

Preservation and Digitization of Records of Legislation for the City of Circleville

Progress Report

Submitted to: OHRAB Grant Program, Ohio History Connection State Archives

Date: August 31, 2025

Project Title: Preservation and Digitization of Records of Legislation for the City of Circleville

Organization: Circleville City Council, 127 South Court Street, Second Floor, Circleville, Ohio 43113

Funding Requested and Received: \$5,000

Project Director: Melissa Burns

Authorized Official: Barry Keller

Project Period: May 1, 2025 – December 15, 2025



Project Summary

The City of Circleville is undertaking a vital initiative to preserve, organize, digitize, and enhance public access to its historic records of ordinances, resolutions, and minutes. This project aims to safeguard these critical documents while making them readily accessible to the public through a newly established online database. By preserving and digitizing the past 30 years of legislation, the City seeks to improve transparency, streamline access, and protect its historical legislative records for future generations.

Progress Update

The Preservation and Digitization of Records of Legislation project is advancing steadily, with significant progress in both phases.

Phase 1: Preservation and Digitization

The City engaged a government records preservation consultant from HF Group to execute a strategic plan for preserving and digitizing its legislative records. As of August 18, 2025, approximately 22,344 images have been scanned, covering ordinances, resolutions, and minutes from 1968–1971, 1974–2022, Index for Minutes (1974–1995), Index for Ordinances (1974–1992), and Minutes (1974–1999). Most scanned images have undergone internal quality control (QC) and have been transferred to the City. A remaining set of documents, primarily older, loose, and fragile records, is currently being prepared for scanning. HF Group has assessed all books, received approval for new binders' spine lettering, and estimates Phase 1 is over 50% complete.

Phase 2: Online Database Development

The City successfully launched a new webpage on its website, City of Circleville Legislation, dedicated to hosting digitized records. The webpage is fully operational and has attracted 4,271 visits to date. Project Director Melissa Burns and Assistant Clerk Sarah Kolesar have uploaded 912 pieces of legislation, covering over 12 years of records. Approximately 1,800 additional pieces of legislation remain to be uploaded, with Phase 2 estimated at 60% completion.

Summary of Expenses

Expenses to date include compensation for hours worked by the two clerks. The City Council President plans to order new shelving to store the newly preserved legislation, with delivery and assembly expected within the next 60 days. No additional supplies or software have been ordered at this time.

Staff and Volunteer Time

Project Director Melissa Burns and Assistant Clerk Sarah Kolesar have collectively dedicated approximately 100 hours to the project, including both grant-funded and matching time. Their efforts have been instrumental in driving the project's success.

Project Timeline

The project remains on track for completion by December 31, 2025. While minor delays occurred in both phases, these have been resolved, and the project is progressing as planned.

Publicity

The City announced the grant award and project details in its newsletter, *The Circleville Loop*, distributed to thousands of residents. The announcement was also shared on the City's official Facebook page, generating community interest and engagement. Copies of the newsletter and screenshots of the social media post are available upon request.

For further information or to request the full report, please contact Project Director Melissa Burns at the Circleville City Council.

Thank you,

Barry Keller, President
Melissa Burns, Clerk
Circleville City Council



COMING THIS MONTH

Here are some highlights for May:

- April showers bring May flowers... and tall grass! Remember to keep your grass mowed. Grass and weeds taller than 12 inches may result in a nuisance violation.
- If you are planning to install a pool for the summer, check with the Zoning Department to get your permit first!

ROAD PROJECTS & CLOSURES

- January 6th through early spring - Columbia Gas will be working in the N. Court Street, Park Place, Brokaw, Rosewood, Highland Ave. and surrounding area replacing gas lines and making repairs. There will likely be lane closures and Street closures during the daytime hours so please be aware of crews working in these areas.
- Beverly/Montclair/Guilford paving will be completed in the spring.
- May 2nd, 3-9 pm - First Friday - N Court St will be closed from Main to High, and Watt St from N Court to Pickaway.
- May 6th, 8am-4pm - SR 56 E between Kingston Pk and Hitler Rd 1 will be closed for tree trimming
- May 31st, 9am-11pm - Boogie on the Blacktop - the alley next to the Eagles will be closed.

