



**CITY COUNCIL**  
**REGULAR MEETING PACKET**  
**February 3, 2025 @ 6:00pm Heritage Hall in Smith Park**

1. Call to Order: Mayor Bill Cook
2. Roll Call: Clerk of Council
3. Invocation:
4. Pledge of Allegiance:
5. Action on Minutes: 01/13/2025 Special Meeting & 1/21/25 Regular Meeting
6. Communications: Sheriff Christopher Clark
7. City Manager Report: Attached
8. Committee Reports:
9. Comments from Members of the Public: \*Comments limited to 5 minutes or less

**10. RESOLUTIONS:** None

**11. ORDINANCES:** (1-Intro; – 2-Action\*)

**\*A. Ordinance 2025-04 (Introduced on 01/21/25, Public Hearing and Action Tonight)**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE A PROPOSED AMENDMENT TO ARTICLE V, SECTION 5.02 OF THE CITY CHARTER

**\*B. Ordinance 2025-05 (Introduced on 01/21/25, Public Hearing and Action Tonight)**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE A PROPOSED AMENDMENT TO ARTICLE IX, SECTION 9.01 OF THE CITY CHARTER

**C. Ordinance 2025-06 (Introduction Tonight, Public Hearing and Action on 02/18/25)**

AN ORDINANCE ESTABLISHING COMPENSATION FOR THE ACTING CLERK OF COUNCIL

**12. OTHER BUSINESS:**

o Additional City Business:

- Downtown Cookie Walk 02/08/2025 from 12pm-4pm. City Council at 101 S. Main St.
- Valentine's Candy Walk 02/15/25 from 12pm-4pm. City Council at 101 S. Main St
- City offices closed 02/17/25 to observe President's Day
- Open for Discussion on City Related Business

13. Executive Session:

14. Return to Regular Session:

15. Adjournment

**RECORD OF PROCEEDING****MINUTES: CITY OF NEW CARLISLE, OHIO****WORK SESSION / SPECIAL MEETING @ Heritage Hall on 1/13/25 @ 6:00 pm**

1. **Call to Order:** Mayor Cook calls the meeting to order.
2. **Roll Call:** Stapleton calls the roll – Cook, Grow, Bahun, Shamy, Wright, Lindsey, Eggleston  
7 members Present
3. **Invocation:** Chief Trusty
4. **Pledge of Allegiance:** All are welcome to participate
5. **Action on Minutes:** None
6. **Communications:** None
7. **City Manager’s Report:** None
8. **Committee Reports:** N/A
9. **Comments from Members of the Public** (Comments less than 5 minutes)
10. **Resolutions:** (1-Intro; - 1- Action\*)
  - \*A. Resolution 2025-01R (Introduction, Public Hearing and Action Tonight)**  
A RESOLUTION OF THE CITY OF NEW CARLISLE SUPPORTING THE OHIO MUNICIPAL LEAGUE’S CHALLENGE OF AT&T’S TARIFF APPLICATION AT THE PUBLIC UTILITIES COMMISSION OF OHIO  
1<sup>st</sup>: Shamy 2<sup>nd</sup>: Lindsey YES: Eggleston, Cook, Grow, Bahun, Shamy, Wright, Lindsey NAY: 0  
**Accepted 7-0** ex: AT&T approaching public utility commission. Currently they will relocate lines if in the way of utilities at their expense. Want to change this to be at the expense of the city.
11. **Ordinances:** None
12. **Other Business:**
  - Comprehensive Land Use Plan
    - Discussion on what has been done so far and what our next steps are. Determined to have Mr. Moore begin working on the codes then the Comprehensive plan will follow shortly after and consider working with a committee of citizens.
  - Citizen of the Year / Employee of the Year / Firefighter of the Year
    - Discussion of who the Council would like to present Citizen awards to and how these people would be nominated, many options were presented. Motion to have 3 awards: 1. Employee of the year 2. Firefighter of the year and 3. Jr. Citizen of the year. 1<sup>st</sup>: Lindsey 2<sup>nd</sup>: Shamy YES: Lindsey, Cook, Grow, Bahun, Shamy NAY: Wright, Eggleston **Accepted 5-2** Mr. Kitko to draft the nomination form with the deadline and look to attach it to the upcoming newsletter.
  - City Manager Brochure:
    - Discussion on if any changes were needed. Stated that all resumes would be emailed to the HR email box that Mr. Kitko and Mrs. Harris have access, after the pre-work is completed and the 1<sup>st</sup> review deadline of 30 days, the qualified application/ resumes will be forwarded to the Council, then we will work to set up interviews. Additional discussion on wages and experience, Brochure to be updated to have a starting wage of \$100k rather than \$103k.
  - Charter Amendments
    - Previously reviewed the Pre-Amble to section 4. Continued discussion on additional sections. 3 items were identified to have the law director make the discussed changes
  - Open for Discussion on City Related Business
13. **Executive Session:** None
14. **Return to Regular Session:** None
15. **Adjournment: 1<sup>st</sup> Lindsey 2<sup>nd</sup> Shamy @ 7:08 pm**  
YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0  
**Accepted 7-0**

Mayor Bill Cook

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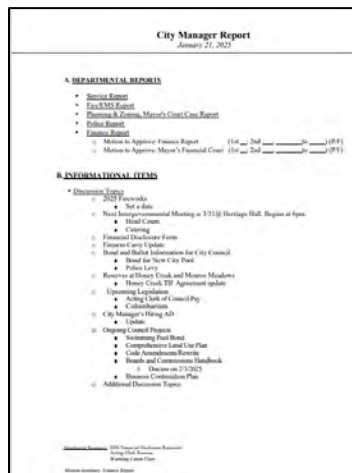
Clerk of Council Christine Stapleton

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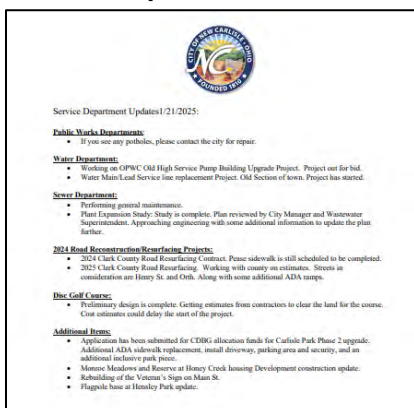
**RECORD OF PROCEEDING**  
**MINUTES: CITY OF NEW CARLISLE, OHIO**  
**REGULAR SESSION MEETING @ Heritage Hall on 1/21/25 @ 6:00 pm**

1. **Call to Order:** Mayor Cook calls the meeting to order.
2. **Roll Call:** Stapleton calls the roll – Cook, Grow, Bahun, Shamy, Wright, Lindsey, Eggleston- 7 Members present
3. **Invocation:** Chief Trusty
4. **Pledge of Allegiance:** All are welcome to participate
5. **Action on Minutes:**  
 Action on 1/9/25 Regular session minutes: 1<sup>st</sup>: Shamy, 2<sup>nd</sup>: Lindsey, YES: Eggleston, Cook, Grow, Bahun, Shamy, Wright NAY: 0 **Accepted 7-0**
6. **Communications:** Acting Clerk of Council Applicant – Emily Berner
  - Motion to accept Emily Berner as back up Clerk of Council: 1<sup>st</sup>: Lindsey 2<sup>nd</sup>: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 **Accepted 7-0.** An ordinance will be created to make this official, Mrs. Berner will step in as back up clerk as needed.
  - Mr. Kitko discussed a recent email sent to Council regarding planning interviews and interview strategies for the City Manager position
  - NCBSA's Danny Rodewald contacted Mayor Cook in regard to the 2025 budget, Mrs. Harris to check and the Mayor will follow up with Mr. Rodewald.


