CIRCLEVILLE SERVICE COMMITTEE MEETING MINUTES 7/1/2025

Circleville City Service Committee convened in City Council Chambers, 127 South Court St, Circleville, OH. Tuesday, July 1, 2025, at 6:30 p.m. Present at Roll Call: Chair Tom Duvall, Committee Member Sheri Theis, and Clerks Melissa Burns and Sarah Kolesar. Absent Member: Audrey Lukasak. Other Council Members present: Tom Klitzka. Present Invited Guests: Mayor Michelle Blanton, Utilities Director Brian Frost.

Duvall called the meeting to order at 6:30 p.m.

Theis motioned to approve the minutes from April 29, 2025, and June 3, 2025. Seconded by Duvall. Motion carried.

NEW BUSINESS:

a) AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A TEN-YEAR CONTRACT WITH UTILITY SERVICE CO., INC. TO PROVIDE FOR PROFESSIONAL ASSET MANAGEMENT SERVICES IN CONNECTION WITH THE NICHOLAS DRIVE AND TOWN STREET WATER TANKS AND DECLARING AN EMERGENCY.

Discussion: Duvall explained this Ordinance allows for $250,000 over ten years to the Utility Service Co., expressing they are thrilled with their efforts. Duvall explained that the company will take one tower down every year and paint inside, inspect, and paint the outside of the tower.

MOTION-ROLL CALL-VOTE:

Duvall motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Theis seconded. Roll call (2 Yeas –0 Nays) Motion carried.

b) A RESOLUTION AUTHORIZING TAKE BACK THE STRIP TO USE CITY STREETS FOR ROCK 4 TOTS FOR 2025 AND DECLARING AN EMERGENCY.

Discussion: Duvall noted that Take Back the Strip is putting forward Rock 4 Tots utilizing Court St. to Pickaway St. and the alley behind Main St. on August 16, 2025, from 7:00 p.m. to 12:00 a.m. Theis highlighted this event is to raise money for children.

MOTION-ROLL CALL-VOTE:

Theis motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Duvall seconded. Roll call (2 Yeas –0 Nays) Motion carried.

c) A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO APPLY FOR, ACCEPT, AND ENTER INTO FINANCIAL ASSISTANCE FUNDS THROUGH THE T-MOBILE HOMETOWN GRANT FUND AND DECLARING AN EMERGENCY.

Discussion: Duvall stated this Resolution pertains to the new four seasons shelter house at Ted Lewis Park, authorizing the Director of Public Service to seek a grant. Mayor Blanton explained that the Service Department is seeking a grant to supplement funds already raised to move forward with the project.

MOTION-ROLL CALL-VOTE:

Duvall motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Theis seconded. Roll call (2 Yeas –0 Nays) Motion carried.

d) A RESOLUTION AUTHORIZING TAKE BACK THE STRIP TO USE CITY STREETS FOR THEIR ANNUAL KIDSPALOOZA FOR 2025 AND DECLARING AN EMERGENCY.
<u>Discussion:</u> Duvall highlighted Take Back the Strip is putting forward their annual Kidspalooza on October 4, 2025, from 9:00 a.m. to 7:00 p.m.
<u>MOTION-ROLL CALL-VOTE:</u>
Theis motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Duvall seconded. Roll call (2 Yeas –0 Nays) Motion carried.

e) A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA) CONSTRUCTION LOAN AGREEMENT ON BEHALF OF THE CITY OF CIRCLEVILLE FOR THE CONSTRUCTION OF NEW WATER FACILITIES FOR WALNUT STREET, DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN, AND DECLARING AN EMERGENCY.
<u>Discussion:</u> Utility Director Brian Frost explained that this Resolution would allow the Director of Public Service to enter into an agreement for the construction loan needed to complete the remainder of the Walnut Street project, including water and wastewater line replacement and paving front Clinton to Washington Street.
<u>MOTION-ROLL CALL-VOTE:</u>
Theis motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Duvall seconded. Roll call (2 Yeas –0 Nays) Motion carried.

f) A RESOLUTION AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO APPLY FOR, ACCEPT, AND ENTER INTO AN OHIO WATER DEVELOPMENT AUTHORITY (OWDA) DESIGN LOAN AGREEMENT ON BEHALF OF THE CITY OF CIRCLEVILLE FOR THE DESIGN OF NEW WATER FACILITIES FOR THE NORTHSIDE WATERLINE PROJECT; DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN; AND DECLARING AN EMERGENCY.
<u>Discussion:</u> Utility Director Brian Frost explained that this Resolution pertains to authorizing the Director of Public Service to apply for a design loan to complete the waterline replacement project on the North Side, noting that a design loan will roll over into the construction loan.
<u>MOTION-ROLL CALL-VOTE:</u>
Duvall motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Theis seconded. Roll call (2 Yeas –0 Nays) Motion carried.

g) AN ORDINANCE AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE TO SUBMIT AN APPLICATION AND ENTER INTO AN AGREEMENT WITH THE STATE OF OHIO FOR STATE CAPITAL IMPROVEMENT PROGRAM (SCIP) AND LOCAL TRANSPORTATION IMPROVEMENT PROGRAM (LTIP) FUNDS, FOR THE STREET IMPROVEMENT PROJECT 2026.
<u>Discussion:</u> Brian Frost explained this is a recurring Ordinance allowing the Director of Public Service to continue pursuing grant funding through the OPWC (Ohio Public Works Commission).
<u>MOTION-ROLL CALL-VOTE:</u>
Theis motioned to forward the Ordinance to the next Council meeting on July 15, 2025, with a recommendation for passage. Duvall seconded. Roll call (2 Yeas –0 Nays) Motion carried.

Old Business: None.

Theis motioned to adjourn the meeting at 7:42 p.m. Duvall seconded. Motion carried.

Minutes prepared by Clerk, Sarah Kolesar