

**NEW CARLISLE CITY COUNCIL  
REGULAR MEETING AGENDA  
July 15, 2019 @ 7:00pm**

1. Call to Order: Mayor Mike Lowery
2. Roll Call: Clerk of Council
3. Invocation
4. Pledge of Allegiance
5. Action on Minutes: 7/1/19 - Regular Meeting
6. Communications: George Leibold of Bold Demolition & Excavating Regarding the Madison Street School
7. City Manager's Report: Attached
8. Comments from Members of the Public: Please limit comments to 5 minutes or less.
9. Committee Reports: NONE

10. RESOLUTIONS: (1 - Intro & Action)

**A. Resolution 19-09R: (Introduction, Public Hearing and Action on Tonight)**

A RESOLUTION AMENDING THE CITY OF NEW CARLISLE RULES OF COUNCIL

11. ORDINANCES: (0 - Intro; 1 - Action)

**F. Ordinance 19-19E: (Introduction, Public Hearing and Action on Tonight)**

AN EMERGENCY ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT ADDENDUM #1 TO CONTRACT FOR ARCHITECTURAL SERVICES TO RENOVATE A BUILDING ON REAL PROPERTY LOCATED AT 101 SOUTH MAIN STREET, NEW CARLISLE, OHIO AUTHORIZED BY ORDINANCE 19-07

12. OTHER BUSINESS:

- A. **Congressman Warren Davidson:** Will hold "Mobile Office Hours" at the City Building on the fourth Tuesday of each month from 1:30PM until 2:00PM.
- B. **Crime Watch:** Wednesday, August 13th @ 6:30PM. Location: Smith Park Shelter House

13. EXECUTIVE SESSION: None.

14. Adjournment

Next **Regular Meeting** of the City Council will be **Monday, August 5th, 2019 @ 7:00pm**  
Location: Smith Park Shelter House, 801 West Jefferson Street, New Carlisle, Ohio 45344

## RECORD OF PROCEEDINGS

Minutes of: Council of the City of New Carlisle, Ohio REGULAR MEETING  
Held: Monday, JULY 1, 2019

1. **CALL TO ORDER:** This Regular Meeting of Council called to order at 7:00 pm by Mayor Lowery.

2. **ROLL CALL:** The Clerk of Council, Emily Berner then called the Roll:

**6 members present: Lowery, Shamy, McKenzie, Cobb, Cook, Lindsey** **STAFF PRESENT:** City Manager Randy Bridge, Service Director Howie Kitko, Clerk of Council Emily Berner, Fire Chief Steve Trusty, Deputy Allender

3. **INVOCATION:** VM Lindsey

4. **PLEDGE OF ALLEGIANCE**

5. **ACTION ON MINUTES:**

6/17/19: 1ST CM Shamy 2<sup>nd</sup> VM Lindsey no comments Minute's Accepted 6-0

6/19/19: 1<sup>st</sup> CM Shamy 2<sup>nd</sup> CM Cobb no comments Minutes Accepted 6-0

6/19/19: 1<sup>st</sup> VM Lindsey 2<sup>nd</sup> CM Shamy no comments Minutes Accepted 6-0

6. **COMMUNICATIONS:**

**SWEARING IN: CLERK OF COUNCIL SWEARS IN NEW COUNCILWOMAN AMY J. HOPKINS**

**PUBLIC HEARING: WASTE MANAGEMENT PRICE INCREASE W/ MELINDA ANTELL**

*ANTELL EXPLAINS IT TILL BE A PRICE INCREASE OF \$.48 BY 2020. VM LINDSEY ASKS IF NOT PASSED WHAT HAPPENS. ANTELL EXPLAINS TO PLEASE CONSIDER PASSING, KEEPS WM IN LINE WITH PRICE INCREASES ON THEIR END ALONG WITH KEEPING THE PRICE COMPETITIVE. CM COOK MENTIONS USUALLY PRICE INCREASES ARE INCLUDED WITHIN A CONTRACT. HOPKINS ASKS FOR A RECAP ON INCREASE.*

**CM COOK MOTIONS TO APPROVE INCREASE WITH A 2<sup>ND</sup> BY CM SHAMY. NO COMMENTS MOTIONS ACCEPTED 7-0.**

7. **CITY MANAGER'S REPORT:**

**City Manager's Report**

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**TO:** Mayor, Vice Mayor, City Council, Residents, and Business Owners  
**FROM:** Randy Bridge, City Manager  
**DATE:** June 28, 2019 for July 1, 2019

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- Items that should be reported to or discussed with Council are indicated with an asterisk (\*) and organized under separate headings.
- Council members may bring any other item up for discussion.

**A - FINANCE REPORT**

**B - SERVICE REPORT**

**C - FIRE REPORT**

**D - POLICE REPORT**

**\* E. INFORMATIONAL ITEMS**

- New City Building
  - Consensus met at Special Meeting on June 19th to remove Council Chambers from new City Building
  - Would like a Motion to Approve this change
  - Need this motion to proceed with the overall process
- New Carlisle Health Stats
  - Attached

- Upcoming Legislation
  - Assessments Legislation in August (Street Light, Nuisance Abatements, Water/Sewer)
  - New Hire Policy
  - Employee Handbook
- Community Garage Sale, Community Clean-Up, & Fireworks Show
  - A very big thank you to all City staff, volunteers, and Clark County Deputies
  - These types of events would be difficult without assistance
- Must Break Rules of Council
  - This evening
  - For the purpose of an ordinance becoming effective before a resolution
  - Ordinance 19-16 and Resolution 19-10R
- 2020 Tax Budget
  - Submitted as Ordinance 19-18 this evening
  - Explanation - What exactly is it?
- Special Meeting Request
  - 7/15/19 @ 6:30PM
  - Tax Budget Public Hearing and Approval
  - Budget must be adopted on or before 7/15/19 and certified to the County on or before 7/20/19
  - Motion to Set time, place, and reason for Special Meeting
- Waste Management
  - Copy of Letter for Public Hearing - Attached
- 2019 City Debt Schedule
  - Attached
  - Paid off two debts in June 2019
    - Fire Truck Balloon Payment (\$114,805 - approximate)
    - Backhoe; Funds #201, #501 & #502 (\$23,030 - approximate)
  - Yearly Debt Payments Totals as follows
    - 2018 - \$566,132
    - 2019 - \$650,561 (High due to payoff of loans listed above)
    - 2020 - \$493,096
- 2020 Projected City Debt Profile
  - Attached

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#### **COMMENTS ON CITY MANAGERS REPORT:**

-BRIDGE ASKS FOR A MOTION TO APPROVE THE CHANGE AND REMOVE COUNCIL CHAMBERS FROM THE NEW BUILDING PLANS AND KEEP AT THE SHELTER. **MOTION TO REMOVE 1<sup>ST</sup> VM LINDSEY 2<sup>ND</sup> CM SHAMY. MOTION ACCEPTED 5-2 YES: MCKENZIE, HOPKINS, COOK, LINDSEY, SHAMY NAY: LOWERY, COBB.**

-BRIDGE NOTES THE HARD WORK BY COBB, COOK AND MCKENZIE FOR THE FIREWORKS. COBB THANKS MRS. MCKENZIE AND DONOVAN FOR THEIR HELP.  
BRIDGE ASKS FOR A MOTION FROM COUNCIL TO HOLD A SPECIAL MEETING ON 7/15/19 PRIOR TO REGULAR COUNCIL MEETING TO REVIEW, DISCUSS, PUBLIC COMMENTS AND APPROVAL OF THE 2020 BUDGET.

