



CIRCLEVILLE TOWN

TOWN OF CIRCLEVILLE MINUTES

June 10, 2026

The regular meeting of the Circleville Town Council was called to order at 7:02 pm by Mayor Kristi Westwood. Council Members attending were: Stacie Gass, Kaylie Barney, Shirl Fox, Tyler Dalton and Lindsie Dalton, Town Clerk.

Mayor Westwood led the pledge and Lindsie offered the prayer to open the proceedings. Stacie made a motion to approve the minutes from the June 10, 2026 meeting. Shirl seconded, and the motion passed unanimously.

Public Attendees were: Kayla Martin and Allen Harper

Discussion Items -

Kayla Martin - Business License - Kayla Martin applied for a business license to operate **Martin's Vacation Rental (Airbnb)**. She was informed that approval from Planning & Zoning is required before the business license can be approved and was directed to attend the August 15 meeting. The Council also discussed updating the Town fee schedule to include a conditional use permit fee and reviewing the Town's zoning ordinance to establish commercial or hybrid zoning districts, as Circleville is currently zoned entirely residential.

Purchasing and Procurement Policy Discussion/Action - The Council discussed a purchasing policy that would apply to all board members and employees. Purchases must remain within the approved budget and may not be split to avoid spending limits. Employee purchases would be limited to **\$50 per transaction** and **\$500 per month**, with exceptions for prior approvals and emergencies. Purchases between **\$1,000 and \$5,000** require acknowledgment from two authorized individuals, while purchases over **\$5,000** require Council approval and competitive bidding when applicable. This may be amended as seen fit by Council. Need to add an RFQ to the policy, this is a request for qualifications, RFP is request for proposal. Both should be added in the policy. Stacie made a motion to approve the Purchasing and Procurement Policy Discussion/Action. Shirl seconded, and the motion passed unanimously.

Employee Contracts - It was discussed to have all employees utilize an app to track jobs, hours, etc. This way those items can be tracked within the specific budgets. Employee agreements don't need to be signed for the Board to enforce the job description. Using an employee agreement would be consistent across all employees. Lindsie and Tyler both have apps that were discussed, they are going to compare to see what fits the town best.

Scott Coleman -The Council discussed a trailer previously moved to Town property that may be claimed by its original owner, as the Town does not hold the title. The owner has offered to help the Town obtain a



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replacement if needed. In the meantime, the old firehouse will be used for equipment storage should the trailer no longer be available.

Lot Split Discussion - The Council denied a request to split a 0.66-acre lot because it does not meet current Town lot-and-block regulations. The Council also discussed reviewing zoning regulations, including a potential minimum lot size of 0.5 acres. The Council would like to discuss getting code enforcements in place for current ordinances and fees.

The mayor asked to move to the department discussions.

Fire Department: not present

Maintenance: not present

Water Department: The Council discussed seeking reimbursement from the CIB grant for an emergency generator and the potential purchase of a portable generator that could be used at both the new and existing well pumps. This would cost in between \$5-10K and would fall under the new procurement ordinance.

Water Line Extension Agreement - Last advice given from the lawyer was to say no to the extension agreement with Dan Jensen to charge people to hook into the Town water line. Kaylee made a motion to decline the Water Line Extension Amendment. Tyler seconded, and the motion passed unanimously.

Water Filter System - People are wondering if there is a filter system we can add to the new pump because the water is hard water. Tyler is going to look into it and see what the options are for that.

Road Department: Road is currently on hold at the new park because of the grade school. The road in front of the new Brinkerhoff home has been patched. Time Limit on spending the grant money for the new road, Lindsie is to look into the time limit for the grant.

Planning & Zoning/Cemetery:

Cemetery Grant: The cemetery grant was extended for one year, allowing completion of the ground penetrating radar (GPR) project. All cemetery data has now been uploaded. **Playground & Cemetery**

Fence: The Council discussed completing the cemetery fence before installing the new playground equipment. **Food Truck Trash:** The Council discussed updating the food truck agreement to require vendors to remove their own trash and dispose of it at the Town landfill, with a possible "pack in, pack out" policy. **EMS Update:** Circleville now has an ambulance and five certified EMTs serving the community.

Parks & Recreation/Economic Development:

4th of July - A heartfelt thank you to everyone who helped make this year's Fourth of July celebration a success! We are especially grateful to the **Circleville Volunteer Fire Department**, **Piute County Sheriff's Office**, and countless others for your hard work, time, and dedication. Circleville Town



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would like to specially thank the America250 committee. Thank you to everyone who volunteered, participated, and celebrated with us. We appreciate all you do to make Circleville such a wonderful community!

America 250 - would the town like to continue the news for this through the end of the year.

Trunk or Treat - The town would like to look into the next event and what is going to be planned for this.

It was discussed adding in other celebrations for the town for holidays coming up to incorporate the America 250 through the end of the year.

Shirl made a motion to approve the bills and budget variance and adjourn. Kaylee seconded. The motion passed unanimously. The meeting was adjourned at 8:50 pm.