RUMPKE CURBSIDE RECYCLING

Rumpke will officially begin curbside recycling pickup in the City of Circleville starting in July 2025! The goal of 450 household sign-ups was met on April 22nd, Earth Day!

Expect carts to be delivered between June 16-27th.

You can still sign up [here](#) or call 1-800-828-8171



Message from the Mayor

Dear Circleville Residents,
How is it May already?

They say every beginning marks an ending—and every ending, a new beginning. For me, May has always represented both. It's the close of another school year, but also the start of something new with the promise of summer and all it brings.

This year, that feeling is especially meaningful for our family, as our youngest is set to graduate high school at the end of the month. It's a bittersweet milestone—one chapter ending, another just beginning. I know many other families in our community are experiencing similar moments of celebration, reflection, and change. Congratulations to all our high school and college graduates!

May also marks the unofficial start of summer here in Circleville, and with that comes a full season of community events, park activities, and city projects. City departments are preparing for street improvements, park upgrades, and keeping our neighborhoods safe. I also want to highlight how our city budget works to support services you rely on daily. A breakdown of our local funds, their sources, and how they're used is available in this newsletter. It is part of our effort to be transparent and keep you informed.

As we celebrate Memorial Day later this month, let us honor those who made the ultimate sacrifice for our country. We'll gather in remembrance, and I hope you'll join us as we pay our respects.

Sincerely,
Mayor Michelle L. Blanton

CITY COUNCIL DATES

Next full City Council meetings will be on May 6th and May 20th at 7:00pm. Other committee meetings will occur as needed.

UNDERSTANDING CIRCLEVILLE'S GENERAL OPERATING FUNDS

The City of Circleville's budget is made up of a series of complex funds and accounts. Over the next few newsletters, a series of articles will be written explaining these funds and accounts and how they relate to the revenue and expenses of the City.

What Are General Operating Funds?

The City has a series of funds known as "general operating funds". These funds are primarily supported by municipal income tax revenue and are used to meet payroll obligations and deliver essential services. They help fund everything from police, fire, and EMS services to street maintenance, parks, public health, and city administration. Each fund varies in size and purpose, depending on its revenue source. While some funds are established for specific purposes—such as a one-time grant—others, like income tax funds, grow with economic development and job creation.

Circleville's funds are categorized by their source — Local or State — and are designated for specific service areas, including:

- **Security of Persons:** Including Fire, Police, and EMS, supported primarily by Funds 101, 212, 216 and 227 (through 2025/2026).
- **Public Health Contract:** Expense from the City to the Pickaway County Board of Health through the District Advisory Council (DAC), Indigent Burial and Care of Cemeteries
- **Leisure Time Activities:** Such as parks and trails, funded by 101, 206 and 218.
- **Community Environment:** Covering planning and zoning, funded by 101.
- **Transportation:** Streets and services, funded by 101, 203, 204, 205 and 206.
- **General Government:** Administrative offices including City Hall (City Council), City Admin (Mayor's Office and Administration) and Law Director's Office are supported by 101. Municipal Court is also supported by 101 but also has a series of funds funded through grant applications and Ohio Revised Code stipulations.
- **City Auditor's Office, Income Tax and Cable TV Services:** Mainly supported by local funds, including 101, 202 and 211.
- **Capital Expenditures** are expensed out of Fund 306 and can be used only on capital expenditures of all departments.

Restricted vs. Unrestricted Funds

Some funds come with usage restrictions — these are often state-provided and earmarked for specific purposes. Others, primarily locally funded, offer more flexibility in addressing Circleville's evolving needs.

All funds, except for General Fund 101, are considered restricted funds, meaning their use is limited to specific purposes. For example, Fund 227 was established through the 0.5% income tax levy approved by Circleville voters in November 2019. This levy specifically funded the operation and maintenance of the City's safety forces, and by law, the money could only be used for that purpose. The levy expired in December 2024, and as a result, associated personnel and operational expenses were transitioned to other city funds, primarily Fund 101, in the 2025 budget. Looking ahead, by 2026, all remaining expenses from Fund 227 will be fully absorbed into General Fund 101.

Why It Matters

Being transparent about how money flows through our city allows residents to see how their tax dollars are used — from keeping the streets plowed in winter to maintaining our parks in the summer. As Circleville continues to grow, it's important that citizens, and city government alike, understand the level of complexity and accurate information regarding the City's financial position to prepare for the future.