**1<sup>ST</sup> VM LINDSEY 2<sup>ND</sup> CM SHAMY no comments MOTION ACCEPTED 7-0.**

CM COBB ASKS ABOUT THE FIRE LOAN AGAIN: BRIDGE NOTES IT WAS PAID OFF. MAYOR LOWERY ASKS ABOUT TWIN CREEKS, BRIDGE ADDS IT WILL BE PAID OFF IN 2026.

#### **8. COMMENTS FROM MEMBERS OF THE PUBLIC:**

*EVELYN TAYLOR/ HOLLY PEATREE 321 PRENTICE: CONCERNED ABOUT PROPERTY @ 317 PRENTICE. EMPTY FOR 35 YEARS, HOLE IN ROOF, the OWNER LIVES IN ANOTHER STATE. BRIDGE WILL LOOK INTO IT. CONCERNED ABOUT 323 PRENTICE VERY TALL GRASS BRIDGE WILL CHECK ON BOTH PROPERTIES.*

#### **9. COMMITTEE REPORTS: NONE**

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**MOTION TO BREAK RULES OF COUNCIL TO VOTE ON ORDINANCE 19-16.**  
**1<sup>ST</sup> VM LINDSEY 2<sup>ND</sup> CM SHAMY NO COMMENTS. MOTION ACCEPTED 7-0.**

**ORDINANCE 19-16**

AN ORDINANCE AMENDING CHAPTER 881 OF THE NEW CARLISLE CODIFIED ORDINANCES TO LEVY AND CONTINUE AN EXISTING ONE-HALF OF ONE PERCENT (0.5%) TAX ON INCOME, THE CONTINUATION OF WHICH WILL BECOME EFFECTIVE FOR A TERM COMMENCING JULY 1, 2020 AND CONTINUING FOR A PERIOD OF 5 YEARS THEREAFTER

**MOTION TO APPROVE 1<sup>ST</sup> CM COOK, 2<sup>ND</sup> CM MCKENZIE BRIDGE NOTES THIS ALLOWS THE CITY TO SUBMIT TO HAVE PLACED ON THE BALLOT. NO COMMENTS MOTION ACCEPTED 7-0.**

**10. RESOLUTIONS: (1 INTRO AND ACTION)**

**A. RESOLUTION 19-10R**

A RESOLUTION SPECIFYING NOVEMBER 5, 2019, AS THE DATE FOR AMENDMENT OF CHAPTER 881 OF THE NEW CARLISLE CODIFIED ORDINANCES TO LEVY AND CONTINUE AN EXISTING ONE HALF OF ONE PERCENT (0.5%) TAX ON INCOME, THE CONTINUATION OF WHICH WILL BECOME EFFECTIVE FOR A TERM COMMENCING JULY 1, 2020 AND CONTINUING FOR A PERIOD OF 5 YEARS SHALL BE PASSED, AND DIRECTING THE CLARK COUNTY BOARD OF ELECTIONS TO CONDUCT THE ELECTION

*-Bridge notes this directs the BOE to place on the ballot. No comments*

**MOTION TO ACCEPT 1<sup>ST</sup> CM COBB 2<sup>ND</sup> VM LINDSEY MOTION ACCEPTED 7-0**

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**11. ORDINANCES: (2-INTRO 4 ACTION)**

**ORDINANCE 19-12**

AN ORDINANCE AMENDING CHAPTER 208 OF THE CODIFIED ORDINANCES OF THE CITY OF NEW CARLISLE, OHIO REGARDING PUBLIC MEETINGS

*Parks and Rec bylaws. No comments*

**MOTION TO ACCEPT 1<sup>ST</sup> CM SHAMY 2<sup>ND</sup> CM COOK MOTION ACCEPTED 7-0**

**ORDINANCE 19-13**

AN ORDINANCE AMENDING PART TWO, TITLE EIGHT OF THE CODIFIED ORDINANCES OF THE CITY OF NEW CARLISLE, OHIO REGARDING BOARDS AND COMMISSIONS

*Bridge notes this to accept the parks and rec bylaws. Comments from Council: VM Lindsey motions to strike out verbiage dealing with sexual orientation, gender identification 278-08B. CM McKenzie asks why bring that up now? VM Lindsey notes it is not in any other bylaws for the city.*

**MOTION TO STRIKE OUT 1<sup>ST</sup> VM LINDSEY 2<sup>ND</sup> CM SHAMY YES 3: HOPKINS, VM LINDSEY,**

**SHAMY NAY 4: MCKENZIE, COBB, COOK, LOWERY MOTION FAILED**  
**MOTION TO ACCEPT BY LAWS 1<sup>ST</sup> CM COBB 2<sup>ND</sup> CM MCKENZIE YES 4: COBB, COOK, LOWERY,**  
**MCKENZIE NAY 3: HOPKINS, LINDSEY, SHAMY MOTION ACCEPTED 4-3.**

**ORDINANCE 19-15**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A FINANCING AGREEMENT AND ANY OTHER REQUIRED DOCUMENTS FOR THE UNAPPROPRIATED PROJECT AMOUNT NECESSARY FOR THE PAYMENT OF THE WASTEWATER INFLUENT BUILDING UPGRADE PROJECT AND EQUIPMENT

*KITKO NOTES \$250,000 CONSTRUCTION LOAN FOR PROJECT. VM LINDSEY NOTES HE WOULD LIKE TO SEE IT ON A 2-YEAR NOTE. DISCUSSION ON IF THIS IS POSSIBLE TAKES PLACE BY ALL MEMBERS OF COUNCIL. BRIDGE ADDS A PROJECT THIS LARGE CANNOT BE DONE ON A 2-YEAR NOTE. STATES, "IT IS NOT GOOD USE OF TAXPAYERS MONEY". SHAMY AND HOPKINS ASK HOW SOON IT WILL BE PAID OFF AND IF MORE FUNDS CAN BE ALLOCATED? BRIDGE NOTES BY LAW IT*

MUST BE USED FOR THAT SPECIFIC PROJECT. PROJECTED AMOUNTS IN WASTEWATER BUDGET WILL NOT COVER THE PROJECT BEING PAID OFF IN 2 YEARS. MOST LIKELY DEFAULT ON THE LAON. GOAL IS TO PAY OFF EARLY CM COOK ADDS, "WHY SECOND GUESS THESE MEN?" ADDITIONAL DISCUSSION TAKES PLACE ABOUT COUNCILS' FAITH IN BOTH BRIDGE AND KITKO. MOTION TO AMEND TO A 2 YEAR NO MORE THAN 3-YEAR NOTE. 1<sup>ST</sup> VM LINDSEY 2<sup>ND</sup> CM SHAMY YES 1: VM LINDSEY NAY 6: MCKENZIE, HOPKINS, COBB, COOK, LOWERY, SHAMY. MOTION TO ACCEPT ORDINANCE 19-15 1<sup>ST</sup> COOK 2<sup>ND</sup> SHAMY YES 6: MCKENZIE, HOPKINS, COBB, COOK, LOWERY, SHAMY NAY 1: LINDSEY

**ORDINANCE 19-18 ACTION ON 7/15/19**

AN ORDINANCE ADOPTING THE TAX BUDGET FOR THE CITY OF NEW CARLISLE, OHIO FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020, AND SUBMITTING SAME TO THE AUDITOR OF CLARK COUNTY, OHIO

-MAYOR LOWERY ASKS OF BRIDGE AND SEND A LETTER TO SPEEDWAY ASKING ABOUT PLANS FOR OLD SITE? DISCUSSION TAKES PLACE BY LOWERY, LINDSEY AND BRIDGE ON ZONING, IDEAS FOR OLD SPOT.

