

NEW CARLISLE CITY COUNCIL
WORK SESSION AND REGULAR MEETING AGENDA PACKET
May 18, 2020 @ 7:00pm

****PLEASE NOTE THAT TONIGHT'S MEETING WILL BE HELD REMOTELY VIA ZOOM****

The public is highly encouraged to live stream the meeting at <https://newcarlisle.net/Live-Meeting-Stream> and participate by submitting questions to councilquestions@newcarlisle.net

1. Call to Order: Mayor Mike Lowrey
2. Roll Call: Clerk of Council
3. Invocation:
4. Pledge of Allegiance:
5. Enter into Work Session - See City Manager Report "Discussion Topics"
6. Enter into Regular Session
7. Action on Minutes: 05/04/2020 - Regular Session & 05/07/2020 Special Meeting
8. Communications:
9. City Manager's Report: Attached
8. Comments from Members of the Public: Please email questions to councilquestions@newcarlisle.net
9. Committee Reports:

10. RESOLUTIONS: (None)

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

A. Ordinance 2020-15 (Public Hearing and Action Tonight)

AN ORDINANCE GIVING CITY MANAGER AUTHORITY TO NEGOTIATE THE PURCHASE OF REAL PROPERTY

12. OTHER BUSINESS:

- a. **City Offices Closed** - Monday, May 25 to observe Memorial Day

13. Executive Session: To Discuss the Employment of Public Employee(s)

14. Return to Regular Session: N/A

15. Adjournment

Next **Work Session** of the City Council will be held on Monday, June 1st at 6pm. The public can view the meeting at <https://newcarlisle.net/Live-Meeting-Stream> and submit questions to councilquestions@newcarlisle.net

Next **Regular Meeting** of the City Council will be held on Monday, June 1st at 7pm. The public can view the meeting at <https://newcarlisle.net/Live-Meeting-Stream> and submit questions to councilquestions@newcarlisle.net

RECORD OF PROCEEDINGS

MINUTES: CITY OF NEW CARLISLE, OHIO

REGULAR MEETING

HELD: Monday, May 4, 2020

1. CALL TO ORDER: MAYOR LOWREY CALLED THE MEETING TO ORDER

2. ROLL CALL: Berner calls the roll. Lowrey, Hopkins, Grimm, Nowakowski, Cobb-Eggleston, Cook. 7 members present. Staff present: Bridge, Trusty, Majercak, Berner, Kitko, Hutchinson

3. INVOCATION: Chief Trusty

4. PLEDGE OF ALLEGIANCE

5. ACTION ON THE MINUTES:

4/6/20 REGULAR SESSION: 1ST Cobb 2nd Hopkins Accepted 7-0

6. COMMUNICATIONS: NONE

7. CITY MANAGER'S REPORT:

City Manager's Report

TO: Mayor, Vice Mayor, City Council, Residents, and Business Owners

FROM: Randy Bridge, City Manager

DATE: April 30, 2020 for May 4th, 2020

- 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 - Will be emailed after month is closed

*B. SERVICE REPORT - Attached

*C. FIRE REPORT - Attached

*D. POLICE REPORT

A. Finance- emailed to Council.

B. Service

To: Mr. Bridge, City Manager
From: Howard Kitko, Service Director
Date: May 4, 2020
Subject: Council Update

Public Works Departments:

- Curb Repair; excavation has started, project currently delayed.
- Gearing up for minor road repairs and pothole patching.

Water Department:

- Water Treatment Plant Old High Service Pump building rehab is underway. Project includes all new pipe and pipe fittings, valves, heater, dehumidifier and general clean up. Project materials were purchased through the Water capital outlay fund. Project will be completed in house except for the final pipe painting and furnace install. Demolition portion is complete.
- Sanitary Survey; We have received some recommendations and violations. The City already corrected or will have corrective action in place to remedy a particular violation. The one violation of concern is the Adam's Street Water Tower. Response deadline extended to 4/30/2020, to develop an action plan to rehabilitate or remove the tower.

2019/2020 Primary #1 Clarifier Project:

Project Complete.

2020 Road Resurfacing Project:

Resurface Langdale Ave., Glenn Ave., Hamilton Ave., Clayton Ct., Corona Cir. and chip seal/fog Hillcrest Ave., Tal Shroyer/Short Dr. Bidding delayed until sometime in May.

