a lot of work that keeps this town running. If anyone is traveling over the holidays, please be safe. Snow will be coming and please be extra careful when it does.

Mr. Humphries commented that after eight years, he does not believe that they are done with Mr. Jewett. At some point in time, Council will be looking for him to fill a committee or extend his advice. He knows that Mr. Jewett will always give his best. He also thanked Mr. Jewett's family as this job is never easy. He wished everyone a Merry Christmas, wished safe travels and asked that everyone check on their neighbors over the Holidays. Not everyone has family next door or in town so it doesn't hurt to reach out.

**Mayor's Report:**

Mayor Winkler thanked Mr. Jewett for his time on Council. He can remember approaching him eight years ago about considering Council. He did and was very successful. They have a great working relationship and he knows this is not goodbye. He is sure that they will be seeing each other. He would like for everyone to think about the tornado victims in the 4-5 states that have been hit over the past week. Kentucky was the closest to us and it was hit very, very hard. There is never a good time for a tornado but coming during the Holiday season when families normally gather it can be that much more difficult. If everyone could keep those families in their prayers, he is sure that they would appreciate it. He wished staff, Council Members, and all residents a Merry Christmas. This is a very close community and he has been here most all of his life. It is a great community and that is why he chooses to be in this position. He is thankful that the citizens in this community put him in this position and he works hard for them. If you are traveling, please be safe and have a Happy New Year.

**Manager's Report:**

Mrs. Duffy reminded everyone that Town Hall administrative offices will be closed on December 23rd and 24th for the Christmas holidays. On December 31<sup>st</sup>, they will also be closed for the New Year's Day holiday. Public safety services will be on regular duty. If there is an emergency, please call 9-1-1. For non-life threatening needs, please contact the Warren County Dispatch at (937) 425-2525. Trash service will not be disrupted for the holidays. Trash collection will continue on each Tuesday throughout the holidays. There will be some holiday "do's and don'ts" for trash service. There are certain restrictions as to what types of things can be put out for the trash and/or for recycling. A general rule is that live Christmas trees do need to be cut down to a manageable size for human handling. Anything that is known to be a "tangler" such as Christmas lights should not be included in your recycling bin. There are some local hardware stores that offer collection sites for holiday lights. She gave a shout-out to all City departments. She also gave an independent shout-out to Chief Lane and the Fire Department for a wonderful visit to the Fairview Home. The department brought Santa in on a firetruck and had individualized gifts for each of the residents. It is a wonderful home that does a great

service for the citizens but sometimes they are forgotten. She urges all residents to reach out and see how they can be in touch with these citizens throughout the year. She wished everyone a Merry Christmas. On behalf of Staff, she gave a special thank you to Mr. Jewett. They have worked together throughout his entire term within her various roles with Carlisle. He has brought a lot of great conversation and often put Staff to task to make sure that all numbers have been checked and double checked. As a resident and an employee, she thanked Mr. Jewett for his service. She looks forward to many more conversations with him in the future.

**Committee Report:**

None

**Old Business:**

None

**New Business:**

None

**First Reading of Ordinances and Resolutions:**

**RES. 15-21 A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, OHIO LABOR COUNCIL, AND DECLARING AN EMERGENCY.**

Mr. Rushing explained this legislation would authorize the City Manager to sign an agreement with our one collective bargaining unit Fraternal Order of Police. As Council may recall, due to becoming a city, we are required by State law to recognize any collective bargaining unit and to bargain with them as a right of employment. We have one collective bargaining unit which is our Fraternal Order of Police. This bargaining unit consists of seven patrol officers in our Police Department. They have a three year collective bargaining agreement that currently expires at the end of this year on December 31<sup>st</sup>. As the chief negotiator for staff, they met on several collective bargaining sessions with the bargaining committee and mutually agreed upon the agreement before Council this evening. He has advised Council on two separate executive sessions on the changes to the contract. This contract will run for three years beginning on January 1, 2022 through December 31, 2024. It is important to note that even though we did obtain city status, Carlisle has recognized the Fraternal Order of Police for several decades even when we reverted to a village. We did not, by State law, have to recognize a collective bargaining unit; however, it was the best benefit to continue that relationship moving forward so that there is past practice and a basis for all collective bargaining agreements in the future. He is happy to report that the FOP did meet and vote in affirmative of this agreement. This is a mutually agreed upon agreement over the next three years. He is happy to answer questions of Council.

Mayor Winkler thanked Mr. Rushing for all of his hard work in getting this accomplished.

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

**Roll Call:**

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 15-21.