-MAYOR LOWERY NOTES FIREWORKS WERE GREAT, GREAT FOR BUSINESS IN TOWN, CONGRATULATES COBB, COOK, FABMETALS FOR THEIR HELP.

-CM COBB THANKS NCFD, BTFD, AND PTFD FOR THEIR HELP.

-CM COBB ASKS ABOUT A GRASS ORDINANCE IN THE STREET? BRIDGE NOTES NOT A SPECIFIC ORDINANCE FOR THAT IT WOULD BE A NUISANCE AND THEY WILL BE GIVEN TIME TO CLEAN UP.

-CM COOK NOTES THAT FOR THE FIREWORKS, COUNCIL WAS GIVEN THE OPPORTUNITY TO COORDINATE DEPUTIES TO HELP. IT WAS BROUGHT TO HIS ATTENTION THAT ONE MEMBER OF COUNCIL VIOLATED CHARTER BY GIVEN DIRECTIONS TO A DEPUTY. **MOTION TO CONDUCT AN INVESTIGATION FOR VIOLATION OF CHARTER SECTION 410 AND 503 1<sup>ST</sup> COOK 2<sup>ND</sup> COBB** MEMBERS OF COUNCIL QUESTION COOK, ASK WHO, WHAT HAPPENED? COOK NOTED IT WOULD ALL COME OUT IN THE INVESTIGATION.

**YES 5: LOWERY, SHAMY, MCKENZIE, COBB, COOK NAY 2: LINDSEY, HOPKINS ACCEPTED 5-2**

- CM COBB ASKS FOR ANOTHER LIST OF FLEET VEHICLES TO COME UP WITH A REPLACEMENT SCHEDULE FOR THE CITY VEHICLES. **MOTION TO ACCEPT 1<sup>ST</sup> COBB 2<sup>ND</sup> COOK MOTION ACCEPTED 7-0**

**13. EXECUTIVE SESSION: NONE**

**14. ADJOURNMENT: 1<sup>ST</sup> VM LINDSEY 2<sup>ND</sup> SHAMY @ 7:48PM**

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MAYOR CITY OF NEW CARLISLE

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CLERK CITY OF NEW CARLISLE

## City Manager's Report

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**TO:** Mayor, Vice Mayor, City Council, Residents, and Business Owners  
**FROM:** Randy Bridge, City Manager  
**DATE:** July 12, 2019 for July 15, 2019

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- Items that should be reported to or discussed with Council are indicated with an asterisk (\*) and organized under separate headings.
- Council members may bring any other item up for discussion.

\*A - FINANCE REPORT - Attached

\*B - SERVICE REPORT - Attached

\*C - FIRE REPORT - Attached

\*D - POLICE REPORT - At Meeting

### \* E. INFORMATIONAL ITEMS

- New City Building
  - Change of Scope Update
- Upcoming Legislation
  - Assessments Legislation in August (Street Light, Nuisance Abatements, Water/Sewer)
- Board of Zoning Appeals Update
  - July 17, 2019 Hearings will take place at the Smith Park Shelter House
  - Hearings as follows:
    - Review, discuss, and vote on an appeal (denied building permit application) for a new home build located adjacent to the Twin Creeks Subdivision. Applicant will be seeking a variance from the City's Zoning Code.
    - Review, discuss, and vote on an appeal (denied building permit application) for a new accessory building located on South Adams Street. Applicant will be seeking a variance from the City's Zoning Code.
    - Review, discuss, and vote on variance for a fence that was installed along West Jefferson Street. Applicant will be seeking a variance from the City's Zoning Code.
    - Review, discuss, and vote on variance request for a reduction in the number of required off-street parking spots for the new apartments located at 107 North Pike Street (formerly Belle Manor Nursing Home). Applicant will be seeking a variance from the City's Zoning Code.

**COUNCIL FINANCIAL REPORT SUMMARY  
JUNE 2019**

JUNE Total Revenue General Fund:                    \$ 440,110.18

JUNE Total Expenses General Fund:                    \$ 386,345.17

Year-To-Date Total Revenue Collected:	\$ 3,146,684.47
Year-To-Date Total Expenses:	\$ 2,842,988.37

**Special Notes:**

Updates:

- *The reports that are included this evening are:*
  - Statement of Cash Position with MTD Totals by funds
  - Check Report for the month of JUNE
  - Pool Report

If you should have any questions or would like to see additional information just let me know.