**7. City Manager's Report:**



**8. Committee Reports:**



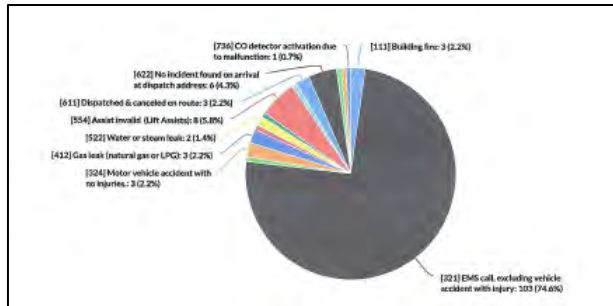
- Council comended the great job done by the road crews during these past snow storms, roads were in great condition, appreciate all their hard work.
- Inquired about the road salt levels – all are good, and continue to get deliveries as needed.
- Questioned the resources being used to get the road work done, do we have enough people and equipment to allow employees to rest when off shift. Mr. Kitko stated we have enough people to allow us to rotate shifts and everyone gets adequate time off to rest.



**City of New Carlisle**  
FIRE DIVISION  
111 N. CHURCH STREET  
New Carlisle, Ohio 45344-9989  
Station: (937) 845-8401 Fax: 937-845-3610

City of New Carlisle  
City Council Meeting  
01-21-2025  
Fire-EMS Report

- In the Month of November, the New Carlisle Fire Division responded to 115 EMS call in the city.
- The Division responded to 9 fire related calls, 11 good intent or service calls & 0 false Alarms.
- We had 5 EMS calls answered by mutual aid, by Pike Township and 6 by Bethel Clark. due to medic 32 being on a response.
- We answered 0 mutual aid EMS calls for Pike Township and 11 for Bethel Clark. And 2 for Bethel Miami and 1 for Elizabeth Township and 1 for Tipp City.
- Our total run count for the year 2024 1642. For the year 2023 total run count was 1515. Which shows we had 127 more calls in 2024.
- We still have FREE smoke alarms for our citizens, just call the station at (937) 854-8401 or stop by the station.



Streets were great during the snowstorms, appreciate it. Had no issues getting to calls. Ended 2024 with a total of 1,642 calls

**Planning Department Report**  
December 2024

Statistics	Count
Total Violations	31
Total Properties Visited	17
Average Violations Per Property	1.82
Abatement Complete	9
Complaints	26
Sheriff's Dept.	5
Linder Investigation	8
Vandal Property Visited	6
Work Order Issued	6
Nuisance Property List	6
# of Violations Submitted to Mayor's Court	3
Property Extensions Granted	2

Date	Permit Type	Permit Address	Payment
12/4/2024	New Residential Construction	201 LIGHTFOOT CT	\$125.00
12/4/2024	New Residential Construction	203 LIGHTFOOT CT	\$125.00
12/4/2024	New Residential Construction	206 LIGHTFOOT CT	\$125.00
12/4/2024	New Residential Construction	205 LIGHTFOOT CT	\$125.00
12/4/2024	New Residential Construction	205 RESERVE PKWY	\$125.00
12/4/2024	New Residential Construction	207 RESERVE PKWY	\$125.00
12/4/2024	New Residential Construction	605 BRUBAKER DR	\$125.00
12/4/2024	New Residential Construction	907 BRUBAKER DR	\$125.00
12/4/2024	New Residential Construction	608 BRUBAKER DR	\$125.00
12/5/2024	New Residential Construction	201 MONROE WAP	\$125.00
12/8/2024	Dumpster	807 W MADISON ST	\$0.00
12/10/2024	Sign	120-122 S MAIN ST	\$45.21
12/10/2024	Sign	120-122 S MAIN ST	\$78.78
12/10/2024	Sign	120-122 S MAIN ST	\$78.78
12/10/2024	Sign	201 MONROE WAP	\$31.13
12/10/2024	Sign	201 MONROE WAP	\$39.00
12/16/2024	Sign	105 S MAIN ST	\$33.00
12/21/2024	Permit	318 S ADAMS ST	\$30.00
12/21/2024	Sign	100-102 N MAIN ST	\$38.51
12/30/2024	New Residential Construction	219 MEADOW DRIVE	\$125.00
12/30/2024	New Residential Construction	1200 N SCOTT STREET	\$125.00
12/30/2024	Permit	524 HANSON AVE	\$20.00
12/4/2024	New Residential Construction	201 LIGHTFOOT CT	\$125.00
12/4/2024	New Residential Construction	203 LIGHTFOOT CT	\$125.00
12/4/2024	New Residential Construction	206 LIGHTFOOT CT	\$125.00

Council discussed how the new street names are developed in the new developments, consider allowing the opportunity to have citizens to help choose these names

**CITY OF NEW CARLISLE MAYOR'S COURT**

**Court Report December 4, 2024**

Fritz, Joseph of New Carlisle pled no contest to Non-Compliance Suspension and Expired registration. Case continued until January 15.

Kadono, Nicholas of New Carlisle charged with Zoning Permit Required and Exterior Property Structure. Last continuance until January 15.

Keeton, Kara of New Carlisle previously pled to Operating a Motor Vehicle without a license. Defendant requested smaller payment plan.

Mejiamonte, Maria of Dayton charged with driver without license. Case transferred to Clark County Municipal Court.

Walter, Nicholas A of New Carlisle pled guilty to following too close. Fined court cost only. Payment arrangements made.

**PAID THROUGH VIOLATION BUREAU**

Angel, Jason of Saint Paris, Use of Regal, \$270  
 Bell, Christopher of Dayton, Speed, \$235  
 Boyd, Sandra L of New Carlisle, Improper, \$250  
 Schroeder, Jacob of New Carlisle, Expired Tags, \$220

**CITY OF NEW CARLISLE MAYOR'S COURT**

**Court Report December 18, 2024**

Barga, Deborah of New Carlisle pled not guilty to Starting/Backing of Vehicle. Trial scheduled for January 2.

Cameron, Britanie of Springfield pled guilty to Non-Compliance. Fined \$500 plus court cost. If defendant provides this Court with proof of valid license within 60 days than \$400 will be suspended.

Elrod, Christopher of Huber Heights previously pled to guilty to Failure to Reinstate. Restart payment arrangements.


Parker, Jerika of New Carlisle previously pled to Non-Compliance. Restarted payment arrangements.

**PAID THROUGH VIOLATION BUREAU**

Medina, Crespin of New Carlisle, Speed 41/25, \$245  
 Overholser, Brandi M of New Carlisle, 30 ft approach of lights, Prohibited standing/parking, \$180

No Comment

**City of New Carlisle**  
Clark County Sheriff's Office  
December 2024 Stats

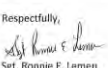


Patrol Division:  
The New Carlisle Deputies were dispatched to 260 calls for service during the month of December.

Calls Taken: 260  
 Reports: 60  
 Assists: 106  
 Criminal Arrest: 21  
 Felony Arrest: 5  
 Misdemeanor Arrest: 10  
 Warrants: 6  
 Traffic Stops: 71

Traffic Warnings: 53  
 Moving Citations: 19  
 Business checks: 934  
 Code Enforcement Follow-ups: 0  
 Traffic Crashes: 7  
 Parking Citations: 1

Note:

Respectfully,  
  
 Sgt. Ronnie E. Lemen

NEW CARLISLE	CALLS	ASSISTS	REPORTS	TRAFFIC STOP	CITATIONS	WARNINGS	ARREST	CODE ENFO	BUSINESS CHE	CRASH	PARKING CIT
<b>December</b>											
Dep. Bowers	61	15	14	10	3	7	0	0	189	0	1
Dep. Arnold	62	21	16	0	1	0	3	0	68	1	0
Dep. O'Brien	112	24	19	18	5	13	8	0	296	5	0
Dep. Pennington	25	25	5	29	6	23	8	0	71	1	0
Dep. Solenberger	28	21	5	14	4	10	4	0	311	0	0
<b>Total</b>	<b>260</b>	<b>106</b>	<b>60</b>	<b>71</b>	<b>19</b>	<b>53</b>	<b>21</b>	<b>0</b>	<b>934</b>	<b>7</b>	<b>0</b>

Mr. Kitko to follow up on reasons why crashes have increased – any reasons? Locations?

