



CITY COUNCIL
REGULAR MEETING PACKET
August 3, 2026 @ 6:00pm 212 W. Jefferson St.

1. Call to Order: Mayor William Lindsey
2. Roll Call: Clerk of Council
3. Invocation:
4. Pledge of Allegiance: All
5. Action on Minutes: 07/20/26 Regular Meeting
6. Communications: None
7. City Manager Report: Attached
8. Committee Reports:
9. Comments from Members of the Public: *Comments limited to 5 minutes or less

10. RESOLUTIONS: (5-Intro; –5-Action*)

***A. Resolution 2026-15R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION ACCEPTING AN EASEMENT FOR HIGHWAY AND UTILITY PURPOSES FROM D.R. HORTON – INDIANA, LLC

***B. Resolution 2026-16R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR MONROE MEADOWS - SECTION ONE AND AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND

***C. Resolution 2026-17R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION ADOPTING THE 2027-2031 CAPITAL IMPROVEMENT PROGRAM FOR THE CITY OF NEW CARLISLE, OHIO

***D. Resolution 2026-18R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION ESTABLISHING THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT, AND DECLARING THE NECESSITY OF IMPROVING CERTAIN STREETS LOCATED WITHIN THE CITY OF NEW CARLISLE, OHIO, AND WITHIN THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT BY LIGHTING THEM

***E. Resolution 2026-19R (Introduction, Public Hearing, and Action Tonight)**

A RESOLUTION DECLARING THE NECESSITY OF IMPROVING CERTAIN STREETS LOCATED WITHIN THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM

11. ORDINANCES: (6-Intro; – 1-Action*)

A. Ordinance 2026-24 (Introduction Tonight, Public Hearing, and Action on 08/17/26)

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO, AND WITHIN THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT BY LIGHTING THEM

B. Ordinance 2026-25 (Introduction Tonight, Public Hearing, and Action on 08/17/26)

AN ORDINANCE LEVYING ASSESSMENTS FOR THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO, AND WITHIN THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT BY LIGHTING THEM

C. Ordinance 2026-26 (Introduction Tonight, Public Hearing, and Action on 08/17/26)

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM

D. Ordinance 2026-27 (Introduction Tonight, Public Hearing, and Action on 08/17/26)

AN ORDINANCE LEVYING ASSESSMENTS FOR THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM

E. Ordinance 2026-28 (Introduction Tonight, Public Hearing, and Action on 08/17/26)

AN ORDINANCE CERTIFYING TO THE CLARK COUNTY AUDITOR AND AUTHORIZING PLACEMENT ON THE TAX DUPLICATE OF CERTAIN UNPAID WEED AND GRASS CUTTING ASSESSMENTS FOR COLLECTION WITH REAL ESTATE TAXES

F. Ordinance 2026-29 (Introduction Tonight, Public Hearing, and Action on 08/17/26)

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

***G. Ordinance 2026-30E (Introduction, Public Hearing, and Action Tonight)**

AN ORDINANCE APPOINTING THE CLERK OF COUNCIL, ESTABLISHING COMPENSATION, AND DECLARING AN EMERGENCY

12. OTHER BUSINESS:

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

13. Executive Session:

14. Return to Regular Session:

15. Adjournment:

Next Regular Council Meeting is Monday, August 17, 2026 @ 212 W. Jefferson St. 6:00PM

Clark County Sheriff's Office

New Carlake Division

Monthly Statistical Report

Reporting Period: June 2025 Submitted to: City Manager Mr. Hall, City Council

Submitted by: Sgt. Christina Evans-Fisher

1. Calls for Service

- Total Calls for Service: 201
- Sgt-Initiated Calls: 127
- Business Checks: 17
- Community Interactions: 536

2. Incident Breakdown

Incident Type	Number of Reports	38
Burglaries	1	
Theft / Property Crimes	7	Arrests 5
Domestic Violence	8	Misdemeanor: 9
Neighbor Disputes	2	Feltonies: 3
Suspicious Person/Vehicle	14	Warrants: 7
Traffic Crashes	4	
OVI Arrests	1	
Mental Health/EDP Calls	5	
Juvenile Complaints	1	

3. Traffic Enforcement

Traffic Stops Conducted: 20

Citations Issued: 7

Warnings: 13

Parking: 7

Respectfully submitted,

Sgt. Christina Evans-Fisher

Administrative Sergeant

New Carlake Division

Clark County Sheriff's Office

[illegible]

New Carlisle Bank Report										
Banks: 0001 to 0100 As Of: 01/12/2026 to 6/30/2026										Include Inactive Bank Accounts:
	Beginning Bal	MTD Revenue	YTD Revenue	YTD Revenue	YTD Expense	YTD Expense	YTD Expense	YTD Expense	Ending Bal	
PNC - PAYROLL		\$448,943.12	\$160,860.91	\$2,526,191.82	\$352,348.59	\$1,540,103.47	\$937,581.37	\$937,581.37	\$281,380.10	
PNC - GENERAL		\$330,551.05	\$119,166.88	\$1,819,166.88	\$1,536,650.49	\$1,446,000.00	\$47,650.39	\$47,650.39	\$1,368,509.49	
STAR CHD		\$4,321,775.04	\$154,147.50	\$3,246,156.45					\$0.00	\$1,185,591.59
PAYROLL INVESTMENTS		\$92,110,164.84	\$9,211,064.84	\$59,211,064.84					\$0.00	\$1,136,113.43
PARK NATL - SECURED - GENERAL		\$173,065.62	\$372,326.22	\$3,209,322.43	\$417,712.39	\$3,131,406.88			\$0.00	\$1,808,672.55
PARK NATL - MMA		\$1,377,055.55	\$100,000.00	\$1,000,000.00	\$0.00	\$0.00			\$0.00	\$1,387,055.55
PARK NATL - MAYORS COURT		\$54,500.00	\$54,500.00	\$16,137.10	\$4,549.00	\$16,137.00			\$0.00	\$38,363.00
PNC - MMA SAVINGS		\$702,737.37	\$17,778.17	\$9,848.63					\$0.00	\$262,293.96
PNC - MMA SAVINGS		\$83,614.24	\$1,039.61	\$1,039.61					\$0.00	\$84,653.85
CASH ON HAND		\$500.00	\$0.00	\$0.00					\$0.00	\$500.00
Grand Total:		\$99,955,100.77	\$2,801,812.61	\$26,726,258.27	\$3,033,780.04	\$6,134,115.34	\$0.00	\$0.00	\$10,647,243.93	

MONTHLY NET INCOME TAX COLLECTION COMPARISON 2025-2026												
MONTH PAYMENT RECEIVED	CCA				STATE OF OHIO				ATTORNEY GENERAL			
	2025		DIFFERENCE		2025		DIFFERENCE		2025		DIFFERENCE	
		%		%		%		%		%		%
JANUARY	\$262,464.23	2380.3338%	\$18,349.66	11.37%	\$0.00	\$0.00	0.00%		\$279.09	\$27.00	\$152.09	5.3935%
FEBRUARY	\$208,862.27	\$251,361.86	\$44,527.29	20.76%	\$6,621.30	\$2.31	\$6,625.38		\$1,523.96	\$69.00	\$6,472.37	9.3732%
MARCH	\$504,472.15	\$262,988.84	\$243,926.69	15.45%	\$1,567.50	\$0.00	\$1,567.50		\$6,999.54	\$2,897.94	\$4,112.60	134.75%
APRIL	\$186,159.31	\$205,395.50	\$25,395.79	14.62%	\$1,940.41	\$0.00	\$1,944.41		\$6,999.54	\$2,153.37	\$4,847.38	44.880%
MAY	\$260,518.51	\$282,666.67	\$27,851.14	3.70%	\$1,331.80	\$0.00	\$1,331.80		\$6,999.54	\$1,795.02	\$5,188.02	44.448%
JUNE	\$201,724.58	\$192,655.84	-\$9,068.74	-4.48%	\$41,694.44	\$0.00	\$41,694.44		\$1,880.58	\$72.21	\$1,953.37	19.03%
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
TOTALS	\$1,385,911.71	\$1,275,940.00	\$90,650.05	7.65%	\$8,195.54	2.31	(\$9,193.23)	-100.00%	\$29,555.86	\$7,031.38	\$(2,224.58)	-75.88%

State of Ohio collections are only business Net Profit taxes from those that get in the tax with the state, remaining Net Profit tax is included in CCA collections.

