



CITY COUNCIL
REGULAR MEETING PACKET
January 5, 2026 6:00pm Heritage Hall in Smith Park

1. Call to Order: Mayor Bill Cook
2. Invocation:
3. Pledge of Allegiance:
4. Oath of Office by Clerk of Council to Mr. Ben Bahun, Mr. Bill Cook, and Mr. William Lindsey
5. Roll Call: Clerk of Council
6. Election of Mayor and Vice Mayor, and Oath of Office
7. Appointment of Clerk of Council and Acting Clerk of Council
8. Action on Minutes: 12/15/25 Regular Meeting and 12/17/25 Special Meeting
9. Communications: Planning Board Appointments and Oath of Office
Steve Fields
Patricia McFarland
Alvin Putterbaugh
10. City Manager Report: Attached
11. Committee Reports: None
12. Comments from Members of the Public: *Comments limited to 5 minutes or less

13. RESOLUTIONS: (None)

14. ORDINANCES: (None)

15. OTHER BUSINESS:

- Additional City Business:
 - City Offices Closed, January 19, 2026, Martin Luther King Day
 - Open for Discussion on City Related Business

16. Executive Session:

17. Return to Regular Session:

18. Adjournment:

RECORD OF PROCEEDING
MINUTES: CITY OF NEW CARLISLE, OHIO
REGULAR SESSION MEETING @ Heritage Hall on 12/15/25 @ 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 Regular Session minutes of 12/2/25: **1st: Lindsey, 2nd: Shamy**, YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0

6. **Communications:** None

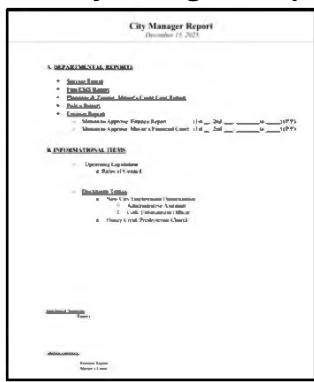
Motion to break rules of council: **1st: Lindsey 2nd: Shamy** YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0

Charlotte Farley, 1204 Hemlock Way, came to council to discuss the Retirement Village on Lake Ave and the services provided by USS. These services have been decreasing and on January 1st they will possibly be done all together. Request support from council to help these senior citizens and ensure they are not left behind. Council had open discussion with questions about current situation and services provided. Council commented that this scenario is something that the social services commission could help support. Mr. Hall will talk to Councilwoman Grow, council, and make some calls to get this moving on the right path.

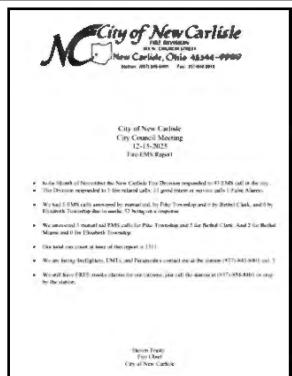
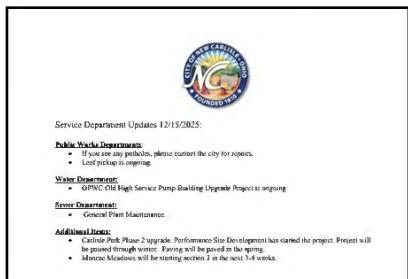
Motion to move to Executive Session for discussion about cyber security and the compensation of a public employee, **1st: Lindsey 2nd: Shamy @ 6:44pm** YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0

Motion to Return to Regular Session @ 7:33pm **1st: Lindsey 2nd: Shamy** YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0

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



8. **Committee Reports:**



Case Number	Defendant	Violation	Disposition	Amount	Cost	Fee	Other
CITY OF NEW CARLISLE MAYOR'S COURT							
							
Court Report November 6, 2025							
Hammonds, Heyler P of New Carlisle	pled guilty to	Fuzzing too closely.	Fined \$500 plus court cost.				
CITY OF NEW CARLISLE MAYOR'S COURT							
							
Court Report November 19, 2025							
Englebrecht, Cindy of New Carlisle	previously pled no contest to	Exterior Property and Structural and Outdoor Storage.	Show cause hearing was held.	Fined \$100 plus court cost.	Payment arrangements made.		
CITY OF NEW CARLISLE MAYOR'S COURT							
							
Court Report November 26, 2025							
Garcia, Adriana of New Carlisle	pled guilty to	No Driver License.	Fined \$300 plus court cost. Plus 20 hrs of community service.				Payment arrangements made.