How are funds named?

Fund names are based on its source of revenue, use for revenue and/or city ordinance.

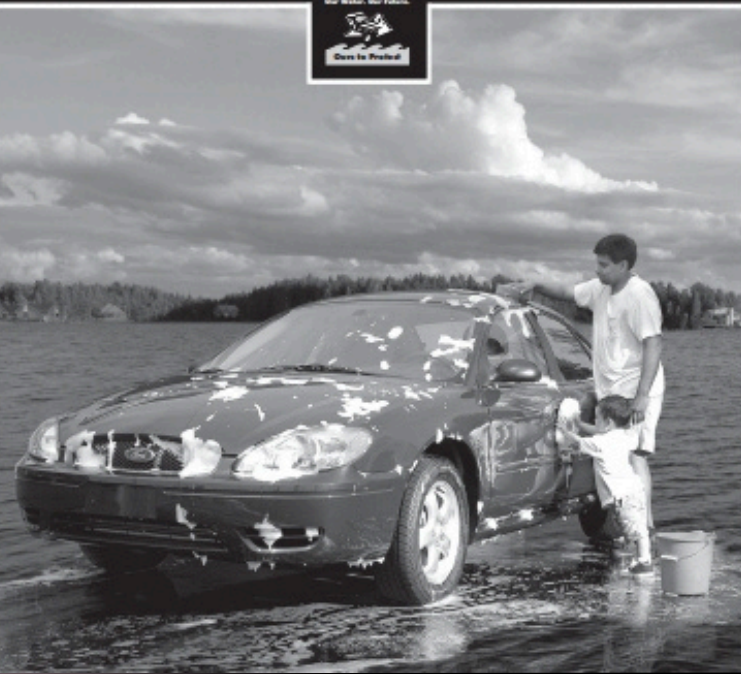
For example, Fund 212 is named the Safety Forces .5% Tax Fund. This fund is funded through municipal income tax and EMS billing and can only be used for operating and capital costs of safety forces. It is restricted to Safety Forces only. It was passed by the voters of Circleville in 1988.

Source: City Auditor's Revenue Source Restriction Use Record 12-22.

Michelle L. Blanton
Mayor



Remember, you're not just washing your car



Practice good car care

Did you know . . . 4 quarts of oil can form an 8 acre oil slick if dumped or spilled down a storm drain?

That's because storm drains found in our streets and yards lead directly to our lakes and streams. So, oil and dirty water from washing our car that goes into storm drains pollutes our water.

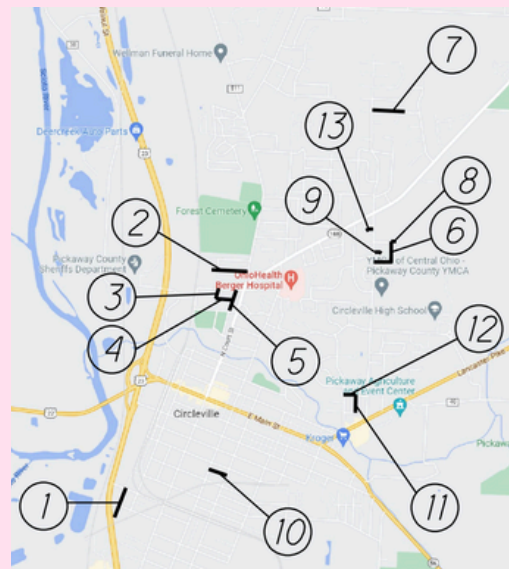
What can you do? Simple.

- Take your car to the carwash where the dirty water is treated before it gets to our water.
- Wash your car on your lawn or direct the dirty water towards the lawn and away from the storm drain.
- Keep your car properly tuned.
- Recycle used fluids and never dump them down the storm drain.

Help keep the oil where it belongs . . . in your car.

2025 PAVING PROJECT - ROUND 1

The following streets will have portions paved during Round 1 of the City's 2025 Paving Project. (see map for details)



1. Maplewood Avenue
2. York Street
3. West Road
4. Parkview Avenue
5. Brokaw Avenue
6. Douglas Drive
7. Willow Lane
8. Glenmont Drive
9. Nicholas Court
10. Pearl Avenue
11. Griner Avenue
12. Brink Drive
13. Imperial Court

Work is expected to begin in mid-April. For more information, please contact the Service Department at [740-477-8224](tel:740-477-8224).