COMBINED TOTAL NET COLLECTIONS-2026 **\$1,282,884.49**

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

[illegible]

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

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

- Community clean-up was a great success. Excellent job by Jeremy Leist from our code enforcement for leading and organizing the event. Collected 4 of 5 dumpsters, shred truck was nearly full and container full of tires and rims. Thanks to all the city employees that participated.
- USS is back in New Carlisle. Monday and Wednesday from 1:30-3:30, and they will be renting Heritage Hall for their activities. Working on the rental agreement. The meals on Monday and Wednesday are still being held at Studebakers.
This did bring one concern, Mondays are usually used to set up for our council meetings. We do have a couple of options: 1. Change council meetings to the log cabin or 2. Move to the church. If we move to the church, we need to determine the name for this location. Council discussed a few options on names for the church building. Motion to name the

building Jefferson Center: **1st: Eggleston 2nd: Wright** YES: Eggleston, Shamy, Lindsey, Cook, Bahun, Grow, Wright NAY: 0 **Accepted 7-0**

8. Committee Reports:

- Parks & Recreation Board will be hosting Movie night on August 1st at dark to show GOAT
- Social Services will have their meeting on the 1st Thursday of August at 6:30pm at Heritage Hall
- Alcohol signature collection: Still collecting signatures, this petition needs to be submitted by August 5th

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

- **Janel Zimmerman, 219 Prentice Dr:** The New Carlisle newsletter was excellent and contained a lot of great information. Appreciate the flags staying out a little longer, Questioned the disc golf status – this is temporarily on hold due to some other work being done around the city. Questioned what else would the Jefferson Center be used for, other than council.

10. RESOLUTIONS: None

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

***A. Ordinance 2026-18 (Introduction on 07/06/26, Public Hearing, and Action Tonight)**

AN ORDINANCE AMENDING CHAPTER 1244 OF THE CITY OF NEW CARLISLE'S ZONING CODE TO PERMIT ADMINISTRATIVE WAIVERS **1st: Eggleston 2nd: Wright** YES: Eggleston, Shamy, Lindsey, Cook, Bahun, Grow, Wright NAY: 0 **Accepted 7-0** ex: Small deviations without going through the Planning board. Mr. Moore gave additional examples.

***B. Ordinance 2026-19 (Introduction on 07/06/26, Public Hearing, and Action Tonight)**

AN ORDINANCE ENACTING SECTION 881.021 AND AMENDING SECTION 881.03 OF THE CODIFIED ORDINANCES OF THE CITY OF NEW CARLISLE, OHIO, TO INCREASE THE CITY INCOME TAX RATE FROM ONE AND ONE-HALF PERCENT (1.5%) TO TWO PERCENT (2.0%), EFFECTIVE JANUARY 1, 2027, FOR THE PURPOSE OF PROVIDING FUNDS FOR FIRE AND EMERGENCY MEDICAL SERVICES EXPENSES **Motion to table: 1st: Shamy 2nd: Wright** YES: Eggleston, Shamy, Lindsey, Cook, Bahun, Grow, Wright NAY: 0 **Accepted 7-0.** ex: This was tabled until after the election.

***C Ordinance 2026-20 (Introduction on 07/06/26, Public Hearing, and Action Tonight)**

AN ORDINANCE ENACTING SECTION 881.021 AND AMENDING SECTION 881.03 OF THE CODIFIED ORDINANCES OF THE CITY OF NEW CARLISLE, OHIO, TO INCREASE THE CITY INCOME TAX RATE FROM ONE AND ONE-HALF PERCENT (1.5%) TO TWO AND ONE-QUARTER PERCENT (2.25%), EFFECTIVE JANUARY 1, 2027, FOR THE PURPOSE OF PROVIDING FUNDS FOR FIRE AND EMERGENCY MEDICAL SERVICES EXPENSES **Died due to lack of Motion**

***D. Ordinance 2026-21 (Introduction on 07/06/26, Public Hearing, and Action Tonight)**

AN ORDINANCE IMPOSING A MORATORIUM ON NEW GAS STATIONS, AUTOMOTIVE REPAIR SHOPS, INDEPENDENTLY OWNED USED MOTOR VEHICLE SALES BUSINESSES, BUY-HERE-PAY-HERE MOTOR VEHICLE SALES BUSINESSES, PAYDAY LOAN SERVICES AND PAWN SHOPS WITHIN THE CITY OF NEW CARLISLE, OHIO **1st: Shamy 2nd: Eggleston** YES: Shamy, Lindsey, Cook, Bahun, Grow, Wright, Eggleston NAY: 0 **Accepted 7-0** ex: Suspension for 1 year on these types of businesses while we continue to work through the comprehensive plan.

***E. Ordinance 2026-22 (Introduction on 07/06/26, Public Hearing, and Action Tonight)**

AN ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORS OF THE CITY OF NEW CARLISLE PROPOSED AMENDMENTS TO ARTICLE IV OF THE CITY CHARTER **1st: Cook 2nd: Bahun** YES: Eggleston, Lindsey, Cook, Bahun NAY: Grow, Wright, Shamy **Failed 4-3** * Charter amendments must have 5 votes to pass. Ex: Charter amendment for position on mayor, change from council electing the Mayor to the community voting to elect the mayor.

12. Other Business:

Additional City Business

- Open for Discussion on City Related Business:
 - ◆ Councilman Cook asked if anything else had been done with the Madison Street Park tree park. Originally this was put on hold until the Parks and Rec board was created. Now this is something the Parks and Rec board should be leading and organizing the design of parks. There was some confusion about the responsibility of the planting and maintaining of the park.
 - ◆ Councilman Cook asked for an update on the wall mural contract. Currently still waiting on the contracts to be signed by Mr. Barker and the Historical Society – will follow up with them again.

13. **Executive Session:** Motion to move to Executive Session at 6:50pm: **1st: Bahun 2nd: Wright**
YES: Eggleston, Shamy, Lindsey, Cook, Bahun, Grow, Wright NAY: 0 **Accepted 7-0**
- To discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.
 - To consider confidential information of an applicant for economic development assistance that is directly related to a request for economic development assistance under a provision identified in R.C. 121.22(G)(8) or that involves public infrastructure improvements or the extension of utility services directly related to an economic development project, where executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds in connection with the economic development project (unanimous vote required).
14. **Return to Regular Session:** Motion to return to regular session @ 8:32pm **1st: Cook 2nd: Shamy**
YES: Lindsey, Cook, Bahun, Grow, Wright, Eggleston, Shamy NAY: 0 **Accepted 7-0**
15. **Adjournment: 1st Eggleston 2nd: Shamy at 8:32 pm** YES: Lindsey, Cook, Bahun, Grow, Wright, Eggleston Shamy NAY: 0 **Accepted 7-0**

Mayor William R. Lindsey

Clerk of Council Christine Stapleton

City Manager Report

August 3, 2026

A. DEPARTMENTAL REPORTS

- The Following Departmental Reports will be given at the next City Council meeting that will be held on Monday, August 17, 2026; Finance, Public Service, Fire/EMS, Police, Planning & Zoning, and Mayor's Court Report.

B. INFORMATIONAL ITEMS

- Discussion Topics
 - National Night Out
 - City Challenge Coin
 - Comprehensive Plan Committee Formation

Attachment Summary:

Motion summary:





RESOLUTION 2026-15R

A RESOLUTION ACCEPTING AN EASEMENT FOR HIGHWAY AND UTILITY PURPOSES FROM D.R. HORTON – INDIANA, LLC

WHEREAS, a parcel of land owned by D.R. Horton – Indiana, LLC is necessary for the establishment, construction, reconstruction, widening, repair and maintenance of highways and utilities; and

WHEREAS, D.R. Horton – Indiana, LLC has proposed to grant the City a permanent easement over a portion of such land, more fully described in the easement attached hereto as Exhibit 1, for such purposes; and

WHEREAS, acceptance of the proposed easement is in the best interest of the City and its residents.

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

SECTION 1. The City of New Carlisle hereby accepts the permanent easement attached hereto as Exhibit 1, together with all rights and privileges granted therein, for highway and utility purposes.

SECTION 2. The City Manager, or the Director of Public Service/Assistant City Manager as the City Manager's designee, is authorized and directed to execute any documents necessary to evidence or effectuate the City's acceptance of the easement that are not inconsistent with this Resolution.

Passed this _____ day of _____, 2026.