1. Calls for Service		
• Total Calls for Service:	154	
• Self-Initiated Calls:	178	
2. Incident Breakdown		
Incident Type	Number of Reports	30
Burglaries	0	
Theft / Property Crimes	2	Arrests:
Domestic Violence	7	Misdemeanor: 2
Non-Offenses	3	Felonies: 1
Suspicious Person / Vehicle	14	Warrants: 1
Traffic Crashes	5	
OVI Arrests	0	
Mental Health/EDP Calls	7	
Juvenile Complaints	1	
3. Traffic Enforcement		
Traffic Stops Conducted:	27	
Citations Issued:	12	
Warnings:	25	
Parking:	8	

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

CITY OF NEW CARLISLE OHIO FOUNDED 1812		
MAYOR'S COURT REPORT FOR NOVEMBER 2025		
Total Offenses: 13 (8 Traffic & 10 Other)		
Last Year: \$6,000.00 - 1 (Officer)		
Fines	\$ 1,017.50	\$ 21,596.50
Cost	\$ 395.00	\$ 10,554.00
Fees: Clark County Municipal (Attorney/Cases)	\$ -	\$ -
Total Fees Paid: \$1,413.50 (Bounced Chk, BW)	\$ -	\$ 1,050.00
Cost: Court Clerk Expenses	\$ -	\$ -
Meat Fees Paid (All Time)	\$ -	\$ -
Book Collected	\$ -	\$ 524.00
Refundable	\$ -	\$ -
SB-17 Indigent Driver Interlock & alcohol	\$ -	\$ -
TOTAL FUNDS RECEIVED	\$ 1,413.50	\$ 39,146.50
FUNDS DISBURSED		
Volume of Crime	\$ 27.00	\$ 963.00
Crime Safety/Social Bills	\$ -	\$ -
Indigent Defense Support Fund	\$ 73.00	\$ 2,870.50
Drug & Alcohol Enforcement Fund	\$ 16.00	\$ 597.00
Expenses	\$ -	\$ -
State Bond Purchase (Issue as of 2020)	\$ -	\$ 27.00
TOTAL REMITTED TO STATE	\$ 112.60	\$ 3,597.50
Indigent Driver Interlock & alcohol (Springfield)	\$ 4.50	\$ 153.00
Remitted to Court Fund (Court)	\$ 50.00	\$ 1,414.50
Remitted to Court Security Fund (Court)	\$ 10.00	\$ 379.00
Remitted to Court Security Fund	\$ 45.00	\$ 1,435.00
Remitted to City GF - Cases	\$ 30.00	\$ 1,020.00
Remitted to City GF - Pines	\$ 1,017.50	\$ 21,596.50
Remitted to City GF - Court/Court/Misc.	\$ 145.00	\$ 5,546.00
Remitted to City GF - Court/Court/Misc.	\$ -	\$ -
Remitted to City - Enforcement & Education	\$ -	\$ -
Remitted to City - Drug Analysis	\$ -	\$ -
Book Returns	\$ -	\$ 524.00
SB-17 Indigent Driver Interlock & alcohol	\$ -	\$ -
TOTAL REMITTED TO CITY	\$ 1,295.50	\$ 34,878.50
Capital Recovery	\$ -	\$ -
Refundable	\$ -	\$ -
TOTAL DISBURSED	\$ 1,413.50	\$ 39,146.50

Motion to accept Mayors Court Report: 1st: Lindsey 2nd: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0

Mr. Hall began reviewing the City Manager's report:

- Upcoming legislation will include Rules of Council, and request to review and think of any potential changes.
- Approved budget has allowed us a couple open positions, Administrative Assistant and Part time code enforcement. Both have been made public.
- Property donation – Honey Creek Presbyterian Church on Jefferson Street. Environmental and Structural inspections, waiting on final reports. We are planning to accept the donation, maybe some legislation necessary.