**COUNCIL FINANCIAL REPORT SUMMARY – DECEMBER 2024**

Estimated Revenue \$ 7,436,904.00	2024 Original Budget \$ 8,468,928.00
Amended Est. Resources \$ 293,000.00	3rd Q. Supplemental \$ 293,000.00
Amended Est. Resources \$ (17,963.00)	2nd. Q. Supplemental \$ 175,053.00
Amended Est. Resources \$ 290,000.00	3rd Q. Supplemental \$ 307,000.00
Amended Est. Resources \$ 500,000.00	4th Q. Supplemental \$ 43,000.00
EST. FUNDS AVAILABLE FOR DEBT \$ 500,000.00	EST. FUNDS AVAILABLE FOR DEBT \$ 500,000.00
<b>2024 REVISED TOTAL EST. REV. \$ 8,176,941.00</b>	<b>2024 REVISED TOTAL BUDGET \$ 9,234,875.00</b>

Month	Revenue Received	Month	Expenses Paid
January	\$ 501,331.50	January	\$ 548,742.82
February	\$ 1,201,080.62	February	\$ 1,113,119.47
March	\$ 1,359,930.89	March	\$ 640,703.43
April	\$ 725,767.89	April	\$ 679,641.90
May	\$ 831,035.54	May	\$ 649,316.59
June	\$ 761,525.14	June	\$ 794,465.95
July	\$ 778,582.56	July	\$ 714,922.89
August	\$ 1,248,324.19	August	\$ 834,738.48
September	\$ 666,876.46	September	\$ 559,323.75
October	\$ 548,334.94	October	\$ 640,426.84
November	\$ 762,372.63	November	\$ 672,887.62
December	\$ 1,073,928.45	December	\$ 1,438,127.96
Received To Date \$ 10,885,080.30	Expenses to Date \$ 9,702,438.20		

From 1/1/2024 to 12/31/2024

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
Grant Total:		\$8,114,991.22	\$15,845,965.10	\$8,702,638.20	\$9,257,433.12	\$272,876.32	\$8,984,556.80

**New Carlisle Bank Report**

Bank: 0001 to 0100  
As Of: 1/1/2024 to 12/31/2024

Bank	Beginning Bal.	MTD Revenue	YTD Revenue	MTD Expense	YTD Expense	YTD Other	Ending Bal.
PNC - GENERAL	\$1,730,790.70	\$157,562.51	\$3,390,347.66	\$304,068.49	\$2,419,610.00	(\$1,285,943.26)	\$1,239,227.56
PNC - PAYROLL	\$200,000.00	\$147,395.96	\$2,022,274.92	\$142,929.60	\$2,394,902.11	\$286,336.80	\$239,268.68
STAR OHIO	\$3,028,972.15	\$16,967.42	\$200,267.45	\$0.00	\$0.00	\$1,000,000.00	\$4,242,236.69
US BANK INVESTMENTS	\$1,050,428.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050,428.18
PARK NAT - SECURED - GENERAL	\$1,038,338.92	\$737,977.45	\$5,139,834.33	\$887,422.37	\$4,305,437.01	\$604.40	\$1,250,140.64
PARK NAT - MHA	\$1,015,242.98	\$2,265.89	\$28,008.18	\$0.00	\$0.00	\$0.00	\$1,045,516.95
PARK NAT - MAYOR'S COURT	\$500.00	\$3,707.00	\$32,181.30	\$3,707.00	\$32,181.30	\$0.00	\$200.00
HSF - CO	\$25,327.79	\$278.91	\$3,954.40	\$0.00	\$0.00	\$0.00	\$60,272.10
CASH ON HAND	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
<b>Grand Total:</b>	<b>\$8,114,991.22</b>	<b>\$1,073,928.45</b>	<b>\$10,844,872.94</b>	<b>\$1,438,127.96</b>	<b>\$8,702,433.04</b>	<b>\$0.00</b>	<b>\$8,257,433.12</b>

**MONTHLY NET INCOME TAX COLLECTION COMPARISON 2023-2024**

MONTH PAID	CCA				STATE OF OHIO				ATTORNEY GENERAL
	2023	2024	DIFFERENCE	% DIFFERENCE	2023	2024	DIFFERENCE	% DIFFERENCE	
JANUARY	\$144,974.32	\$152,657.05	\$7,682.73	5.30%	\$0.00	\$0.00	\$0.00		\$0.00
FEBRUARY	\$181,446.56	\$195,516.18	\$14,069.62	7.75%	\$0.00	\$12,117.33	\$12,117.33		\$0.00
MARCH	\$119,665.23	\$109,973.99	\$9,691.24	-8.10%	\$0.00	\$1,027.55	\$2,027.55		\$0.00
APRIL	\$158,553.70	\$149,841.59	\$8,712.11	-5.49%	\$678.60	\$86.65	\$591.95	-87.23%	\$4,334.38
MAY	\$99,682.42	\$182,088.21	\$12,405.79	4.60%	\$0.00	\$4,722.18	\$4,722.18		\$13,658.18
JUNE	\$22,937.09	\$19,860.85	\$28,077.14	-11.70%	\$38,203.72	\$25,283.82	-\$12,919.90	-33.80%	\$3,682.77
JULY	\$99,114.62	\$295,548.23	\$36,433.61	18.30%	\$0.00	\$0.00	\$0.00		\$436.01
AUGUST	\$32,130.21	\$170,267.33	\$38,137.12	28.86%	\$17,795.95	\$15,415.26	-\$2,380.69	-13.38%	\$3,157.70
SEPTEMBER	\$26,544.27	\$125,356.61	\$1,187.66	-0.94%	\$0.00	\$2,258.16	\$2,258.16		\$ 297.00
OCTOBER	\$45,152.44	\$149,748.42	\$4,995.98	3.17%	\$26.05	\$0.00	-\$26.05		\$ 278.99
NOVEMBER	\$54,443.86	\$197,221.61	\$42,777.75	27.70%	\$,208.29	\$15,275.42	\$7,067.13	86.10%	\$ 325.03
DECEMBER	\$10,364.61	\$111,733.77	\$1,559.16	1.23%	\$66.24	\$0.00	-\$66.24		\$ 703.83
<b>TOTALS</b>	<b>1,965,010.23</b>	<b>2,076,803.84</b>	<b>111,793.61</b>	<b>5.69%</b>	<b>101,092.18</b>	<b>90,116.28</b>	<b>(10,975.90)</b>	<b>-10.86%</b>	<b>27,075.89</b>

COMBINED TOTAL NET COLLECTIONS-2024 \$2,193,996.01

Motion to accept Finance Report: 1<sup>st</sup>: Lindsey 2<sup>nd</sup>: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 – Accepted 7-0

- Mrs. Harris reviewed the interest income report not included in council packet.
- Explanation on the CCA taxes – this is what the city withholds from employee pay
- Questions on what the Clark County Commissioners payment was for – Mrs. Harris explained this was money collected for the opioid program; we pay them back – ends up as a wash.

**MAYOR'S COURT REPORT FOR DECEMBER 2024**

Total Citations: 15 (13 Traffic + 2 OVI)  
Last Sept 21 (11 Traffic + 10 Other)

FUND RECEIVED	CURRENT MONTH	YEAR-TO-DATE
Fines	\$ 1,333.00	\$ 24,654.80
Court Cost	\$ 1,707.00	\$ 24,784.00
Fines - Clark County Municipal (transfer Cases)	\$ -	\$ -
Total Fees Paid (LP, Bounced Cks, BW)	\$ 175.00	\$ 1,205.00
Other (Bond Forfeiture)	\$ -	\$ -
Misc Fees Paid (Jail Time)	\$ -	\$ -
Bond Collected	\$ -	\$ 100.00
Restoration	\$ -	\$ -
SB 17 Indigent driver Interlock & alcohol	\$ -	\$ -
<b>TOTAL FUNDS RECEIVED</b>	<b>\$ 3,215.00</b>	<b>\$ 61,043.80</b>

FUNDS DISBURSED	CURRENT MONTH	YEAR-TO-DATE
Victims of Crime	\$ 72.00	\$ 1,580.00
Child Safety/Seat Belts	\$ -	\$ -
Indigent Defense Support Fund	\$ 230.00	\$ 4,645.00
Drug Law Enforcement Fund	\$ 28.00	\$ 677.00
Expungement	\$ -	\$ -
State Bond Surety (Law as of 2012)	\$ -	\$ 78.00
<b>TOTAL REMITTED TO STATE</b>	<b>\$ 330.00</b>	<b>\$ 6,980.00</b>

