



CITY COUNCIL
REGULAR MEETING PACKET
September 2, 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: 08/18/25 Regular Meeting
6. Communications:
7. City Manager Report: Attached
8. Committee Reports: None
9. Comments from Members of the Public: *Comments limited to 5 minutes or less

10. RESOLUTIONS: (1-Intro; – 1-Action*)

***A. Resolution 2025-11R (Introduced 09/02/25, Public Hearing, and Action Tonight)**

A RESOLUTION APPOINTING THE CITY MANAGER AS THE DESIGNEE FOR THE PUBLIC RECORDS TRAINING PROGRAM REQUIRED BY THE OHIO PUBLIC RECORDS ACT

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

***A. Ordinance 2025-39E (Introduction, Public Hearing, and Action Tonight)**

AN ORDINANCE AMENDING SECTION 276.06 OF THE CODIFIED ORDINANCES OF NEW CARLISLE FOR THE PURPOSE OF INCREASING THE MEMBERSHIP OF THE SOCIAL SERVICES COMMISSION, AND DECLARING AN EMERGENCY

B. Ordinance 2025-40 (Introduction Tonight. Public Hearing, and Action on 9/15/25)

AN ORDINANCE APPOINTING AND EMPLOYING A DIRECTOR OF LAW AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR LEGAL SERVICES

12. OTHER BUSINESS:

- Additional City Business:
 - Open for Discussion on City Related Business

13. Executive Session: Discussing the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

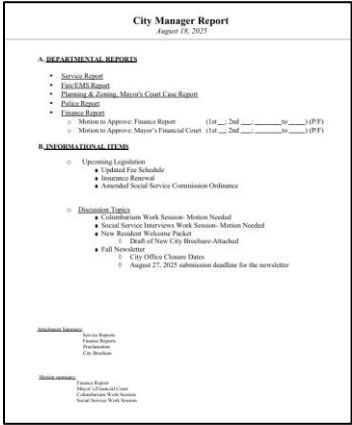
14. Return to Regular Session:

15. Adjournment:

Next Special Council Meeting is Monday, September 8, 2025 @ Heritage Hall in Smith Park 6:00PM
Next Regular Council Meeting is Monday, September 15, 2025 @ Heritage Hall in Smith Park. 6:00PM

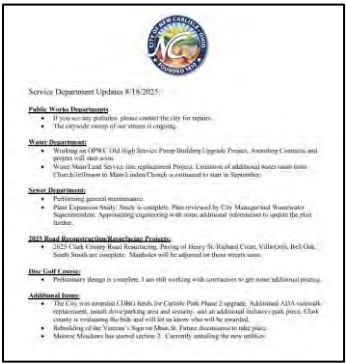
RECORD OF PROCEEDING
MINUTES: CITY OF NEW CARLISLE, OHIO
REGULAR SESSION MEETING @ Heritage Hall on 8/18/25 @ 6:00 pm

- 1. **Call to Order:** Mayor Cook calls the meeting to order.
- 2. **Roll Call:** Stapleton calls the roll – Cook, Grow, Bahun, Shamy, Wright, Eggleston- **6 Members present, 1 absent**
- 3. **Invocation:** Chief Trusty
- 4. **Pledge of Allegiance:** All are welcome to participate
- 5. **Action on Minutes:**
Action on Regular Session minutes of 8/4/25: 1st: Eggleston, 2nd: Shamy, YES: Wright, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 ABSENT: Lindsey **Accepted 6-0-1**
Action on Special/Work Session minutes of 8/11/25: 1st: Eggleston, 2nd: Shamy, YES: Wright, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 ABSENT: Lindsey **Accepted 6-0-1**
- 6. **Communications:** Proclamation by Mayor Cook – Nathan Littrell Day
 - Motion to allow Mayor Cook to present proclamation to Mr. Nathan Litteral 1st: Eggleston 2nd: Shamy YES: Wright, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 ABSENT: Lindsey **Accepted 6-0-1**
- 7. **City Manager’s Report:**



Attended many great activities around the city: Groundbreaking for Habitat for Humanity, Movie Night at the park and the Community night at the pool – all of these were great activities with great support.

