



City of Kent Civil Service Meeting  
319 S. Water Street  
Kent, Ohio 44240  
December 15, 2025

## SUMMARY MINUTES

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**CALL TO ORDER:** The meeting was called to order at 5:00pm by Marilyn Sessions.

**PRESENT:** Marilyn Sessions; Tony Mosca; Sarah Wesley; Kathy Coleman; Joan Seidel

### 1. CIVIL SERVICE COMMISSION

- a) Motion to approve September 2025 minutes was made by Tony; seconded by Marilyn, and passed 2-0-1 with Sarah abstaining.
- b) Motion to approve November 2025 minutes was made by Sarah, seconded by Tony, and passed 2-0-1 with Marilyn abstaining.
- c) Personnel updates were reviewed.

### 2. BUDGET AND FINANCE

- a) Motion to approve the creation of a Utility Billing Clerk position to replace one Account Clerk position was made by Marilyn, seconded by Tony, and passed unanimously.

### 3. COMMUNITY DEVELOPMENT

- a) No business

### 4. HEALTH DEPARTMENT

- a) Health Commissioner Joan Seidel requested an exemption to the testing requirement for the position of Secretary with the Health Department. Motion to approve was made by Tony, seconded by Sarah and passed unanimously.

### 5. SAFETY ADMINISTRATION

- a) Motion to approve a new eligibility list and updated job description for the position of Police Chief was made by Tony, seconded by Sarah, and passed unanimously.
- b) Motion to create a new captain position with an exemption to place a current employee in that role was made by Sarah, seconded by Tony, and passed unanimously.
- c) Motion to approve the Law Director's request to change the Civil Service Rule 5.08.01 as outlined below was made by Marilyn, seconded by Tony, and passed unanimously.

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Amend Civil Service Rule 5.08.1

*5.08.1 Promotion to Police Chief*

*In the event of a vacancy in the position of the Police Chief, the Civil Service Commission shall prepare the promotional examination. ~~as listed above in Section 5.08, above except~~ **In addition to the examination**, the City Manager will be given the opportunity to interview the candidates for Police Chief, and the interview will count as ten percent (10%) of the total examination score. **The Commission shall determine the type of test that will be given.** No credit will be given for seniority or efficiency.*

*In addition, for the Police Chief position only, candidates from outside the department shall be permitted to apply for the position.*

**6. SERVICE DEPARTMENT**

Motion to approve new eligibility lists and/or extend existing lists as necessary for the following positions was made by Tony, seconded by Sarah, and passed unanimously.

- a) Water Reclamation Facility Operator
- b) Central Maintenance Mechanic
- c) Laborer

**7. OLD BUSINESS**

**8. NEW BUSINESS**

- a) Departing commissioners Marilyn and Sarah wished the commission well and expressed their appreciation of their time on the commission. Joan thanked them for their service.

**9. ADJOURNMENT**

- a) There being no further business, the meeting was adjourned at 5:13.