REMITTALS TO OTHER FUNDS	CURRENT MONTH	YEAR-TO-DATE
Indigent Drivers Alcohol Treatment (Springfield)	\$ 12.00	\$ 247.50
Remitted to Computer Fund (Clerk)	\$ 122.00	\$ 2,316.00
Remitted to Computer Fund (Court)	\$ 39.00	\$ 690.00
Remitted to Court Security Fund	\$ 130.00	\$ 2,290.00
Remitted to Facility Fee	\$ 90.00	\$ 1,140.00
Remitted to City OF - Fines	\$ 1,707.00	\$ 25,238.80
Remitted to City OF - Court Court/Misc	\$ 815.00	\$ 12,235.00
Remitted to City - Enforcement & Education	\$ -	\$ -
Remitted to City - Drug Analysis	\$ -	\$ -
SB 17 Indigent Driver Interlock & Alcohol	\$ -	\$ -
<b>TOTAL REMITTED TO CITY</b>	<b>\$ 2,873.00</b>	<b>\$ 43,969.80</b>

DISBURSEMENTS	CURRENT MONTH	YEAR-TO-DATE
Capital Recovery	\$ -	\$ -
Restitution	\$ -	\$ -
Bonds Forfeiture	\$ -	\$ 100.00
<b>TOTAL DISBURSED</b>	<b>\$ 3,215.00</b>	<b>\$ 61,043.80</b>

Prepared & Submitted By: Katelyn Thorne, Clerk of Court

Motion to Accept the Mayor's Court Report, 1<sup>st</sup>: Lindsey 2<sup>nd</sup>: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 – Accepted 7-0

- Mr. Kitko discussed currently trying to set date and location for Independence Day fireworks. Motion to Set the firework date as June 28<sup>th</sup>, 2025, at dusk 1<sup>st</sup>: Lindsey 2<sup>nd</sup>: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 **Accepted: 7-0** Still working on location – Mr. Kitko to research areas with appropriate space, and reach out to a couple possible landowners.
- March 31<sup>st</sup> is the next Intergovernmental meeting, will be held at 6:00pm at Heritage Hall – need to decide on catering, and get a head count of council that plan to attend. Mr. Kitko to contact Tecumseh administration.
- Firearm carry update from previous meeting discussion. Information was emailed to the council from the law director. Initial investigation shows to make these changes it could cost an additional \$25k in increase insurance fees. Council continued with further discussion on moving forward, safety aspects, city employee’s perspective, etc.
  - **Victoria Portner, 210 W. Madison St.** Current finance clerk for the city of New Carlisle, been employed for 16 years. Shared thoughts and opinions with council on the public carrying firearms into some city buildings and removing the signs on the doors. Expressed concerns for the city employees’ safety, asked council to take care of its employees.
    - Council thanked Mrs. Portner for sharing these thoughts, appreciate hearing her views. And agree the employee safety is very important. Requested Mr. Kitko to investigate other insurance companies to see if other companies have a large increase. Need to also consider all city locations individually. First review policy for citizens to carry, then will also need to consider employees’ rights to carry.
- Police Levy Meet and Greet with Council, Sheriff, and Deputies. Looking to schedule this for Saturday April 26<sup>th</sup> at 11:00am – Still trying to determine best location to have this event.
- The new Sheriff is available to meet with the council at the next Regular session meeting on February 3<sup>rd</sup> approximately 6:00 – 6:30, he will be limited on time, due to other obligations. Motion to have the Sheriff attend the February 3<sup>rd</sup> council meeting 1<sup>st</sup>: Lindsey 2<sup>nd</sup>: Shamy YES: Wright, Lindsey, Eggleston, Grow, Bahun, Shamy NAY: Cook **Accepted 6-1**
  - Mr. Kitko did have discussions with Sheriff in relation to previously identified items from council:
    - All contracts utilize 10 days leave – all the deputies are currently assigned, and if they try to shift around deputies to cover others – they are not typically trained to our city.
    - ORC New Carlisle code – additional discussion will be had regarding enforcing our city laws with stress on the moving / parking violations.
- City Manager ad was officially posted
- February 3<sup>rd</sup> meeting plan to review the Boards and Commission handbook. Will be working with Law director to get this all finalized and distributed to council prior to meeting.

9. **Comments from Members of the Public** (Comments less than 5 minutes)

10. **RESOLUTIONS:** None

11. **ORDINANCES: (5-Intro; – 4-Action\*)**

**\*A. Ordinance 2025-03 (Introduced on 1/9/2025, Public Hearing and Action Tonight)**

AN ORDINANCE PROVIDING FOR THIS SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE PROPOSED AMENDMENTS TO ARTICLE VI OF THE CITY CHARTER

1<sup>st</sup>: Shamy 2<sup>nd</sup>: Lindsey YES: Eggleston, Cook, Grow, Bahun, Shamy, Wright, Lindsey NAY: 0

**Accepted 7-0** ex: Section 6.05 and 6.06 to include Fire administration and Department of Public Service. This will be on the ballot in May

**B. Ordinance 2025-04 (Introduction Tonight, Public Hearing and Action 02/03/2025)**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE A PROPOSED AMENDMENT TO ARTICLE V, SECTION 5.02 OF THE CITY CHARTER

**C. Ordinance 2025-05 (Introduction Tonight, Public Hearing and Action 02/03/2025)**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE A PROPOSED AMENDMENT TO ARTICLE IX, SECTION 9.01 OF THE CITY CHARTER

12. **Other Business:**

➤ Additional City Business

- Open for Discussion on City Related Business

13. **Executive Session:** None

14. **Return to Regular Session:** None

15. **Adjournment: 1<sup>st</sup> Lindsey 2<sup>nd</sup> Shamy @ 7:27 pm**

YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 **Accepted 7-0**

Mayor Bill Cook

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Clerk of Council Christine Stapleton

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# City Manager Report

February 3, 2025

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## **A. DEPARTMENTAL REPORTS**

- The Following Departmental Reports will be given at the next City Council meeting that will be held on Tuesday, February 18, 2025; Finance, Public Service, Fire/EMS, Police, Planning & Zoning, Mayor's Court Report.

## **B. INFORMATIONAL ITEMS**

- Discussion Topics
  - 2025 Fireworks
    - Update on Location.
  - Next Intergovernmental Meeting is 3/31@ Heritage Hall. Begins at 6pm.
    - Update
  - Council/Sheriff Meet & Greet
    - At Bow and Arrow on 04/26/25 11am-2pm
  - Firearm Carry Update
  - Nomination forms for Jr. Citizen, Employee, & Firefighter of the Year
  - American Legal Codification Update
  - Bond and Ballot Information for City Council
    - Bond for New City Pool
    - Police Levy
      - ◇ Committee
      - ◇ Signs
      - ◇ Flyers
  - Reserves at Honey Creek and Monroe Meadows
    - Honey Creek TIF Agreement update
  - City Manager's Hiring
    - Update
  - Ongoing Council Projects
    - Comprehensive Land Use Plan
    - Code Amendments/Rewrite
    - Business Continuation Plan
    - Boards and Commissions Handbook
      - ◇ Discuss updated Handbook
  - Upcoming Legislation
    - Columbarium
    - Boards and Commissions Handbook
  - Additional Discussion Topics

Attachment Summary: Boards and Commissions Handbook  
Nomination forms

Motion summary: None





**City of New Carlisle**  
**Junior Citizen of the Year Award Nomination Form**

*"Making a difference, no matter how small, creates ripples of change in our community."*

The City of New Carlisle is proud to recognize and celebrate the outstanding contributions of our young residents who excel in community activities and make a positive impact.

**Eligibility Criteria**

- Nominees must be a resident of the City of New Carlisle under the age of 18.
  - Nominees must demonstrate exceptional involvement in community activities, whether as an individual or through local organizations.
  - Activities may include (but are not limited to):
    - School achievements
    - Service group contributions
    - Church or youth group involvement
    - Extracurricular accomplishments
  - Letters of recommendation are highly encouraged but not mandatory.
  - City of New Carlisle employees, committee members, and their families are not eligible.
- 

**Nominee Information**

- **Name of Nominee:** \_\_\_\_\_
- **Age:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **School Attending (if applicable):** \_\_\_\_\_

## Nominator Information

- Your Name: \_\_\_\_\_
  - Relationship to Nominee: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
- 

## Nominee Achievements

Please describe why this individual deserves to be recognized as Junior Citizen of the Year. Include specific examples of their contributions to the community, accomplishments, and the impact they have made. Attach additional pages if needed.

