

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, MAY 29, 2025**

CALL TO ORDER

The meeting was called to order at 5:00 PM.

ROLL CALL

Present were Co-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Assistant Law Director Morgan and Deputy Clerk of Council Tina Wieber.

Excused was Secretary Amie Espinosa-Gonzalez.

APPROVAL OF MINUTES

Regular Meeting Minutes of April 28, 2025

Chairman Schiffbauer stated that the Commission had received the meeting minutes from the April 28, 2025, meeting. He asked if any Commission members had any comments or questions.

None were given.

Moved by Schiffbauer and seconded by Spann to approve the regular meeting minutes of April 28, 2025.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS

Received Oath of Office for Patrol Officer David Belt dated April 29, 2025.

Received Oath of Office for Patrol Officer Spencer Collins dated April 29, 2025.

Received Oath of Office for Patrol Officer Nathan Herbster dated April 29, 2025.

Chairman Schiffbauer stated that the Commission received the Oaths of Office for Patrol Officers David Belt, Spencer Collins and Nathan Herbster all dated April 29, 2025 and congratulated them on their appointments.

Police Lieutenant Promotional Examination Update.

Deputy Clerk of Council Wieber stated that all five of the candidates that participated in the Police Lieutenant Promotional Examination passed the written portion and that the assessment portion of the examination would be held on June 16, 2025.

UNFINISHED BUSINESS

NEW BUSINESS

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Re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the appointments.

Chairman Schiffbauer stated that the first order of new business was to re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the appointments and that the Commission members had received a copy of that list. He asked if there were any questions from the Commission.

None were given.

Moved by Schiffbauer and seconded by Spann to re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify the 2025-2027 Patrol Officer Step 1 Top 10 Entrance Eligibility List due to the appointments.

Chairman Schiffbauer stated that the next order of business would be to re-certify the 2025-2027 Patrol Officer Step 1 Top 10 Entrance Eligibility List due to the appointments. He stated that the Commission members had received a copy of that list and asked if there were any questions or comments from the Commission.

None were given.

Moved by Schiffbauer and seconded by Spann to re-certify the 2025-2027 Patrol Officer Step 1 Top 10 Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

Chairman Schiffbauer stated that the Commission was also called to certify the Civil Service Payroll due to the appointments. He stated that the Commission members had received a copy and asked if there were any questions or comments.

None were given.

Moved by Schiffbauer and seconded by Spann to certify the Civil Service Payroll.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

ADJOURNMENT

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Moved by Schiffbauer and seconded by Spann to adjourn the meeting.

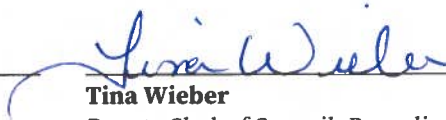
A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 5:07 PM.



Donald Schiffbauer
Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, June 23, 2025

Date Approved