William R. Lindsey, Mayor

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jake Jeffries, Law Director

_____ Bahun	Y		N
_____ Cook	Y		N
_____ Eggleston	Y		N
_____ Grow	Y		N
_____ Mayor Lindsey	Y		N
_____ Vice Mayor Shamy	Y		N
_____ Wright	Y		N

Totals:

Pass	Fail
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Introduction, First Reading and Action:	08/03/2026
Effective Date of Legislation:	08/18/2026

EXHIBIT 1

EASEMENT

KNOW ALL MEN BY THESE PRESENTS, That, **D.R. HORTON – INDIANA, LLC**, with a mailing address of 4705 Duke Drive, Suite 200, Mason, OH 45040 (the “**Grantor**”), claiming title by virtue of instrument recorded in Volume 2238, Page 3283 of the Clark County Records, for and in consideration of the sum of One Dollar (\$1.00) and other valuable considerations received to its full satisfaction of **The City of New Carlisle, Ohio**, an Ohio municipal corporation, having its principal place of business at 331 S. Church St., New Carlisle, Ohio 45344, hereinafter referred to as the “**Grantee**”, does hereby grant unto Grantee, its successors and assigns, a non-exclusive, perpetual easement and right-of-way, together with the rights and privileges hereinafter set forth, for highway and utility purposes, in, under and across the following described premises described on Exhibit A, attached hereto (the “**Premises**”).

The easement area, which is under and across the above-described premises, is described as follows (the “**Easement Area**”):

A strip of land being ten feet wide as further shown on Exhibit B, attached hereto and made part hereof.

In addition to said easement and right-of-way, the following rights are hereby granted to Grantee:

- (1) To install, construct, inspect, operate, replace, repair, patrol, maintain and remove in, under and along said Easement Area across the Premises such cables, wires, pipes, conduits, service pedestals, service hand-holes and other usual fixtures and appurtenances as Grantee may reasonably deem necessary for or in connection with the utility services being installed therein;
- (2) To install, construct, inspect, repair, replace, maintain, and/or remove, certain roadway or street improvements, and other usual fixtures and appurtenances as Grantee may reasonably deem necessary or desirable on or along said Easement Area across the Premises;
- (3) To enter and pass on, over and across any part of Premises when reasonably necessary for access to and from said Easement Area, and to reasonably use the portion of Premises that is parallel to and adjoining the boundaries of the Easement Area for piling dirt and for the operation of apparatus, appliances and equipment in exercising any of its rights enumerated herein. Notwithstanding the foregoing, Grantee shall not store construction equipment or vehicles on the Premises;
- (4) To trim, cut, remove or control by any means at any and all times any trees, limbs, roots, underbrush or other obstructions within or near said Easement Area which may in the judgment of

the Grantee interfere with, limit access to or endanger the improvements or appurtenances Grantee installs pursuant to Sections 1 or 2 above; and

(5) Following the exercise of any rights by Grantee, Grantee shall reasonably restore, at its sole cost, the affected portion of the Easement Area or the Premises to the condition and grade thereof at the time of entry upon the same.

Grantor reserves the right to use the Easement Area, for any purpose which is not inconsistent with Grantee's rights herein, including (without limitation) planting of grass, flowers, and/or ornamental shrubbery. In the event Grantee disturbs the Easement Area or a portion thereof, or otherwise uses the Easement Area for any of the purposes herein enumerated, which requires the removal of said flowers or shrubbery, Grantee shall exercise ordinary care in removing and replanting, or otherwise replacing, the same.

TO HAVE AND TO HOLD the said easement, rights and right-of-way and its appurtenances unto said Grantee, its successors, and assigns, forever; and the Grantor represents that it is the owner of the Premises herein described.

[Signature Page to Follow]

EXHIBIT A
Legal Description of Premises

Situate in Section 29 Town 3 Range 9 B.M.R.S. City of New Carlisle, County of Clark and State of Ohio and being Open Space 1 of the Reserves at Honey Creek – Section One, as shown on Plat Book 19, Page 7 and Document Number 202500000894 of the Clark County, Ohio Records.

Exhibit B
Legal Description and Depiction of Easement Area

Being a 10-foot wide standard highway and utility easement over, through, and across a part of Open Space 1 of the Reserves at Honey Creek-Section One as shown on Plat Book 19, Page 7, as conveyed to DR Horton-Indiana in Official Record 2238, Page 3283 of the Clark County Recorder's Office, Situate in Section 29, Town 3, Range 9 B.M.R.S., City of New Carlisle, Clark County, Ohio and being more particularly described as follows:

Commencing for reference at an iron pin with "COEC" cap found at the southwest corner of Lot 55 of the said Reserves at Honey Creek-Section One and the northwest corner of said Open Space 1;

thence, South 04°38'00" West, 35.76 feet, along the west line of said Open Space 1 to an iron pin with cap set and being the principal place of beginning of the easement herein described;

thence, North 87°08'35" East, 115.90 feet, along a new standard highway and utility easement line to an iron pin with cap set on the east line of said Open Space 1 and being the west right-of-way line of Brubaker Drive;

thence, South 04°24'36" West, 10.08 feet, along the west right-of-way line of Brubaker Drive to a point on the north right-of-way line of Mill Road;

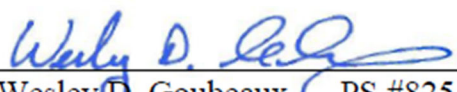
thence, South 87°08'35" West, 115.94 feet, along the north right-of-way line of Mill Road to a point at the southwest corner of said Open Space 1;

thence, North 04°38'00" East, 10.09 feet, along the west line of said Open Space 1 to the principal place of beginning.

Containing 0.027 acres more or less and all being subject to any legal highways and easements of record.

The bearings are based on NAD 83 CORS 2011 adjustment, Ohio South Zone, Ohio Real Time Network (ORTN).

The above description was prepared by Wesley D. Goubeaux, Ohio Professional Surveyor Number 8254, based on a field survey performed under his direct supervision and dated April 17, 2026.


Wesley D. Goubeaux, PS #8254

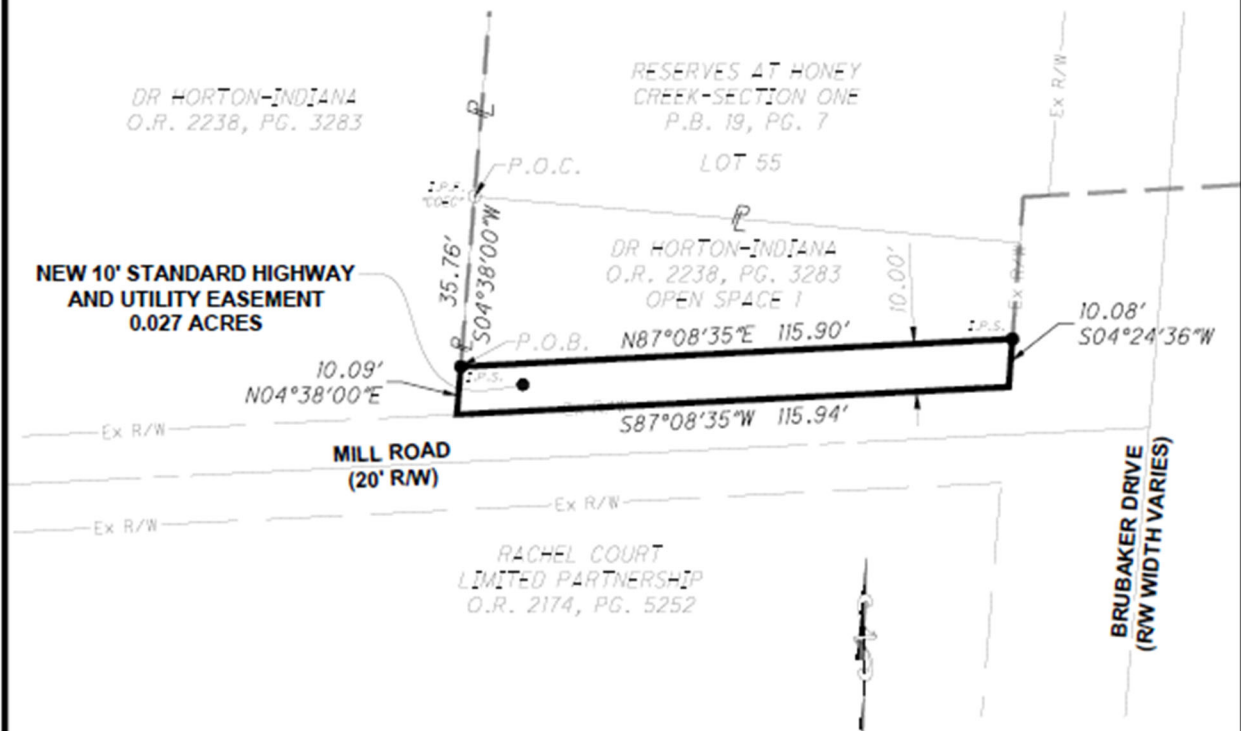


04/17/2026
Date

Exhibit B
(Continued)