8. **Committee Reports:**



- Resurfacing project – All paved, adjusting man holes, and then striping crew will begin
- Monroe Meadows – section 2 in the works with utilities and water service, Then section 3 will begin, which is the tie into Leatherwood.
- Disc golf status – still waiting on quote and updates for ground clearing
- Council commented that the flag pole and plaque look great!
- Update on the Founded in 1810 sign – Still waiting on quotes, hoping for a material to be longer lasting
- South Main curb painting is a little behind schedule

- Still accepting applications for Fire, EMS, and Paramedics
- Hydrant flushing will be this month – the city website will list the locations
- Mr. Hall commented that there have been a lot of calls recently and some very complex issues. Appreciate all Fire, EMS, and Police for their continued service.

Planning Department Report July 2025

Summary	
Total Violations	113
Total Proposed Violations	28
Average Violations Per Property	4
Assessment Categories	60-50
General Violations	1
Safety Hazards	1
Litter and Graffiti	1
Ocean Property Violations	8
Beach Signs	2
Nuisance Property Lot	2
All Properties Submitted to Mayor's Court	1
Property Enclosures Submitted	1
Violations	
100% Compliance	102
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No Comment

<p>OFFICE OF NEW CAROLINA MAYOR'S COURT</p>  <p>Court Report July 16, 2025</p>	<p>OFFICE OF NEW CAROLINA MAYOR'S COURT</p>  <p>Court Report July 30, 2025</p>
<p>Cobb, Todd A of New Carlsile pled guilty to Operating a Motor Vehicle without a valid and stop sign. Fined \$325 plus court cost. If Defendant provides this Court with a valid license within 120 Days (New 12/1/25) then \$400 fine will be suspended.</p> <p>Mason, Joshua M of New Carlsile pled guilty to Non-Complete Suspension. Fined \$500 plus court cost. If Defendant provides this Court with a valid license within 60 days (6/16/25) then \$400 of fine will be suspended.</p> <p>McCombs, Major D of New Carlsile pled guilty to Operating a Motor Vehicle without a license and Expired Registration. Fined \$500 plus court cost. If defendant provides this Court with a valid license within 120 days then \$400 fine will be suspended.</p> <p>Moller, Andrew J of New Carlsile pled guilty to Failure to Reinsure. Fined \$100 plus court cost. P. Person(s) (Branon J of New Carlsile pled guilty to Operating 18/25. Fined court cost only. Payment arrangements.</p> <p>Reed, Adolphus A of New Carlsile pled guilty to Non-Complete Suspension and Use of Illegal Tools. Fined \$500 plus court cost. If defendant provides this Court with a valid license within 120 days (Nov 12) then \$400 fine will be suspended.</p> <p>Ryan, Zachary I of New Carlsile pled not guilty to Operating 26/25. Plead with Prosecutor.</p> <p>Witt, Brandon of Dayton pled guilty to unexpired change of No Operator License. Fined \$100 plus court cost. If Defendant provides this Court with a valid license within 120 days (Nov 12) then \$400 of fine will be suspended.</p>	<p>Lipker, Brent of New Carlsile pled guilty to Operating a Motor Vehicle without license. Fined \$40 plus court cost. Payment arrangements made.</p> <p>Morrell, Jesse A of Fritchwood pled guilty to Reasonable Control. Fined \$60 plus court cost. Payment arrangements made.</p> <p>Millett, Robb J of New Carlsile previously pled to Non-Complete and Expired Registration. The defendant ordered in its future failure to pay. Defendant to pay off fine and court cost within a month or return to court.</p> <p>Wynn, Charles of New Carlsile pled guilty to Non-Complete. Fined \$388 plus court cost. Payment arrangements made.</p>
<p>PAID THROUGH VIOLEATION BUREAU</p> <p>Barker, David H of Dayton, Speed 86/25 & No Plates, \$225</p>	<p>PAID THROUGH VIOLEATION BUREAU</p> <p>Farlow, Angela M of New Carlsile, Fined to Control, \$170</p> <p>Jones, Nicholas of Dayton, Speed 86/25, \$235</p> <p>Orr, James of Dayton, Speed 27/25, \$235</p> <p>Rife, Jaydon of Springfield, Speed 42/35, \$230</p> <p>Ryan, Zachary of New Carlsile, charged with Speed 36/25, dismissed by Prosecutor Defendant to pay court cost</p> <p>Vallatons, George of Fairborn, Speed 47/35, \$235</p> <p>Wagner, Wesley of New Carlsile, Speed 16/25, \$230</p>