Traffic Signal Upgrade Project:

Project was awarded to Bansal Construction Co. Construction is to be completed by 8/31/20. Underground drilling for electrical is complete.

COMMENTS OR QUESTIONS:

GRIMM: MAIN ST. BY WAT A DOG NEEDS LOOKED AT. KITKO NOTED CONCRETE WORK NEEDS DONE AND IS ON THE AGNEDA FOR THIS YEAR.

LOWREY ASKED IF THERE WERE LOTS OF CURB REPAIRS. KITKO NOTED MAINLY IN THE AREAS WHERE THE ROADWORK WILL TAKE PLACE.

C. Fire/EMS

City of New Carlisle
City Council Meeting
05-04-2020
Fire-EMS Report

- In the Month of April the New Carlisle Fire Division responded to 58 EMS call in the City and 15 in Elizabeth Township.
- The Division responded to 5 Fire related calls in the City and 0 in Elizabeth Township.
- We had 2 EMS calls answered by mutual aid, either by Pike Township or Bethel Clark, due to medic 52 being on a response.
- We answered 2 mutual aid EMS calls for Pike Township and 2 for Bethel Clark.
- In the Month of April the Division responded to 1 Overdose calls,

Steven Trusty
Fire Chief
City of New Carlisle

NO COMMENTS OR QUESTIONS.

D. Police- emailed to Council.

***E. INFORMATIONAL ITEMS**

- **Extended Stay-at-Home Order**
 - Dated 4/30/20
 - Attached
- **City Employee Return-to-Work Procedures**
 - Memo Attached
- **Discussion Topics**
 - Swimming Pool Opening
 - Permit from County
 - Garage Sales
 - Weekend of June 26th
 - Memorial Day Walk
 - May 23rd
 - Current City Building
 - Madison Street School
 - Grants submitted for asbestos removal and demolition
 - Attached
 - Fireworks
 - Contract Attached
 - Expense Reductions
 - CIP Information Attached

Council discussed multiple options for moving forward with the various summer events and city operations, pool, fire works, Madison St. School, Memorial Day Walk, city garage sales, and reno of newly purchased city building. General agreement from Council is to wait to cancel events. Council would like to hear more from the Governor as to how the state plans to open up.

8. COMMENTS FROM MEMBERS OF THE PUBLIC:

QUESTION SUBMITTED TO COUNCIL via email:

Mr. Bridge,

The concern I have is in regards to the contract and having the fireworks for this year. I very much would love to see the fireworks and I'm sure the community would love that as well. There are some concerns that need to be addressed.

- 1) The contract only states weather as a reason to cancel or postpone the contract, doesn't mention the current pandemic of CONVID-19 as a reason for cancellation.
- 2) It would be highly inappropriate to sign a contract for fireworks when other communities in Ohio such as Chardon, Newark, and Orrville has cancelled for the safety of their residents (given that its a day by day approach currently). The list is expected to grow and Columbus's Red, White, and Boom is monitoring the states recommended procedures on fireworks closely.
- 3) The City of New Carlisle is currently under a **State of Emergency (as of March 13th, 2020)** and that has not been lifted. At the time, all events within the city were cancelled until April. While the State of Emergency is currently in effect, any non-essential spending by the city should be highly discouraged.
- 4) If fireworks in New Carlisle does take place as scheduled, this could bring in outside the city people and families in which could be a health risk to the city of New Carlisle to have many people come into the city to see the fireworks. Given that there's a large number of Miami and Montgomery County cases of CONVID-19, this is something to think about when it comes to spreading the virus.
- 5) The Clark County Health Department should be allowed to provide recommendations on the fireworks event scheduled for June 27th. The community has not seen any health recommendation from the local agency.

The big question I have is this, given that the city is under a **State of Emergency** , why would it be beneficial to have an event that would draw additional health risks and go against the State of Emergency guidelines the city has in place currently?

As stated, I would love to see the fireworks, but I also want to see the community safe during this hard time for all of us. Sincerely, Mike Walters

Question addressed in the CM report discussions with Council.