EXHIBIT B

BEING A 10'-WIDE STANDARD HIGHWAY AND UTILITY EASEMENT SITUATED IN
SECTION 29, T 3, R 9 B.M.R.S., CITY OF NEW CARLISLE,
CLARK COUNTY, OHIO



THE BEARINGS ARE BASED
ON NAD 83 CORS 2011 ADJUSTMENT,
OHIO SOUTH ZONE,
OHIO REAL TIME NETWORK (ORTN)

SCALE: 1"=50'



LEGEND

- I.P.S. 5/8" X 30" REBAR
W/CAP SET
- I.P.S. IRON PIN FOUND

— — — SUBDIVISION BOUNDARY

JOB =	DRAWN BY:	DATE
CLANCA2502	EEN	04-17-2026

ChoiceOne
Engineering

SIDNEY, OHIO 937.497.0200
LOVELAND, OHIO 513.239.8554
www.CHOICEONEENGINEERING.com

RESOLUTION 2026-16R

A RESOLUTION ACCEPTING THE PUBLIC IMPROVEMENTS FOR MONROE MEADOWS - SECTION ONE AND AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND

WHEREAS, the Subdivision Regulations contained in the Codified Ordinances of the City of New Carlisle require the installation of certain public improvements for all subdivisions within the City; and

WHEREAS, upon approval of the final plat of Monroe Meadows - Section One, recorded in Plat Book 19, Page 4 of the Clark County records, the developer posted a performance bond in the amount of one hundred percent (100%) of the total estimated cost of the required public improvements to guarantee completion of those improvements; and

WHEREAS, the developer of Monroe Meadows - Section One has completed the required public improvements, and the Director of Public Service/Assistant City Manager has determined that the improvements have been satisfactorily completed and properly installed, and that all construction costs, inspection fees and related charges have been paid in full; and

WHEREAS, the developer has posted a maintenance bond in an amount equal to ten percent (10%) of the actual construction cost of the improvements to ensure that the developer will repair any defects in the public improvements for a period of one (1) year following acceptance; and

WHEREAS, having complied with the Subdivision Regulations, the developer of Monroe Meadows - Section One desires to dedicate the public improvements to the City, and City Council desires to accept the dedication and authorize the release of the performance bond.

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

SECTION 1. The public improvements for Monroe Meadows – Section One are hereby accepted by the City of New Carlisle, and the performance bond posted to secure the completion of such improvements is hereby released.

SECTION 2. Acceptance of the public improvements by the City shall not affect the developer's obligations under the maintenance bond, including the obligation to repair defects in the accepted public improvements discovered within one (1) year after their acceptance.

SECTION 3. The City Manager, or the Director of Public Service/Assistant City Manager as the City Manager's designee, is authorized and directed to execute any documents necessary to implement this Resolution.

Passed this _____ day of _____, 2026.

William R. Lindsey, Mayor

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jake Jeffries, Law Director

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

Introduction, First Reading and Action: 08/03/2026
Effective Date of Legislation: 08/18/2026

RESOLUTION 2026-17R

A RESOLUTION ADOPTING THE 2027-2031 CAPITAL IMPROVEMENT PROGRAM FOR
THE CITY OF NEW CARLISLE, OHIO

WHEREAS, the Capital Improvement Program (CIP) is a financial plan for the next five years of proposed capital improvements for the City of New Carlisle; and

WHEREAS, Section 7.06(b) of the City Charter requires that this plan be adopted by Resolution; and

WHEREAS, Council has reviewed such plan and found it to be sufficient to use for preparing a budget.

NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY RESOLVES that the attached Capital Improvement Program (CIP) shall be adopted for use in the preparation of a budget for the City of New Carlisle, Ohio.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

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

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026



2027-2031 Capital Improvement Program

Approved Via Resolution 2026-XXR





Capital Improvement Program

2027-2031

Government Fund									
GENERAL FUND	Capital Improvement Description	2027	2028	2029	2030	2031			
101-1500-55000 Planning Department	-	\$ -	\$ -	\$ -	\$ -	\$ -			
	<i>Planning Department Totals</i>	\$ -	\$ -	\$ -	\$ -	\$ -			
101-1800-55000 Parks	Commercial-Grade Mower	\$ 25,000.00	\$ -	\$ 18,000.00	\$ -	\$ -			
	Playground Equipment	\$ 75,000.00	\$ 45,000.00	\$ 20,000.00	\$ 20,000.00	\$ -			1
	<i>Parks Totals</i>	\$ 100,000.00	\$ 45,000.00	\$ 38,000.00	\$ 20,000.00	\$ -			
101-2000-55000 Lands & Buildings	Service Garage - Shared with Wastewater Treatment	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -			2
	<i>Lands & Buildings Totals</i>	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -			
<i>General Fund Totals:</i>		\$ 170,000.00	\$ 45,000.00	\$ 38,000.00	\$ 20,000.00	\$ -			

Special Revenue Funds									
STREETS	Capital Improvement Description	2027	2028	2029	2030	2031			
201-6100-55000	New Building	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -			3
	<i>Streets Totals</i>	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ -			
AMBULANCE CAPITAL	Capital Improvement Description	2027	2028	2029	2030	2031			
212-3310-55000	New Braun Ambulance	\$ -	\$ -	\$ 360,000.00	\$ -	\$ -			
	<i>Ambulance Capital Totals</i>	\$ -	\$ -	\$ 360,000.00	\$ -	\$ -			
EMERGENCY AMBULANCE OPERATING	Capital Improvement Description	2027	2028	2029	2030	2031			
213-3300-55000	New Staff Vehicle - Shared with Fire	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -			
	<i>Emergency Ambulance Operating Totals</i>	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -			
FIRE CAPITAL	Capital Improvement Description	2027	2028	2029	2030	2031			
214-2210-55000	-	\$ -	\$ -	\$ -	\$ -	\$ -			
	<i>Fire Capital Totals</i>	\$ -	\$ -	\$ -	\$ -	\$ -			
FIRE OPERATING	Capital Improvement Description	2027	2028	2029	2030	2031			
215-2200-55000	New Staff Vehicle - Shared with Ambulance	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -			
	Radio Upgrades (EDACS & MARCS)	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -			
	<i>Fire Operating Totals</i>	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -			
POLICE	Capital Improvement Description	2027	2028	2029	2030	2031			
250-2500-55000	New Patrol Vehicle	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -			
	Equipment for New Patrol Vehicle	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -			
	Equipment Upgrades	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -			
	<i>Police Totals</i>	\$ 95,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ -			
<i>Special Revenue Funds Totals:</i>		\$ 95,000.00	\$ 190,000.00	\$ 475,000.00	\$ 15,000.00	\$ -			

Enterprise Funds									
WATER	Capital Improvement Description	2027	2028	2029	2030	2031			
501-5300-55000	Chlorine Scale System	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -			
	Enclosed Main Break Trailer	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -			
	F350 Utility Truck	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -	\$ -			
	Filter Media Replacement	\$ -	\$ 95,000.00	\$ 95,000.00	\$ 60,000.00	\$ -			
	New Well Field	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00			
	Utility Cart	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -			
	Water Totals	\$ 30,000.00	\$ 217,000.00	\$ 205,000.00	\$ 90,000.00	\$ 30,000.00			
WASTEWATER	Capital Improvement Description	2027	2028	2029	2030	2031			
502-5400-55000	Digester Roof	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -			
	Service Garage - Shared with Lands & Buildings	\$ 70,000.00	\$ -	\$ -	\$ -	\$ -			
	Grit Upgrade	\$ 110,000.00	\$ -	\$ -	\$ -	\$ -			
	Commercial-Grade Mower	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -			
	Sewer Camera System	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -			
	Technology Upgrades	\$ 8,000.00	\$ -	\$ -	\$ -	\$ 10,000.00			
	Wastewater Totals	\$ 362,000.00	\$ -	\$ -	\$ -	\$ 10,000.00			
SWIMMING POOL	Capital Improvement Description	2027	2028	2029	2030	2031			
505-3400-55000	-	\$ -	\$ -	\$ -	\$ -	\$ -			
	Swimming Pool Totals	\$ -	\$ -	\$ -	\$ -	\$ -			
CEMETERY	Capital Improvement Description	2027	2028	2029	2030	2031			
510-2100-55000	Attachments / Accessories	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -			
	Backhoe	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00			
	Barn	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00			
	Cemetery Building	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -			
	Dumper	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -			
	Mower	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00			
	Roadways	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			
	Utility Cart	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -			
	Cemetery Totals	\$ 30,000.00	\$ 105,000.00	\$ 30,000.00	\$ 95,000.00	\$ 76,000.00			
WATERWORKS CAPITAL IMPROVEMENT	Capital Improvement Description	2027	2028	2029	2030	2031			
550-5500-55000	Hillcrest Water Main Replacement	\$ 92,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -			
	Water Main Replacement	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00			
	Mainline Valve Replacement	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -			
	Upgrade Panel Views	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -			
	Waterworks Capital Improvement Totals	\$ 192,000.00	\$ 65,000.00	\$ 65,000.00	\$ 15,000.00	\$ 10,000.00			
WASTEWATER EQUIPMENT REPLACEMENT	Capital Improvement Description	2027	2028	2029	2030	2031			
561-5610-55506	Drying Bed Rehabilitation	\$ -	\$ -	\$ -	\$ 11,000.00	\$ -			
	Wastewater Equipment Replacement Totals	\$ -	\$ -	\$ -	\$ 11,000.00	\$ -			
	Enterprise Funds Total:	\$ 614,000.00	\$ 387,000.00	\$ 300,000.00	\$ 211,000.00	\$ 126,000.00			

