CIRCLEVILLE CITY COUNCIL MEETING MINUTES 7/15/2025

Circleville City Council convened in Council Chambers Tuesday, July 15, 2025, at 7:00 p.m. Council members present at Roll call: President Pro Tem Sheri Theis, At Large Members Katie Logan Hedges and Tom Klitzka, First Ward Jeff Hallinin, Third Ward Audrey Lukasak, Fourth Ward Tom Duvall, and Clerks, Melissa Burns and Sarah Kolesar. Absent Members: President Barry Keller and Second Ward John Moats. Invited guests present: Mayor Michelle Blanton, Law Director Kendra Kinney, Safety Director Paul Pride, Auditor Mark Bidwell, Planner Hannah Wynne, and Utility Director Brian Frost.

President Pro Tem Theis called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited, and invocation was given by all.

Duvall motioned to approve City Council minutes from July 1, 2025. Lukasak seconded. Motion carried.

REPORTS FROM COUNCIL MEMBERS:
Hedges highlighted that the Finance Committee held a meeting on June 24, 2025, resulting in three pieces of legislation on the Agenda.

Klitzka stated the Judicial Committee has one Ordinance on the Agenda.

Hallinin noted that a Safety Committee meeting was held just before the Judicial meeting this evening, with updates from the Police Department. Hallinin highlighted that the Police Department will host their Safety Night Out at Ted Lewis Park on August 5, 2025, from 5-7:00 p.m.

Duvall stated that the Service Committee had a tour of the Utility garage, formerly the Service garage, and thanked the Mayor for her support. Duvall also noted several items on the Agenda, originating from the Service Committee.

President Pro Tem Sheri Theis announced that the Tree Commission has three openings due to term endings, expressing if anyone wishes to apply, the application is on the City website. Theis noted applications will be accepted through August 15, 2025.

REPORTS FROM CITY OFFICIALS:
Mayor Blanton expressed appreciation to all involved with the Backwoods Boom fireworks and said the event was well attended. Blanton announced that a new school opened on North Court St., explaining it will benefit children who are neurodivergent, autistic, and with other special needs. Blanton announced the next Movies in the Park event will be on August 8, 2025, and will be showing Shrek. Mayor Blanton said that if anyone has further questions or concerns regarding the income tax levy presentation that was presented at the recent Council meeting, to please reach out to the Mayor's Office for additional information or data.

QUESTIONS OR ANSWERS TO ADMINISTRATION:
Lukasak asked the Mayor if she was considering any restrictions regarding fireworks in the City. The Mayor replied she wasn't aware of any concerns and will look into it if needed.

PUBLIC PARTICIPATION: Danielle Evans of 574 Garden Parkway, Circleville, OH, 43113 spoke about her small business and concerns with zoning enforcement regarding signs on City Easements. Theis directed Mrs. Evans to schedule an appointment with the Mayor to discuss her concerns.

Tom Spring of 335 Meadow Lane, Circleville, OH, 43113 had questions regarding the proposed Levy. Spring asked if the Levy would be permanent or temporary and the Mayor answered that it is a permanent Levy. The Mayor told Mr. Spring that she would get the data and other information he requested and follow back up with him.

Katie Logan Hedges spoke as a volunteer for the PAC (Political Action Committee) organized to assist with supporting and passing the Levy. Hedges announced their second volunteer meeting will be Monday, July 21, 2025, at 4:30 p.m., at 544 Clinton Street, and encourages anyone interested in learning more about what they do and working to accomplish, to attend the meeting.

COMMUNICATIONS:

1. We received a letter from Richard Gerhardt with Uptown Circleville Design Committee thanking City Council for being a patron and contributor of the iconic Circle Sculpture and Town Clock. As permanent recognition of the contributions by the City of Circleville, a plaque noting this contribution has been placed at the Gateway on the Sculpture.

2. We received email correspondence from Mr. Bill Greene expressing his concern for the escalating issue of fireworks around July 3rd and other major Holidays. Mr. Greene urges Council to consider implementing an Ordinance to prohibit the sale and use of fireworks within City limits, excluding licensed professionals and approved public exhibitions.

MOTION-ROLL CALL -VOTE:

Klitzka motioned to place the communication on file for City Council. Hallinin seconded. Motion carried.