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

10. RESOLUTIONS: (6 - Intro; - 6- Action*)

***A. Resolution 2025-15R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION APPROVING AN EMPLOYMENT BONUS FOR THE FIRE ADMINISTRATOR OF THE CITY OF NEW CARLISLE 1st: Lindsey 2nd: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0 ex: A bonus for Chief Trusty, he foregoes his personal pay raise, believe it is appropriate to receive a bonus.

***B. Resolution 2025-16R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION APPROVING THE BYLAWS OF THE NEW CARLISLE SOCIAL SERVICES COMMISSION 1st: Lindsey 2nd: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0 ex: Accepting the bylaws created for the Social Service Commission

***C. Resolution 2025-17R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION APPROVING THE BYLAWS OF THE NEW CARLISLE PARKS AND RECREATION COMMISSION 1st: Lindsey 2nd: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0 ex: Accepting the bylaws created for the Parks and Recreation Commission

***D. Resolution 2025-18R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION AUTHORIZING A CONTRACT FOR PROFESSIONAL SERVICES WITH SWIMSAFE POOL MANAGEMENT, INC. FOR THE OPERATION AND MANAGEMENT OF THE NEW CARLISLE SWIMMING POOL FOR THE 2026 POOL SEASON 1st: Lindsey 2nd: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0 ex: Acceptance of the 1 year contract with Swimsafe to run the pool for the 2026 season.

***E. Resolution 2025-19R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION ADOPTING A CYBERSECURITY PROGRAM FOR THE CITY OF NEW CARLISLE 1st: Eggleston 2nd: Shamy YES: Cook, Grow, Bahun, Shamy, Wright, Lindsey, Eggleston NAY: 0 Accepted 7-0 ex: State legislation requirement, plan created.

***F. Resolution 2025-20R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION AUTHORIZING A CONTRACT WITH THE SHERIFF OF 1st: Lindsey 2nd: Shamy YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 Accepted 7-0 ex Annual renewal with the Clark County Sheriff's Office.

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

***A. Ordinance 2025-53 (Introduced on 12/02/25. Public Hearing, and Action Tonight)**

AN ORDINANCE AUTHORIZING THE CITY MANAGER, OR THE DIRECTOR OF PUBLIC SERVICE/ASSISTANT CITY MANAGER, TO ENTER INTO A CONTRACT FOR THE PURCHASE OF

WATER SOFTENING ROCK SALT **1st: Lindsey 2nd: Shamy** YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 **Accepted 7-0** ex: Annual renewal

12. Other Business:

Additional City Business

- City Offices Closed, December 24-26, 2025, for Christmas Holiday
- City Offices Closed, January 1, 2026, for New Year Holiday
- Open for Discussion on City Related Business:
 - ◆ Excellent job on the snow removal – appreciation to Mr. Kitko and the road crew. Many comments on the great snow removal, even from out of towners
 - ◆ Thank you to all the administration that helped with the Swimsafe investigation and finalization
 - ◆ Thank you to the organizers of the Jingle Jam Parade which was held last Saturday. It was great and spread a lot of cheer. Fantastic collaboration with Citizens, Fire, EMS, Deputies, and many volunteers.

13. Executive Session:

14. Return to Regular Session:

15. Adjournment: 1st Lindsey 2nd Shamy at 7:59pm YES: Wright, Lindsey, Eggleston, Cook, Grow, Bahun, Shamy NAY: 0 **Accepted 7-0**

Mayor Bill Cook

Clerk of Council Christine Stapleton

RECORD OF PROCEEDING**MINUTES: CITY OF NEW CARLISLE, OHIO****SPECIAL/WORK SESSION MEETING @ Heritage Hall on 12/17/25 @ 6:00 pm****1. Call to Order:** Mayor Cook calls the meeting to order.**2. Roll Call:** Stapleton calls the roll – Cook, Grow, Lindsey, Eggleston Absent: Bahun, Shamy, Wright **4 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:** None**9. Comments from Members of the Public** (Comments less than 5 minutes)**10. RESOLUTIONS:** (None)**11. ORDINANCES:** (None)**12. Other Business:**➤ Additional City Business