All Funds						
	2027	2028	2029	2030	2031	
General Fund Totals:	\$ 170,000.00	\$ 45,000.00	\$ 38,000.00	\$ 20,000.00	\$ -	
Special Revenue Funds Totals:	\$ 95,000.00	\$ 190,000.00	\$ 475,000.00	\$ 15,000.00	\$ -	
Enterprise Funds Total:	\$ 614,000.00	\$ 387,000.00	\$ 300,000.00	\$ 211,000.00	\$ 126,000.00	
Total (All Funds)	\$ 879,000.00	\$ 622,000.00	\$ 813,000.00	\$ 246,000.00	\$ 126,000.00	

Footnotes

- 1. 25% estimated towards completion of Willowick Park's project.
- 2. Postponed project from 2025 CIP. Demolition and rebuild of the older section of the City Garage. \$140,000 total estimated cost.
- 3. Construction of new Street Department Office and salt storage facility.
- 4. Kubota or similar model with dump bed.
- 5. Seals the digester from air, maintains temperature for optimal microbial activity, prevents odor emissions, and stores biogas under variable pressure conditions.
- 6. Extraction of sand, silt, gravel, and other fine particles from wastewater to prevent formation of deposits in channels and pipelines.
- 7. Industrial-grade robotic crawler system that can inspect large municipal mainlines, measure pipe damage with a laser, and generate survey-grade digital data.
- 8. Saving \$10,000 annually for replacement.
- 9. Saving \$5,000 annually for replacement.
- 10. Interface that shows real-time process data (flow rates, pressure, pH, etc.), system status of pumps, valves, motors, and other equipment, alerts for abnormal conditions, and control functions to adjust parameters or initiate actions.

RESOLUTION 2026-18R

A RESOLUTION ESTABLISHING THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT, AND DECLARING THE NECESSITY OF IMPROVING CERTAIN STREETS LOCATED WITHIN THE CITY OF NEW CARLISLE, OHIO, AND WITHIN THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT BY LIGHTING THEM

NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY RESOLVES, at least six (6) of the members of Council elected thereto concurring, that:

SECTION 1. ESTABLISHMENT OF DISTRICT

There is hereby established the Reserves at Honey Creek – Section One Street Lighting District, which shall include Lots 1 through 106 of the Reserves at Honey Creek – Section One subdivision, as shown on the recorded plat thereof in Volume 19, Page 7 of the Plat Records of Clark County, Ohio. The Reserves at Honey Creek – Section One Street Lighting District is established solely for purposes of identifying the properties specially benefited by the street lighting improvement and levying and collecting special assessments for that improvement.

SECTION 2. DETERMINATION TO IMPROVE

It is deemed necessary by the City of New Carlisle to make a public improvement, the lighting of streets within the Reserves at Honey Creek – Section One Street Lighting District, to be paid for in part by special assessments to be levied. The plans, specifications and profiles of the proposed improvement and improvement after completion with reference to the property abutting thereon, and an estimate of the cost of the improvement have been prepared and filed in the office of the Clerk of the City of New Carlisle and shall be open to the inspection of all persons interested. Thus, the City of New Carlisle hereby declares the necessity for such improvement by the passage of this Resolution.

SECTION 3. THE NATURE AND LOCATION OF IMPROVEMENT

The nature of the street lighting improvement is conducive to the public health and welfare of this City and the inhabitants thereof, and the lots to be assessed are specifically benefited by the improvement. This Council further finds and determines that the public streets, roads, boulevards and places included within the Reserves at Honey Creek – Section One Street Lighting District are so situated in relation to each other that, in order to complete the improvement in the most practical and economical manner, they should be improved at the same time with the same kind of materials and in the same manner and, therefore, should be treated as a single improvement included in the same legislation and contract.

SECTION 4. APPROVAL OF PLANS, SPECIFICATIONS, PROFILES AND ESTIMATE OF COST

The plans, specifications and profiles of the proposed improvement and improvement after completion with reference to the property abutting thereon, and an estimate of the cost of the improvement are hereby approved.

SECTION 5. COST AND METHOD OF LEVYING ASSESSMENT

The entire cost of said improvement, less two percent (2%) thereof and the cost of lighting the intersections, shall be assessed upon all lots and lands within the Reserves at Honey Creek – Section One Street Lighting District, which lots and lands are hereby determined to be specially benefited by said improvement. Said assessments shall be levied by the following method: by the front footage of the properties bounding and abutting upon the improvement.

SECTION 6. MODE OF PAYMENT AND PAYMENT SCHEDULE

The mode of payment shall be cash, check, money order, or such other form of payment accepted by the Clark County Auditor. The payment schedule for the special assessments to be levied will be payable in two annual installments.

SECTION 7. STATEMENT ON SECURITIES

The City of New Carlisle does not intend to issue securities in anticipation of the levy of the special assessment. The City of New Carlisle does not intend to issue securities in anticipation of the collection of the special assessment.

SECTION 8. ESTIMATED ASSESSMENTS AGAINST EACH LOT OR PARCEL TO BE ASSESSED

An estimated assessment in accordance with the method of assessment set forth above, showing the amount of the assessment against each lot or parcel of land to be assessed, shall be immediately prepared by the Finance Director and filed in the Office of the Clerk of the City of New Carlisle, and shall be open to the inspection of all persons interested.

SECTION 9. LEVIED AND COLLECTED

This special assessment is to be levied and collected before the improvement for which the assessment is levied is commenced.

SECTION 10. NOTICE TO PROPERTY OWNERS

Upon the filing of said estimated assessments as hereinbefore provided, the Finance Director is hereby ordered to cause notice of the passage of this Resolution and of the filing of said estimated assessments in accordance with Section 727.14 of the Ohio Revised Code as follows: by publication once a week for two consecutive weeks in a newspaper of general circulation in the municipal corporation or publication of such notice on the web site of the municipal corporation. Where the assessment against the owner of any lot or parcel of land will exceed five hundred dollars, such owner shall be notified of the assessment in accordance with Section 727.13 of the Revised Code, which provides:

Notice of the passage of a resolution of necessity and the filing of the estimated assessment under section 727.12 of the Revised Code shall, after the estimated

assessment has been made and filed as provided by section 727.12 of the Revised Code, be served by the clerk of the legislative authority, or a person designated by such clerk, upon the owners of the lots or parcels of land to be assessed for the proposed improvement, in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his/her last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. If it appears by the return of service or the return of the certified mail notice that one or more of the owners cannot be found, such owners shall be served by either or both of the following methods: publication of the notice once in a newspaper of general circulation within the municipal corporation or publication of the notice on the web site of the municipal corporation. The notice shall also set forth the place where such estimated assessments are on file and are open for public inspection. The return of the person serving the notice or a certified copy thereof, or a returned receipt for notice forwarded by certified mail accepted by the addressee or anyone purporting to act for the addressee shall be prima facie evidence of the service of notice under this section.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

Introduction, First Reading and Action: 08/03/2026
Effective Date of Legislation: 08/18/2026

_____ Bahun	Y		N
_____ Cook	Y		N
_____ Eggleston	Y		N
_____ Grow	Y		N
_____ Mayor Lindsey	Y		N
_____ Vice Mayor Shamy	Y		N
_____ Wright	Y		N

Totals: _____

Pass Fail

RESOLUTION 2026-19R

A RESOLUTION DECLARING THE NECESSITY OF IMPROVING CERTAIN STREETS LOCATED WITHIN THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM

NOW, THEREFORE, THE CITY OF NEW CARLISLE HEREBY RESOLVES, at least six (6) of the members of Council elected thereto concurring, that:

SECTION 1. DETERMINATION TO IMPROVE

It is deemed necessary by the City of New Carlisle to make a public improvement, the lighting of its streets, to be paid for in part by special assessments to be levied. The plans, specifications and profiles of the proposed improvement and improvement after completion with reference to the property abutting thereon, and an estimate of the cost of the improvement have been prepared and filed in the office of the Clerk of the City of New Carlisle and shall be open to the inspection of all persons interested. Thus, the City of New Carlisle hereby declares the necessity for such improvement by the passage of this Resolution.