ORDINANCES FOR SECOND READING:

a) AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE IN THE GENERAL FUND 101 MUNICIPAL COURT CCA GRANT 24/25 FUND 263 SANITARY SEWER OPERATING FUND 909 SANITARY SEWER IMPROVEMENTS & EXTENSIONS FUND 920 OF THE CITY OF CIRCLEVILLE.

Discussion: Hedges said this is the sixth housekeeping Ordinance of the year, totaling $2,789,892.00. Hedges explained that much of this total is pass through funds for grants. $1,500,000.00 was pass through funds for the OWDA loan, and $888,000.00 was pass through funds for the OPWC grant for the N. Court and Pickaway St. Parks. Hedges noted there were requests from Council to transfer funds to cover costs related to recent publications. Bidwell highlighted there was a $250,000.00 donation from PCCF for the Ted Lewis Park project, including $20,000 for insurance reimbursements.

MOTION-ROLL CALL -VOTE:

Duvall motioned to suspend the rules. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Hedges motioned for passage of the Ordinance. Hallinin seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #07-52-2025.

b) ADOPTING THE BUDGET OF THE CITY OF CIRCLEVILLE, OHIO FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2026, AND SUBMITTING THE SAME TO THE COUNTY AUDITOR.

Discussion: Auditor Bidwell explained this is the first preliminary tax revenue budget for 2026, highlighting the estimated total revenue from the General Fund 101 in 2026 is $9,190,000.00 noting that $265,000.00 is estimated from the IRA Grant, and real estate taxes are estimated at $300,000. Bidwell noted the preliminary, estimated expenditures in 2026 from the General Fund 101 are $10,460,000, and furthermore it is estimated on a 2% income tax basis and not 2.5%. Bidwell stated there is an estimated $400,000.00 from the General Fund 101 to go towards Safety Forces and Personnel Services, and an estimated $762,000.00 carried over into 2027. Bidwell explained that these estimates can be adjusted throughout the year as needed.

MOTION-ROLL CALL -VOTE:

Hallinin motioned to suspend the rules. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Hedges motioned for passage of the Ordinance. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #07-53-2025.

c) AN ORDINANCE TO AMEND THE ZONING DISTRICT OF 0 STOUTSVILLE PIKE (PARCEL #A35-0-001-00-022-00 AND PARCEL #A35-0-001-00-023-00) FROM LDR (LOW DENSITY RESIDENTIAL) DISTRICT TO PUD (PLANNED UNIT DEVELOPMENT DISTRICT).

Discussion: Klitzka explained that this Ordinance pertains to changing the zoning from a LDR (Low Density Residential) to a PUD (Planned Unit Development), a mixed-use residential development with single family homes, patio homes, town homes, and apartments.

MOTION-ROLL CALL -VOTE:

Lukasak motioned to suspend the rules. Duvall seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Klitzka motioned for passage of the Ordinance. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #07-54-2025.

ORDINANCES FOR FIRST READING:

d) RESOLUTION DETERMINING THE SUFFICIENCY OF ONE OR MORE CONSENTS TO ADD CERTAIN PARCELS OF REAL PROPERTY TO THE CIRCLEVILLE NEW COMMUNITY AUTHORITY DISTRICT PURSUANT TO OHIO REVISED CODE SECTION 349.03(B)(4); SETTING A DATE FOR A PUBLIC HEARING ON SUCH ONE OR MORE CONSENTS AS REQUIRED BY OHIO REVISED CODE CHAPTER 349 AND DECLARING AN EMERGENCY.

Discussion: Tyler Bridge stated his firm works with the City to add property in the territory of the Circleville New Community Authority, in which Bridge commented is a new policy implemented by the City levying a small charge on parcels added to the territory to fund public infrastructure and capital improvements. Bridge stated this legislation pertains to five current developments underway: The Frito Lay development being a food distribution warehouse, the RacTrac development project that will be a gas station/convenience store, the 1185 N. Court St. project that will be a convenience store/gas station, the Clifton development project, a proposed 100 single-family residential home development, and the Alto project, a mixed-use and multi-family home development. Bridge explained this Resolution is the first step of the process to add parcels of property into the NCA under the Ohio Revised Code. Bridge noted that a public hearing is scheduled for August 19, 2025.