**ROUND 2 IS CURRENTLY BEING BID (SEE TO THE RIGHT).
MORE DETAILS TO COME.**

CITY OF CIRCLEVILLE IS REQUESTING BIDS FOR THE CONSTRUCTION OF THE FOLLOWING PROJECT:

2025 PAVING ROUND 2

CONTRACT 3-2025

Electronic Bids for the construction of the Project will be received by the City of Circleville until Friday, May 23, 2025, at 10 A.M., local time. At that time the Bids received will be publicly downloaded and read aloud via teleconference. The login information for the teleconference is as follows: (309) 205-3325, Conference ID 923 4134 5901.

The Project includes the following Work: Street planning and resurfacing, including curb, curb and gutter, and base repair.

Complete digital Project Bidding Documents are available at www.strand.com or at www.questcdn.com. Download the digital Bidding Documents for \$75 by inputting Quest project number 9660494 on the website's project search page. Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance with free membership registration, downloading, and working with this digital Project information.





CURRENTLY IN DEVELOPMENT

You may have heard that Central Ohio is growing, but how is that effecting Circleville? Below is a list of all residential, commercial, and industrial projects! Reach out to City Planner, [Hannah Wynne](#), for more information.

Approved/Under Construction

- Courtyards at Northridge: 41 condo units
- Valvoline (1250 S. Court St)
- Heritage Ponds - Section 5: 66 single-family lots
- River Ridge - Section 1: 61 single-family lots
- FritoLay Warehouse (156 E Circle Ln)
- Gas Station & C-Store (1185 N Court St)
- Bojangles (1280 S. Court St)

Pending Approval

- Lakeside Reserve: 95 single-family lots
- Jodiro Planned Unit Development: 595 total units, single-family, patio homes, townhomes, and multi-family (Parcel #A3500010002300 & A3500010002200)
- RaceTrac Gas Station & C-Store (Parcel #A0501510000303& A0501510000304)
- Wesley Commons Planned Unit Development: a mix of general business, neighborhood business, 92 paired (duplex) units, and 78 single family homes (Parcel A0100010024904 & A0100010025003)
- Alto Real Estate Planned Unit Development: 252 multi-family units, 155 single family lots (Parcel # A0511150000188, A0511150000189, A0511150000190, A0511150000100)
- Rezoning from IE to MUR (766 S Pickaway St)



Check out the Planning & Zoning Commission meeting [agendas and minutes](#) for the latest information on development in the City.

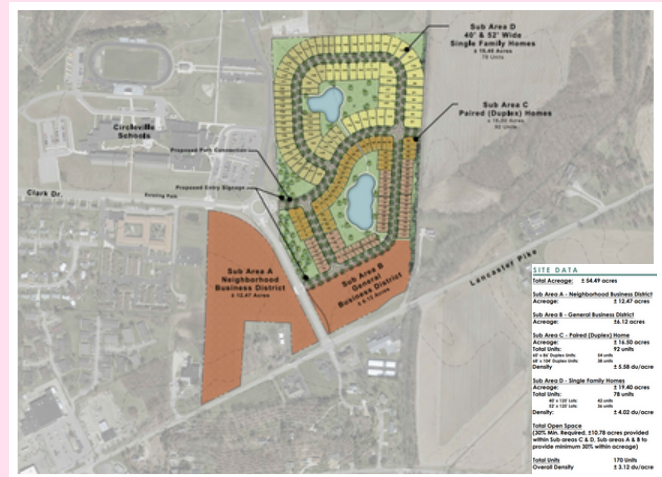
View development plans and locations on the [Zoning Map](#)

ALTO REAL ESTATE PUD UPDATE

The Final PUD application and Preliminary Plat were approved by the Planning & Zoning Commission on April 2nd. This project is currently pending engineering submittals and Final Plat application.

For more information on this development, or the next steps, please contact City Planner, Hannah Wynne, hwynne@circlevilleoh.gov.