SECTION 2. THE NATURE AND LOCATION OF IMPROVEMENT

The nature of the street lighting improvement is conducive to the public health and welfare of this City and the inhabitants thereof, and the lots to be assessed are specifically benefited by the improvement. This Council further finds and determines that the public streets, roads, boulevards and places included in this improvement are so situated in relation to each other that, in order to complete the improvement in the most practical and economical manner, they should be improved at the same time with the same kind of materials and in the same manner and, therefore, should be treated as a single improvement included in the same legislation and contract.

SECTION 3. APPROVAL OF PLANS, SPECIFICATIONS, PROFILES AND ESTIMATE OF COST

The plans, specifications and profiles of the proposed improvement and improvement after completion with reference to the property abutting thereon, and an estimate of the cost of the improvement are hereby approved.

SECTION 4. COST AND METHOD OF LEVYING ASSESSMENT

The entire cost of said improvement, less two percent (2%) thereof and the cost of lighting the intersections, shall be assessed upon all lots and lands bounding and abutting upon said improvement, which lots and lands are hereby determined to be specially benefited by said improvement. Said assessments shall be levied by the following method: by the front footage of the properties bounding and abutting upon the improvement.

SECTION 5. MODE OF PAYMENT AND PAYMENT SCHEDULE

The mode of payment shall be cash, check, money order, or such other form of payment accepted by the Clark County Auditor. The payment schedule for the special assessments to be levied will be payable in two annual installments.

SECTION 6. STATEMENT ON SECURITIES

The City of New Carlisle does not intend to issue securities in anticipation of the levy of the special assessment. The City of New Carlisle does not intend to issue securities in anticipation of the collection of the special assessment.

SECTION 7. ESTIMATED ASSESSMENTS AGAINST EACH LOT OR PARCEL TO BE ASSESSED

An estimated assessment in accordance with the method of assessment set forth above, showing the amount of the assessment against each lot or parcel of land to be assessed, shall be immediately prepared by the Finance Director and filed in the Office of the Clerk of the City of New Carlisle, and shall be open to the inspection of all persons interested.

SECTION 8. LEVIED AND COLLECTED

This special assessment is to be levied and collected before the improvement for which the assessment is levied is commenced.

SECTION 9. NOTICE TO PROPERTY OWNERS

Upon the filing of said estimated assessments as hereinbefore provided, the Finance Director is hereby ordered to cause notice of the passage of this Resolution and of the filing of said estimated assessments in accordance with Section 727.14 of the Ohio Revised Code as follows: by publication once a week for two consecutive weeks in a newspaper of general circulation in the municipal corporation or publication of such notice on the web site of the municipal corporation. Where the assessment against the owner of any lot or parcel of land will exceed five hundred dollars, such owner shall be notified of the assessment in accordance with Section 727.13 of the Revised Code, which provides:

Notice of the passage of a resolution of necessity and the filing of the estimated assessment under section 727.12 of the Revised Code shall, after the estimated assessment has been made and filed as provided by section 727.12 of the Revised Code, be served by the clerk of the legislative authority, or a person designated by such clerk, upon the owners of the lots or parcels of land to be assessed for the proposed improvement, in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his/her last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. If it appears by the return of service or the return of the certified mail notice that one or more of the owners cannot be found, such owners shall be served by either or both of the following methods: publication of the notice once in a newspaper of general circulation within the municipal corporation or publication of the notice on the web site of the municipal corporation. The notice shall also set forth the place where such estimated assessments are on file and are open for public inspection. The return of the person serving the notice or a certified copy thereof, or a returned receipt for notice forwarded by certified mail accepted by the addressee or anyone purporting to act for the addressee shall be prima facie evidence of the service of notice under this section.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

Introduction, First Reading and Action: 08/03/2026
Effective Date of Legislation: 08/18/2026

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

ORDINANCE 2026-24

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO, AND WITHIN THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT BY LIGHTING THEM

WHEREAS, this Council did adopt Resolution No. 2026-18R on the 3rd day of August, 2026, declaring therein the proposed improvement hereinafter described; and

WHEREAS, pursuant to said Resolution, estimated assessments with respect to said improvement were duly prepared and placed on file with the Office of the Clerk of Council; and

WHEREAS, no objection to said estimated assessments has been filed.

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

SECTION 1. It is hereby determined that the City is to proceed with the improvement of certain public streets located within the corporate limits of the City of New Carlisle, Ohio, and within the Reserves at Honey Creek – Section One Street Lighting District by lighting them in accordance with the plans, profiles, specifications, and cost estimate for said improvement heretofore approved and filed with the Office of the Clerk.

SECTION 2. The estimated assessments of the cost of said improvement heretofore prepared and filed with the Office of said Clerk are adopted.

SECTION 3. It is further determined that the portion of the cost of said improvement to be assessed against the benefited property within the Reserves at Honey Creek – Section One Street Lighting District shall be assessed in the amount, manner and number of installments as provided for in said Resolution declaring the necessity of improvements.

SECTION 4. That all claims for damages resulting from said improvement that have been filed in accordance with law, if any, shall be inquired into after the completion of said improvement.

SECTION 5. The City Manager of the City of New Carlisle is hereby authorized and directed to cause the street lighting improvement within the Reserves at Honey Creek – Section One Street Lighting District to be made by Miami Valley Lighting in accordance with the agreement between Miami Valley Lighting and the City of New Carlisle, Ohio, which is currently in effect.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

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

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026

ORDINANCE 2026-25

AN ORDINANCE LEVYING ASSESSMENTS FOR THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO, AND WITHIN THE RESERVES AT HONEY CREEK – SECTION ONE STREET LIGHTING DISTRICT BY LIGHTING THEM

WHEREAS, this Council did on the 3rd day of August, 2026, duly adopt Resolution 2026-18R, declaring the necessity of the improvement therein and hereinafter described; and

WHEREAS, this Council did on the 17th day of August, 2026, duly adopt Ordinance 2026-24, determining to proceed with said improvement and adopting the estimated assessments theretofore filed with respect to said improvement; and

WHEREAS, the actual cost of the improvement has now been ascertained and placed on file with the Office of the Clerk and has been reported to this Council; and

WHEREAS, estimated assessments for said improvement heretofore adopted by Ordinance 2026-24 have been adjusted so that said assessments, as adjusted, are in the same proportion to said estimated assessments as the actual cost of said improvement is to the estimated cost of said improvement; and

WHEREAS, the adjusted estimates are now on file with the Office of the Clerk.

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

SECTION 1. The adjusted assessments for improving certain public streets within the corporate limits of the City of New Carlisle, Ohio and within the Reserves at Honey Creek – Section One Street Lighting District by lighting them, as heretofore reported to this Council and now on file with the Office of the Clerk, and in the estimated aggregate amount of **\$5,713.76**, be and the same hereby are adopted and confirmed.

SECTION 2. There be, and hereby are, levied and assessed upon the lots and lands within the Reserves at Honey Creek – Section One Street Lighting District the amounts reported in said adjusted assessments as aforesaid, which assessments are at the rate of **\$0.90** per front foot. Said assessments do not exceed any statutory limitation and are for calendar year 2027. The assessed lots and lands are set forth in the schedule on file with the Office of the Clerk and are made a part hereof by reference.

SECTION 3. It is hereby determined that the adjusted assessments hereinbefore referred to are in the same proportion to the estimated assessments as the actual cost of said improvement bears to the estimated cost of said improvement upon which such estimated assessments were made.

SECTION 4. The payment schedule for the special assessments to be levied, payable to the Clark County Auditor in cash, check, money order, or such other form of payment accepted by the Clark County Auditor, shall be two annual installments and shall include any collection fee imposed by law.