MOTION-ROLL CALL-VOTE:

Hedges motioned to Amend the original version of this Resolution by removing the seventh, eighth, and tenth WHEREAS and leaving all other items the same. Theis seconded. Roll Call. (6 Yeas- 0 Nays). Motion carried.

MOTION-ROLL CALL-VOTE:

Hedges motioned to suspend the rules. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL-VOTE:

Hedges motioned for adoption of the Resolution. Hallinin seconded. Roll call. (6 Yeas- 0 Nays). The Resolution is adopted and assigned #07-55-2025.

e) 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 suspend the rules. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Duvall motioned for passage of the Ordinance. Theis seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #07-56-2025.

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

Discussion: Duvall stated that Take Back the Strip is hosting Rock 4 Tots utilizing Court St. to Pickaway St., and the alley behind Main St., on August 16, 2025, from 7:00 a.m. to 12:00 p.m. Theis noted this event is to raise money for children and has been well received in the past. Duvall expressed that Take Back the Strip has obtained a two-million-dollar liability insurance policy and will follow all public health and safety requirements.

MOTION-ROLL CALL-VOTE:

Hallinin motioned to suspend the rules. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Duvall motioned for adoption of the Resolution. Hallinin seconded. Roll call. (6 Yeas- 0 Nays). The Resolution is adopted and assigned #07-57-2025.

g) 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 to supplement the funds already raised for the building of the shelter house.

MOTION-ROLL CALL-VOTE:

Lukasak motioned to suspend the rules. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Hallinin motioned for adoption of the Resolution. Theis seconded. Roll call. (6 Yeas- 0 Nays). The Resolution is adopted and assigned #07-58-2025.

h) A RESOLUTION AUTHORIZING TAKE BACK THE STRIP TO USE CITY STREETS FOR THEIR ANNUAL KIDSPALOOZA FOR 2025 AND DECLARING AN EMERGENCY.

Discussion: 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. Duvall noted they have obtained a two-million-dollar liability insurance policy and will follow all public safety rules per The State of Ohio. Theis expressed appreciation to Take Back the Strip for this event and is appreciated by the community.

MOTION-ROLL CALL-VOTE:

Hedges motioned to suspend the rules. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Hedges motioned for adoption of the Resolution. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). The Resolution is adopted and assigned #07-59-2025.

i) 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.

Discussion: Duvall stated this Resolution pertains to the Walnut St. project, phase one, with three phases in total. Duvall noted that this is a construction loan that will allow replacement of all lead water service lines. Utility Director Brian Frost explained that this project will be a full street re-build, including new water lines, storm sewers, and sidewalks.

MOTION-ROLL CALL-VOTE:

Hedges motioned to suspend the rules. Hallinin seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Hedges motioned for adoption of the Resolution. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). The Resolution is adopted and assigned #07-60-2025.

j) 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.

Discussion: 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.

MOTION-ROLL CALL-VOTE:

Lukasak motioned to suspend the rules. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Hedges motioned for adoption of the Resolution. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). The Resolution is adopted and assigned #07-61-2025.

k) 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.

Discussion: Duvall explained this is a recurring Ordinance done every year, allowing the Director of Public Service to continue pursuing grant funding through the OPWC (Ohio Public Works Commission), for street improvements.

MOTION-ROLL CALL-VOTE:

Hedges motioned to suspend the rules. Theis seconded. Roll call. (6 Yeas- 0 Nays). Rules are Suspended.

MOTION-ROLL CALL -VOTE:

Klitzka motioned for passage of the Ordinance. Lukasak seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #07-62-2025.

NEW BUSINESS:

Klitzka announced there will be a Judicial Committee meeting on Tuesday, July 22, 2025, at 6:30 p.m.

Theis announced that there are two Tree Commission members who will serve another term.

MOTION-ROLL CALL -VOTE:

Theis motioned to appoint Alan Gribler, Certified Arborist, to a term on the Tree Commission, ending July 31, 2028. Hedges seconded. Motion carried.

Theis motioned to appoint Lisa Wiseman, Master Gardener, to a term on the Tree Commission, ending July 31, 2028. Klitzka seconded. Motion carried.

Hallinin motioned to excuse John Moats from the July 15, 2025, Council meeting. Klitzka seconded. Motion carried.

Hallinin motioned to adjourn the City Council meeting. Theis seconded. Council adjourned at 7:54 p.m.

Minutes prepared by: Sarah Kolesar, Assistant Clerk.