

City of Circleville
Park Commission
104 E. Franklin St.
Circleville, OH 43113
740-477-8224

Monday, November 17, 2025
City Council Chambers

Minutes

This is an overview of minutes. Full digital recording is available on City Website.

Members Present: Richie Verito, Megan Travis, Eugene Ragland and Clerk Hannah Wynne.

Megan Travis called meeting to order at 4:30 pm.

Roll Call.

New Business:

Criteria / Strategy to waive Starkey Pavilion fees

Richie Verito said he had a couple thoughts. Who are we waving for? Who are we not waving for? Are we waiving fees or giving a discounted fee since it costs the City money when the Pavilion is used. Non-profits, not non-profits? Do they have to submit paperwork showing they are valid?

Megan Travis said the decision principles are if it benefits the community as a whole, if it aligns with park mission and values, has minimal financial or maintenance impact on the City or park and provides equitable access especially for low-income groups. Non-profit or charitable organizations are another principal and if the event benefits the public.

Richie said he doesn't think the City charges another City department a fee. He asked about costs involved with providing the Starkey Pavilion. Heat, electric, water, etc. He said there is an expense to the City if they waive an entire fee. He likes the idea of a discounted fee instead of waving it 100% if you are a non-profit or check the boxes.

Megan said if they are there to raise money, they are not waving the entire fee. In the past we have waived fees for developmental disabilities and other groups.

Richie said we use the criteria and do not give a 100% discount, but we will give a 50% discount. Megan said she agrees with this. She doesn't think a motion should be made on this today. She wants everyone to think about it and bring it to the next meeting. But is there ever a time the entire fee would be waived? Eugene said the City still has to pay for utilities and clean up fees.

Eugene mentions if they need it for the entire day, could the fee be waived for the second half? Richie and Megan agree that this is an option they could vote on.

Hannah said if the members sent her a list, she can create a document to send to each member individually to review the criteria and they can approve or deny that at the next meeting. She mentioned

adding that there could be a full refund if someone meets certain criteria. Richie said he does not agree with waving the fee completely.

Eugene asked how often the Park Commission gets asked to waive fees. Megan said it's the same organization that comes each year to ask for fees to be waived. Megan said Pickaway County Community Foundation / Inspiration Station came in August and asked for fees to be waived.

Megan said there are three waiting to be waived. Inspiration Station, Parkinson's Walk for a Cure and Artsaround.

Hannah mentioned that Artsaround wants the Pavilion for (5) days during the day, which it is rarely rented during the week days. He is trying to get grants to put on the program but the location has to be ADA compliant. Richie said that gives the board the ability to waive the fees for consecutive days and only charge for one day. A motion can be made to approve this if needed.

Richie said if they want it for the whole day, they can still only charge them 50% of one time slot or the same for consecutive days. Megan thinks we should explain why we are charging the 50% fee which is for cleaning and utilities. Hannah said they won't be making a motion on each person requesting a discount. As long as they meet a certain criteria, they should be able to rent it and get the discount without going to the Park Commission. Hannah asked if there was a certain number of criteria they should meet before getting the discount? Megan said yes.

Eugene wants to know if we are going to require proof of the criteria or just trust them. Megan said we should get proof of the criteria along with their insurance. Richie said current proof of 501(c)(3) status for the tax year being requested should be required.

They would all like a scope of the event for those requesting fees waived. Richie thinks they should submit a copy of their tax-exempt status. Everything else should be answered in their scope of the event.

Hannah said Megan can email her the criteria and she can compile something to send individually to each three members and then create a document to approve.

The next item on the agenda was Bylaws. Richie said we should also adopt what Council has in regard to the time frame the large groups of the public can speak to 15 minutes for the subject and 15 minutes against the subject for a large group of people instead of giving each speaker 3 minutes. He also said the Park Commission is the only board who accepts requests via email. Hannah said she created a form today for individuals to complete when requesting anything from the Park Commission with basic information from the requestor. She said this could be implemented at the beginning of the year, starting January 1st. She said she will amend the bylaws and they can be voted on at the next meeting. Richie wants to know if we should add to the bylaws anyone making a request to come to a meeting. Hannah said that was adopted as a general meeting policy. They can formally add this to the bylaws if they want. Richie wants it to be all members present to amend a bylaw.

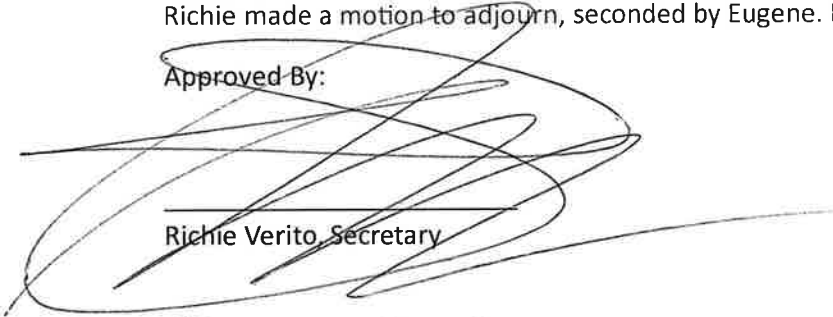
Megan wants to know about the rec leagues numbers and them having 50% live within the City limits. She said the reason for this was because of Pumpkin Show parking. She thinks that having so many Circleville residents to have an eligible league doesn't seem right because if they don't have enough, there just won't be a league. Hannah suggested anyone with a Circleville address may be a better option instead of having to live in the City limits. The members agree that this should be changed to just be a

Circleville address instead of within City limits. Megan said the leagues have met the 50% Circleville residents, but they are cutting it close. Richie said the Bylaws say any changes made need to be passed by majority vote, but he thinks it needs to be all members vote.

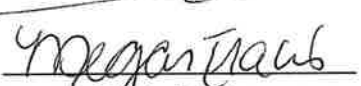
Richie said how a meeting is outlined is not in the bylaws. Hannah said she can add that.

Richie made a motion to adjourn, seconded by Eugene. Meeting adjourned at 5:14pm.

Approved By:



Richie Verito, Secretary



Megan Travis, Presiding Officer