

CIRCLEVILLE CITY COUNCIL MEETING MINUTES 2/03/2026

Circleville City Council convened in Council Chambers Tuesday, February 3, 2026, at 7:00 p.m. Council members present at Roll call: President Barry Keller, At Large Members Sheri Theis and Tom Klitzka, First Ward Jeff Hallinin, Second Ward John Moats, Third Ward Jake Davison, Fourth Ward Tom Duvall, Clerks Melissa Burns and Sarah Kolesar. Invited guests present: Mayor Michelle Blanton, Law Director Kendra Kinney, Auditor Mark Bidwell, Brian Frost and Jim Stanley. Absent Member: Katie Logan-Hedges.

President Keller called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited, and invocation was given by all.

Hallinin motioned to approve the City Council minutes from January 20, 2026. Moats seconded. Motion carried.

REPORTS FROM COUNCIL MEMBERS:

Keller noted that, with the commencement of the new Council term, the Council Rules should be reviewed for any necessary amendments. He requested that Council Members provide input to him by February 23, 2026. Keller also commended the City's employees for their exceptional efforts in snow removal during recent weather events.

Duvall echoed appreciation for the City's snow removal operations and reported that numerous community members had expressed commendation for the outstanding performance of the City. Duvall further noted that approximately six ordinances are scheduled for consideration on the evening's agenda.

Stanley recognized Chris Cupp for developing an effective plan of action. He highlighted that employees worked 12-hour shifts throughout the week, operating seven pieces of equipment. Due to sustained cold temperatures, the City engaged outside contractors to assist with snow removal in residential neighborhoods. Cupp expressed gratitude to all City departments and personnel for their collaborative efforts in managing the snow emergency.

Klitzka and Theis also extended thanks to City employees for their dedicated snow removal work.

REPORTS FROM CITY OFFICIALS:

Law Director Kinney reported that she and her Assistant Law Director attended the First Prosecutors Training at the Ohio State Highway Patrol Academy, focusing on the use of oral fluid as an alternative to urine in drug testing for operating a vehicle impaired (OVI) cases.

Mayor Michelle Blanton extended appreciation to all City employees, as well as members of the Police and Fire Departments, for their response during the snow emergencies. She noted that the City has received substantial positive feedback and recognition from the community for these efforts. Mayor Blanton announced that the State of the City address, originally scheduled for the prior Thursday, has been rescheduled to this Thursday at 6:00 p.m. Brian Frost advised residents to remain vigilant during extreme weather, as such conditions can lead to pipe bursts.

QUESTIONS OR ANSWERS TO ADMINISTRATION: None.

PUBLIC PARTICIPATION: Fire Chief Brian Thompson of the Circleville Fire Department commended the City's exceptional performance during the snow emergency, echoing prior remarks.

William Haddox, residing at 531 East Union Street, Circleville, Ohio, expressed gratitude to the City for its work during the snow emergency. He inquired whether the City has legislation addressing homeowners pushing snow into public streets. Stanley responded that placing material from private property onto the public right-of-way could constitute an obstruction.

Shawna Hartsaugh, residing at 431 Imperial Court, Circleville, Ohio, also thanked City employees for their efforts.

COMMUNICATIONS: The Ohio Auditor's Office submitted to Council a copy of the independent Auditor's Report prepared by Clark, Schaefer, Hackett & Co regarding the City of Circleville for an audit period of January 1, 2024, through December 31, 2024. The Independent Auditor's Office opinion is as follows: "In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2024, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparisons for the General Fund, Safety Forces Tax Fund, and Safety Forces .5% Income Tax Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America."

MOTION & ROLL CALL VOTE:

Duvall motioned to place the correspondence on record for City Council. Klitzka seconded. Motion carried.

ORDINANCES FOR FIRST READING:

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: Stanley explained that the ordinance authorizes the City to continue applying for Community Development Block Grant funds to support future projects.

MOTION & ROLL CALL VOTE:

Duvall motioned to suspend the rules. Hallinin seconded. Roll call. (6 Yeas-0 Nays). Rules are suspended.

MOTION & ROLL CALL VOTE:

Duvall motioned for passage of the Ordinance. Moats seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance passed and is assigned #02.08.2026.

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

Discussion: Stanley stated this Ordinance allows the City to purchase things through the Ohio Department of Transportation Cooperative Purchasing Program.

MOTION & ROLL CALL VOTE:

Duvall motioned to suspend the rules. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). Rules are suspended.

MOTION & ROLL CALL VOTE:

This motioned for passage of the Ordinance. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance passed and is assigned #02.09.2026.

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: Stanley stated this Ordinance allows the City to sell any items the City wants to dispose of through Govdeals.

MOTION & ROLL CALL VOTE:

Hallinin motioned to suspend the rules. Moats seconded. Roll call. (6 Yeas- 0 Nays). Rules are suspended.

MOTION & ROLL CALL VOTE:

Hallinin motioned for passage of the Ordinance. Moats seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance passed and is assigned #02.10.2026.

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: Stanley explains this is another cooperative purchasing program through the State that the City uses for sewer line rehabilitation services.

MOTION & ROLL CALL VOTE:

Theis motioned to suspend the rules. Duvall seconded. Roll call. (6 Yeas- 0 Nays). Rules are suspended.

MOTION & ROLL CALL VOTE:

Theis motioned for passage of the Ordinance. Moats seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #02.11.2026.

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 Council will attach the details for the streets, sewers, and lines to this Ordinance. Stanley stated this is the main Ordinance for the Service Director to solicit bids and enter into engineering contracts for those projects.

MOTION & ROLL CALL VOTE:

Hallinin motioned to suspend the rules. Moats seconded. Roll call. (6 Yeas- 0 Nays). Rules are suspended.

MOTION & ROLL CALL VOTE:

Moats motioned for passage of the Ordinance. Hallinin seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #02.12.2026.

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: Stanley stated this Ordinance allows South Central Power Company to run an underground power line across the City's property.

MOTION & ROLL CALL VOTE:

Theis motioned to suspend the rules. Klitzka seconded. Roll call. (6 Yeas- 0 Nays). Rules are suspended.

MOTION & ROLL CALL VOTE:

Hallinin motioned for passage of the Ordinance. Moats seconded. Roll call. (6 Yeas- 0 Nays). The Ordinance is passed and assigned #02.13.2026.

New Business:

Hallinin motioned to excuse Katie Logan-Hedges from the Council meeting. Theis seconded. Motion carried.

Hallinin motioned to adjourn the City Council meeting. Duvall seconded. Council adjourned at 7:33 p.m.

Minutes prepared by: Melissa Burns, Clerk.