No Comment

NEW CARLISLE	CALLS	ASSISTS	REPORTS	TRAFFIC STOP	CITATIONS	WARNINGS	ARREST	CODE ENFO	BUSINESS CHE CRASH	PARKING CIT
July										
Dep. Bowers	48	10	12	6	3	3	1	9	119	3
Dep. Arnold	50	9	9	4	6	5	4	0	154	1
Dep. O'Brien	129	26	28	14	5	9	10	0	345	2
Dep. Solenberger										
Dep. Schutte	113	15	4	26	6	20	1	0	309	0
Total	227	60	53	50	20	37	16	9	927	6

No Comment

- Fall Newsletter – a lot of positive feedback, want to continue to build on the newsletter.
 - Looking to begin including historical articles about the city.
 - Commercial sponsorship – ad space solicitation to anyone including local businesses.
 - Deadline for the newsletter is August 27th
 - Would like to allow city employees a ½ day off on Friday of the Heritage of Festival weekend, ½ day off for Christmas party, and all day off on 12/26 – since this was approved by council – these office closure dates will be included in the newsletter.
 - Additional suggestions from Council: An art corner where citizens can submit drawings, poetry, etc. Look to reach out to local colleges to get journalism students that may want to help with our newsletter.

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

- **Janel Zimmerman, 219 Prentice Dr.**
 - Thank you for taking such good care of the flowers around town, they are beautiful.
 - Harvest Hope Pamphlet was reviewed in case anyone on council or the social services commission may be interested.
- **John Krabacher, 307 N. Henry St**
 - Discussed sidewalk repair program, and the cost to the citizens
 - Questioned to sheriff how juveniles are held accountable for trespassing, etc. It was explained that the Sheriff's office attempts to take them to their residence, but sometimes that is not always that easy. Also explained how full the juvenile detention center is, and it is usually used more for serious crimes such as murder, burglary and drug related crimes – This is very concerning a real social services issue, additional discussion on local scenarios and current city curfews.

10. **RESOLUTIONS:** (0- Intro; - 1- Action*)

***A. Resolution 2025-08R (Introduced 08/04/25, Public Hearing, and Action Tonight)**

A RESOLUTION ADOPTING THE 2026-2030 CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF NEW CARLISLE, OHIO 1st: Shamy 2nd: Eggleston YES: Cook, Grow, Bahun, Shamy, Wright, Eggleston NAY: 0 ABSENT: Lindsey **Accepted 6-0-1** ex: 5 year financial plan

11. **ORDINANCES:** (0-Intro; – 5-Action*)

***A. Ordinance 2025-33 (Introduced on 08/04/25. Public Hearing, and Action Tonight)**

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC STREETS WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM 1st: Shamy 2nd: Eggleston YES: Cook, Grow, Bahun, Shamy, Wright, Eggleston NAY: 0 ABSENT: Lindsey **Accepted 6-0-1** ex: Annual legislation 3 part process, moving to proceed.

***B. Ordinance 2025-34 (Introduced on 08/04/25. Public Hearing, and Action Tonight)**

AN ORDINANCE LEVYING ASSESSMENTS FOR THE IMPROVEMENT OF CERTAIN PUBLIC STREETS WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM 1st: Shamy 2nd: Eggleston YES: Cook, Grow, Bahun, Shamy, Wright, Eggleston NAY: 0 ABSENT: Lindsey **Accepted 6-0-1** ex: 3rd piece of annual legislation, spells out the cost and this will be assessed on taxes

***C. Ordinance 2025-35 (Introduced on 08/04/25. Public Hearing, and Action Tonight)**

AN ORDINANCE CERTIFYING TO THE CLARK COUNTY AUDITOR AND AUTHORIZING PLACEMENT ON THE TAX DUPLICATE CERTAIN DELINQUENT UTILITY ACCOUNTS FOR COLLECTION WITH REAL ESTATE TAXES 1st: Eggleston 2nd: Shamy YES: Wright, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 ABSENT: Lindsey **Accepted 6-0-1** ex: Required per Ordinance for utilities

***D. Ordinance 2025-37 (Introduced on 08/04/25. Public Hearing, and Action Tonight)**

AN ORDINANCE CERTIFYING TO THE CLARK COUNTY AUDITOR AND AUTHORIZING PLACEMENT ON THE TAX DUPLICATE CERTAIN UNCOLLECTED WEED AND/OR GRASS CUTTING FEES FOR COLLECTION WITH REAL ESTATE TAXES 1st: Eggleston 2nd: Shamy YES: Wright, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 ABSENT: Lindsey **Accepted 6-0-1** ex: Required per ordinance – will be assessed on taxes for grass and weeds

