

GROVE CITY CIVIL SERVICE COMMISSION MEETING MINUTES

March 20, 2026

Agenda Item A: Call to Order/Roll Call

The meeting was called to order at 9:05 a.m.

Members in Attendance: Marjorie Brant, Chair; Ed Fleming, Member; Keith Larsen, Member and Jennifer Uhrin, Secretary

Others in Attendance: Kim Hettinger

Agenda Item B: Approval of Minutes – Mr. Larsen made a motion to accept the February 17, 2026 meeting minutes as submitted; seconded by Mr. Fleming. Vote Taken – Motion Approved.

Agenda Item C: New Items

1. **City of Grove City** –Ms. Liz Reed with Optimal Testing Solutions prepared the following lists:
 - a. **Electric Service Technician** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving eight applications with four meeting the minimum requirements. One applicant did not show for the physical exam. Discussed requirements to pass the physical exam. Vote Taken – Motion Approved.
 - b. **Street Maintenance Service Technician** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving 67 applications. Twenty-five of those met the minimum requirements and 14 of the 25 passed the physical exam. Ms. Hettinger confirmed that all service technicians take the same physical exam. Vote Taken – Motion Approved.
 - c. **Plumbing Inspector** – Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported receiving one application. Vote Taken – Motion Approved.
 - d. **Electric Inspector** – Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving one application for this position as well. Vote Taken – Motion Approved.
 - e. **Building Inspector** - Mr. Larsen made a motion to accept the list as presented; seconded by Mr. Fleming. Reviewed list. Ms. Hettinger reported receiving six applications with four meeting the minimum requirements. Vote Taken – Motion Approved.
 - f. **Police Officer** - Mr. Fleming made a motion to accept the list as presented; seconded by Mr. Larsen. Reviewed list. Ms. Hettinger reported receiving 56 applications, but only 21 took the NTN. Thirteen of the 21 passed the physical exam. Three of those withdrew from the process and four were disqualified during the background investigation. Vote Taken – Motion Approved.

Agenda Item D: Open Discussion – Next meeting is April 20, 2026. Chair Brant is not available.

Agenda Item E: Adjourn - The meeting adjourned by unanimous consent at 9:26 a.m.

Jennifer Uhrin, Secretary

Marjorie Brant, Chair