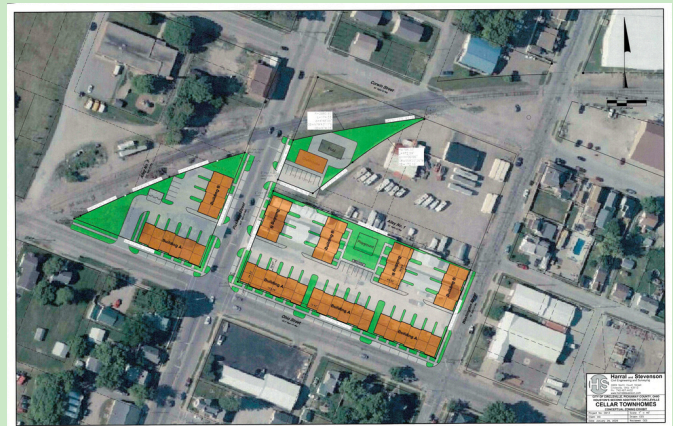
WESLEY COMMONS PUD



The Preliminary PUD application for the Wesley Commons PUD was approved by City Council on April 15th. This action rezoned the property to PUD. The Final PUD application and Preliminary Plat will be reviewed by the Planning & Zoning Commission upon submission.

REZONING: 766 S PICKAWAY ST

City Council will be holding a public hearing on May 20th at 6:00 pm to hear a Rezoning/Zoning Amendment request for 766 S Pickaway St.



The property is currently zoned IE (Innovation & Employment) and the requested zoning district is MUR (Multi-unit Residential). Three zoning text amendments were also requested. The full application is available for public viewing in the Service Department Office (104 E Franklin St)



CITY BOARD OPENINGS

The **Board of Zoning Appeals** has two open Alternate positions. If you are interested, click [here](#) for an application. Please return applications to Melissa Burns, Council Clerk, mburns@circlevilleoh.gov

All City Boards are volunteer boards.



Employee Spotlight

Our employee spotlight for the month of May is Melissa Burns!

Melissa is very professional, prompt, and courteous to Council members, Administration and the public. Melissa has implemented the policies and procedures needed for the City Council Clerk. She has been self-motivated to improve the website, accessibility to records/documents and most recently the scanning and preservation project of all past legislation. - Council President, Barry Keller

EMPLOYEE ACHIEVEMENTS

Congratulations to our team members on their recent achievements:

- Tommy Borland (Water Plant) passed his OEPA Class 1 water supply certification.
- Jon Ewen and Brayton Felger (Fire) earned their paramedic certification.
- Kyle Carver (Police) has been assigned to the Detectives Bureau.
- Mark Daniels (Wastewater) was recognized for 10 years of service.
- We wished Randy Arledge (Water Plant) and Joni Bussert a happy retirement in April.
- Sarah Kolesar has been hired as the Assistant Clerk of Council.

WE'RE HIRING!

The City is actively recruiting Police Officers, Police Cadets and a Communications Officer.

Full job descriptions, qualifications, salary and benefit information is available on our website.



Scan the QR or Click [Here](#) for More Information!

CIRCLEVILLE CITY COUNCIL ANNOUNCES HISTORIC RECORDS PRESERVATION AND DIGITIZATION INITIATIVE

The Circleville City Council is honored to announce the commencement of an extraordinary project dedicated to the preservation and digitization of the City's legislative archives, encompassing original Ordinances and Resolutions from the early 19th century to the present day. This landmark initiative underscores our commitment to safeguarding Circleville's rich historical legacy while enhancing public access to these vital records.

Project Overview

This project will proceed in two meticulously planned phases:

Phase I will prioritize the meticulous conservation, preservation, and rehousing of these historic documents, coupled with their digitization to ensure their longevity and accessibility.

Phase II will introduce a robust online platform, granting the public seamless access to digitized records spanning the past three decades, thereby promoting transparency and civic engagement.

Both phases will begin immediately and are anticipated to reach completion by the close of 2025, marking a significant milestone in the stewardship of Circleville's historical records.

This initiative is supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC) of the National Archives and Records Administration.

We invite the community to follow our progress as we periodically update our website with the latest additions to this digital archive, ensuring that Circleville's legislative heritage remains accessible to all.

