

## CIRCLEVILLE COMMITTEE OF THE WHOLE MEETING MINUTES 12/2/2025

Circleville Committee of The Whole convened in City Council Chambers, 127 South Court St., Circleville, OH 43113, on Tuesday, December 2, 2025, at 6:00 p.m. Present at Roll Call: President Barry Keller and Council Members Katie Logan Hedges, Sheri Theis, Tom Klitzka, Jeff Hallinin, John Moats, Tom Duvall, and Clerk Melissa Burns. Absent member: Audrey Lukasak.

Keller called the meeting to order at 6:00 p.m. with Roll Call.

Hallinin motioned to approve the minutes from September 19, 2025. Seconded by Moats. Motion carried.

### **New Business:**

a) AN ORDINANCE APPOINTING A CLERK OF CITY COUNCIL FOR THE CITY OF CIRCLEVILLE, OHIO, AND DECLARING AN EMERGENCY.

**Discussion:** Keller explained that the three pieces of legislation on the Agenda are related and address the appointment and compensation structure for the Clerk and Assistant Clerk of City Council. This Ordinance specifically appoints Melissa Burns as Clerk of Council for the upcoming term. Theis inquired whether the Clerk's hours would be tracked, to which Keller responded that the Clerk position is salaried.

**MOTION-ROLL CALL-VOTE:** Hedges motioned to forward the Ordinance to the next Council meeting on December 16, 2025, with a recommendation for passage. Theis seconded. (6 Yeas - 0 Nays) Motion carried.

b) AN ORDINANCE AMENDING CHAPTER 123.01(a)(2) OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE FOR THE POSITION OF CLERK OF COUNCIL AND DECLARING AN EMERGENCY.

**Discussion:** Keller noted that this ordinance establishes compensation for the Clerk's hourly work performed outside the standard scope of duties as Clerk of Council. It sets the pay rate equivalent to Pay Grade Three in the City's Comp Plan.

**MOTION-ROLL CALL-VOTE:** Hallinin motioned to forward the Ordinance to the next Council meeting on December 16, 2025, with a recommendation for passage. Klitzka seconded. (6 Yeas - 0 Nays) Motion carried.

c) AN ORDINANCE AMENDING CHAPTER 123.01(b)(2) OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE FOR THE POSITION OF ASSISTANT CLERK OF COUNCIL AND DECLARING AN EMERGENCY.

**Discussion:** Keller stated that this ordinance pertains to the Assistant Clerk of Council and mirrors the provisions established for the Clerk in the preceding legislation.

**MOTION-ROLL CALL-VOTE:** Klitzka motioned to forward the Ordinance to the next Council meeting on December 16, 2025, with a recommendation for passage. Theis seconded. (6 Yeas - 0 Nays) Motion carried.

d) Matt Tootle Circleville-Pickaway Lease Oversight Board (OhioHealth) Application.

**Discussion:** Keller explained that the Circleville-Pickaway Lease Oversight Board consists of five members, with the City responsible for appointing two. Mr. David Crawford currently serves in one position, with his term extending through December 2027. The other position is held by Mr. Matt Tootle, whose term expires at the end of this year. Mr. Tootle has submitted an application for reappointment to another term.

**MOTION-ROLL CALL-VOTE:** Hallinin motioned to forward the application to the next Council meeting on December 16, 2025, with a recommendation for reappointment to the Circleville-Pickaway Lease Oversight Board. Moats seconded. (6 Yeas - 0 Nays) Motion carried.

Hallinin motioned to adjourn the meeting at 6:07 p.m., Seconded by Moats. Motion carried.

Minutes prepared by: Melissa Burns, Clerk.