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## Letters of Recommendation

Letters of recommendation are encouraged to support the nomination. Please attach any letters or additional materials that highlight the nominee's achievements.

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## Submission Instructions

Please submit this form and any supporting documents by [submission deadline] to:  
City of New Carlisle  
331 S. Church Street  
general@newcarlisleohio.gov

For questions or additional information, contact April Lowrey (937) 845-9492.

Let's honor the outstanding young individuals who are shaping the future of New Carlisle!

Nominations are due by [DATE]



## City of New Carlisle Employee of the Year Award Nomination Form

*"Excellence is not just what we do—it's how we inspire others through dedication and hard work."*

The City of New Carlisle is proud to honor an exceptional employee who consistently goes above and beyond their role to contribute to the success of our city.

### Eligibility Criteria

- Nominee must be a current employee of the City of New Carlisle.
- Nominee must demonstrate outstanding work performance, going above and beyond their job responsibilities.
- Consideration will include:
  - Exceptional service to the community
  - Leadership and teamwork
  - Innovative problem-solving or initiative
  - Positive impact on the workplace or community
- Letters of recommendation are highly encouraged but not mandatory.

---

### Nominee Information

- Name of Nominee: \_\_\_\_\_
  - Job Title: \_\_\_\_\_
  - Department: \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
-

## Nominator Information

- Your Name: \_\_\_\_\_
  - Relationship to Nominee (e.g., coworker, supervisor, etc.): \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
- 

## Nominee Achievements

Please describe why this employee deserves to be recognized as Employee of the Year. Include specific examples of how they have gone above and beyond their job duties, their contributions to the city, and the impact they have made. Attach additional pages if needed.

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## Letters of Recommendation

Letters of recommendation are encouraged to support the nomination. Please attach any letters or additional materials that highlight the nominee's accomplishments and contributions.

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## Submission Instructions

Please submit this form and any supporting documents by [submission deadline] to:  
City of New Carlisle  
331 S. Church Street  
general@newcarlisleohio.gov

For questions or additional information, contact April Lowrey (937) 845-9492.

Let's celebrate the outstanding employees who go the extra mile to make New Carlisle a better place for everyone!

Nominations are due by DATE



**City of New Carlisle  
Firefighter/EMS of the Year Award Nomination Form**

*"Courage is not the absence of fear but the strength to serve and protect others in their greatest time of need."*

The City of New Carlisle is proud to honor a firefighter or EMS professional who exemplifies bravery, dedication, and exceptional service to our community.

**Eligibility Criteria**

- Nominee must be a current employee of the New Carlisle Fire Department.
  - Nominee must demonstrate outstanding performance and commitment to their role, going above and beyond to serve and protect.
  - Consideration will include:
    - Acts of courage or heroism
    - Exceptional service to the department and community
    - Leadership, teamwork, or mentorship
    - Positive impact on the workplace or the lives of others
  - Letters of recommendation are highly encouraged but not mandatory.
- 

**Nominee Information**

- **Name of Nominee:** \_\_\_\_\_
  - **Job Title:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_
-

## Nominator Information

- Your Name: \_\_\_\_\_
  - Relationship to Nominee (e.g., coworker, supervisor, etc.): \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
- 

## Nominee Achievements

Please describe why this firefighter/EMS professional deserves to be recognized as Firefighter/EMS of the Year. Include specific examples of their bravery, dedication, and contributions to the department or community. Attach additional pages if needed.

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## Letters of Recommendation

Letters of recommendation are encouraged to support the nomination. Please attach any letters or additional materials that highlight the nominee's accomplishments and contributions.

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## Submission Instructions

Please submit this form and any supporting documents by **[submission deadline]** to:  
City of New Carlisle  
331 S. Church Street  
general@newcarlisleohio.gov

For questions or additional information, contact April Lowrey (937) 845-9492.

Let's honor the courage and commitment of the extraordinary individuals who serve in the New Carlisle Fire Department!

Nomination due by **[date]**



# BOARDS & COMMISSIONS HANDBOOK

2025



# **I. INTRODUCTION**

## **Purpose**

Welcome to the City of New Carlisle Boards & Commissions Handbook. This handbook includes summaries of applicable laws and policies in order to give you general direction with regard to city board and commission membership. The purpose of organizing this information in this handbook is to provide guidelines for matters that may arise as a City board or commission member. If an issue arises or if you have any questions, please inform your board or commission President.

# **II. CITY OF NEW CARLISLE STRUCTURE**

## **Role of Mayor, City Council, and City Manager**

The legislative powers of the City of New Carlisle are vested in and exercised by City Council. City Council has the power to pass ordinances, adopt resolutions, and appoint officers and board and commission members. All powers of the City, except as otherwise provided by the City Charter or by the Constitution of the State of Ohio, are vested in City Council.

The City Manager is appointed by and reports directly to City Council. As chief administrative officer, the City Manager is responsible for directing the City's day-to-day operations and carrying out the policies set forth by City Council.

# **III. CITY BOARDS AND COMMISSIONS**

## **Structure**

### **Purpose of City Boards and Commissions**

City boards and commissions are established and appointed by City Council under the City Charter or through the passage of an ordinance or resolution. The role of the City's boards and commissions is to provide advice and recommendations to City Council. The City Charter or the ordinance or resolution creating the board or commission specifies its powers and duties.

### **Creation of City Boards and Commissions**

City Council may at any time, by ordinance or resolution, create a board or commission. The ordinance or resolution creating such board or commission shall specify the powers and duties, the number and qualifications of its members, and the terms of its members. City Council may at any time, by ordinance or resolution, abolish any existing board or commission (except those established by City Charter).



## **Serving On City Boards and Commissions**

### **Eligibility for City Boards and Commissions**

Members of City boards and commissions are required to be legal residents of the City of New Carlisle and must be registered voters per the City Charter. All members of City boards and commissions serve without compensation in a volunteer capacity.

### **Appointments to City Boards and Commissions**

When a vacancy or vacancies exist on a City board or commission, the board or commission President will inform City Council at the next regularly scheduled City Council meeting. After such notice to City Council, the City Manager, or his or her designee, will post a notice of the vacancy or vacancies on the City's website, at the City Hall Building, and all City social media accounts. The vacancy notices will include a deadline for submission of a Board or Commission Membership Application (located in the Appendix of this handbook) by interested individuals. The City Manager, or his or her designee, will organize all applications received by the deadline and provide the applications to City Council for review.

### **Length of Service and Terms of Office on a City Board or Commission**

The City Charter or originating ordinance or resolution specifies the term of office and the process for appointments. All appointments to City boards and commissions are made by motion of City Council with a majority affirmative vote at a scheduled New Carlisle City Council Meeting. If the appointment to a City board or commission is to fill a vacancy for an unexpired term, the appointment will be made only for the remainder of the unexpired term rather than the full term.

Reappointment to a City board or commission will be considered by the City Council at the request of a City board or commission member near the expiration of the current term of office, but City Council is not obligated to automatically make a reappointment.

## **IV. MEETINGS**

### **Structure**

#### **Defining Meetings**

A meeting is a pre-arranged gathering of a majority of members of a public body for the purpose of discussing public business. A meeting is conducted based on an agenda prepared prior to the meeting.

## **Quorums**

A quorum is the minimum number of voting members of a City board or commission that must be present in order for the board or commission to act on a matter. If a member must abstain from voting due to a conflict of interest, and that member is required in order to have a quorum, that matter must not be heard or acted upon until a sufficient number of members allowed to vote are present. The quorum remains the same even if vacancies exist, unless otherwise provided by law or rule. A meeting quorum must be maintained for business to be conducted.

## **Frequency of Meetings**

Frequency of the meetings will be determined by the board or commission members.

## **Absences**

City board and commission members are expected to attend all scheduled meetings. If a City board or commission member is going to be absent from a meeting, the member should provide advance notice of the absence to the President of that board or commission as soon as possible. Excessive absences may result in the member being removed from the board or commission.