Respectfully Submitted  
Deborah Watson  
Finance Director

New Carlisle

Statement of Cash Position with MTD Totals

From: 1/1/2019 to 6/30/2019

Funds: 101 to 999

Include Inactive Accounts: No

Page Break on Fund: No

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
101	GENERAL	\$958,282.68	\$154,346.26	\$481,828.49	\$66,241.03	\$783,392.61	\$66,241.03	\$783,392.61	\$656,718.56	\$48,904.94	\$607,813.62
201	STREET CONSTRUCTION	\$68,285.67	\$18,385.91	\$124,003.69	\$21,826.91	\$110,119.30	\$21,826.91	\$110,119.30	\$82,170.06	\$21,501.70	\$60,668.36
202	STATE HIGHWAY	\$91,624.53	\$10,555.65	\$19,120.81	\$455.73	\$11,707.77	\$455.73	\$11,707.77	\$99,037.57	\$5,693.69	\$93,343.88
203	ST. PERM TAX	\$13,048.02	\$5,835.77	\$28,030.26	\$3,294.94	\$29,553.41	\$3,294.94	\$29,553.41	\$11,524.87	\$3,437.87	\$8,087.00
204	STREET IMPROVEMNT LEVY FUND	\$44,265.87	\$0.00	\$71,868.41	\$2,866.51	\$28,436.28	\$2,866.51	\$28,436.28	\$87,698.00	\$59,671.79	\$28,026.21
212	EMERGENCY AMB CAP EQUIP	\$165,090.80	\$0.00	\$53,901.23	\$0.00	\$923.81	\$0.00	\$923.81	\$218,068.22	\$0.00	\$218,068.22
213	EMERGENCY AMB OPERATING	\$187,369.13	\$13,821.21	\$344,378.39	\$50,319.17	\$338,210.17	\$50,319.17	\$338,210.17	\$193,537.35	\$36,153.40	\$157,383.95
214	FIRE CAP EQUIP LEVY FUND	\$180,693.27	\$0.00	\$35,934.15	\$70,076.61	\$128,433.96	\$70,076.61	\$128,433.96	\$88,193.46	\$0.00	\$88,193.46
215	FIRE OPERATING LEVY FUND	\$186,634.82	\$18.85	\$71,467.95	\$7,740.20	\$53,704.05	\$7,740.20	\$53,704.05	\$204,398.72	\$36,964.83	\$167,433.89
219	CDBG/ECONOMIC LOAN	\$21,564.81	\$0.00	\$0.00	\$0.00	\$21,564.81	\$0.00	\$21,564.81	\$0.00	\$0.00	\$0.00
225	HEALTH LEVY FUND	\$1,576.70	\$0.00	\$34,380.05	\$0.00	\$29,784.15	\$0.00	\$29,784.15	\$6,172.60	\$0.00	\$6,172.60
230	FEDERAL COPS PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
240	FEMA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250	0.5% POLICE INCOME TAX	\$398,218.59	\$67,664.15	\$154,006.06	\$4,730.52	\$152,709.13	\$4,730.52	\$152,709.13	\$399,515.52	\$7,968.47	\$391,547.05
301	GENERAL BOND RETIREMENT	\$10,691.83	\$0.00	\$99,330.22	\$0.00	\$17,455.43	\$0.00	\$17,455.43	\$92,566.62	\$0.00	\$92,566.62
302	TWIN CREEKS INFRASTRUCT BONDS	\$309,525.25	\$0.00	\$79,333.00	\$0.00	\$8,546.12	\$0.00	\$8,546.12	\$380,312.13	\$0.00	\$380,312.13
400	COMMUNITY CENTER	\$0.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.77	\$0.00	\$0.77
410	NEW CARLISLE BIKEWAY PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
411	NEW CARLISLE BIKEWAY PHASE 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
415	SR235 WIDENING PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420	SMITH PARK IMPROVEMENTS PROJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
450	YMCA EXTENSION PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
460	WATER PLANT IMPROV PROJECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
470	NORTH UTILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



**Statement of Cash Position with MTD Totals**

**From: 1/1/2019 to 6/30/2019**

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
	EXTENSION PROJ								
471	NRTH UTILITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXTENSION PHASE 2								
480	WASTEWATER PLANT IMPROVE PROJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501	WATER REVENUE FUND	\$154,766.87	\$76,903.90	\$458,545.42	\$49,419.51	\$477,656.65	\$135,655.64	\$94,787.25	\$40,868.39
502	WASTEWATER	\$430,706.16	\$67,222.53	\$409,595.17	\$73,640.95	\$509,629.39	\$330,671.94	\$125,491.85	\$205,180.09
505	SWIMMING POOL	\$6,123.43	\$17,884.20	\$80,056.85	\$15,981.59	\$55,990.04	\$30,190.24	\$25,322.33	\$4,867.91
510	CEMETERY FUND	\$69,442.95	\$6,112.75	\$21,816.69	\$4,329.11	\$27,946.57	\$63,313.07	\$10,972.15	\$52,340.92
550	WATERWORKS CAPITAL IMPROVEMENT	\$16,799.96	\$0.00	\$1,421.00	\$0.00	\$0.00	\$18,220.96	\$0.00	\$18,220.96
551	WATER METER UPGRADE	\$101.80	\$0.00	\$0.00	\$0.00	\$0.00	\$101.80	\$0.00	\$101.80
560	WASTEWATER CAPITAL IMPROVEMENT	\$12,744.48	\$0.00	\$0.00	\$0.00	\$0.00	\$12,744.48	\$0.00	\$12,744.48
561	WASTEWATER EQUIPMENT REPL FUND	\$12,520.37	\$1,055.00	\$2,110.00	\$0.00	\$0.00	\$14,630.37	\$0.00	\$14,630.37
562	WASTEWATER CAP/CONTINGENCY	\$1,782.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,782.32	\$0.00	\$1,782.32
563	WASTEWATER CONSTRUCTION ACCT	\$4,810.19	\$0.00	\$0.00	\$0.00	\$0.00	\$4,810.19	\$0.00	\$4,810.19
705	CEMETERY PERPETUAL CARE	\$144,729.08	\$304.00	\$1,594.41	\$0.00	\$650.00	\$145,673.49	\$0.00	\$145,673.49
710	INCOME TAX HOLDING ACCOUNT	(\$10.00)	\$0.00	\$519,926.73	\$0.00	\$0.00	\$519,916.73	\$0.00	\$519,916.73
802	SPECIAL ASSESSMENT/ST LIGHTING	\$56,738.10	\$0.00	\$54,035.49	\$15,422.39	\$56,574.72	\$54,198.87	\$0.00	\$54,198.87
805	TWIN CREEKS ASSESSMENT/INFRSTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
999	Payroll Clearing Fund	\$68.54	\$129,776.51	\$791,295.50	\$129,776.51	\$791,218.33	\$145.71	\$0.00	\$145.71
	<b>Grand Total:</b>	<b>\$3,548,196.99</b>	<b>\$569,886.69</b>	<b>\$3,937,979.97</b>	<b>\$516,121.68</b>	<b>\$3,634,206.70</b>	<b>\$3,851,970.26</b>	<b>\$476,870.27</b>	<b>\$3,375,099.99</b>

## CITY OF NEW CARLISLE - JUNE 2019 POOL REPORT

<b>Revenue To Date</b>	<b>\$ 40,056.85</b>		
<b>Transfers To Date</b>	<b>\$ 40,000.00</b>		
<b>Expenses To Date</b>		<b>\$ 37,307.61</b>	
<b>Profit</b>			<b>2,749.24</b>

### Details Listed Below

POOL REVENUE		Ending -30-2019	Year To Date
Memberships		\$ 3,720.00	\$ 15,888.00
Daily Gate Fees		\$ 5,774.31	\$ 9,823.31
Concessions		\$ 5,695.95	\$ 9,016.35
Party Rental		\$ 2,498.00	\$ 4,004.00
Games		\$ -	\$ -
Misc. Donations		\$ 195.94	\$ -
Misc. Receipts			\$ 1,325.19
	Pool Rental	\$ -	\$ -
	<b>Total Revenue</b>	<b>\$ 17,884.20</b>	<b>\$ 40,056.85</b>

