

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, January 13, 2026 – 8:30 AM

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:31 AM on Tuesday, January 13, 2026, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member, (via telephone) and Catherine Frost, Commission Secretary.

II. Approval of Agenda

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

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – December 9, 2025

Ms. Young offered a motion to accept the December 9, 2025, meeting minutes as written. Ms. Elsea seconded. All yeas.

IV. Reports/Correspondence

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

A. Resignation of William K. Carver, Police Officer, effective 12-28-2025

B. Resignation of Grant Hollaway, Police Officer, effective 01-15-2026

V. Unfinished Business

None

VI. New Business

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

Mr. Tootle motions to approve. Ms. Young seconds. All yeas.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:33 AM