## **President and Vice President**

The President elected by the board or commission shall preside at all board or commission meetings. In the absence of a President, the Vice President (also elected by the board or commission), or other person elected by the board or commission, shall preside.

## **Laws, Regulations, and Policies**

### **Ohio Sunshine Laws**

The Ohio Sunshine Laws are a set of rules and regulations that provides the public with a right of access to government proceedings. The Ohio Sunshine Laws were designed to afford the public entrance into the process of governmental decision-making. Section 121.22 of the Ohio Revised Code provides the regulations that governments must follow when conducting a meeting and what happens to the documents and files used during a meeting.

### **Communications Among City Board or Commission Members**

Any time a majority of a City board or commission communicates about any matter that may come before the board or commission, such communication is considered to be a meeting under the Ohio Sunshine Laws. Such communications may include the following:

- Face-to-face
- Written correspondence

- Telephone
- Email
- Text Messages
- Hand signals
- Through an intermediary (a person who passes along communications from member to member)

### **Open to the Public**

All public bodies in Ohio must take official action and conduct all deliberations upon official business only in open meetings where the public may attend and observe. Because of that, communications among a majority of members regarding official City business may only be done in a meeting open to the public.

### **Physical Needs of a Meeting Place**

For a meeting to be “open to the public,” it must be held in a place large enough to accommodate public attendees.

### **Public Notice**

The President is responsible for ensuring that proper notice of a meeting is provided. Board and commission members should review the statutes, rules or procedures governing the type of meeting being held and follow the appropriate public notice requirements.

### **Meeting Minutes**

Minutes are a written record of the activities that take place during a meeting. The law requires that minutes of official meetings be maintained as a permanent record of the City. All board and commission meeting minutes are to be kept as permanent public records.

At a minimum, minutes should include:

1. A written record of the date and time the meeting starts and ends;
2. Meeting location;
3. Names of members in attendance;
4. Official actions taken; and
5. Brief summary of meeting activities, including an attachment of any presentation slides used, materials, handouts, meeting packet, etc.

A digital or tape recording does not replace the requirement for minutes. Written minutes must be taken.

### **Rules for Conducting a Meeting**

#### **Meeting Agenda**

The structure of a meeting will be determined by the agenda which is created by the President. The agenda is a list of items to be considered at the meeting.

#### **Conducting Business**

The primary method by which City board or commission business is generally conducted is by motion. Business may also be conducted by discussions, reports submitted, and requests by members, City Staff, City Council or citizens.

#### **Duties of President and Vice President**

The President, or the Vice President in the absence of the President, is the chairperson of the meeting. The organization of the meeting is determined by the agenda and the chairperson must keep the meeting on track by adhering to one subject or main motion at a time. If a board or commission member (or member of the public) who has been recognized deviates to an unrelated topic, the chairperson should interrupt and tactfully restate the topic or motion under discussion. The chairperson should also only allow one person to speak at a time.

Order and decorum can be maintained while debating or discussing an issue. Order and decorum may be assured if the rules of debate and decorum are observed. Debate "is an essential element in the making of rational decisions of consequence by intelligent people."

#### **Motions**

Generally, a motion is made prior to discussion. In small boards or commissions, informal discussion of a topic is permitted without a motion. The board or commission may need to fully explore an issue or proposed action before deciding on the course of action to be taken. A main motion is a formal proposal by a member in a meeting that the board or commission take certain action on an item. A motion may bring its subject to the attention of the board or commission, or the motion may follow upon the presentation of a report or other communication.

#### **Voting, Abstaining from Voting, and Conflict of Interest**

A vote is a formal expression of the will, opinion or preference of the members of a board or commission in regard to a matter submitted to it.

A majority vote is the vote required for approval of an action or choice by a board or commission. Majority means more than half of the votes cast by members at a properly called meeting at which a quorum is present.

A board or commission member may not vote “absentee” or by proxy when the member cannot attend a meeting. The right to vote is limited to board or commission members who are physically present at the time a vote is taken.

If a City board or commission member has a conflict, the member should announce the conflict, and remove himself or herself from the board or commission seating area during that portion of the meeting. If the member wishes to address the board or commission, he or she must do so only as a member of the general public. If a board or commission member is not sure whether he or she has a voting conflict, the member should inform the President of the board or commission.

### **Rules of Conduct/Bylaws**

To be effective, all rules, regulations or bylaws of City boards and commissions must be approved by City Council. A copy of such rules, regulations or bylaws must be available for public inspection at any time.

## **V. RESPONSIBILITIES OUTSIDE OF A MEETING**

### **Code of Ethics**

The citizens and businesses of the City of New Carlisle are entitled to have fair, ethical and accountable local government which has earned the public’s full confidence. In keeping with the City of New Carlisle’s commitment to excellence, the effective functioning of democratic government requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public offices be used for public good and not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the New Carlisle City Council has adopted a Code of Ethics for members of the City Council and of the City's boards and commissions (located in the Appendix of this handbook).

### **City Board or Commission Member as a Public Official**

Board and commission members are considered public officers. A public officer "includes any person elected or appointed to hold office in any agency including any person serving on an advisory body." This includes all board and commission members.

Certain laws apply to board and commission members when they are not participating strictly in their role as board or commission members. Most of these laws deal with conflicts of interest in business relationships and can be found in Section 102.01, et. seq. of the Ohio Revised Code.

### **Conflicts of Interest**

A conflict of interest can be related to your individual interests, the interests of a relative or friend, or the interests of a company where you are an employee, owner or officer. Board and commission members can avoid conflict of interest issues by being aware of statutory restrictions, adhering to such restrictions, using good judgment and being fair in decision-making.

No one may be a board or commission member and do business with the City at the same time without a waiver request first being granted by City Council. City Council will review the request and decide if a waiver is warranted.

### **Public Records**

Public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or other material, regardless of the physical form, characteristics or means of transmission, made, or received pursuant to law or ordinance or in connection with the transaction of official business of the City. Email messages regarding official business sent from a personal computer are also subject to public records laws.

### **Gifts**

A board or commission member is prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor or service, that is based on an understanding that the member's vote, official action or judgment would be influenced by such thing of value.

## **VI. INDEMNIFICATION AND INSURANCE**

City officials, including board and commission members, are covered by the City insurance policies in the performance of their official duties on behalf of the City.

## **VII. PENALTIES**

Possible consequences for violation of the Ohio Sunshine Laws, conflict of interest, gift, and public records laws include:

1. Criminal penalties for a “knowing” violation;
2. Fines;
3. Removal from office; and
4. The undoing of board or committee actions.

## **VIII. REMOVAL OF BOARD OR COMMISSION MEMBER**

City Council may remove any member of a board or commission for lack of qualifications, incompetency, misconduct or neglect of duty.

## **IX. ADDITIONAL INFORMATION**

The information contained in this handbook is just a general summary. You are strongly advised and encouraged to review and familiarize yourself with more detailed information about your responsibilities. Some of that information is available at:

**Sunshine Laws:** <https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws>

**Conducting a Meeting:**

[https://www.ohioauditor.gov/trainings/docs/2018/Roberts Rules of Order.pdf](https://www.ohioauditor.gov/trainings/docs/2018/Roberts_Rules_of_Order.pdf)

**Ethics:** <https://ethics.ohio.gov/education/>



**BOARDS & COMMISSIONS  
HANDBOOK  
APPENDIX**







**BOARD OR COMMISSION  
MEMBER ACCEPTANCE AND  
OATH OF OFFICE**

I have fully read the City of New Carlisle Boards & Commissions Handbook provided to me and pledge to carry out the responsibilities of my position in a trustworthy and diligent manner and in accordance with the New Carlisle Code of Ethics as outlined in the City of New Carlisle Boards & Commissions Handbook.