SECTION 5. The Finance Director is authorized and directed to keep said adjusted assessments on file for as long as any of them remain unpaid.

SECTION 6. The Finance Director be, and hereby is, authorized and directed to cause notice of the levying of the assessments herein provided for to be filed with the Clark County Auditor within thirty (30) days after the passage of the Ordinance.

SECTION 7. The Clerk of Council shall publish notice of the passage of this ordinance once in a newspaper of general circulation in the municipal corporation, stating that such assessment has been made and is on file in the office of the Clerk of Council for the inspection and examination of persons interested therein.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

_____ Bahun	Y		N
_____ Cook	Y		N
_____ Eggleston	Y		N
_____ Grow	Y		N
_____ Mayor Lindsey	Y		N
_____ Vice Mayor Shamy	Y		N
_____ Wright	Y		N

Totals: _____

Pass Fail

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026

ORDINANCE 2026-26

AN ORDINANCE DETERMINING TO PROCEED WITH THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM

WHEREAS, this Council did adopt Resolution No. 2026-19R on the 3rd day of August, 2026, declaring therein the proposed improvement hereinafter described; and

WHEREAS, pursuant to said Resolution, estimated assessments with respect to said improvement were duly prepared and placed on file with the Office of the Clerk of Council; and

WHEREAS, no objection to said estimated assessments has been filed.

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

SECTION 1. It is hereby determined that the City is to proceed with the improvement of certain public streets within the corporate limits of the City of New Carlisle, Ohio by lighting them in accordance with the plans, profiles, specifications, and cost estimate for said improvement heretofore approved and filed with the Office of the Clerk.

SECTION 2. The estimated assessments of the cost of said improvement heretofore prepared and filed with the Office of said Clerk are adopted.

SECTION 3. It is further determined that the portion of the cost of said improvement to be assessed against the benefited property shall be assessed in the amount, manner and number of installments as provided for in said Resolution declaring the necessity of improvements.

SECTION 4. That all claims for damages resulting from said improvement that have been filed in accordance with law, if any, shall be inquired into after the completion of said improvement.

SECTION 5. The City Manager of the City of New Carlisle is hereby authorized and directed to cause said lighting improvement to be made by Miami Valley Lighting in accordance with the agreement between Miami Valley Lighting and the City of New Carlisle, Ohio, which is currently in effect.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

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

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026

ORDINANCE 2026-27

AN ORDINANCE LEVYING ASSESSMENTS FOR THE IMPROVEMENT OF CERTAIN PUBLIC STREETS LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW CARLISLE, OHIO BY LIGHTING THEM

WHEREAS, this Council did on the 3rd day of August, 2026, duly adopt Resolution 2026-19R, declaring the necessity of the improvement therein and hereinafter described; and

WHEREAS, this Council did on the 17th day of August, 2026, duly adopt Ordinance 2026-26, determining to proceed with said improvement and adopting the estimated assessments theretofore filed with respect to said improvement; and

WHEREAS, the actual cost of the improvement has now been ascertained and placed on file with the Office of the Clerk and has been reported to this Council; and

WHEREAS, estimated assessments for said improvement heretofore adopted by Ordinance 2026-26 have been adjusted so that said assessments, as adjusted, are in the same proportion to said estimated assessments as the actual cost of said improvement is to the estimated cost of said improvement; and

WHEREAS, the adjusted estimates are now on file with the Office of the Clerk.

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

SECTION 1. The adjusted assessments for improving certain public streets within the corporate limits of the City of New Carlisle by lighting them, as heretofore reported to this Council and now on file with the Office of the Clerk, and in the estimated aggregate amount of **\$112,540.69**, be and the same hereby are adopted and confirmed.

SECTION 2. There be, and hereby are, levied and assessed upon the lots and lands bounding and abutting upon said improvement, the amounts reported in said adjusted assessments as aforesaid, which assessments are at the rate of **\$0.70** per front foot. Said assessments do not exceed any statutory limitation and are for calendar year 2027. The assessed lots and lands are set forth in the schedule on file with the Office of the Clerk and are made a part hereof by reference.

SECTION 3. It is hereby determined that the adjusted assessments hereinbefore referred to are in the same proportion to the estimated assessments as the actual cost of said improvement bears to the estimated cost of said improvement upon which such estimated assessments were made.

SECTION 4. The payment schedule for the special assessments to be levied, payable to the Clark County Auditor in cash, check, money order, or such other form of payment accepted by the Clark County Auditor, shall be two annual installments and shall include any collection fee imposed by law.

SECTION 5. The Finance Director is authorized and directed to keep said adjusted assessments on file for as long as any of them remain unpaid.

SECTION 6. The Finance Director be, and hereby is, authorized and directed to cause notice of the levying of the assessments herein provided for to be filed with the Clark County Auditor within thirty (30) days after the passage of the Ordinance.

SECTION 7. The Clerk of Council shall publish notice of the passage of this ordinance once in a newspaper of general circulation in the municipal corporation, stating that such assessment has been made and is on file in the office of the Clerk of Council for the inspection and examination of persons interested therein.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

_____ Bahun	Y		N
_____ Cook	Y		N
_____ Eggleston	Y		N
_____ Grow	Y		N
_____ Mayor Lindsey	Y		N
_____ Vice Mayor Shamy	Y		N
_____ Wright	Y		N

Totals: _____

Pass Fail

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026

ORDINANCE 2026-28

AN ORDINANCE CERTIFYING TO THE CLARK COUNTY AUDITOR AND AUTHORIZING PLACEMENT ON THE TAX DUPLICATE OF CERTAIN UNPAID WEED AND GRASS CUTTING ASSESSMENTS FOR COLLECTION WITH REAL ESTATE TAXES

WHEREAS, pursuant to Section 660.13(b) of the Municipal Code, no owner, occupant or other person or entity having charge of land within the City may allow weeds or grasses to exceed eight inches in height; and

WHEREAS, written notices were served upon the owners, occupants or other persons having charge of the properties identified below in accordance with Section 660.13(c) of the Municipal Code, directing that the weeds or grasses be cut and removed within five days after service of the notices; and

WHEREAS, the owners, occupants or other persons having charge of such land failed to comply with the notices; and

WHEREAS, pursuant to Section 660.13(e) of the Municipal Code, the City caused the weeds or grasses to be cut and removed at the expense of the owner after the owner, occupant or other person or entity having charge of the land failed to comply with the notices; and

WHEREAS, the City cut and removed the weeds or grasses on such properties and assessed the owners of the land for the cost of the services performed; and

WHEREAS, written notice of the assessments was served in accordance with Section 660.13(g)(1) of the Municipal Code, and the assessed amounts were not paid to the City within ten days after service of the assessment notices; and

WHEREAS, Section 660.13(g)(2) of the Municipal Code provides that if the assessed amounts are not paid within ten days after service of the assessment notices, the City shall certify the unpaid assessments, together with an additional administrative charge of ten percent, to the Clark County Auditor for placement upon the real property tax list and duplicate, where they shall become a lien upon the land and be collected in the same manner as other taxes; and

WHEREAS, Section 731.54 of the Ohio Revised Code authorizes the City to certify such delinquent assessments to the Clark County Auditor for placement upon the real property tax list and duplicate for collection in the same manner as other taxes; and

WHEREAS, the City has determined that the delinquent assessments identified herein should be certified to the Clark County Auditor pursuant to Section 660.13(g)(2) of the Municipal Code and Section 731.54 of the Ohio Revised Code.

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

SECTION 1. The following delinquent weed and grass cutting assessments are hereby certified to the Clark County Auditor for placement upon the real property tax list and duplicate for collection in the same manner as other taxes as provided by law:

212 Prentice Drive
Parcel # 0300500035213014
\$495.00

219 Rawson Drive
Parcel # 0300500035204027
\$495.00

201 N. Church Street
Parcel # 0300500035427013
\$2,800.00

211 N. Clay Street
Parcel # 0300500035424007
\$3,355.00

221 Drake Avenue
Parcel # 0300500035202010
\$3,014.00

314 N. Church Street
Parcel # 0300500035416004
\$4,042.22

314 S. Adams Street
Parcel # 0300500034219008
\$2,915.00

410 N. Church Street
Parcel # 0300500035409022
\$5,644.38

305 Prentice Drive
Parcel # 0300500035210042
\$1,820.00

Total Assessments: \$24,580.60

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

<u> </u> Bahun	Y		N
<u> </u> Cook	Y		N
<u> </u> Eggleston	Y		N
<u> </u> Grow	Y		N
<u> </u> Mayor Lindsey	Y		N
<u> </u> Vice Mayor Shamy	Y		N
<u> </u> Wright	Y		N
Totals: <u> </u>			
	Pass		Fail

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026

ORDINANCE 2026-29

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

WHEREAS, certain City residents have delinquent water and sewer accounts; and

WHEREAS, Section 1040.16(d) of the Municipal Code provides that all charges for unpaid water and sewer bills are assessed against the property served and are a lien against the property, collectible in the same manner as other taxes and assessments thereon; and

WHEREAS, Section 1043.32 of the Municipal Code provides that any unpaid billings for sewer, together with accrued penalties, shall be certified pursuant to the Ohio Revised Code to the County Auditor, who shall place such delinquencies upon the real property tax duplicate for the property being served, and such delinquencies shall be a lien against the property and shall be collected in the same manner as other real estate taxes thereon; and

WHEREAS, Section 743.04 of the Ohio Revised Code authorizes the City to certify such delinquent accounts to the County Auditor for placement upon the real property tax list and duplicate against the property served for collection in the same manner as other taxes; and

WHEREAS, the City has determined that the delinquent utility accounts identified herein should be certified to the Clark County Auditor in accordance with the Municipal Code and Ohio law.