**RES. 16-21 A RESOLUTION AUTHORIZING THE CITY MANAGER OR DESIGNEE TO SUBMIT AN APPLICATION FOR THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) THROUGH THE FEDERAL EMERGENCY MANAGEMENT ASSOCIATION (FEMA) AND DECLARING AN EMERGENCY.**

Mrs. Duffy explained that staff does seek out and look for grant opportunities whether it is to repave roads, to improve the sewer lines or to improve the fire department. We are constantly looking money to benefit the community. This is an example of another opportunity of which we would like to throw our hat in the ring. This resolution would allow her or a designee, in this case Chief Lane, to submit for the Assistance to Firefighters Grant that is sponsored through FEMA. We did apply for this exact funding back in 2019 with hopes of getting funding to replace one of our fire trucks. During that consideration, we were not successful but that does not mean that we stop trying. If we are successful this time, we would be looking at receiving \$380,000 with our share being an additional \$20,000 or 5%. The total estimated project cost would be \$400,000 to replace one of our engines. This will allow us to submit for the funding but it does not earmark the appropriation. If we are successful, then Mr. Rushing would present that to Council as an appropriation to capture the received grant money as a pass through revenue as well as our share of 5% from the fire fund. She is happy to answer any questions that Council may have and Chief Lane is also here to help with any questions. She did explain one caveat as this is through FEMA, the reason it is on for an emergency is that the application deadline is this Friday, December 17<sup>th</sup>. Chief Lane has been struggling with FEMA's website as they are experiencing some technical issues. He is hoping to be able to complete the application by Friday. If the FEMA

website is not up and functional and the deadline is not extended, we may not be able to apply for this round.

Mrs. Kemper made a motion to suspend the rules requiring three readings and have one reading by title only and declaring an emergency, seconded by Mrs. Bilbrey.

**Roll Call:**

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

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

**Roll Call:**

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

Resolution passed on this day will be entered into Resolution Record Book as Res. 16-21.

**ORD. 31-21 AN ORDINANCE TO MAKE REAPPROPRIATION/SUPPLEMENTAL APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE MUNICIPALITY OF CARLISLE, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021, AMENDMENT NUMBER 7, AND IS ON AS AN EMERGENCY.**

Mr. Rushing explained that this is the final appropriations for the year or annual clean-up. This is to ensure that all appropriation items are in the positive in order to remain compliant with State law. As he closes the books for the end of the year, he has to ensure that all appropriation lines are positive as we cannot close the books with negative balances. All of the adjustments to the appropriations have a net zero impact to the overall budget except for two that he will walk Council through. This will ensure that all general ledger amounts remain positive. Two funds will need additional appropriations. In both cases, they are actually positives as they are receiving more revenue than what was anticipated in the 2021 budget. There are a lot of revenues that we receive that are pass-through revenues which are revenues that we receive and collect on behalf of another entity. We then have to pay out a portion of those revenues collected. The Eagle Ridge TIF is seeking additional appropriations of \$275 due to the 2021 budget estimates versus the 2021 actuals. In this instance, the Eagle Ridge TIF fund did collect 9% more than budget estimates. Our proportional share to the Carlisle Local School District exceeded

what was budgeted by \$275. The second additional appropriation is in the water fund. The City of Carlisle actually purchases our water from the City of Franklin. Even though we collect water revenue through town hall, the City of Franklin sends us an invoice that is paid monthly. We use budget estimates to calculate the amount of revenue we will receive but that can fluctuate due to some of our largest customers. This additional appropriation of \$78,000 is directly related to Refresco. They have been very successful with their production and as they make their beverages, they use a lot of water. We do capture that revenue from Refresco and then a portion of it goes back to the City of Franklin. The budgeted revenue for water was \$335,000 in 2021 and actual receipts as of the end of November were \$447,435 which is 34% more than budget estimates. It is important to note that because we are a customer of the City of Franklin, we do not get to control the actual water rates as we do not control the production of the water. Our revenues have to cover the cost of staff and operations to run our water department as well as to be able to pay the water bill to the City of Franklin. As the City of Franklin increases their rates, we also have to take that into consideration to be sure that we capture all of the revenue needed. The sewer bills are very similar in that we do not control completely the sewer production. We are a part owner of the Franklin Regional Wastewater Treatment Center. Our sewer production flows back to the center. Those are the two additional appropriations. As this is the last meeting of the year and we have to close the books, it is on as an emergency.

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

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

**Roll Call:**

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

Ordinance passed on this day will be entered into Ordinance Record Book as Ord. 31-21.

**Second and Third Readings of Ordinances and Resolutions:**

None


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

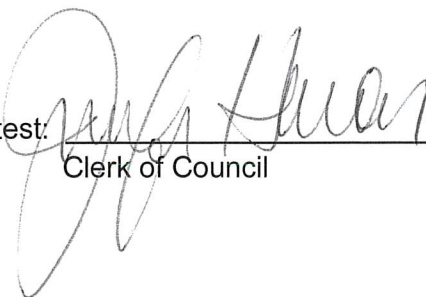
**Roll Call:**

Mr. Jewett	yes
Mrs. Bilbrey	yes
Mrs. Kemper	yes
Mr. Bicknell	yes
Mr. Humphries	no
Mr. Stivers	yes
Mayor Winkler	yes

Meeting adjourned at 7:32 p.m.

Date: 1-11-22

  
\_\_\_\_\_  
Mayor

Attest:   
\_\_\_\_\_  
Clerk of Council