9. COMMITTEE REPORTS: NONE

10. RESOLUTIONS: NONE

11. ORDINANCES: NONE

12. OTHER BUSINESS:

Question for Council that arrived during the meeting:

Paula 520 N. Scott- With the shortage of food can the city consider allowing chickens in town?

Bridge notes this will take changes in planning and zoning. Planning Director Derek Hutchinson notes it can be done. Council shares their thoughts and will look into this further.

VM Cook motions to hold 2 meetings per month with a 2nd by CM Cobb.

VM Cook amends motion to add work sessions starting at 6:00pm with a 2nd from CM Cobb. Motions accepted 7-0.

VM Cook motions to break rules of Council to allow Council to move into Executive session with a 2nd by CM Eggleston. Motion accepted 6-0.

13. EXECUTIVE SESSION:

1ST Cobb 2ND Cook Motion accepted 6-0

14. RETURN TO REGULAR SESSION:

1ST Cobb 2ND Eggleston Accepted 5-0-2 (Cobb, Hopkins)

Motion to excuse CM Hopkins from the last part of the meeting by CM Grimm with a 2nd by CM Cook. Motions accepted 5-0-2 (Cobb- tech difficulties rejoined, Hopkins)

CM Grimm recaps the latest COVID-19 shutdown and the damages caused on our local businesses. CM Grimm motions to draft legislation to end the State of Emergency deeming all business essential with a 2nd by VM Cook.

Bridge notes the importance to follow the SOE, mandated by HD, doesn't want to put the city in a position with legal ramifications. After discussions Grimm and Cook agree to remove their motion.

15. ADJOURNMENT: @9:54pm

1ST VM COOK 2ND CM EGGLESTON

Accepted 5-0-2

Mayor Mike Lowrey

Clerk of Council Emily Berner

RECORD OF PROCEEDINGS

MINUTES: CITY OF NEW CARLISLE, OHIO

SPECIAL MEETING

HELD: Thursday, May 7, 2020

1. CALL TO ORDER: MAYOR LOWREY CALLED THE MEETING TO ORDER

2. ROLL CALL: Berner calls the roll. Lowrey, Hopkins, Grimm, Nowakowski, Cobb-Eggleston, Cook. 7 members present. Staff present: Bridge, Berner, Hutchinson

3. INVOCATION: CM Cook

4. PLEDGE OF ALLEGIANCE

5. ACTION ON THE MINUTES: NONE

6. COMMUNICATIONS: NONE

7. CITY MANAGER'S REPORT: NONE

8. COMMENTS FROM MEMBERS OF THE PUBLIC: NONE

9. COMMITTEE REPORTS: NONE

10. RESOLUTIONS: NONE

11. ORDINANCES:

A. ORDINANCE 2020-15

AN ORDINANCE GIVING THE CITY MANAGER AUTHORITY TO NEGOTIATE THE PURCHASE OF REAL PROPERTY (ACTION ON 5/18/20)

VM COOK MOTIONS TO BREAK RULES OF COUNCIL TO DISCUSS FINANCING OPTIONS WITH A 2ND BY CM COBB. MOTION ACCEPTED 7-0

COUNCIL AND MR. BRIDGE DISCUSS OPTIONS OF PAYING CASH VS FINANCING THE PURCHASE.

B. ORDINANCE 2020-16E

AN ORDINANCE PROVIDING FOR THE TRANSFER OF FUNDS FROM THE TWINS CREEKS INFRASTRUCTURE BONDS DEBT RETIREMENT FUND TO THE GENERAL FUND OF THE CITY OF NEW CARLISLE

1ST Hopkins 2ND Eggleston Bridge explains this will be for the cash payment option. 6 yes votes needed to pass. Motion fails 4-3. YES- Eggleston, Lowrey, Hopkins, Nowakowski NAY- Cobb, Cook, Grimm

C. ORDINANCE 2020-17E

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A FINANCING AGREEMENT FOR FULL OR PARTIAL PAYMENT OF THE PURCHASE TO THE CURRENT CITY BUILDING AND DECLARING AN EMERGENCY

1ST Cook 2ND Grimm Bridge notes this is for the finance option. Motion passes 6-1. Nay- Hopkins

D. ORDINANCE 2020-18

AN ORDINANCE AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY THOUSAND DOLLARS (\$20,000) FOR THE PURPOSE OF PROVIDING FOR A DOWN PAYMENT FOR THE PURCHASE OF THE CURRENT CITY BUILDING, AND DECLARING AN EMERGENCY

1ST Cook 2ND Cobb Bridge notes this is to purchase the building. Motion passes 7-0.