POOL EXPENSES		Ending -30-2019	Year To Date
Personal Services	Wages, etc	\$ 10,425.29	\$ 14,077.75
Contractual	Utilities	\$ 82.65	\$ 445.24
	Maint. Of Facilities	\$ 780.54	\$ 2,140.37
	Maint. Of Equipment	\$ 119.95	\$ 520.18
	Phone/cell phone	\$ 108.91	\$ 326.54
	Permits/Fees/Misc	\$ -	\$ -
Contractual	Sub Total	\$ 1,092.05	\$ 3,432.33
Materials/Supplies	Concessions	\$ 1,771.60	\$ 5,498.09
	Operations Supplies	\$ 1,052.67	\$ 1,391.63
	Chemicals	\$ 1,230.59	\$ 3,200.19
	Repairs/Maint. Supplies	\$ -	\$ 24.17
	Membership/dues		\$ 762.81
	Small tools		\$ 34.48
	Capital Outlay	\$ 287.79	\$ 27,379.09
	Other	\$ 130.60	\$ 130.60
Materials/Supplies	Sub Total	\$ 4,473.25	\$ 38,421.06
Misc.		\$ (9.00)	\$ 58.90
	<b>Total Expenses</b>	<b>\$ 15,981.59</b>	<b>\$ 55,990.04</b>

\$ 55,990.04



To: Mr. Bridge, City Manager  
From: Howard Kitko, Service Director  
Date: July 15, 2019  
Subject: Council Update

**Service Departments:**

- Will be completing minor road repairs in areas that need a more in-depth repair, such as, ruts created from trash truck operations.
- We have 4 additional water main breaks to dig up and repair
- Road De-icing Salt bids were received. New Carlisle will verify the bid and make a recommendation to award to Cargill Salt for the same price as last year of \$89.95/ton. There will **NOT** be a minimum order amount this season or any cutoff dates for ordering.

**2018-2019 Various Road Projects:**

- Galewood Dr. Reconstruction Project: Reconstruction started July 8<sup>th</sup> for an estimated 80 days. T.C. Holzen was awarded the contract for \$334,639.50. New Carlisle Street Levy share is approximately \$41,400.
- Street Resurfacing Project: Hemlock, Butternut & Bittersweet are complete except one manhole adjustment. Cost is approximately \$45,420.66.

**2019 Wastewater Plant Influent Building Upgrade:**

- New Influent pump is fully operational. Peterson Construction was awarded the contract. Preconstruction meeting set for 7/17/19.

**Traffic Signal Upgrade Project:**

- Plans will go out for bid 9/12/19, Contract will be awarded 9/23/19 and Construction is to be completed by 8/31/20.



City of New Carlisle  
City Council Meeting  
07-15-2019  
Fire-EMS Report

- In the Month of June the New Carlisle Fire Division responded to 86 EMS call in the City and 21 in Elizabeth Township.
- The Division responded to 6 Fire related calls in the City and 1 in Elizabeth Township.
- We had 4 EMS calls answered by mutual aid, either by Pike Township or Bethel Clark, due to medic 52 being on a response.
- We answered 3 mutual aid EMS calls for Pike Township and 2 for Bethel Clark.
- In the Month of June the Division responded to 1 Overdose calls,

Steven Trusty  
Fire Chief  
City of New Carlisle

# New Carlisle Fire Division

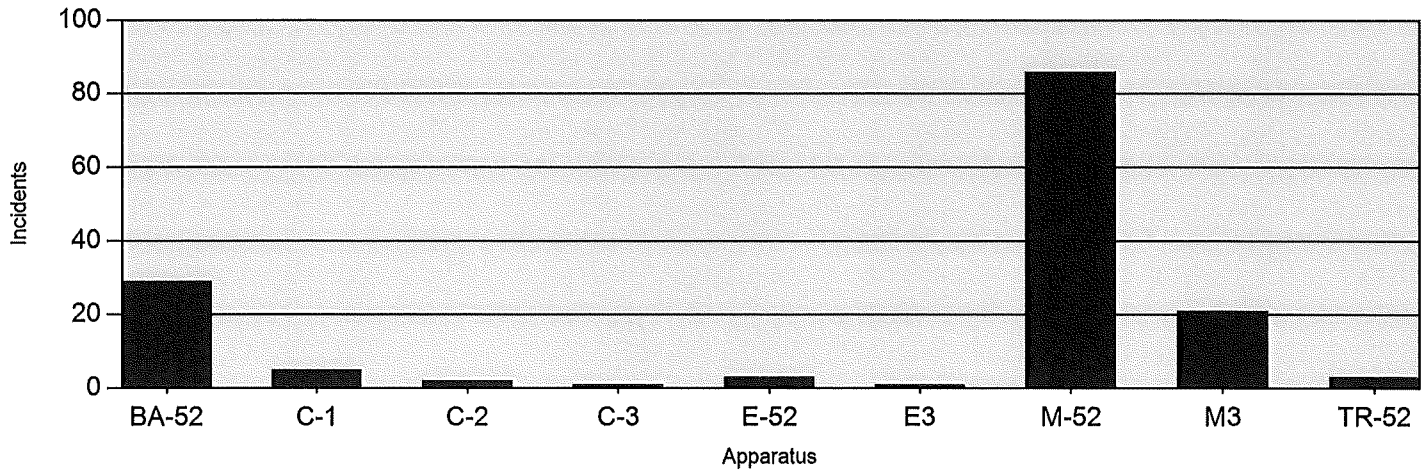
New Carlisle, OH

This report was generated on 7/12/2019 1:11:21 PM



## Incident Count per Apparatus for Date Range

Start Date: 06/01/2019 | End Date: 06/30/2019



APPARATUS	# of INCIDENTS
BA-52	29
C-1	5
C-2	2
C-3	1
E-52	3
E3	1
M-52	86
M3	21
TR-52	3

Cancelled apparatus (per the THIS APPARATUS WAS CANCELLED checkbox on Basic Info 4) not included.  
Only REVIEWED incidents included.

## **RESOLUTION 19-09R**

### **A RESOLUTION AMENDING THE CITY OF NEW CARLISLE RULES OF COUNCIL**

**WHEREAS**, the Rules of Council establish guidelines under which the Council of the City of New Carlisle conducts business; and

**WHEREAS**, said Rules of Council state that they shall be reviewed and adopted by Council in January after any Council elections; and

**WHEREAS**, said Rules of Council were last adopted by Council on January 22, 2019; and

**WHEREAS**, said Rules of Council were last revised on May 21, 2018; and

**WHEREAS**, Ordinance 17-14, passed by Council on April 17, 2017, empowered the City of New Carlisle Mayor to issue proclamations as part of the Mayor's official duties on behalf of the City and reserved the right for the Mayor to modify and deny any proclamation request; and

**WHEREAS**, Ordinance 19-10, passed on June 3rd, 2019, amended Ordinance 17-14, empowers the City of New Carlisle Mayor to issue proclamations only with support from a majority vote of Council by motion approving the requested proclamation, providing that all proclamations requested to Council by the Mayor, any Councilmember, any City of New Carlisle resident, and any business located in the City of New Carlisle shall be presented to Council during an open Council meeting for discussion and call for a motion, reserving in Council the right to modify and deny any proposed proclamation, and clarifying the only person empowered to sign and issue proclamations on behalf of the City of New Carlisle is the Mayor; and

**WHEREAS**, Council wishes to amend said Rules of Council by adding a new provision outlining the procedure by which the Council of the City of New Carlisle conducts business concerning the Mayor's authority to issue proclamations, in accordance with and incorporating Ordinance 19-10; and

**WHEREAS**, the Rules of Council are currently inconsistent with the City's Administrative Code Section 210.18, with regard to the required vote for a passing motion. The attached proposed amendments to the Rules of Council reflect an amendment to reconcile this inconsistency such that the Rules of Council will now read as the City's Administrative Code Section 210.18, to require a two-third (2/3) affirmative vote of Council members present to adopt and to amend the Rules of Council by motion.

