

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

March 18, 2024, Minutes

Present:

Jim Reilly  
Maribeth Manigold  
Richard Nesti

Kim Czyz  
Brienne Petersen – City Staff

Meeting called to order at 8:32 a.m.

Public Comment: None

Moved Kim Czyz, second by Maribeth Manigold that the minutes of the November 22, 2023, meeting be approved as written. All ayes. Motion passed.

**Adopt Final Eligibility Register for Water/Wastewater Classification**

None of the candidates listed below indicated having military service on their submitted applications, therefore the ten-day waiting period to submit preference points is deemed waived.

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

- |                   |       |
|-------------------|-------|
| 1. Luke Schneider | 81.58 |
| 2. Jordan Jessen  | 76.33 |

**Adopt Final Eligibility Register for General Labor/Building Maintenance Classification**

No requests of preference points were submitted to the Civil Service Commission.

Moved by Maribeth Manigold, second by Kim Czyz that the Final General Labor/Building Maintenance Eligibility Register be adopted as shown below. All ayes. Motion passed.

- |                      |       |
|----------------------|-------|
| 1. Scott Lawry       | 79.14 |
| 2. Kyle Camp         | 74.77 |
| 3. Christopher Moore | 72.27 |

**Adopt Final Eligibility Register for General Office Classification**

None of the candidates listed below indicated having military service on their submitted applications, therefore the ten-day waiting period to submit preference points is deemed waived.

Moved by Rich Nesti, second by Maribeth Manigold that the Final General Office Eligibility Register be adopted as shown below. All ayes. Motion passed.

- |                     |       |
|---------------------|-------|
| 1. Ginger McKenna   | 87.21 |
| 2. Danielle Tipton  | 85.36 |
| 3. Jeriann Lamb     | 81.72 |
| 4. Catherine Parise | 78.58 |

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5. Imelda Alfaro	78.08
6. Renee Miller	76.95
7. Kristi Thompson	75.82
8. Adam Schmitt	73.26
9. Angelena Steder	73.01
10. Brittany Moss	71.50

**Authorize Testing for Vehicle Maintenance Classification**

The commission discussed retesting for Vehicle Maintenance since no candidates achieved a 70% or higher when the test was administered in December of 2023. The commission has decided to hold off on retesting until later in the year because there may have to be more testing for another classification and combining the two would save on advertisement dollars.

**Discussion of revising exam content for General Office and General Labor/Building Maintenance**

Jennifer Sowers at IVCC spoke to Kim Czyz about revising the General Office exam to make it more current. Her recommendation is to eliminate the Power Point portion and add candidates having to create a business email in its place. Several candidates struggled with the Excel Spreadsheet, which was reflected in their score for that portion of the exam. There is also consideration for reviewing the General Labor/Building Maintenance exam because only 3 out of the 10 candidates that took the exam achieved a 70% or greater. Jennifer Sowers recommended looking at the exam to see if there are questions that can be eliminated or changed to better reflect the duties of the position. Kim Czyz and Maribeth Manigold will meet with IVCC sometime in May and will report back to the Commission.

**New Business**

None

**Old Business**

The commission in the past has sent the City Council an Annual Report. Brianne Petersen will put together a summary of what the commission has worked on in the past year. Brianne will send it to the commission for review prior to it being submitted to the City Council.

**Adjournment**

Moved by Rich Nesti, second by Jim Reilly to adjourn the meeting at 9:06 a.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

**Expiration Date**

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

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Water and Wastewater (Public Utilities)

March 7, 2024