

**CITY OF OTTAWA**  
301 West Madison Street  
Ottawa, Illinois 61350



**CIVIL SERVICE COMMISSION MINUTES**  
March 5, 2020

Present: Maribeth Manigold  
Phil McNally  
Jim Reilly  
Rob Schmidt  
Keith Leigh  
Kim Czyz

Phil McNally called the meeting to order at 4:02 p.m.

**Public Comment**

None.

Moved by Rob Schmidt, second by Maribeth Manigold to approve the December 17, 2019 minutes as written. All ayes. Motion passed.

Requests for Veteran Preference points, along with a copy of their DD214 were received from two candidates on the General Labor/Building Maintenance initial eligibility register; Kenneth Kessinger and Brian Pouk.

Moved by John Armstrong, second by Maribeth Manigold to award five points each to the scores of Kenneth Kessinger and Brian Pouk on the General Labor/Building Maintenance initial eligibility register. All ayes. Motion passed.

Moved by Rob Schmidt, second by Phil McNally to adopt the Final Eligibility Registers for General Labor/Building Maintenance, Water/wastewater and General Office as shown below. All candidates will be mailed a copy of the Final Eligibility Register. All ayes. Motion passed.

**GENERAL LABOR/BUILDING MAINTENANCE**

1. Kenneth Kessinger	86.22
2. Brian Pouk	83.01
3. Rich Steege	81.34
4. Michael McGinnis	80.57
5. William Pinter	79.01
6. Matthew Fischer	78.54

**WATER/WASTEWATER**

1. Michael McGinnis	80.64
2. Brady Hinkleman	79.03
3. Tyler Hellman	72.46
4. Timothy Less	70.75

**GENERAL OFFICE**

1. Sally Hall	91.19	9. Kelly Rick	79.11
2. Lisa Zoran	90.30	10. Kerri Schunke	78.77
3. Sarah Cameron	86.97	11. Lori Olson	78.11
4. Kathleen Cofoid	83.64	12. Emily Mitchell	75.13
5. Kathryn Arnold	82.47	13. Angela Spampanato	74.95
6. Jennifer Kazmierczak	81.91	14. Lori Waters	74.49
7. Amanda Ocepek	80.96	15. Deann Wheeler	70.49
8. Kathryn Pratt	80.05		

The Commission received a request from Commissioner Marla Rodriguez to certify two candidates from the Final General Labor/Building Maintenance eligibility register for hire.

Moved by Jim Reilly, second by John Armstrong to certify to the appointing authority (City) the highest two candidates on the current General Labor/Building Maintenance eligibility register. All ayes. Motion passed.

Moved by Rob Schmidt, second by Maribeth Manigold to amend the Rules and Regulations as shown below:

6.3 Character of Examinations - Examinations for positions in the City of Ottawa shall be constructed as to test fairly the skills, knowledge, abilities, and fitness of persons examined to discharge the duties of the position to which they seek to be appointed, and may consist, as the Commission prescribes, of any appropriate and valid test instruments and measure designated by the Civil Service Commission. All applicants who accepted a condition offer of employment shall submit to a fingerprint screening. There shall be no polygraph test administered.

7.4 Removal for cause. – The Civil Service Commission may remove a name from the list for cause, at any time. Any of the following shall be sufficient cause for removal of a candidate from an eligible register, though removal may be made for cause other than those enumerated:

- a. Fraud in employment application.
- b. Failure of physical or medical examination.
- c. Unfavorable background checks of criminal history as set forth in ILCS as set forth in ILCS 65 ILCS 5/10-1-7(c)

8.3 Notification of Candidate - The person-(s) certified for an original entry position shall be notified by the U.S. mail, email or in person that he has been selected for appointment. The individual so selected must notify the ~~Commission~~ Appointing Authority in writing of his intentions within 5 days of notification.

Moved by Jim Reilly, second by Maribeth Manigold to adjourn into executive session at 5:12 p.m. pursuant to Executive Session - 65 ILCS 120/2 (c)(1)- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Phil McNally: Aye  
Maribeth Manigold: Aye  
Rob Schmidt: Aye  
John Armstrong: Aye  
Jim Reilly: Aye  
All ayes. Motion passed.

March 5, 2020 Civil Service Commission minutes continued

Reconvene from executive session at 6:04 p.m.

Moved by Maribeth Manigold, second by Rob Schmidt to adjourn the meeting at 6:12 p.m.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

<b><u>Classification</u></b>	<b><u>Expiration Date</u></b>
Telecommunicator	Exhausted 01/2020
Vehicle Maintenance	August 23, 2021
General Labor/Building Maintenance	March 5, 2022
General Office	March 5, 2022
Water and Wastewater	March 5, 2022

Upcoming written exams:

March 9, 2020          Telecommunicator