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

SECTION 1. The delinquent water and sewer utility accounts set forth below are hereby certified to the Clark County Auditor for placement upon the real property tax list and duplicate for collection in the same manner as other taxes as provided by law:

Cynthia E. Burton
325 W. Washington St.
Parcel # 0300500035431004
\$702.38

Brett L. Fallen
225 W. Washington St.
Parcel # 0300500035432004
\$512.34

Stephen T. Dallas
312 N. Church St.
Parcel # 0300500035416005
\$5,520.36

Total Assessment: \$6,735.08

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Stephanie White, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

_____ Bahun	Y		N
_____ Cook	Y		N
_____ Eggleston	Y		N
_____ Grow	Y		N
_____ Mayor Lindsey	Y		N
_____ Vice Mayor Shamy	Y		N
_____ Wright	Y		N

Totals:	_____
	Pass Fail

Introduction and First Reading: 08/03/2026
Second Reading and Action: 08/17/2026
Effective Date of Legislation: 09/01/2026

ORDINANCE 2026-30E

AN ORDINANCE APPOINTING THE CLERK OF COUNCIL, ESTABLISHING COMPENSATION, AND DECLARING AN EMERGENCY

WHEREAS, Section 4.09 of the City Charter requires City Council to appoint a Clerk of Council; and

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

WHEREAS, City Council has determined that Stephanie White, who is currently employed as an Administrative Assistant with the City, should be appointed as Clerk of Council; and

WHEREAS, Stephanie White's compensation as Clerk of Council shall be \$600 per month, payable in installments and in accordance with the City's regular payroll schedule.

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

Section 1. Stephanie White is hereby appointed as Clerk of Council beginning August 4, 2026. The updated Administrative Assistant position description attached hereto as Exhibit A is hereby approved and incorporated herein by reference.

Section 2. Stephanie White's compensation for serving as the Clerk of Council shall be \$600 per month, payable in installments and in accordance with the City's regular payroll schedule. The compensation provided by this section shall be in addition to any compensation Stephanie White receives in her capacity as an Administrative Assistant for the City.

Section 3. Although Stephanie White will begin serving as the Clerk of Council on August 4, 2026, Christine Stapleton, the current Clerk of Council, has agreed to assist with the transition through at least August 31, 2026. Accordingly, notwithstanding Section 2 of this ordinance, Council determines that both Stephanie White and Christine Stapleton shall each receive the full monthly compensation for serving as Clerk of Council during the month of August 2026.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of the City, and for the further reason that the City Charter requires Council to appoint a Clerk of Council and it is necessary to ensure continuity in the administration of Council affairs. Therefore, this ordinance shall take effect immediately upon its passage by the affirmative vote of at least six (6) members of Council.

Passed this _____ day of _____, 2026.

William R. Lindsey, MAYOR

Christine Stapleton, Clerk of Council

APPROVED AS TO FORM:

Jacob M. Jeffries, DIRECTOR OF LAW

_____ Bahun	Y		N
_____ Cook	Y		N
_____ Eggleston	Y		N
_____ Grow	Y		N
_____ Mayor Lindsey	Y		N
_____ Vice Mayor Shamy	Y		N
_____ Wright	Y		N

Totals:

Pass Fail

Introduction, First Reading and Action: 08/03/2026
Effective Date of Legislation: 08/03/2026

EXHIBIT A

Administrative Assistant

Department

Administration & Council

Reports To

City Manager/Executive Assistant and Communications Administrator

FLSA Status

Exempt

Position Summary

Under the direction of the City Manager, the Administrative Assistant performs a variety of administrative, clerical, and council support duties for the City of New Carlisle. This position assists with the City Manager's day-to-day administrative operations, City Council tasks, and related tasks to ensure efficient and accurate municipal operations.

Essential Duties and Responsibilities

Administrative / General City Support

- Greets visitors, answers and routes telephone calls, responds to general inquiries, and provides information regarding City services, procedures, and events.
- Manages City's webpage and all platforms of social media.
- Serves as a special project officer for tasks assigned by the City Manager. Special projects may consist of providing analytics and coordination in various departmental objectives.
- Assists the Executive Assistant with scheduling meetings, preparing agendas, assembling packets, and arranging logistics for city staff, boards, and commissions as assigned.
- Prepares, edits, and formats correspondence, reports, forms, and presentations; proofreads documents for accuracy and completeness.
- Maintains electronic and paper filing systems in accordance with City records retention policies.
- Assists with processing public records requests and mail distribution.
- May provide backup coverage for front counter/reception, or other clerical functions as needed.

Clerk of Council Duties

- Coordinates and gives notice of all Council meetings, events and special activities of City Council

- Prepares Council agendas, attends council meetings, takes minutes, prepares and publishes public notices of meetings, hearings, and vacancies
- Maintains official records
- Records all ordinances and resolutions approved by Council and seeing that such enactments are published as required by the Charter
- Performs other duties as may be assigned.

Customer Service & Communication

- Provides courteous, professional customer service to residents, vendors, and staff in person, by phone, and via email.
- Explains basic City procedures, forms, and timelines, routes complex questions to appropriate staff.

Teamwork & Other Duties

- Maintains confidentiality of sensitive financial, personnel, and customer information.
- Follows established City policies, procedures, and internal controls.
- Participates in training related to assigned duties
- Performs all other duties as assigned that are consistent with the scope of the position.

Minimum Qualifications

- High school diploma or GED required, additional coursework in accounting, business, public administration, or a related field preferred.
- Associate's degree, or two (2) years of increasingly responsible office/clerical experience; experience in municipal government, finance, or accounting, is preferred.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities

Knowledge of:

- Modern office practices, procedures, and equipment.
- Basic principles of bookkeeping and accounts payable/receivable.
- Business English, spelling, and basic report and letter formatting.
- Customer service techniques and telephone etiquette.

Skill in:

- Operating computers and standard office software (word processing, spreadsheets, email) and ability to learn City financial and records systems.
- Organizing work, managing multiple tasks, and meeting deadlines with accuracy.
- Producing accurate data entry and proofreading.

Ability to:

- Understand and follow oral and written instructions and established procedures.
- Communicate clearly and professionally, both orally and in writing.
- Establish and maintain effective working relationships with City staff, elected officials, residents, and vendors.
- Maintain confidentiality of sensitive information.
- Demonstrate a high level of integrity, reliability, and attention to detail.

Physical Requirements / Work Environment

- Work is performed primarily in a standard office environment.
- Frequent sitting, with occasional standing, walking, bending, and light lifting of materials and files up to 25 pounds.
- Use of standard office equipment, including computers, phones, copiers, and scanners.
- Regular, predictable attendance is required.

Compensation & Schedule:

- Full-time
- Starting pay range: Based on experience, \$40,000–\$42,000, plus any additional compensation authorized by ordinance for serving as Clerk of Council
- The City of New Carlisle offers a competitive benefits package. We offer a comprehensive and competitive benefits package that includes medical insurance with a Health Savings Account (HSA) to which the employer contributes 55% of yearly deductible. As well as dental, hearing, and vision insurance. Employees also receive employer-paid life and long-term disability insurance. Our paid time off program includes paid holidays, vacation, and sick time, plus three personal days each year. We also participate in the OPERS retirement system and offer Ohio Deferred Compensation as an additional retirement savings option. Additionally, employees who choose to waive medical insurance are eligible for a health insurance waiver incentive.

The City of New Carlisle is an Equal Opportunity Employer.