- Employee of the Year Recognition
 - Mayor Cook presented Angela Gump with an award, expressing gratitude. Bryan Moore and Colleen Harris spoke on the appreciation and accomplishments of Angela.
- Fire fighter of the Year Recognition
 - Mayor Cook presented Fire fighter Kevin Stevens with an award, accepted by his wife. Chief Trusty spoke on their appreciation and accomplishments.
- Junior Citizen of the Year Recognition
 - Mayor Cook presented Dylan Dupois with Jr. Citizen award. Councilman Lindsey and Bryan Moore spoke about the appreciation, accomplishments, and great example that Dylan is.
- Open for Discussion on City Related Business
- Motion to excuse 3 council members from tonight's meeting: Bahun, Shamy and Wright. **1st: Eggleston 2nd: Grow, YES: Lindsey, Eggleston, Cook, Grow, NAY: 0**
Absent: Bahun, Shamy, Wright **Accepted 4-0-3**

13. Executive Session:**14. Return to Regular Session:****15. Adjournment: 1st Lindsey 2nd Eggleston @ 6:20 pm**YES: Lindsey, Eggleston, Cook, Grow NAY: 0 Absent: Bahun, Shamy, Wright **Accepted 4-0-3**

Mayor Bill Cook

Clerk of Council Christine Stapleton



Appendix A

**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Patricia McFarland Date: 12-10-25

Home Address: _____

Phone: [REDACTED] Email: [REDACTED]

cell 9
Board or Commission of interest: Planning Bd.

Why do you wish to serve on this Board or Commission?

To continue to share my input when possible
To help keep the city I was raised in
the wonderful city I know it to be

Please return this application to the City Building, located at 331 S. Church St., or submit online to general@newcastlereohio.gov



Appendix A

**BOARD OR COMMISSION
MEMBERSHIP
APPLICATION**

To serve, you must be a registered voter and a citizen of the City of New Carlisle.

Name: Alvin Putterbaugh Date: 12.30.25

Home Address: [REDACTED]

WK Phone: [REDACTED] Email: [REDACTED]

Board or Commission of interest: Planning

Why do you wish to serve on this Board or Commission?

To be a part of our growing community

Please return this application to the City Building, located at 331 S. Church St., or submit online to general@newcarlisleohio.gov

City Manager Report

January 5, 2026

A. DEPARTMENTAL REPORTS

- The Following Departmental Reports will be given at the next City Council meeting that will be held on Tuesday, January 20, 2026; Finance, Public Service, Fire/EMS, Police, Planning & Zoning, and Mayor's Court Report.

B. INFORMATIONAL ITEMS

- Upcoming Legislation
 - Charter Amendments
 - Rules of Council – previous rules attached.
- Discussion Topics
 - Honey Creek Presbyterian Church Inspections
- Elect 2 Council Members to the Volunteer Firefighters' Dependents Fund
 - Motion to Approve: _____ (1st ____; 2nd ____; _____ to ____) (P/F)
 - Motion to Approve: _____ (1st ____; 2nd ____; _____ to ____) (P/F)

Attachment Summary:

Prior Rules of Council

Motion summary:

Volunteer Firefighters' Dependents Fund

RESOLUTION 2024-01R

A RESOLUTION ADOPTING THE NEW CARLISLE CITY COUNCIL RULES OF COUNCIL

WHEREAS, the Rules of Council establish guidelines for the Council of the City of New Carlisle to conduct its business; and

WHEREAS, said rules must be reviewed and adopted by Council in January after Council elections; and

WHEREAS, the Rules of Council were last amended and adopted on March 6, 2023 via Resolution 2023-08R; and

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

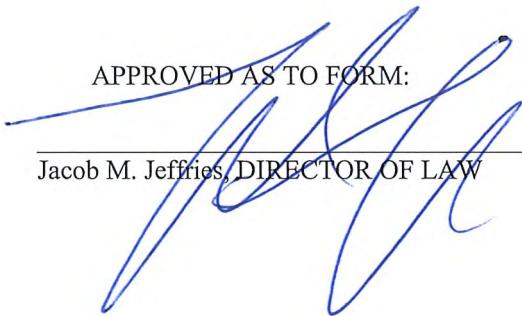
NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY RESOLVES that the New Carlisle City Council Rules of Council, attached as Exhibit A to this resolution, be adopted.