Thank you,
Barry Keller, President
Melissa Burns, Clerk
Circleville City Council



Visit our webpage for updates at:
<https://circlevilleoh.gov/city-of-circleville-legislation/>

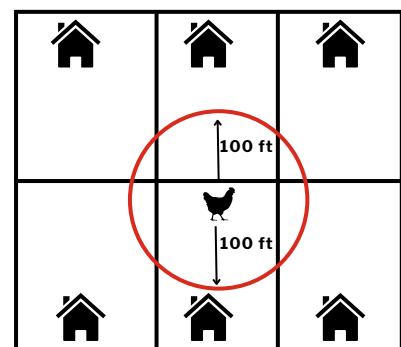
FIELD WORK FOR OHIO ST SHARED USE PATH

The City of Circleville is proposing the construction of a 10' wide asphalt shared use path (SUP) along the south side of E. Ohio Street and along the west side of Kingston Pike.

The City of Circleville has contracted with CESO, Inc. as engineering consultants for the project. CESO personnel will be working along E Ohio St. to gather field information and data, such as taking surface measurements and GPS coordinates, in preparation for this project. Since the gathering of information is one of the first steps, the field personnel will not be able to answer all questions relating to the project.

If you have any questions or comments, please contact the CESO project manager, Neil Schwartz, P.E. at 614-942-3030 or the City of Circleville Project Managers, Hannah Wynne/Jim Stanley, at 740-477-8224.

CHICKENS



Chickens are allowed in the City of Circleville, but they must be kept **AT LEAST 100 feet** away from any dwelling (house), including your own.

(Codified Ordinances, Section 505.15(a).)

COMMUNITY EVENT CALENDER

Community Events | City Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Click on the Title of each event for more information</p>				<p>1</p> <p>9:30-11:30 am - Thursday Trail Tours (16405 US-23).</p>	<p>2</p> <p>5:00-8:00 pm - Uptown Circleville First Fridays (122 N Court St) 5:00 - 8:00 pm - Inventor's Playground - A Hands-On STEM Adventure (Inspiration Station, 1170 N Court)</p>	<p>3</p> <p>Too many to list here! Check out the Pickaway County Visitor's Bureau website for the full list!</p>
<p>4</p> <p>1:30 pm - Cafe Murder - Dinner Theatre by Roundtown Players (Pickaway Senior Center, 2105 Chickashaw Dr) 3:00-4:00 pm - Circleville Community Bike Ride (YMCA, 440 Nicholas Dr.)</p>	<p>5</p> <p>11:00 am-12:00 pm - Tai Chi for Energy (Pickaway County Park District HQ)</p>	<p>6</p> <p>6:00 pm - Judicial Committee (City Hall, 127 S Court) 6:30 pm - Strategic Planning Committee (City Hall, 127 S Court) 7:00 pm - City Council (City Hall, 127 S Court)</p>	<p>7</p> <p>11:00 am-12:00 pm - Tai Chi for Energy (Pickaway County Park District HQ) 4:30 pm - Park Board 5:30 pm - Planning & Zoning Commission</p>	<p>8</p> <p>6:00-7:00 pm - Tree Commission (City Hall, 127 S Court) 6:00-8:00 pm - Blooms, Bonds & Bubbles (Rhoads Garden Center)</p>	<p>9</p> <p>10:00-11:00 am - Beginners' Birding (Stages Pond State Nature Preserve, 4792 Hagerty Rd)</p>	<p>10</p> <p>10:00am-12:00 pm - Spring Ephemeral Hike (16405 US-23) 7:00 pm - Circleville Men's Barbershop Chorus - That Big Spring Show (Ohio Christian University)</p>
<p>11</p> <p>3:00-4:00 pm - Circleville Community Bike Ride (YMCA, 440 Nicholas Dr.)</p>	<p>12</p>	<p>13</p> <p>8:30-9:00 am - Civil Service Committee (City Administration Bldg., 104 E Franklin)</p>	<p>14</p> <p>11:00 am-12:00 pm - Tai Chi for Energy (Pickaway County Park District HQ)</p>	<p>15</p> <p>9:30-11:30 am - Thursday Trail Tours (23352 Canal Rd)</p>	<p>16</p> <p>6:00-9:00 pm - Bourbon & BBQ: An Evening of Flavor, Music, and Meaning (Rhoadhouse 56)</p>	<p>17</p> <p>8:00am-12:00pm - Shred-It Day (Circleville City Schools) 10:00am-2:00pm - Colors of Hope Walk (Mary Virginia Crites Hannan Park) 6:30-9:30 pm - Parrothead Party (Rhoadhouse 56)</p>
<p>18</p> <p>3:00-4:00 pm - Circleville Community Bike Ride (YMCA, 440 Nicholas Dr.)</p>	<p>19</p> <p>11:00 am-12:00 pm - Tai Chi for Energy (Pickaway County Park District HQ)</p>	<p>20</p> <p>6:00 pm - Public Hearing, Rezoning 766 S Pickaway St (City Hall, 127 S Court) 6:45 pm - Public Hearing, Zoning Code Amendments (City Hall, 127 S Court) 7:00 pm - City Council (City Hall, 127 S Court)</p>	<p>21</p> <p>11:00 am-12:00 pm - Tai Chi for Energy (Pickaway County Park District HQ)</p>	<p>22</p>	<p>23</p> <p>6:00 pm - A Night of Generosity (Rhoadhouse 56, 1051 OH-56 E)</p>	<p>24</p> <p>Too many to list here! Check out the Pickaway County Visitor's Bureau website for the full list!</p>
<p>25</p> <p>3:00-4:00 pm - Circleville Community Bike Ride (YMCA, 440 Nicholas Dr.)</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>	<p>30</p> <p>6:00 pm - Pro Rodeo (Pickaway County Fairgrounds)</p>	<p>31</p> <p>5:30-8:30 pm - FAME (Fashion, Art, Music & Entertainment (Rhoadhouse 56) 6:00 pm - Pro Rodeo (Pickaway County Fairgrounds) 6:00-11:00 pm - Boogie on the Blacktop (Circleville Eagles)</p>