***E. Ordinance 2025-38 (Introduced on 08/04/25. Public Hearing, and Action Tonight)**

AN ORDINANCE AMENDING ORDINANCE 2025-02E AND AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH THE SHERIFF OF CLARK COUNTY, OHIO FOR POLICE PROTECTION 1st: Eggleston 2nd: Shamy YES: Wright, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 ABSENT: Lindsey **Accepted 6-0-1** ex: Addition of the Sgt

12. **Other Business:**

- Additional City Business

- August 23, 2025, New Carlisle Library and Clark County Sheriff’s Office Hamburger Social at 111 E. Lake Ave 12:30-3:30 pm §
- City Offices Closed: Monday September 1, 2025, to Observe Labor Day
- Open for Discussion on City Related Business
 - Mayor Cook expressed gratitude to all the council members that supported the Habitat build and community pool events
 - Councilwoman Eggleston discussed the Habitat event held last Friday, and some discussion about turning the hill on Madison into a natural forest and possibly naming it in memory of Bill Scarff. Ater additional discussion with council – determined that this topic will need to be further discussed at an upcoming work /special session.
 - Motion to excuse Councilman Lindsey from the meeting, 1st: Shamy 2nd: Wright YES: Eggleston, Cook, Grow, Bahun, Shamy Wright NAY: 0 ABSENT: Lindsey **Accepted 6-0-1**
 - Councilwoman Grow volunteered to be the liaison between council and the Social Services commission. Motion to accept councilwoman Grow as the liaison between council and the social service commission 1st: Bahun 2nd: Cook YES: Grow, Bahun, Shamy, Wright, Eggleston, Cook NAY: 0 ABSENT: Lindsey **Accepted 6-0-1**

13. **Executive Session:**

14. **Return to Regular Session:**

15. **Adjournment: 1st Shamy 2nd Grow**

YES: Bahun, Shamy, Wright, Eggleston, Cook, Grow NAY: 0 **Accepted 6-0-1**

Mayor Bill Cook

Clerk of Council Christine Stapleton

City Manager Report

September 2, 2025

A. DEPARTMENTAL REPORTS

- The Following Departmental Reports will be given at the next City Council meeting that will be held on Monday, September 15, 2025; Finance, Public Service, Fire/EMS, Police, Planning & Zoning, and Mayor's Court Report.

B. INFORMATIONAL ITEMS

- Upcoming Legislation
 - Insurance Renewal
 - Updated Fee Schedule
- Discussion Topics
 - Fee Schedule

Attachment Summary:

Motion summary:

CITY OF NEW CARLISLE, OHIO

Miscellaneous Fee and Permit Schedule 2025

<i>New Residential Construction (1 & 2 Family)</i>	<i>\$135.00</i>
Residential Additions	\$50.00 Plus \$1.00 Per 100 sq. ft.
Residential Additions include temporary buildings, roof repair (structural), permanent installs, etc...	
<i>Multiple Family Construction</i>	<i>\$80.00 Per Unit</i>
Non-Residential Construction	\$150.00 Plus \$1.00 Per 100 sq. ft. over 1,000 sq. ft.
Demolition (Residential) (Under 1,000 sq. ft.)	\$50.00
Demolition (Commercial) (Under 1,000 sq. ft.)	\$75.00
Demolition (Residential) (Over 1,000 sq. ft.)	\$150.00
Demolition (Commercial) (Over 1,000 sq. ft.)	\$150.00
<i>Accessory Structures (Residential) (200 sq. ft. or less)</i>	<i>\$40.00</i>
<i>Accessory Structures (Commercial) (200 sq. ft. or less)</i>	<i>\$50.00</i>
<i>Accessory Structures (Residential) (200 sq. ft. or more)</i>	<i>\$50.00</i>
<i>Accessory Structures (Commercial) (200 sq. ft. or more)</i>	<i>\$60.00</i>
Accessory Structures include storage sheds, detached garages, pole barns, carports, decks, covered patios, porch enclosures.	
<i>Swimming Pools (Above Ground)</i>	<i>\$40.00</i>
<i>Swimming Pools (In Ground)</i>	<i>\$65.00</i>
<i>Fences (Residential)</i>	<i>\$25.00</i>
<i>Fences (Commercial)</i>	<i>\$30.00</i>
<i>Solar Panels Ground Mounted</i>	<i>\$85.00 Plus \$.50 Per sq. ft.</i>
<i>Solar Panels-Roof Top</i>	<i>\$100.00</i>
<i>Signs (Residential)</i>	<i>\$30 Plus \$.50 Per sq. ft.</i>
<i>Signs (Commercial)</i>	<i>\$35.00 Plus \$.50 Per sq. ft.</i>
<i>Signs (Temporary) (Residential and Commercial)</i>	<i>\$40.00</i>
<i>Change of Use/Occupancy Permits</i>	<i>\$30.00</i>
<i>Temporary Sales</i>	<i>\$50.00</i>
<i>Temporary Food Stands/Trailers</i>	<i>\$50.00</i>
<i>Appeals (BZA)</i>	<i>\$125.00</i>
<i>Variances (BZA)</i>	<i>\$150.00</i>
<i>Conditional Uses (Planning Board)</i>	<i>\$225.00</i>
<i>Zoning Amendments (Planning Board)</i>	<i>\$225.00</i>
<i>Annexations</i>	<i>\$225.00</i>
<i>Sidewalk Inspections</i>	<i>\$30.00</i>
Vacations/Dedications	\$35.00 Plus all Recording and Publication Fees
Penalty Fee (For starting work without a permit)	Ord: 1290.23-Fee Doubled per city ordinance or \$25.00
Zoning Code Text	\$.10 per page
Zoning Code Map	\$10.00
Minor Subdivisions (Less than 5 lots)	\$60 per new lot created PLUS \$225.00 Planning Board Fee
Major Subdivisions (5 or more lots)	\$250.00 Preliminary Plans \$150 Plus \$2 per lot for Final Plans \$1000 Engineering Fees 0.025% of estimated project cost
Electric for Stage (Smith Park and Street Light Poles)	\$15