Passed this 5 day of February, 2024.


Bill Cook, MAYOR

Emily Berner, Clerk of Council

APPROVED AS TO FORM:


Jacob M. Jeffries, DIRECTOR OF LAW

1st Eggleston
2nd: Shamy

Wright	Y	N
Bahun	Y	N
Lindsey	Y	N
Mayor Cook	Y	N
V. Mayor Eggleston	Y	N
Shamy	Y	N
Grimm	Y	N

Totals: 5 Pass 0 Fail

Intro: 01/16/24
Action: 02/05/2024
Effective: 02/20/2024

RULES OF COUNCIL

SECTION I: MEETINGS

A. Regular Meetings

Regular Meetings shall be held every first and third Monday of each month at , 6:00 P.M. When the date of a regular meeting is determined to create a conflict, or falls on a holiday observed by the City, Council may, by majority vote, change the date and/or hour and issue proper notices thereof.

B. Special Meetings

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

C. Closed Sessions/Executive Sessions

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

SECTION II: NOTIFICATION OF MEETINGS

Upon establishment of special meetings, the City Manager, Council Members, and the public shall be notified. Notification shall be made by posting a notice at the City Building, by contacting a newspaper of general circulation within the City, any requesting media organization, and others regularly notified of meetings.

SECTION III: AGENDA

A. The Clerk of Council, in conjunction with the City Manager, the Law Director and the Council, shall prepare and distribute the meeting agenda, listing the items for discussion and the order of business for the meeting.

B. For an item to be included on the agenda, it must be submitted to the Clerk or the City Manager no later than three (3) working days preceding the meeting date.

C. A copy of all Ordinances or Resolutions must be made available to all Council Members, the Clerk, and any department head whose department may be involved in the legislation, a minimum of forty-eight (48) hours prior to the Council meeting at which the legislation is to be introduced.

D. An item that does not appear on the agenda shall not be acted upon without suspension of the Rules of Council.

- E. No letter or communication to Council shall be considered or acted upon by Council unless the letter or communication has been signed by its sender.
- F. Subsections B, C, & D are not applicable regarding emergency legislation.

SECTION IV: PRESIDING OFFICER AT MEETINGS

- A. The Mayor, selected in the manner set forth by the City Charter (Section 4.04), shall assume the duties and responsibilities contained therein, and shall act as Presiding Officer over all Council Meetings.
- B. The Vice-Mayor, selected in the manner set forth by the City Charter (Section 4.05), shall assume the duties and responsibilities contained therein and perform the duties of Mayor in the Mayor's absence, including that of Presiding Officer.
- C. In the case of absence of both the Mayor and Vice-Mayor at a Council meeting, the Council shall select a Temporary Presiding Officer by a majority vote of Members present.
- D. The Presiding Officer shall preserve decorum and decide all questions of order, subject to appeal to Council, by any one of its members. Should any Members transgress these rules of Council, the Presiding Officer shall, or any Member may, call him or her to order, and in the latter instance, the Presiding Officer shall render a decision as to the point of order. The Presiding Officer shall be sustained unless overruled by a majority vote of Council Members present.
- E. Addressing the Presiding Officer
A Member of Council shall address the Presiding Officer when requesting permission to speak. The Presiding Officer shall then declare the person entitled to the floor. All discussion shall be confined to the question under debate. Members of the audience will also request permission to address Council from the Presiding Officer and should do so by raising their hand(s).

SECTION V. THE CLERK OF COUNCIL

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

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SECTION VI. MEETING PROCEDURE

The order of business by the Council shall be:

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

SECTION VII: VOTING**A. Quorum**

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

B. Absences

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

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

C. Voting Procedure

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

- (1) The Member feels his or her vote would constitute a conflict of interest.
- (2) The Member was not present at the previous meeting (re: minutes).