I hereby accept the position as a member of the \_\_\_\_\_ in the City of New Carlisle to which I have been appointed by the New Carlisle City Council.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Printed Name) (Title)

OATH OF OFFICE

I, \_\_\_\_\_, do solemnly swear or affirm to support the Constitution of the United States, the Constitution of the State of Ohio, the Charter, and all ordinances of the City of New Carlisle and that I will faithfully, honestly, and impartially discharge the duties of my office to the best of my abilities, so help me God.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Printed Name) (Title)

SWORN AND SUBSCRIBED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

BEFORE \_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Printed Name) (Title)

## **Code of Ethics for Members of the New Carlisle City Council, Boards, and Commissions**

### **Preamble**

This code outlines the ethical standards expected of members of the New Carlisle City Council, and boards and commissions to ensure accountability, transparency and public confidence in governance. As a member entrusted with the public interest, I agree to adhere to the following principles:

### **Act in the Public Interest**

I shall prioritize the public interest of the people of New Carlisle over any private or personal interests. Fair and equal treatment of all persons, claims and transactions before City Council, and boards and commissions shall be assured.

### **Compliance with the Law**

I shall comply with all applicable laws of the United States, State of Ohio and City of New Carlisle in the execution of public duties, including constitutional provisions, city charter, and laws on conflicts of interest, financial disclosures and open government processes.

### **Conduct**

I shall maintain professional and personal conduct above reproach and refrain from abusive behavior, personal attacks or disparagement of fellow members, City Staff or the public.

### **Respect for Process**

I shall adhere to established processes and rules governing public policy deliberations, public involvement and implementation of City Council decisions by City staff.

### **Conduct of Public Meetings**

I shall prepare diligently for meetings, listen attentively to public discussions and focus on agenda items. I shall refrain from interrupting others, making irrelevant comments or disrupting meeting order.

### **Decision-Making Based on Merit**

I shall base decisions on the substantive merits of issues under consideration, devoid of unrelated influences.

### **Communication**

I shall transparently share relevant information received from external sources concerning matters before City Council, or boards and commissions.

### **Conflict of Interest**

I shall avoid using my position for personal gain where I have financial interests or personal relationships that may create a conflict. I shall disclose relevant financial interests and personal relationships and abstain from related deliberations.

### **Gifts and Favors**

I shall not accept gifts, favors or promises that could compromise my judgment or create the appearance that I am compromised.

**Confidentiality**

I shall respect the confidentiality of City information and refrain from unauthorized disclosure or use of such information for personal gain.

**Use of Public Resources**

I am prohibited from using public resources, such as City staff time, equipment, supplies or facilities that are not available to the general public, for personal gain or private purposes.

**Representation of Private Interests**

I shall refrain from advocating for private interests and shall focus on public welfare.

**Advocacy**

When publicly stating my individual opinions outside of a City Council, or board or commission meeting, I shall clarify that I am not speaking on behalf of City Council, or the board or commission.

**Policy Role**

I shall respect the division of responsibilities between City Council policy-making and administrative functions, and City staff implementing Council decisions.

**Independence of Boards and Commissions**

If I am a Council Member, then I shall refrain from exerting undue influence over the deliberations or outcomes of boards and commissions, and respect their independent advisory role.

**Positive Workplace Environment**

I shall promote a constructive workplace environment for City employees and stakeholders, and refrain from inappropriate direction to City staff.

**Implementation**

The Code of Ethics shall be integral to candidate orientations, board and commission applications, and new official inductions. I shall annually review and affirm my adherence to these standards.

**Compliance and Enforcement**

I am responsible for upholding ethical standards and maintaining public trust. Chairs of boards and commissions, along with the mayor, shall address potential violations.

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I hereby affirm my commitment to upholding the ethical standards outlined in this Code of Ethics. I recognize the importance of accountability, transparency and maintaining public confidence in governance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please Print:*

Member's Name: \_\_\_\_\_

City Council, Board, or Commission Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

## **ORDINANCE 2025-04**

### AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE A PROPOSED AMENDMENT TO ARTICLE V, SECTION 5.02 OF THE CITY CHARTER

**WHEREAS**, Article XI, Section 11.04 of the City Charter requires that a Charter Review Commission (“Commission”) meet every eight (8) years for the purpose of reviewing the Charter and recommending to Council such alterations, revisions and amendments, if any, to the Charter that the Commission deems desirable; and

**WHEREAS**, said Commission was appointed in accordance with Section 11.04 and has made recommendations to Council for amendments to the Charter; and

**WHEREAS**, Council has also reviewed the Charter and decided that a certain other amendment to the Charter may be necessary or desirable; and

**WHEREAS**, Council has determined that an amendment to Article V, Section 5.02 of the Charter should be submitted to the electors of the City at the election to be held on May 6, 2025.

**NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY ORDAINS**, at least five (5) of the members of Council elected thereto concurring, that:

Section 1. The question of the amendment to Article V, Section 5.02 of the City of New Carlisle Charter shall be submitted as a single ballot item, to a vote of the qualified electors of the City at the May 6, 2025 election, at the regular hours and regular places of voting in the City. If approved by a majority vote at said election, Article V, Section 5.02 of the City Charter shall be amended as shown on Exhibit A and shall become effective thirty (30) days after its adoption by the voters.

Section 2. The ballot for the question shall be titled: “New Carlisle City Charter Article V, Section 5.02 Amendment Ballot,” and the question to be submitted on the ballot shall be in substantially the same form as shown on the attached Exhibit B.

Section 3. The Director of Law is authorized to amend the ballot language as may be necessary or as may be required by the Board of Elections, for ballot purposes.

Section 4. RC § 3505.56 requires that when condensed text is used on a ballot question, issue or amendment, the full text of the proposed question, issue or amendment, together with the percentage of affirmative votes necessary for passage, shall be posted in each polling place. The attached Exhibit A shall be used as the full text of the proposed ballot item at each polling place.

Section 5. The Clark County Board of Elections shall give public notice of the time and place of holding the election on the proposed Charter amendments at least ten (10) days prior to the day of the election in accordance with RC § 3501.03.

Section 6. The Clerk of Council is directed to publish the full text of the proposed Charter amendment once a week for not less than two (2) consecutive weeks in a newspaper of general circulation in the City or as provided in RC § 7.16, with the first publication being at least fifteen (15) days prior to the election in accordance with Ohio Constitution, Article XVIII, Section 9 and RC § 731.211.

Section 7. The Clerk of Council is directed to certify a copy of this Ordinance to the Board of Elections of Clark County.

Section 8. If the amendment to Article V, Section 5.02 of the Charter of the City of New Carlisle is approved by a majority vote, the Clerk of Council shall certify a copy of the amendment to the Ohio Secretary of State within thirty (30) days of the election.

Section 9. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including RC § 121.22 and the Rules of Council.

Passed this \_\_\_\_\_ day of February, 2025.

\_\_\_\_\_  
Bill Cook, Mayor

\_\_\_\_\_  
Chris Stapleton, Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Jacob M. Jeffries, DIRECTOR OF LAW

Introduction and First Reading: 01/21/2025  
Second Reading and Action: 02/03/2025  
Effective Date of Legislation: 02/18/2025

_____ Wright	Y	N
_____ Bahun	Y	N
_____ Lindsey	Y	N
_____ Mayor Cook	Y	N
_____ V. Mayor Eggleston	Y	N
_____ Shamy	Y	N
_____ Grow	Y	N
Totals:		
	Pass	Fail

CITY OF NEW CARLISLE BALLOT ITEM \_\_\_\_

PROPOSED AMENDMENT TO ARTICLE V, SECTION 5.02 OF THE CITY'S CHARTER

A majority affirmative vote is needed for passage.

New text is shown in italicized print. Deleted text is shown in stricken print.