E. ORDINANCE 2020-19E

AN ORDINANCE AUTHORIZING THE EXPENDITURE OF FUNDS OVER TWENTY THOUSAND DOLLARS (\$20,000) FOR THE PURCHASE OF THE CURRENT CITY BUILDING, AND DECLARING AN EMERGENCY

1ST Motions dies due to lack of motion.

12. OTHER BUSINESS:

Grimm notes the opening of businesses so no need to continue to look in to opening up city businesses.

CITY OFFICES CLOSED MONDAY, MAY 25 TO OBSERVE MEMORIAL DAY

13. EXECUTIVE SESSION: NONE

14. RETURN TO REGULAR SESSION: N/A

15. ADJOURNMENT: @ 7:48pm

1ST- Cobb

2ND-Grimm Accepted 7-0

Mayor Mike Lowrey

Clerk of Council Emily Berner

City Manager's Report

TO: Mayor, Vice Mayor, City Council, Residents, and Business Owners
FROM: Randy Bridge, City Manager
DATE: May 15, 2020 for May 18th, 2020

- 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. PLANNING & ZONING REPORT - Oral Report this month, paper reports beginning next month

C. FIRE REPORT

D. POLICE REPORT

*E. INFORMATIONAL ITEMS

- **Farmers' Market Guideline**
 - Attached
- **Garage Sale Guidelines**
 - Attached
- **Discussion Topics**
 - Swimming Pool Opening
 - Memorial Day Walk
 - Need Further Information for scaled down event
 - Fireworks
 - Speed Limit Reduction
 - St. Rt. 571
 - Sheriff's Office
 - ODOT
 - Digital Speed Sign
 - Street Light LED Change-Out
 - Other City Related Topics?
- **Motion to Approve**
 - Extension on Hinkle System Reporting
 - Member of Council to join the Tax Incentive Review Council
 - Required by ORC
 - Meeting date is 05/28/2020 @ 9am via Zoom

COVID-19 and Farmers Markets

April 21, 2020 | [Food Safety](#)



[COVID-19 and Your Farmers Markets](#)

[Letter to Farmers Market Managers](#)

On Sunday, March 22, 2020, Ohio Governor Mike DeWine, Lt. Governor Jon Husted, and Ohio Department of Health Director Amy Acton, M.D. MPH, announced that Ohio was under a "Stay at Home" order unless engaged in essential work or activity. To the relief of farmers, food producers and farmers market operators, farmers markets have been designated as essential under section 12.b.

With that said, and as long as COVID-19 poses the level of risk we are currently experiencing, farmers markets must operate under modified conditions. The rigorous regulations that normally govern farmers markets exist to prevent the spread of infectious diseases, meaning that you, farmers market

managers and vendors, are well versed and prepared to enact additional precautions.

Farmers market operators, farmers and food producers care deeply about the communities they serve, and one another. With added precautions, new procedures and proactive steps to protect market customers, vendors, and staff, a farmers market is permitted to operate under the essential category identified by Governor DeWine.

The content in this document has been collected from farmers markets across the state and the country who are adapting operations to comply with public health official's guidance and requirements. The content has not been approved by any single public health authority, but instead lists methods and tools being used by those actively managing and selling at farmers markets. As the landscape and recommendations change, this document will be updated and informed by public health guidance for grocery and farmers markets, as well as by those market managers implementing the guidance through operational changes.

