

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 September 8, 2026

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:33 AM on Tuesday, September 8, 2026, by Chairperson, Matt Tootle. Members present: Amy Elsea, member. By phone: Stacy Young, Vice Chairperson.

*Also present were Paul Pride, Safety Director, and Catherine Frost, Commission Secretary.

II. Approval of Agenda

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

III. Reading/Approval of Minutes

Regular Meeting Minutes – August 11, 2026

Mr. Tootle offered a motion to accept the August 11, 2026, 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: Retirement of Todd R Jones, Wastewater Treatment Plant Superintendent, effective Sept 30, 2026. Letter from Mark Bidwell, City Auditor, confirming funding for Wastewater Superintendent position. Appointment of Lucas Lowery to the full-time position of entry-level Fire Fighter/EMT-B with the City of Circleville Fire Department, effective August 24, 2026. Appointment of Cullen Shields to the full-time position of lateral transfer Fire Fighter/Paramedic with the City of Circleville Fire Department, effective August 24, 2026. Authorization Checklist to open testing period/employment opportunity – Wastewater Superintendent. Promotion of Eric Burris to the position of Wastewater Superintendent for the City of Circleville Department of Public Utilities, effective August 30, 2026. Resignation of William Murphy from the Circleville Fire Department, effective September 20, 2026. Authorization checklist to open testing period/employment opportunity – Wastewater Lab Tech.

V. Unfinished Business

None

VI. New Business

Mr. Tootle read the following:

Review and approval of eligibility list, Wastewater Lab Tech. Mr. Tootle motioned to approve. Ms. Elsea seconded. Review and approval of eligibility list, Maintenance Worker/Public Service. Ms. Elsea motioned to approve. Ms. Young seconded.

Request for a second Commission meeting to be held after September 17, 2026. All agree September 22nd, 2026 @ 8:30am will be the second meeting.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:38 AM