**WHEREAS**, the Rules of Council may be amended by a two-thirds vote of the Council members present at a regular meeting.

**NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY RESOLVES**, that the City of New Carlisle Rules of Council be repealed and amended as set forth in Exhibit A, attached hereto.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mike Lowery, MAYOR

\_\_\_\_\_  
Emily Berner, CLERK OF COUNCIL

APPROVED AS TO FORM:

\_\_\_\_\_  
Lynnette Dinkler, DIRECTOR OF LAW

1st: \_\_\_\_\_

2cd: \_\_\_\_\_

Councilman Cobb	Y	N
Councilman Cook	Y	N
Vice Mayor Lindsey	Y	N
Mayor Lowery	Y	N
Councilman Shamy	Y	N
Councilwomen McKenzie	Y	N
Councilwomen Hopkins	Y	N

Totals: \_\_\_\_\_

Pass                  Fail

Intro: 7/15/19

Action: 7/15/19

Effective: 7/31/19

**FINAL**  
**Revised 01/20/04**  
**Reviewed 01/04/10**  
**Reviewed 01-17-12**  
**Revised 01-06-14**  
**Revised 3/8/18 via Res 18-03R**  
**Revised 5/21/18 via Res 18-08R**  
**Revised 7/15/19 via Res 19-09R**

**RULES OF COUNCIL  
CITY OF NEW CARLISLE, OHIO**

**SECTION I: MEETINGS**

**A. Regular Meetings**

Regular Meetings shall be held every first and third Monday of each month at 7:00 P.M. When the date of a regular meeting is determined to create a conflict, or falls on a holiday observed by the City, Council may, by majority vote, change the date and/or hour and issue proper notices thereof.

**B. Special Meetings**

The Mayor, Vice-Mayor, City Manager or at least four (4) members of Council may call for a special meeting. If Council membership should fall to five (5) or less, a simple majority may call a special meeting. The special meeting may be called upon at least a twelve (12) hour written notification to all Council Members. This notice may be delivered to each Member personally or left at his or her place of residence, and should generally state the subjects to be discussed at the meeting. Every effort shall also be made to contact the Member by telephone, e-mail, and in other ways. Written notice to any Member may be waived by that Member.

**C. Closed Sessions/Executive Sessions**

All meetings during which official business is conducted will be held in public. However, Council may convene in a closed or executive session to discuss those matters which are permitted by section 121.22(G) of the Ohio Revised Code. All Council Elect shall be included in all executive sessions after being certified by the board of elections.

**SECTION II: NOTIFICATION OF MEETINGS**

Upon establishment of special meetings, the City Manager, Council Members, and the public shall be notified. Notification shall be made by posting a notice



at the City Building, by contacting a newspaper of general circulation within the City, any requesting media organization, and others regularly notified of meetings.

**SECTION III: AGENDA**

- A. The Clerk of Council, in conjunction with the City Manager, the Law Director and the Council, shall prepare and distribute the meeting agenda, listing the items for discussion and the order of business for the meeting.
- B. In order for an item to be included on the agenda, it must be submitted to the Clerk or the City Manager no later than three (3) working days preceding the meeting date.
- C. A copy of all Ordinances or Resolutions must be made available to all Council Members, the Clerk, and any department head whose department may be involved in the legislation, a minimum of forty-eight (48) hours prior to the Council meeting at which the legislation is to be introduced.
- D. An item that does not appear on the agenda shall not be acted upon without suspension of the Rules of Council.
- E. No letter or communication to Council shall be considered or acted upon by Council unless the letter or communication has been signed by its sender.
- F. Subsections B, C, & D are not applicable in regard to emergency legislation.

**SECTION IV: PRESIDING OFFICER AT MEETINGS**

- A. The Mayor, selected in the manner set forth by the City Charter (Section 4.04), shall assume the duties and responsibilities contained therein, and shall act as Presiding Officer over all Council Meetings.
- B. The Vice-Mayor, selected in the manner set forth by the City Charter (Section 4.05), shall assume the duties and responsibilities contained therein and perform the duties of Mayor in the Mayor's absence, including that of Presiding Officer.
- C. In the case of absence of both the Mayor and Vice-Mayor at a Council meeting, the Council shall select a Temporary Presiding Officer by a majority vote of Members present.
- D. The Presiding Officer shall preserve decorum and decide all questions of order, subject to appeal to Council, by any one of its Members. Should any Member transgress these rules of Council, the Presiding Officer shall, or any Member may, call him or her to order, and in the latter instance, the Presiding Officer shall render a decision as to the point of order. The Presiding Officer

shall be sustained unless overruled by a majority vote of Council Members present.

E. Addressing the Presiding Officer

A Member of Council shall address the Presiding Officer when requesting permission to speak. The Presiding Officer shall then declare the person entitled to the floor. All discussion shall be confined to the question under debate. Members of the audience will also request permission to address Council from the Presiding Officer, and should do so by raising their hand(s).

**SECTION V. THE CLERK OF COUNCIL**

Council shall select a Clerk and one or more Acting Clerks in accordance with the City Charter (Section 4.09).

**SECTION VI. MEETING PROCEDURE**

The order of business by the Council shall be:

- (1) Call to Order
- (2) Roll Call
- (3) Invocation
- (4) Pledge of Allegiance
- (5) Action on Minutes of previous meeting(s)
- (6) Communications
- (7) City Manager's Report
- (8) Comments from Members of the Public
- (9) Committee Reports
- (10) Resolutions
- (11) Ordinances
- (12) Other Business
- (13) Executive Session

As a courtesy to the audience, the presiding officer should announce if any additional business is anticipated after executive session.

- (14) Return to regular session
- (15) Adjournment

**SECTION VII: VOTING**

A. Quorum

A majority of Council Members must be present at any meeting for official and valid business to be conducted, except as otherwise provided by the City Charter.

B. Absences

If a Council Member is to be absent from a meeting and desires to be excused from that meeting, the Member shall communicate that information to the Mayor or the Vice Mayor as early as possible prior to that meeting, and should specify the reason(s) for said absence. If unable to contact them, the Member shall contact any other Council Member or the City Manager.

Having received such request, the Mayor, or Vice Mayor, or other Council Member or City Manager shall present that information during the “other business” portion of the meeting from which the Member wishes to be excused.

C. Voting Procedure

Voting on all proposed legislation and motions shall be oral and in open Council. The Clerk of Council shall call the roll, beginning with the member seated to the left of the member who seconded the motion. Members may signify approval with a “Yes” vote, disapproval with a “No” vote, or “Abstain” for reasons such as:

(1) The Member feels his or her vote would constitute a conflict of interest.

(2) The Member was not present at the previous meeting (re: minutes).

