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

Wednesday, December 3, 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 Suzanne Channell.

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

Roll Call.

Approval of Minutes:
Richie Verito made a motion to approve the amended August 2025 minutes, seconded by Megan Travis. Eugene Ragland abstained. Minutes approved.

Richie made a motion to approve November 2025 minutes, seconded by Eugene. All in favor, minutes approved.

Richie made a motion to approve the November 2025 Special Meeting minutes, seconded by Eugene. All in favor.

President's Report: N/A

Service Director's Report:
Jim Stanley said the City is continuing to remove invasive species at the N. Pickaway St. park. He also said construction is still being done on the new Ted Lewis shelter house and Uptown Circleville got the tree planted at Ted Lewis Park for their event on December 6th.

New Business:
Shawna Hartsaugh with Uptown Circleville requested to use Ted Lewis Park for the December 2026 Christmas festivities again. She said the Santa House will be in the same location as it is this year. Richie made a motion to approve as long as the décor was removed by January 8th, 2027, seconded by Megan. Eugene abstained. Motion carried.

Hannah Wynne presented the new General Request Form to be used for general requests from the Park Commission. It has basic information such as applicant name, description of request, etc. This will go into effect January 1, 2026. Megan requested a note be added to the form that the requestor must appear in front of the Park Commission. Richie also requested there be an attachment option added to the form. Megan made a motion to approve the General Request Form with the additions to go into place January 1st, seconded by Richie. All in favor, motion carried.

Old Business:

The next item on the agenda was the criteria / procedure for waiving Starkey Pavilion fees. Hannah had emailed a document listing the criteria and guidelines that were discussed in the November special meeting. Eugene made a motion to approve the criteria / procedures as they are written, seconded by Richie. Roll call. All in favor.

Hannah amended the bylaws to include the additions requested in the November special meeting. Richie made a motion to approve the bylaws, seconded by Eugene. All in favor, motion carried.

Richie made a motion to adjourn, seconded by Eugene. Meeting adjourned at 4:43 pm.

Approved By:

~~Richie Verito,~~ Secretary
Eugene Ragland

Megan Travis

Megan Travis, Presiding Officer