

## CIRCLEVILLE SERVICE COMMITTEE MEETING MINUTES 1/20/2026

Circleville City Service Committee convened in City Council Chambers, 127 South Court St, Circleville, OH 43113 on Tuesday, January 20, 2026, at 6:30 p.m. Present at Roll Call: Chair Tom Duvall, Committee Members Jake Davison and Jeff Hallinin, and Clerks Melissa Burns and Sarah Kolesar. Other Council Members present: President Barry Keller and Tom Klitzka. Invited Guests present: Mayor Michelle Blanton.

Duvall called the meeting to order at 6:30 p.m. with Roll Call.

Hallinin motioned to approve the Service meeting minutes from November 18, 2025. Duvall seconded. Motion carried.

### **New Business:**

**a) AN ORDINANCE AUTHORIZING THE MAYOR AND/OR DIRECTOR OF PUBLIC SERVICE TO APPLY FOR AND ACCEPT FY 2026 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FORMULA FUNDS THROUGH THE PICKAWAY COUNTY BOARD OF COMMISSIONERS AND THE STATE OF OHIO AND DECLARING AN EMERGENCY.**

**Discussion:** Duvall explained this is a straightforward Ordinance, allowing Service Director Jim Stanley and the Service Department to seek and apply for grants that will be used for the City.

**MOTION & ROLL CALL VOTE:**

Hallinin motioned to forward the Ordinance to the next City Council meeting on February 3, 2026, with a recommendation for passage. Davison seconded. Roll Call. (3 Yeas- 0 Nays) Motion carried.

**b) AN ORDINANCE AUTHORIZING THE MAYOR OR DIRECTOR OF PUBLIC SERVICE TO PARTICIPATE IN THE OHIO DEPARTMENT OF TRANSPORTATION COOPERATIVE PURCHASING PROGRAM.**

**Discussion:** Duvall stated that the Service Department has fortunately been able to join other cities to obtain purchasing power and this Ordinance will allow the Service Director to participate in this program and empowered to make decisions with Council's support.

**MOTION & ROLL CALL VOTE:**

Hallinin motioned to forward the Ordinance to the next City Council meeting on February 3, 2026, with a recommendation for passage. Davison seconded. Roll Call. (3 Yeas-0 Nays). Motion carried.

**c) AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF CIRCLEVILLE TO ENTER INTO AN AGREEMENT WITH GOVDEALS.COM TO SELL AND DISPOSE OF PERSONAL PROPERTY SERVICES FOR THE CITY FOR THE YEAR 2026 AND DECLARING AN EMERGENCY.**

**Discussion:** Duvall explained this Ordinance would allow the Service Department to sell some of the City's older, but still useful, equipment that others could use.

**MOTION & ROLL CALL VOTE:**

Hallinin motioned to forward the Ordinance to the next City Council meeting on February 3, 2026, with a recommendation for passage. Duvall seconded. Roll Call. (3 Yeas- 0 Nay).

**d) AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ENTER INTO A CONTRACT TO PURCHASE SEWER LINE REHABILITATION SERVICES FOR THE DEPARTMENT OF PUBLIC UTILITIES UTILIZING THE HOUSTON-GALVESTON AREA COUNCIL'S COOPERATIVE PURCHASING PROGRAM.**

**Discussion:** Duvall explained this Ordinance pertains to utilizing a contractor with the Houston-Galveston area, noting the City is paying for services but offers the advantage of having a licensed, competent contractor complete the work. Duvall stated the City is joining other cities who utilize this service.

**MOTION & ROLL CALL VOTE:**

Hallinin motioned to forward the Ordinance to the next City Council meeting on February 3, 2026, with a recommendation for passage. Hallinin seconded. Roll Call. (3 Yeas- 0 Nays).

**e) AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO ADVERTISE FOR BIDS AND ENTER INTO CONTRACTS FOR THE 2026 STREET, UTILITY, PARKS, BUILDING AND TRAFFIC SIGNAL IMPROVEMENT AND MAINTENANCE PROGRAM AND DECLARING AN EMERGENCY.**

**Discussion:** Duvall noted this will allow Jim Stanley to move forward with projects in the City that have already been approved. President Keller highlighted that the Director of Public Service typically submits a list of streets to be addressed during the year. President Keller requests that the Service Director submit that list, so the public is aware of upcoming street projects.

**MOTION & ROLL CALL VOTE:**

Hallinin motioned to forward the Ordinance to the next City Council meeting on February 3, 2026, to include the list of streets planned to be addressed, with a recommendation for passage. Davison seconded. Roll Call. (3 Yeas- 0 Nay). Motion carried.

**f) AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE TO EXECUTE A RIGHT-OF-WAY EASEMENT TO SOUTH CENTRAL POWER COMPANY GRANTING THE RIGHT TO INSTALL AND MAINTAIN ELECTRICAL TRANSMISSION LINES ACROSS LANDS OWNED BY THE CITY OF CIRCLEVILLE AND USED AS PART OF THE RIVER RIDGE DEVELOPMENT AND DECLARING AN EMERGENCY.**

**Discussion:** Duvall explained that the River Ridge subdivision is the new PUD off North Court Street, and when the new park was purchased by the City there was a strip of land included in that purchase, which is the right-of-way that South Central needs permission to utilize to maintain overhead power lines to resident's living at the River Ridge PUD.

**MOTION & ROLL CALL VOTE:**

Davison motioned to forward the Ordinance to the next City Council meeting on February 3, 2026, with a recommendation for passage. Hallinin seconded. Roll Call. (3 Yeas-0 Nays). Motion carried.

**Old / Other Business:**

**a) Water rate increases reduced by grants received.**

**Discussion:** Duvall emphasized that this will be further discussed at a later date.

Hallinin motioned to adjourn the Service Meeting at 6:39 p.m. Davison seconded. Motion carried.

Minutes prepared by Sarah Kolesar, Assistant Clerk.