When a Council Member chooses to abstain, he or she shall state, “I abstain because,” indicating the reason for the abstention. No other comments shall be in order during the voting procedure. The Clerk of Council shall announce the result and the vote immediately after the roll call.

D. Voting on Suspension of Rules

Suspensions of these Rules of Council shall require a two-thirds (2/3) vote of Council Members present.

E. Dissent from Majority Opinion

Any Member of Council may dissent or protest a decision of the majority of Council, or any Ordinance, Resolution, or Motion, and may have that dissent entered into record. Such dissent may be oral or written and shall be presented at the next meeting following the action on such Ordinance, Resolution, or Motion.

F. Reconsideration

Any Member who voted with the prevailing side on the vote on a given action of Council may move a reconsideration of that action, provided that the motion be made not later than the next regular meeting after the action was taken.

A motion to reconsider shall be in order at any time except when a motion on some other subject is standing.

A motion to reconsider being laid on the table may be taken up and acted upon at any time when the Council is engaged in transaction of miscellaneous business.

No motion to reconsider shall be made more than once on any matter or subject, and the same number of votes shall be required to reconsider the action of the Council as are required to pass or adopt the same.

No Motion, Resolution, or Ordinance, having been voted upon, shall be reintroduced within ninety (90) days, except with majority concurrence of Council.

**SECTION VIII: SPEAKING REGULATIONS**

- A. Each Council Member and person addressing Council during the legislative agenda shall make every effort to confine his or her discussion to the question under debate. Members of Council and members of the audience shall be limited to five (5) minutes and shall not speak more than once on any subject.
- B. Comments from persons in the audience should be addressed to the Presiding Officer, not to proponents or opponents of any issue, not to city staff, and not to other members of the audience.
- C. A public meeting or a public hearing is an opportunity for Council to receive input from citizens of the community. It is not the place for a debate between persons in the audience and other citizens, persons in the audience and city staff, or persons in the audience and members of Council. Debating tactics such as demanding answers to questions are frowned upon and may be prohibited. Since the meetings are for input, not an instant dialogue or debate, questions to which Council chooses to respond may well be answered at a subsequent meeting or as decided by the presiding officer.
- D. The Council reserves the right to put an end to that portion of any meeting or hearing in which comments from the audience are allowed, in order to leave adequate time for Council to proceed with its other business.
- E. When citizens raise questions or complaints which can be dealt with best by staff or do not require immediate action, arrangements may be made for discussion outside of the meeting. Citizens may, of course, return to a later

Exhibit A  
Resolution 19-09R

meeting of the Council to speak to the subject, if they are not satisfied with the response they receive.

During the public comment part of the agenda, members of the audience may speak on subjects of their choice, addressing comments and questions to the Presiding Officer after being granted the floor, and shall be limited to five minutes.

Language used shall be appropriate for a public meeting.

**SECTION IX: LEGISLATION**

A. Drafting

The Director of Law shall, on motion of Council, prepare legislation, in writing and over the Director's signature, in which the City is concerned.

B. Ordinances and Resolutions

Ordinances and Resolutions that are proposed by any Member of Council will contain the signature of the Member of Council introducing the legislation. Resolutions shall require one reading by title only. Ordinances shall require two (2) readings by title only. Upon the request and approval by a majority of Council, legislation may be read in its entirety.

C. Motions of Council

Motions shall be used only to expedite the orderly transaction of business of Council and shall not be substituted for Resolutions or Ordinances. The form of all Motions shall be, "I move that...", followed by the substance of the motion. A second shall be required for any motion except as specifically provided for in a rule, but upon demand of any Member, any motion shall be reduced to writing by the Clerk of Council. Any such motion may be withdrawn by the maker with the consent of the second before it has been amended or voted upon. When a motion is made, it shall be stated by the Presiding Officer before any debate is in order. All motions which have been entertained by the Presiding Officer shall be entered upon the minutes.

Precedence of Motions. When a question is before Council, no motion shall be entertained except the following:

- (1) To adjourn
- (2) To fix the hours of adjournment
- (3) To request that discussion on the previous question end and that the motion being considered be voted on
- (4) To lay on the table

Exhibit A  
Resolution 19-09R

- (5) To postpone definitely
- (6) To postpone indefinitely
- (7) To refer to a committee
- (8) To amend.

These motions shall have precedence in the order indicated. The motion to adjourn and the motion to previous question shall be put to a vote without debate. The motion to fix the hour of adjournment shall be debatable only as to the time of such adjournment. All other motions shall be debatable.

A motion to adjourn shall be in order at any time with a second.

A motion for the previous question shall require a majority vote of Council Members present. It shall be considered only once; may be renewed after intervening business; shall take precedence over all debatable questions. When the previous question is moved and seconded by one other Member of Council, it shall be stated by the Presiding Officer: "Shall the main question be now put?"

There shall be no further amendment or debate, but pending amendments shall be put in their order before their main question. If the question, "Shall the main question be now put?" is decided in the negative, the main question remains debatable before Council.

A motion to lay on the table (to table) shall dispose finally of all legislation against which it is invoked, but a motion to lay on the table a pending amendment to an Ordinance or Resolution shall not carry the Ordinance or Resolution with it. The motion to lay on the table shall require a majority vote of Council Members present.

A motion to postpone to a certain date shall require a majority vote of Council Members present; shall be subject to reconsideration; may be renewed after intervening business; shall be debatable as to the propriety of the postponement, but not upon the merits of the legislation; and may be amended by changing the date. Upon the arrival of the date to which postponed, the legislation shall be considered in the regular order of business.

A motion to postpone indefinitely shall have the same effect as the motion to lay on the table and shall require a majority vote of all Council Members present. A motion to postpone indefinitely shall not be reconsidered, shall be debatable, shall open the legislation to debate, may be renewed after intervening, may not be amended or laid on the table, and shall be subject to the previous question.

A motion to amend shall be susceptible to but one amendment. An amendment once rejected may not be moved again in the same form.

Any Member of Council may call for a division of the question, or the Presiding Officer may direct the same, and the same in either case shall be divided if it

comprehends questions so distinct that, one being taken away, the other will stand as an entire question for decision.

Questions of privilege shall be: First, those affecting the rights of the Council collectively, and the safety, dignity, and integrity of its proceedings; second, the rights, reputation, and conduct of the Members of Council individually, in their capacity as Council Members. A question of privilege shall have precedence over all questions except a motion to adjourn.