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**ARTICLE V – CITY MANAGER**

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**Section 5.02. Powers and Duties of the City Manager.**

The City Manager shall be the chief administrative officer of the City. The Manager shall be responsible to the Council for the administration of all City affairs required by or under this Charter, and shall have the following powers and duties:

- (a) To appoint, and when deemed necessary for the good of the City to suspend or remove any City employee or appointive administrative officer provided for by or under this Charter, except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The Manager may authorize any subordinate administrative officer to exercise these powers with respect to subordinates in that officer's department, office, or agency.
- (b) To direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by the Charter, or by Council as authorized by the Charter.
- (c) To attend all Council meetings, unless excused by Council, and shall have the right to take part in discussion, but may not vote.
- (d) To see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by subordinate officers are faithfully executed.
- (e) To submit to the Council and make available to the public in the manner as determined by ordinance of Council, a complete report on the finances and administrative activities of the City at the end of each fiscal year.
- (f) To present, if required by Council, an inventory of all City property and holdings.
- (g) To make other reports as the Council may require concerning the operations of City departments, offices and agencies subject to the Manager's direction and supervision, and to make such recommendations to the Council concerning the affairs of the City as judged desirable.
- (h) To prepare and submit the annual budget and capital program to the Council, and keep the Council fully advised as to the financial condition and future needs of the City.
- (i) To prepare all contracts in cooperation with the Director of Law. ~~No contract or agreement, or franchise shall be legal until ratified by ordinance or resolution of Council.~~ *No franchise shall be legal until ratified by ordinance of Council.*
- (j) To perform such other duties as are specified in this Charter or may be required by Council under its Charter authority.
- (k) To declare an emergency and utilize the services and equipment of any and all City departments, agencies, and their compensated employees to perform necessary functions of the City. The Manager shall report the use of this emergency action to Council at the next Council meeting.

**PROPOSED CHARTER AMENDMENT**

**City of New Carlisle**

**A majority affirmative vote is necessary for passage.**

Shall Article V, Section 5.02 of the Charter of the City of New Carlisle be amended as follows:

Section 5.02. Powers and Duties of the City Manager (Summary)

Add language stating that a resolution of Council may also be used to ratify a contract or agreement. Clarify that an ordinance of Council is needed to ratify a franchise.

**YES**

**NO**



## **ORDINANCE 2025-05**

### AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE A PROPOSED AMENDMENT TO ARTICLE IX, SECTION 9.01 OF THE CITY CHARTER

**WHEREAS**, Article XI, Section 11.04 of the City Charter requires that a Charter Review Commission (“Commission”) meet every eight (8) years for the purpose of reviewing the Charter and recommending to Council such alterations, revisions and amendments, if any, to the Charter that the Commission deems desirable; and

**WHEREAS**, said Commission was appointed in accordance with Section 11.04 and has made recommendations to Council for amendments to the Charter; and

**WHEREAS**, Council has also reviewed the Charter and decided that a certain other amendment to the Charter may be necessary or desirable; and

**WHEREAS**, Council has determined that an amendment to Article IX, Section 9.01 of the Charter should be submitted to the electors of the City at the election to be held on May 6, 2025.

**NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY ORDAINS**, at least five (5) of the members of Council elected thereto concurring, that:

Section 1. The question of the amendment to Article IX, Section 9.01 of the City of New Carlisle Charter shall be submitted as a single ballot item, to a vote of the qualified electors of the City at the May 6, 2025 election, at the regular hours and regular places of voting in the City. If approved by a majority vote at said election, Article IX, Section 9.01 of the City Charter shall be amended as shown on Exhibit A and shall become effective thirty (30) days after its adoption by the voters.

Section 2. The ballot for the question shall be titled: “New Carlisle City Charter Article IX, Section 9.01 Amendment Ballot,” and the question to be submitted on the ballot shall be in substantially the same form as shown on the attached Exhibit B.

Section 3. The Director of Law is authorized to amend the ballot language as may be necessary or as may be required by the Board of Elections, for ballot purposes.

Section 4. RC § 3505.56 requires that when condensed text is used on a ballot question, issue or amendment, the full text of the proposed question, issue or amendment, together with the percentage of affirmative votes necessary for passage, shall be posted in each polling place. The attached Exhibit A shall be used as the full text of the proposed ballot item at each polling place.

Section 5. The Clark County Board of Elections shall give public notice of the time and place of holding the election on the proposed Charter amendments at least ten (10) days prior to the day of the election in accordance with RC § 3501.03.

Section 6. The Clerk of Council is directed to publish the full text of the proposed Charter amendment once a week for not less than two (2) consecutive weeks in a newspaper of general circulation in the City or as provided in RC § 7.16, with the first publication being at least fifteen (15) days prior to the election in accordance with Ohio Constitution, Article XVIII, Section 9 and RC § 731.211.

Section 7. The Clerk of Council is directed to certify a copy of this Ordinance to the Board of Elections of Clark County.

Section 8. If the amendment to Article IX, Section 9.01 of the Charter of the City of New Carlisle is approved by a majority vote, the Clerk of Council shall certify a copy of the amendment to the Ohio Secretary of State within thirty (30) days of the election.

Section 9. It is found that all formal actions of this Council concerning and relating to the adoption of this Ordinance were in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including RC § 121.22 and the Rules of Council.

Passed this \_\_\_\_\_ day of February, 2025.

\_\_\_\_\_  
Bill Cook, Mayor

\_\_\_\_\_  
Chris Stapleton, Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Jacob M. Jeffries, DIRECTOR OF LAW

Introduction and First Reading: 01/21/2025  
Second Reading and Action: 02/03/2025  
Effective Date of Legislation: 02/18/2025

_____ Wright	Y	N
_____ Bahun	Y	N
_____ Lindsey	Y	N
_____ Mayor Cook	Y	N
_____ V. Mayor Eggleston	Y	N
_____ Shamy	Y	N
_____ Grow	Y	N
Totals:		
	Pass	Fail

CITY OF NEW CARLISLE BALLOT ITEM \_\_\_\_

PROPOSED AMENDMENT TO ARTICLE IX, SECTION 9.01 OF THE CITY'S CHARTER

A majority affirmative vote is needed for passage.

New text is shown in italicized print. Deleted text is shown in stricken print.

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**ARTICLE IX – NOMINATIONS AND ELECTIONS**

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**Section 9.01. Nominations.**

There shall be no primary election for City offices. Nominations for elective offices of the City shall be made by petition only, signed by not less than twenty-five (25) qualified electors on the standard forms as prescribed by the Board of Elections for the nomination of non-partisan candidates for such office, and filed with the Board of Elections at least sixty (60) days before the day of election. Each candidate shall file a separate petition; group petitions shall not be used. ~~The signature of the candidate and a statement indicating acceptance of the nomination and willingness to accept the office if elected shall appear on each copy of the petition.~~ The petition may be in a number of parts; but, each part shall be verified under oath by the circulator as required by the election laws of the State of Ohio.

**PROPOSED CHARTER AMENDMENT**

**City of New Carlisle**

**A majority affirmative vote is necessary for passage.**

Shall Article IX, Section 9.01 of the Charter of the City of New Carlisle be amended as follows:

Section 9.01. Nominations (Summary)

Remove language requiring that each copy of the petition contain the signature of the candidate and a statement indicating acceptance of the nomination and willingness to accept the office if elected.

**YES**

**NO**

**ORDINANCE 2025-06**

AN ORDINANCE ESTABLISHING COMPENSATION FOR THE ACTING  
CLERK OF COUNCIL

**WHEREAS**, Section 4.09 of the City Charter requires City Council to appoint an Acting Clerk of Council; and

**WHEREAS**, the Acting Clerk of Council serves in the Clerk of Council’s absence; and

**WHEREAS**, Section 4.09 of the City Charter further provides that the Acting Clerk of Council shall receive compensation as established by ordinance; and

**WHEREAS**, City Council has determined that the Acting Clerk of Council should be paid \$50.00 for each Council meeting the Acting Clerk of Council serves in the Clerk of Council’s absence.

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

Section 1. The Acting Clerk of Council’s compensation shall be \$50.00 for each Council meeting the Acting Clerk of Council serves in the Clerk of Council’s absence.

Section 2. The compensation established by this ordinance supersedes the compensation for the Acting Clerk of Council set forth in any prior ordinance.

Section 3. The Director of Finance is hereby authorized and directed to appropriate funds necessary to meet the compensation established by this ordinance.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Bill Cook, Mayor

\_\_\_\_\_  
Chris Stapleton, Clerk of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Jake Jeffries, DIRECTOR OF LAW

Introduction and First Reading: 02/03/2025  
Second Reading and Action: 02/18/2025  
Effective Date of Legislation: 03/05/2025

_____ Wright	Y	N
_____ Bahun	Y	N
_____ Lindsey	Y	N
_____ Mayor Cook	Y	N
_____ V. Mayor Eggleston	Y	N
_____ Shamy	Y	N
_____ Grow	Y	N
Totals:		
	Pass	Fail