Together with state partners, the Ohio Farmers Market Network recommends modifying operational conditions including, but not limited to:

- Limit the sale of food to whole, uncut produce and packaged food items. No on-site food preparation will be allowed.
- All ready-to-eat foods must be pre-packaged before arriving at market.
- No sampling of any food is permitted.
- Limit crowds by staggering entry to provide for social distancing of customers.
- Require space between vendor stands of at least 6 feet.
- Provide handwashing stations for customers and vendors where possible. At a minimum, provide alcohol-based hand sanitizer with at least 60% alcohol for customers to use prior to entering market space and throughout.
- Cancel all extracurricular activities including music, children's activities, cooking demos, etc.
- Group like items together (ie. all produce, all bread and baked goods, etc.) to reduce the amount of time searching the market for particular products.
- Ensure that aisles are at least 12 feet wide to provide for ample distancing around vendor spaces.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Consider using tape or chalk to indicate 6 foot distances in and throughout the market space.
- When possible, offer separate operating hours for vulnerable shopping populations.
- Require vendors, employees and volunteers to wear a cloth face covering as recommended by CDC guidelines.

Employee, volunteer and vendor policies:

- Sick employees, volunteers and vendors must stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath) and, at least 7 days have passed since symptoms first appeared.
- Those who appear to be ill upon arrival to market or become sick during the day should be sent home immediately.
- Recommend all vendors wear gloves, regardless of whether or not they handle food.
- Designate one person to handle food and another person to handle payment transactions when possible.
- Take the temperature of all employees, volunteers and vendors upon arrival, confirming that no person has a temperature of more than 100.4°F [38° C]. If an employee, volunteer or vendor should register a temperature of 100.4°F [38° C], he/she/they will be sent home immediately.
- Wear a cloth face covering as recommended by CDC guidelines.

Vendor policies:

- All vendors must sanitize their stands regularly, primarily wiping down tables, terminals, cash boxes, etc. Familiarize yourself with the CDC Guidelines to clean and disinfect surfaces.
- Discontinue use of tablecloths and other porous materials such as baskets.
- Recommend using only materials that can be immediately washed and sanitized after use.
- Clean your hands frequently, ideally between each customer transaction. Follow CDC recommendations for cleaning your hands.
- Use only new plastic bags for the packaging and sale of goods.
- Promote alternative sales outlets and methods such as online ordering and delivery, pre-order for pick up, etc.
- Consider purchasing a contactless chip reader to process customer sales.
- Wear a cloth face covering as recommended by CDC guidelines.

Customer engagement:

- Customers must stay home and not return until they are free of fever for at least 72 hours without fever-reducing medication and improvement in respiratory symptoms (e.g., cough, shortness of breath) and, at least 7 days have passed since symptoms first appeared.
- Encourage shoppers to prioritize only essential food purchasing and discontinue social gatherings.

- Encourage shoppers to send only one member from each household to the market in order to curtail crowds.
- Encourage shoppers to practice the recommended 6' social distancing from one another while at the market.
- Discourage shoppers from touching any products, rather allowing the vendor to select and bag products customers wish to purchase.
- Clean your hands frequently. Follow CDC recommendations for cleaning your hands.
- Discontinue use of reusable bags and materials at this time. Accept only new plastic bags from your farmers and food producers.
- When possible, order directly from farmers and food producers for delivery or pick-up.
- Wear a cloth face covering as recommended by CDC guidelines.

Share this



Ohio Department
of Agriculture

AGRICULTURE IN OHIO

SAFEGUARDING ANIMALS & PLANTS

PROTECTING CONSUMERS

CONSERVING RESOURCES

OUR DIVISIONS

OUR PROGRAMS

COVID-19 Checklist for Garage Sales and Outdoor Retail Sales

Protecting Against COVID-19

Spring and summer are when we see garage sales, yard sales, and other outdoor sales pop up all over Ohio. Ohio Department of Health Director Amy Acton, M.D., MPH, strongly recommends that Ohioans take the following actions when having and/or attending these sales.

- Practice social distancing by doing the following:
 - a. Place posters encouraging social distancing for customers to see upon arrival and while shopping.
 - b. Set up tables and chairs within 6 feet apart.
 - c. Use heavy-duty tape to form a flow for customers to follow throughout the sale.
 - d. Ask customers to stand in a line, while spread apart, during a high traffic times.
- Clean all tables and chairs several times throughout the day.
 - a. Make sure all merchandise is washed and dried and/or wiped down with a disinfectant product before placing on a table or chair for sale.
 - b. Wipe down all tables and chairs using disinfectant at the end of the day or in the morning before the next day of the sale starts.
- Wear masks and disposable gloves at all times during the sale.
- Have hand sanitizer with at least 60% alcohol on tables and other places for customers to use.