RESOLUTION 2025-11R

A RESOLUTION APPOINTING THE CITY MANAGER AS THE DESIGNEE FOR THE
PUBLIC RECORDS TRAINING PROGRAM REQUIRED BY THE OHIO PUBLIC RECORDS
ACT

WHEREAS, the Ohio Public Records Act (ORC Section 149.43) requires all local and statewide elected government officials, or their designee(s), to attend a public records training program during each term of office; and

WHEREAS, the members of City Council desire to appoint the City Manager, Donald R. Hall III, as their designee for the mandatory public records training program.

NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY RESOLVES that:

SECTION 1. The City Manager, Donald R. Hall III, is appointed as the designee for all members of City Council for the purpose of attending the public records training program required by the Ohio Public Records Act. The Council Members are as follows:

Mayor Bill Cook	Ben Bahun
Vice Mayor Peggy Eggleston	Chris Shamy
William Lindsey	Karriane Grow
Kathy Wright	

Passed this _____ day of September, 2025.

Bill Cook, Mayor

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

_____ 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

Introduction, First Reading and Action: 09/02/2025
Effective Date of Legislation: 09/17/2025

ORDINANCE 2025-39E

AN ORDINANCE AMENDING SECTION 276.06 OF THE CODIFIED ORDINANCES OF NEW CARLISLE FOR THE PURPOSE OF INCREASING THE MEMBERSHIP OF THE SOCIAL SERVICES COMMISSION, AND DECLARING AN EMERGENCY

WHEREAS, Ordinance 2025-31, which was passed by City Council on August 4, 2025, added Section 276.06 to Chapter 276 of the Codified Ordinances of the City of New Carlisle for the purpose of establishing a social services commission; and

WHEREAS, currently, Section 276.06 provides that the social services commission shall consist of five (5) members; and

WHEREAS, due to the number of applicants to and the community's interest in the social services commission, City Council desires to increase the membership of the social services commission to seven (7) members.

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

Section 1. Section 276.06 of the Codified Ordinances of the City of New Carlisle be amended as follows:

276.06 SOCIAL SERVICES COMMISSION.

- (a) Purpose. To assist with the oversight of social services within the City, and to recommend policies and programs with the goal of bringing together local partners and resources in order to help City residents who are in need.
- (b) Membership. The commission shall consist of ~~five~~ *seven* members appointed by City Council. Such members shall serve without compensation.

Section 2. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the life, health, property and public peace of the residents of the City and for the further reason that the social services commission cannot proceed with its intended purpose until its membership is fully established, and this ordinance shall be deemed effective immediately upon the affirmative vote of at least six (6) City Council members.

Passed this _____ day of _____, 2025.

