

TOWN OF CIRCLEVILLE



TOWN OF CIRCLEVILLE MINUTES

May 15, 2026

The regular meeting of the Circleville Town Council was called to order at 4:07 PM by Mayor Kristi Westwood. Council members present were Stacie Gass, Tyler Dalton, and Shirl Fox. Kaylie Barney was excused.

Mayor Westwood led the Pledge of Allegiance, and Scott Dalton offered the opening prayer. Lindsie Dalton was sworn in as the new Town Clerk.

Shirl Fox made a motion to approve the minutes from the April 8, 2026 meeting. Stacie Gass seconded the motion, and the motion passed unanimously.

Public Attendees

Allen Harper, Brett Remund, Joe Dalton, Tanner Dalton, Lilian Oywech, Michael King, Garrett Clark, Scott Dalton, and Lane Dalton.

Business Licenses

Lilian Oywech – Lilian's BBQ & Catering Services

Lilian Oywech applied for a business license to operate a BBQ trailer with a small tent setup. The trailer requires water and power access. Firewood will be used for cooking, with electricity needed for lighting.

The Town discussed charging businesses for power usage at the park. Lilian requested installation of a 50-amp power source. Michael King stated he would pay for the wiring installation, with the business responsible for ongoing power costs. Further discussion regarding power installation was postponed to a later meeting.

Stacie Gass made a motion to approve the business license. Shirl Fox seconded the motion, and it passed unanimously.

Meagan Lee – Friki Tiki

Shirl Fox made a motion to approve the business license for Friki Tiki. Tyler Dalton seconded the motion, and it passed unanimously.

Bradley Bess & Chyanne Soffel

Business license discussions were postponed due to applicants not being present.

TOWN OF CIRCLEVILLE



Water Meter Requests

Piute County School District

The School District discussed the need for a 4-inch water meter for the school and athletic fields, as recommended by their contractor.

Stacie Gass made a motion to postpone the matter until June 10, 2026, due to the 4-inch meter not currently being included in the Town's water meter billing structure. Shirl Fox seconded the motion, and it passed unanimously.

Scott Dalton

Scott Dalton requested approval for a 2-inch water meter primarily for cooling turkeys during hot summer days. He proposed disconnecting two existing 1-inch meters and replacing them with the larger meter.

The Council discussed the Town's policy requiring the purchase of a new meter when relocating meters. The Town declined to trade meters but approved the purchase of the 2-inch meter.

Shirl Fox made a motion to approve the request. Stacie Gass seconded the motion, and it passed unanimously. Lindsie Dalton will prepare an invoice for the meter purchase.

Site Permits & Conditional Use Permits

Allen Harper – Site Permit

Allen Harper requested approval for two conex units with a covered structure on the back of his property. Roger Zingleman will complete construction on the project. Planning and Zoning recommended approval.

Stacie Gass made a motion to approve the permit. Shirl Fox seconded the motion, and it passed unanimously.

Brett Remund – Conditional Use Permit

Bret Remund requested a conditional use permit to add an additional residential unit to property located on 115 South, converting it into a multi-family property. Planning and Zoning recommended approval.

Stacie Gass made a motion to approve the permit. Shirl Fox seconded the motion, and it passed unanimously.

Deven & Stacie Gass – Site Permit

Deven and Stacie Gass requested approval to extend the roof on the back of their home by 8' x 70'. Planning and Zoning recommended approval.

Shirl Fox made a motion to approve the permit. Tyler Dalton seconded the motion, and it passed unanimously.

TOWN OF CIRCLEVILLE



Additional Discussion Items

Michael King

Michael King asked whether a building permit issued during COVID for additional structures on his property was still valid. He was informed that permits are valid for 12 months only.

He also raised concerns regarding wastewater runoff and odor issues from a neighboring property owned by Morgan Dairy. He was directed to contact the Health Department.

Andrea Roter

Andrea Roter requested additional gravel and maintenance on 930 South due to washboarding on the roadway. Shirl Fox agreed to inspect the road conditions.

Encroachment Policy

Discussion regarding the establishment of an Encroachment Policy was postponed until June 10, 2026.

Wade's Canyon Spring Redevelopment

The Council discussed the upcoming June 4 meeting regarding the CIB Wade's Canyon Spring Redevelopment project. A council representative will need to attend and present the prepared letter. Stacie Gass indicated she may attend depending on the meeting location.

Current spring output was reported at 16 gallons per minute.

Piano Discussion

Joe Dalton asked about the piano previously located in the Town building, which has since been moved to Piute High School. He requested the piano either be returned for Fourth of July events or offered to him for purchase if sold.