**SECTION X: PROCLAMATIONS**

- (A) A proclamation is a ceremonial document signed only by the Mayor with support from a majority of Council by motion, and may be issued for public awareness, charitable fundraising campaigns, arts and cultural celebrations, and special honors.*
- (B) Proclamations shall not be issued for matters of political controversy, ideological or religious beliefs, individual conviction, events or organizations with no direct relationship to the City of New Carlisle, or for campaigns or events contrary to City policies.*
- (C) The Mayor is empowered to issue proclamations as part of the Mayor's ceremonial duties on behalf of the City of New Carlisle, but only with majority vote (4) of Council by motion approving the proclamation, thereby constituting Council's support.*
- (D) The Mayor or any Councilmember shall request a proclamation to Council in an open meeting, and any City of New Carlisle resident or business located in the City of New Carlisle shall request a proclamation to Council in an open meeting or by using a form made available to the citizens on-line on the City's website and available on paper at the Municipal Building. Requests from City of New Carlisle residents and businesses located in the City of New Carlisle that are made by submitting such form will be presented to Council by the Mayor at the next regularly scheduled Council meeting. All requests for proclamations made by City of New Carlisle residents or businesses located in the City of New Carlisle shall be made with at least 30 business days' notice before the date the proclamation is being requested, and shall include the requestor's first and last name, residential/business address, email address, telephone number(s), the date by when the proclamation is being requested, name(s) and/or date(s) to be proclaimed, a brief summary and/or background of the event or organization, and draft text for the proclamation including 4-6 "WHEREAS" clauses. With regard to the timing of requests, it should be remembered that all requested proclamations are presented in open Council meetings. Council may modify or deny any requested proclamation, whether*

*made by the Mayor, a Councilmember, a City of New Carlisle resident, or a business located in the City of New Carlisle.*

*(E) All proclamations requested by the Mayor or any Councilmember shall be presented during the Other Business portion of an open Council meeting's agenda.*

*(F) All written requests for proclamations submitted on the City-provided form and made by City of New Carlisle residents and businesses located in the City of New Carlisle shall be presented by the Mayor during the Other Business portion of an open Council meeting's agenda. The City Manager shall supply the Mayor with all written requests for proclamations in advance of each regularly scheduled Council meeting.*

*(G) All oral requests for proclamations made by City of New Carlisle residents and businesses located in the City of New Carlisle shall be presented during the Comments from Members of the Public portion of an open Council meeting's agenda.*

*(H) Upon majority vote (4) of Council by motion approving the requested proclamation, the Mayor, and only the Mayor, shall be empowered to sign and issue the proclamation as part of the Mayor's ceremonial duties on behalf of the City of New Carlisle.*

#### **SECTION XI: COMMITTEES**

Council, shall have the authority to appoint committees, or to establish a Committee of the Whole (Council), for any purpose the Council deems necessary. Such committees shall exist only until their work is completed.

#### **SECTION XII: CITY CHARTER OF NEW CARLISLE**

- A. These rules acknowledge the existence of the City Charter of New Carlisle, Ohio.
- B. In cases of conflict between these Rules and the Charter, the City Charter shall prevail.

#### **SECTION XIII: ROBERT'S RULES OF ORDER**

In the absence of any Council rule or Charter provision upon the matter of business, Council shall be governed by Robert's Rules of Order.



**SECTION XIV: ADOPTION OF RULES**

These Rules of Council shall be effective upon adoption of a Resolution passed by a two-thirds (2/3) (~~five~~) vote of Council **members present at a regular meeting**. They shall be reviewed and adopted by Council in January after Council elections.

**SECTION XV: AMENDMENT TO RULES**

These Rules may be amended by a resolution approved by a two-thirds (2/3) vote (~~five~~) of the Council **members present at a regular meeting where such amendment is presented**.

## **ORDINANCE 19-19E**

### **AN EMERGENCY ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT ADDENDUM #1 TO CONTRACT FOR ARCHITECTURAL SERVICES TO RENOVATE A BUILDING ON REAL PROPERTY LOCATED AT 101 SOUTH MAIN STREET, NEW CARLISLE, OHIO AUTHORIZED BY ORDINANCE 19-07**

**WHEREAS**, this Council passed Ordinance 19-07 titled "AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT A PROPOSAL AND ENTER INTO A CONTRACT FOR ARCHITECTURAL SERVICES TO RENOVATE A BUILDING ON REAL PROPERTY LOCATED AT 101 SOUTH MAIN STREET, NEW CARLISLE, OHIO" on March 25, 2019; and

**WHEREAS**, Article 6, Payments and Compensation to the Architect, of the contract between the City of New Carlisle and Craig Dillion Architects which the City Manager executed under the authority of Ordinance 19-07, details the payment agreement between the parties, including modifications to charges such as a change in the scope of the project; and

**WHEREAS**, on July 1, 2019 City Council, by motion, directed a modification of the scope of the project under contract and ordered the removal of Council Chambers from the design plans thereby creating additional square footage for City operations; and

**WHEREAS**, given Council's modification of the scope of the project, additional architectural services for redesign are required, therefore, the executed contract must now be amended to reflect this change, a common occurrence in the renovation and design process; and

**WHEREAS**, the additional required services as a result of this modification of scope of the project amounts to \$8,470; and

**WHEREAS**, attached as Exhibit A is the amended contract, including Addendum #1 reflecting the change in scope of the project for architectural services to renovate the new City Building located at 101 South Main Street, New Carlisle, Ohio in the amount of an additional \$8,470.

#### **NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY ORDAINS:**

**SECTION 1.** That the City Manager be and hereby is authorized and empowered to accept and execute the attached amended contract reflecting Addendum #1 to provide for the change in scope of the project, resulting in the expenditure of an additional \$8,470, bringing the total contract liability to \$48,000.

**SECTION 2.** Because the need to immediately and timely continue with the renovation of the newly acquired City building affects the fiscal resources of the City and affects the operations of the City, this Ordinance is hereby adopted as an Emergency Ordinance in compliance with Charter Section 4.15.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mike Lowery, MAYOR

\_\_\_\_\_  
Emily Berner, CLERK OF COUNCIL

APPROVED AS TO FORM:

\_\_\_\_\_  
Lynnette Dinkler, DIRECTOR OF LAW

1st: \_\_\_\_\_

2cd: \_\_\_\_\_

Councilman Cobb	Y	N
Councilman Cook	Y	N
Vice Mayor Lindsey	Y	N
Mayor Lowery	Y	N
Councilman Shamy	Y	N
Councilwomen McKenzie	Y	N
Councilwomen Hopkins	Y	N

Totals:

Pass

Fail

Intro: 7/15/19

Action: 7/15/19

Effective: 7/15/19

**CRAIG E. DILLON, AIA**

105 West High Street  
Springfield, Ohio 45502

**ARCHITECT**

937-323-7018  
FAX: 937-323-7084

July 8, 2019

ADDENDUM NO. 1

Page 1 of 1

City of New Carlisle  
Randy Bridge, City Manager  
331 South Church Street  
P.O. Box 419  
New Carlisle, Ohio 45344

**TO THE AIA CONTRACT DOCUMENT B105 - 2017:**

**RE: New Carlisle City Offices  
101 S Main Street  
New Carlisle, Ohio 45344**

This addendum supplements and amends the original Contract and shall become part of the Contract. Per Article 6, Payments and Compensation to the Architect, in the fifth paragraph an additional amount to be paid for revisions due to changes in the project scope quality and budget will be required.

1. The Council area in the current drawings to be changed to an additional office space without windows and the remaining portion to become storage space.
2. The building change of scope requires an additional amount of \$8,470.00 to be paid to the Architect once design is complete and approval has been given to proceed with Construction Documents.

**END OF ADDENDUM #1**