

CIRCLEVILLE FINANCE COMMITTEE MINUTES 11/18/2025

Circleville City Finance Committee convened in City Council Chambers, 127 South Court St. 2nd floor, Circleville, OH. on Tuesday November 18, 2025, at 7:15 p.m. Members Present: Chair Katie Logan Hedges, Committee Member Jeff Hallinin, Tom Duvall, and Clerk Melissa Burns. Other Council Members present: President Barry Keller, Sheri Theis, and Tom Klitzka. Invited guests present: Mayor Michelle Blanton and Auditor Mark Bidwell.

Hedges called the Meeting to Order at 8:32 p.m.

Hallinin motioned to approve the Finance Committee minutes from November 12, 2025. Hedges seconded. Motion carried.

New Business:

a) AN ORDINANCE ESTABLISHING A SPECIAL REVENUE FUND KNOWN AS THE “STREET IMPROVEMENT 0.1% INCOME TAX FUND 232” AND DECLARING AN EMERGENCY.

Discussion: Hedges stated that both items A and B pertain directly to the tax levy. Hedges explained that levy proceeds must be segregated into a dedicated fund and used exclusively for the purposes specified in the levy. This Ordinance establishes Fund 232 as the dedicated 0.1% Street Improvement Tax Fund.

MOTION-ROLL CALL-VOTE: Hallinin motioned to forward the Ordinance to the Council meeting on December 2, 2025, with a recommendation for passage. Duvall seconded. (3 Yeas - 0 Nays) Motion carried.

b) AN ORDINANCE ESTABLISHING A SPECIAL REVENUE FUND KNOWN AS THE “FIRE DEPARTMENT 0.4% INCOME TAX FUND 231” AND DECLARING AN EMERGENCY.

Discussion: Hedges explained that this Ordinance represents the companion piece to the previous one and formally establishes Fund 231 as the dedicated 0.4% Fire Department Tax Fund

MOTION-ROLL CALL-VOTE: Hallinin motioned to forward the Ordinance to the Council meeting on December 2, 2025, with a recommendation for passage. Duvall seconded. (3 Yeas - 0 Nays) Motion carried.

c) AN ORDINANCE AMENDING THE ANNUAL APPROPRIATION ORDINANCE IN THE GENERAL FUND 101 OF THE CITY OF CIRCLEVILLE

Discussion: Hedges noted that the Ordinance transfers \$1 million from the General Fund to the Grade Separation Capital Fund and an additional \$65,000 to the Fire Department to cover personnel services, overtime, and payout obligations. Bidwell then asked to amend the Ordinance by adding \$1,000 to the Indigent Burial Fund to cover the cost of an indigent burial.

MOTION-ROLL CALL-VOTE: Hallinin motioned to amend the housekeeping Ordinance to increase the housekeeping Ordinance by \$1,000 to pay for the indigent burial. Duvall seconded. (3 Yeas - 0 Nays) Motion carried

MOTION-ROLL CALL-VOTE: Hallinin motioned to forward the amended Ordinance to the Council meeting on December 2, 2025, with a recommendation for passage. Duvall seconded. (3 Yeas - 0 Nays) Motion carried.

d) AN ORDINANCE AMENDING SECTION 191.16 AND 192.01 SECTION 1(B)(2) OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE RELATING TO THE ALLOCATION OF FUNDS DEPOSITED IN THE INCOME TAX REVENUE FUND AND DECLARING AN EMERGENCY

Discussion: Bidwell explained that all income-tax revenue continues to be allocated according to the amount used over past decade: 81% is directed to general operations, while the remaining 19% is reserved for bonds and capital expenditures.

MOTION-ROLL CALL-VOTE: Hallinin motioned to forward the Ordinance to the Council meeting on December 2, 2025, with a recommendation for passage. Duvall seconded. (3 Yeas - 0 Nays) Motion carried.

e) AN ORDINANCE AMENDING SECTIONS 191.01, 191.03, 191.07, 191.16, 192.01, 192.03 AND 192.04 OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE TO COMPLY WITH THE INCREASE OF THE CITY INCOME TAX RATE AS APPROVED BY THE ELECTORS OF THE CITY AND DECLARING AN EMERGENCY.

Discussion: Bidwell stated this Ordinance includes all prior income tax rates along with the new tax levy and its associated funds.

MOTION-ROLL CALL-VOTE: Hallinin motioned to forward the Ordinance to the Council meeting on December 2, 2025, with a recommendation for passage. Hedges seconded. (3 Yeas - 0 Nays) Motion carried.

Old/Other Business: Hedges announced she will have a Finance meeting on December 2, 2025, at 6:30 p.m.

Hallinin motioned to adjourn the Finance Committee Meeting at 8:42 p.m. Duvall seconded. Motion carried.

Minutes prepared by: Melissa Burns, Clerk of Council.