

City of Circleville



Civil Service Commission

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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission

Meeting Minutes

Tuesday, October 14, 2025 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:32 AM on Tuesday, October 14, 2025, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member was excused and Catherine Frost, Commission Secretary. Guests: None

II. Approval of Agenda

Ms. Young offered a motion to approve the agenda Mr. Tootle seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – September 16, 2025

Ms. Young offered a motion to accept the September 16, 2025 meeting minutes as written. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items of correspondence were read and entered into the record.

- A. Internal transfer of Markus Tyler Cobb from Code Enforcement/Zoning Inspector to Maintenance Worker III, Department of Public Utilities, effective 10-7-2025. Ms. Young offered a motion. Mr. Tootle seconds. All yeas.

V. Unfinished Business

None

VI. New Business

A. Review & Approval of Eligibility List: Police Officer – Entry Level and Lateral Transfer

Ms. Young offered a motion to approve. Mr. Tootle seconded the motion. Vote: All Yeas

B. Review & Approval of Eligibility List: Police Cadet

Mr. Tootle offered a motion to approve. Ms. Young seconded the motion. Vote: All Yeas

C. Application period for Maintenance Worker, Department of Public Utilities 9-22-2025 through 10-3-2025 (approved through electronic vote) *filled internally

Mr. Tootle moves to ratify the vote. Ms. Young seconds. All yeas

D. Application period for Code Enforcement/Zoning Inspector 10-7-2025 through 10-21-2025 (approved through electronic vote)

Ms. Young moves to ratify the vote. Mr. Tootle seconds. All yeas

E. The next CSC meeting is scheduled for 11-11-2025 which is a Holiday (Veteran's Day). Should the meeting be moved?

Ms. Young and Mr. Tootle agree to skip the November 2025 meeting and resume in December 2025

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:36 AM