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

D. Voting on Suspension of Rules

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

E. Dissent from Majority Opinion

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

F. Reconsideration

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

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

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

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

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

SECTION VIII: SPEAKING REGULATIONS

A. Each Council Member and person addressing Council during the legislative agenda shall make every effort to confine his or her discussion to the question under debate. Members of Council and members of the audience shall be limited to five (5) minutes and shall not speak more than once on any subject.

B. Comments from persons in the audience should be addressed to the Presiding Officer, not to proponents or opponents of any issue, not to city staff, and not to other members of the audience.

C. A public meeting or a public hearing is an opportunity for Council to receive input from citizens of the community. It is not the place for a debate between persons in the audience and other citizens, persons in the audience and city staff, or persons in the audience and members of Council. Debating tactics such as demanding answers to questions are frowned upon and may be prohibited.

Since the meetings are for input, not an instant dialogue or debate, questions to which Council chooses to respond may well be answered at a subsequent meeting or as decided by the presiding officer.

D. The Council reserves the right to put an end to that portion of any meeting or hearing in which comments from the audience are allowed, in order to leave adequate time for Council to proceed with its other business.

- E. When citizens raise questions or complaints which can be dealt with best by staff or do not require immediate action, arrangements may be made for discussion outside of the meeting. Citizens may, of course, return to a later meeting of the Council to speak to the subject if they are not satisfied with the response they receive.
- F. During the public comment part of the agenda, members of the audience may speak on subjects of their choice, addressing comments and questions to the Presiding Officer after being granted the floor, and shall be limited to five minutes.
- G. Language used shall be appropriate for a public meeting.

SECTION IX: LEGISLATION

A. Drafting

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

B. Ordinances and Resolutions

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

C. Motions of Council

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

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

- (1) To adjourn
- (2) To fix the hours of adjournment
- (3) To request that discussion on the previous question end and that the motion being considered be voted on
- (4) To lay on the table
- (5) To postpone definitely
- (6) To postpone indefinitely
- (7) To refer to a committee
- (8) To amend.

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

All other motions shall be debatable.

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

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

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

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

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

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

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

Any Member of Council may call for a division of the question, or the Presiding Officer may direct the same, and the same in either case shall be divided if it comprehends questions so distinct that, one being taken away, the other will stand as an entire question for decision.

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

SECTION X: COMMITTEES

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

SECTION XI: CITY CHARTER OF NEW CARLISLE

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

SECTION XII: ROBERT'S RULES OF ORDER

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

SECTION XIII: ADOPTION OF RULES

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

SECTION XIV: AMENDMENT TO RULES

These Rules may be amended by a resolution approved by a two-thirds (2/3) vote (five) of the Council.

SECTION XV: EXECUTIVE SESSIONS

Council may hold an executive session only after a majority of a quorum of Council determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

1. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to Paragraph (1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in Paragraph (1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting;
2. To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No

member of a public body shall use Paragraph (2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

If the minutes of the public body show that all meetings and deliberations of the public body have been conducted in compliance with this section, any instrument executed by the public body purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with this section insofar as title or other interest of any bona fide purchasers, lessees, or transferees of the property is concerned;

3. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;
4. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
5. Matters required to be kept confidential by federal law or regulations or state statutes;
6. Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office;
7. To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
 - (a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. Or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69 , 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.
 - (b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

If a public body holds an executive session to consider any of the matters listed in Paragraphs (2) to (7) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

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

Rules of Council Revision History

Revised 01/20/04

Reviewed 01/04/10

Reviewed 01/17/12

Revised 01/06/14

Revised 3/8/18 via Res 18-03R

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Revised 1/22/19 via Res 19-03R

Revised 1/21/20 via Res 20-01R

Revised 4/6/2020 via Res 2020-06R (COVID Procedures - No Longer in Effect)

Revised 2/1/2021 via Res 2021-02R (COVID Procedures - No Longer in Effect)

Revised 2/22/2022 via Res 2022-03R

Revised 08/01/2022 via Res 2022-13R

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Revised 03/06/2023 via Res 2023-08R