For additional information, visit coronavirus.ohio.gov.

For answers to your COVID-19 questions, call 1-833-4-ASK-ODH (1-833-427-5634).

Your mental health is just as important as your physical health. If you or a loved one are experiencing anxiety related to the coronavirus pandemic, help is available 24 hours a day, seven days a week. Call the COVID-10 CareLine at 1-800-720-9616.

For more information, visit: coronavirus.ohio.gov

CORONAVIRUS DISEASE 2019 Ohio

Department of Health

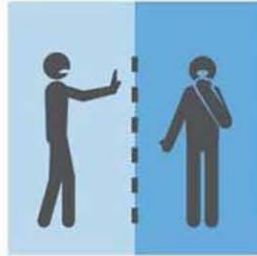
Protect yourself and others from COVID-19 by taking these precautions.

PREVENTION

For additional information call 1-833-4-ASK-ODH or visit coronavirus.ohio.gov.



STAY HOME



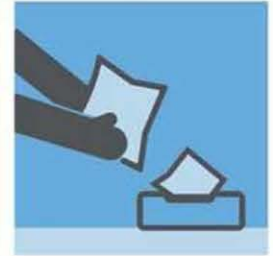
PRACTICE SOCIAL DISTANCING



GET ADEQUATE SLEEP AND EAT WELL-BALANCED MEALS



WASH HANDS OFTEN WITH WATER AND SOAP (20 SECONDS OR LONGER)



DRY HANDS WITH A CLEAN TOWEL OR AIR DRY YOUR HANDS



COVER YOUR MOUTH WITH A TISSUE OR SLEEVE WHEN COUGHING OR SNEEZING



AVOID TOUCHING YOUR EYES, NOSE, OR MOUTH WITH UNWASHED HANDS OR AFTER TOUCHING SURFACES



CLEAN AND DISINFECT "HIGH-TOUCH" SURFACES OFTEN



CALL BEFORE VISITING YOUR DOCTOR



PRACTICE GOOD HYGIENE HABITS

For more information, visit: coronavirus.ohio.gov

ORDINANCE 2020-15

AN ORDINANCE GIVING CITY MANAGER AUTHORITY TO NEGOTIATE THE
PURCHASE OF REAL PROPERTY

WHEREAS, the City has currently and historically rented its current City Building; and

WHEREAS, the current yearly rent for the City Building is \$22,400.00;

WHEREAS, the City Building’s owner informed the City of the owner’s intention to place the building on the market for sale; and

WHEREAS, the current owner is interested in making sure the City is able to purchase the building in order to continue City operations uninterrupted; and

WHEREAS, the City of New Carlisle Charter provides at 7.05(d):

Prohibition. Funds of the City shall not be used for an addition to the present City Building, or to build a new Municipal headquarters without voter approval; and

WHEREAS, the purchase of real property to house City operations, which is permissible under the Charter and does not require voter approval, would best serve the financial and operational interests of the City; and

WHEREAS, the Charter does not permit this matter to be addressed by emergency ordinance.

NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY ORDAINS as follows:

- Section 1. The City of New Carlisle is interested in purchasing the property situated at 331 South Church Street, New Carlisle, Ohio 45344.
- Section 2. The City of New Carlisle appoints City Manager, Randy Bridge, to enter into negotiations, including all terms and conditions, with the owner of the 331 South Church Street, New Carlisle, Ohio 45344 property.
- Section 3. The City Manager’s monetary authority shall not to exceed One Hundred Forty Thousand and XX/100 Dollars (\$140,000.00) for the purchase price of the building, excluding any additional fees associated with the purchase.

Passed this _____ day of _____, 2020

Mike Lowrey, MAYOR

Emily Berner, CLERK OF COUNCIL

APPROVED AS TO FORM:

Jake Jeffries, LAW DIRECTOR

Intro: 05/07/2020
Action: 05/18/2020
Effective: 06/02/2020

	1st	
	2nd:	
Cobb	Y	N
Eggleston	Y	N
Vice Mayor Cook	Y	N
Mayor Lowrey	Y	N
Hopkins	Y	N
Grimm	Y	N
Eggleston-Nowakoski	Y	N
Totals:		
	Pass	Fail