Mayor Westwood stated Joe would have the opportunity to purchase the piano if the Town decides to sell it. Concerns were expressed regarding storage space and potential damage if returned to the Town building.

Garrett Clark

Garrett Clark requested installation of an emergency generator at the clinic. Mayor Westwood stated she would discuss the matter with IHC, noting the Town primarily owns the building structure and has limited funding for improvements.

Garrett also raised concerns regarding the Town's Nicotine Policy. Mayor Westwood clarified the policy is intended to reduce children's exposure to smoking and vaping and only applies to parks owned by Circleville Town.

TOWN OF CIRCLEVILLE



Water Line Extension Agreement

Budget Discussion

The Council discussed:

- Costs associated with painting the Town building
- Splitting the road plan budget
- Adjusting employee wages to reflect the current cost of living
- Improvements to the Town fire bell

All other budget items were left unchanged.

Maintenance Equipment & Storage

Shirl Fox discussed the possibility of constructing an additional storage shed measuring approximately 40' x 20' using conex boxes and TGI materials with 16-inch on-center spacing. Estimated material costs would be approximately \$27,000, and bids would need to be obtained prior to moving forward.

The additional storage would house equipment currently stored outdoors, including:

- Post hole digger
- Tractor
- Pipe
- Mower
- Tools and other maintenance equipment

The Council also discussed potentially utilizing the old firehouse as storage space or converting it into a historical museum. Shirl Fox will inspect the building and determine what improvements would be needed to make it usable.

Clinic Improvements

The Council discussed the need for improvements on the back side of the clinic, specifically the construction of a windbreaker wall. Additional bids are needed. Lindsie Dalton will obtain bids from Lynn Morgan and David Lee. A current bid has already been received from Roger Zingleman.

Riverside Drive Pipeline

The Council discussed a previously installed Riverside Drive pipeline for which the Town has no documentation. Without documentation, the Town cannot properly maintain accountability for the line.

TOWN OF CIRCLEVILLE



If lot owners are able to provide the necessary documentation, the Town will provide the requested water meters.

Road Department:

The Town plans to grade roads and apply water for dust control to the road between the park and clinic.

Discussion was held regarding damage to a road near the newly constructed Brinkerhoff home where the gas company cut into the roadway. The gas company will be asked to repair the road. Hales will also be contacted regarding repairs if necessary.

Planning & Zoning/Cemetery:

Cemetery data input is nearly complete. Amy Berry is scheduled to return on June 15 to reinstall prepared headstones and will need assistance from the Town to place them back in the cemetery.

Millers will complete the Ground Penetrating Radar (GPR) work and have offered to do so at no charge. Grant funds remain available, and although the requirement for GPR work was reduced, the Town would still like to complete the project and allocate remaining grant funds toward the GPR group.

Stacie Gass requested the cemetery fence project be put out for bid, including both decorative fencing and barbed wire fencing on the south side.

Parks & Recreation / Economic Development:

Circleville Town would like to thank the America250 Committee for organizing the Town cleanup efforts.

The Council discussed ongoing work related to the America 250 project. A plaque design has been completed featuring 14 historical locations throughout the town. The project will include metal plaques with raised engravings highlighting local historical sites.

The plaques will be installed in the center of the new Town park on a pole display and will include links allowing additional historical information to be added in the future. Stacie Gass is currently working to secure grant funding for additional signage and project costs.

Stacie Gass also identified a grant opportunity to assist with funding a generator for the Town well. If funding is not received through the CIB project, the Town would like to pursue the grant opportunity.

The Council discussed the school district's existing playground equipment. The school district plans to remove the current playground and is offering the equipment to the Town at no cost, provided all items are completely removed. The district also has a new slide intended for preschool-aged children that was damaged during shipping.

Stacie Gass expressed interest in utilizing usable playground equipment and incorporating it into the new Town park, particularly for older elementary-aged children. Mayor Westwood voiced concern about limiting opportunities for Kingston to receive its own playground equipment. The Council discussed potentially using select pieces to improve the Town's current playground facilities.

TOWN OF CIRCLEVILLE



Shirl Fox expressed concerns regarding the difficulty of relocating playground equipment with existing concrete footings attached.

The Council also discussed applying for grant funding for restroom facilities through outdoor recreation programs. Additionally, the school district plans to install a new softball field in the old school area.

Potential placement of a pickleball court in the garden area of the new Town park was discussed. The Council also discussed paving the road on the north side of the new park. If additional T-posts are needed to support newly planted trees, they will be located or purchased from Stan's.

Summer assistance for Troy will begin on June 1, 2026.

Shirl Fox made a motion to approve the bills, budget variance, and adjourn the meeting. Tyler Dalton seconded the motion, and it passed unanimously. The meeting adjourned at 5:49 PM.