

**CIVIL SERVICE COMMISSION**  
City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350

November 22, 2023 Minutes

Present:

Jim Reilly  
Maribeth Manigold  
Richard Nesti  
Kim Czyz

Heather Johnson  
Tom Duttlinger  
Brienne Petersen – City Staff

Meeting called to order at 12:04 p.m.

Public Comment: None

Moved Kim Czyz, second by Maribeth Manigold that the minutes of the September 5, 2023, meeting be approved as written. All ayes. Motion passed.

**Adopt Final Eligibility Register for Telecommunicator Classification**

There were no requests for preference points submitted to the Commission.

Moved by Maribeth Manigold, second by Kim Czyz that the Final Telecommunicator Eligibility Register be adopted as shown below. All ayes. Motion passed.

1.	Carolina Franco	95.00
2.	Brittany Chipman	90.00
3.	John Robinson	86.25
4.	Baily Stipp	85.00
5.	Maya Sanchez	78.75*
6.	Jessica McCain	78.75*
7.	Crystal Koetz	71.25
8.	Aleea Alkhalili	70.00

**Oral Interviews for Vehicle Maintenance Classification**

The Vehicle Maintenance oral interviews will be held Wednesday, December 13, 2023. The interview panel will consist of Kim Czyz, Tom Duttlinger, and Steve Kuhn. Brienne Petersen will email the commission the interview questions from the previous rounds of hiring.

Tom Duttlinger proposed that for upcoming classifications, the Commission set a range of dates for oral interviews rather than a single day. The Commission agreed moving forward a range of dates would be advertised with job postings rather than a single date for oral interviews.

**Authorize Testing for Water/Wastewater, General Labor/Building Maintenance, & General Office Classifications**

Both General Office and Water/Wastewater's eligibility registers expire March 7, 2024. General Labor/Building Maintenance's eligibility register expires March 15, 2024. IVCC is currently reserved for January 24, 2023, for either

**CIVIL SERVICE COMMISSION**  
City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350

Water/Wastewater or General Labor/Building Maintenance. Brianne Petersen will call IVCC to see if January 29, 2023, and January 31, 2023, can be reserved for the other classifications.

Moved by Jim Reilly, second by Kim Czyz to authorize testing for Water/Wastewater, General Labor/Building Maintenance, and General Office classifications based on availability of IVCC.  
All ayes. Motion passed.

**New Business**

None

**Old Business**

Discussion regarding the previous letter sent to the City Council regarding abolishing Civil Service Commission.

**Adjournment**

Moved by Jim Reilly, second by Maribeth Manigold to adjourn the meeting at 12:33 p.m. All ayes. Motion passed.

Respectfully submitted,

Brianne Petersen  
Human Resource Director

**Eligibility List Summary**

**Classification**

Telecommunicator  
Vehicle Maintenance  
General Labor/Building Maintenance (Public Property)  
General Office  
Water and Wastewater (Public Utilities)

**Expiration Date**

November 22, 2025  
October 4, 2023  
March 15, 2024  
March 7, 2024  
March 7, 2024