Bill Cook, Mayor

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jake Jeffries, DIRECTOR OF LAW

Introduction, First Reading and Action: 09/02/2025
Effective Date of Legislation: 09/02/2025

____	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

ORDINANCE 2025-40

AN ORDINANCE APPOINTING AND EMPLOYING A DIRECTOR OF LAW AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR LEGAL SERVICES

WHEREAS, New Carlisle City Charter Section 6.03 requires the City to appoint a Director of Law; and

WHEREAS, Jacob M. Jeffries, who has been admitted to the practice of law in the State of Ohio for over 20 years and has practiced law in the City since 2007, has served as the City's Director of Law since November 18, 2019; and

WHEREAS, the City is satisfied with the work Attorney Jeffries has performed on the City's behalf; and

WHEREAS, it is an appropriate time to enter into another contract with Attorney Jeffries so that he may continue serving as the Director of Law for the City; and

WHEREAS, the attached contract sets forth the compensation, which will not change from the current rate of compensation until 2027, and other necessary provisions regarding Attorney Jeffries' appointment as the Director of Law; and

WHEREAS, the term of the contract is for one year, but the contract will renew for additional one-year terms until terminated by either party. The contract may be terminated by either party, with or without cause, at any time upon 60 days' written notice.

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

Section 1. The City Manager is hereby authorized and directed to enter into the attached contract for legal services with Jacob M. Jeffries.

Section 2. The compensation paid to Attorney Jeffries for his services will be as set forth in the attached contract.

Passed this _____ day of _____, 2025.

Bill Cook, MAYOR

Christine Stapleton, CLERK

Approved as to Form:

Jacob M. Jeffries, LAW DIRECTOR

Introduction and First Reading: 09/02/2025
Second Reading and Action: 09/15/2025
Effective Date of Legislation: 09/30/2025

_____ 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

CONTRACT FOR LEGAL SERVICES

This Contract is entered into this ____ day of _____, 2025, by and between the City of New Carlisle (“New Carlisle”) and Jacob M. Jeffries (“Jeffries”).

Whereas, New Carlisle is governed by its Charter, the Ohio Constitution and the Ohio Revised Code; and

Whereas, pursuant to New Carlisle City Charter Section 6.03, the Department of Law created under the Charter shall be headed by a Director of Law who shall be appointed or terminated by the City Manager with the consent of Council; and

Whereas, the Ohio Supreme Court admitted Jeffries to the practice of law on November 8, 2004 and Jeffries has held his license to practice law in good standing since that date. Additionally, Jeffries is admitted to practice law before the United States District Court for the Southern District of Ohio; and

Whereas, New Carlisle City Charter Section 6.03 provides that the “Director of Law shall be the advisor, attorney and counsel for the City, and for all the officers and divisions thereof in all matters relating to their official duties, and shall, when requested by the City Manager, give legal opinions in writing. The Director shall represent the City and its representatives in all suits or cases to which it may be a party; and shall prosecute for all offenses against the ordinances of the City and such offenses against the laws of the State of Ohio as may be required. The Director of Law shall, on the request of the City Manager, or by motion of Council, prepare contracts, legislation, bonds and other instruments in writing and over the Director's signature, in which the City is concerned. The Director shall perform all such duties as the City Manager may impose that are consistent with the office of the Director of Law;” and

Whereas, the New Carlisle City Manager, Donald R. Hall III, desires to reappoint Jeffries as the Director of Law; and

Whereas, Jeffries desires to be reappointed as the Director of Law.

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1. Jeffries will serve as the Director of Law and shall exercise the powers and perform the duties of the Director of Law for New Carlisle consistent with the Charter and governing law.
2. Jeffries shall be paid in accordance with the rates set forth in the attached Exhibit A. Jeffries will submit invoices, which will describe the services provided and any expenses advanced, once each month or every two months in billing increments of 1/10th of an hour.
3. This contract may be terminated by either party, with or without cause, upon sixty days' written notice. The term of this contract shall be one year, but the contract shall automatically renew at the end of each one-year period for an additional one-year period unless terminated by either party.

IN WITNESS WHEREOF, the City of New Carlisle by Donald R. Hall III, City Manager, and Jacob M. Jeffries have hereunto set their hands this _____ day of _____, 2025.

CITY OF NEW CARLISLE

By: _____
Donald R. Hall III, City Manager

Jacob M. Jeffries, Attorney at Law

EXHIBIT A

Attorney Hourly Rate – 2025 (remainder):	\$175.00
Attorney Hourly Rate – 2026:	\$175.00
Attorney Hourly Rate – 2027:	\$185.00
Attorney Hourly Rate – 2028:	\$185.00
Attorney Hourly Rate – 2029:	\$185.00