Visit the Pickaway County Visitor's Bureau [website](#) for additional details and events!

SUMMER MOVIE SERIES

TED LEWIS PARK



Movies will start at sunset!

Snacks will be provided!

June 13th

July 11th

Disney
MOANA 2

**GUARDIANS
OF THE GALAXY**

August 8th

September 12th

SHREK

SONIC 3
THE MOVIE

Thank you to our sponsors: Friends of Ted Lewis Park, RJ Wright, Sofidel, and Ohio Health Berger!
Interested in being a sponsor? Contact Brenda Short in the Mayor's Office, Phone: 740-477-8253



Event Dates:

June 13th

Pickaway Soil & Water &
OSU Extension

June 20th

Circleville Fire Department
& Police Department

June 27th

Pickaway YMCA & ODNR
Division of Parks &
Watercraft

July 11th

City of Circleville Utilities &
Service Departments

July 18th

Pickaway County Board of
Developmental Disabilities

July 25th

Pickaway County Library

August 1st

Foundations4Youth

2025 Friday In
The Park

TED LEWIS PARK

443 N. Court Street, Circleville

11:00 a.m. to 12:30 pm

Please contact Suzanne Channell
at 740-477-8224 or schannell@circlevilleoh.gov
with any questions.

Activities geared toward children pre-school to fifth grade.
This FREE event has crafts, games, exercise & education.
Children should be accompanied by a parent or guardian.
Play clothes are a must!

Parks & Recreation



TED LEWIS PARK

SPLASH PAD OPENING

The splash pads at Ted Lewis Park and Mary Virginia Crites Hannan Park will open no later than Memorial Day. If weather permits, they may open earlier.

Splash Pad operating hours are: 11:00 am - 7:00 pm

Call the Service Department at 740-477-8224 for more information.

Stay in The **LOOP!**

Scan the QR or [CLICK HERE](#)
to subscribe!



Thank you for reading this month's edition of The Loop! We hope that you will continue to follow this newsletter as we grow and connect more with our community! Our goal with this newsletter is to bridge the gap between the city departments and citizens, to promote community engagement and education, and keep everyone in The Loop!

It is a privilege to serve the residents of Circleville, and we ask that you help us in governing and planning the city! Any suggestions you have for improving this newsletter, or the services we provide are strongly encouraged, as we value your input deeply. Thank you for reading!