

## **CIVIL SERVICE COMMISSION**

City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350

March 24, 2021 Minutes

MEETING MODIFICATION DUE TO COVID-19 Pursuant to Governor Pritzker Gubernatorial Disaster Proclamation issued March 5, 2021 and Public Act 101-0640, which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, members of the Commission may participate by teleconference. Members of the Board/Commission and essential City staff will still be in attendance at City Hall. However, pursuant to Governor's Executive Orders No. 2020-73, gatherings are limited and social distancing measures must still be maintained; therefore, only a limited number of individuals will be allowed in Council Chambers at any one time to ensure social distancing measures are met between individuals. The public may attend this meeting via teleconference. Anyone wishing to participate in this teleconference meeting should follow the Participant Instructions shown below.

|          |                       |                      |
|----------|-----------------------|----------------------|
| Present: | John Armstrong        | Guests: Bob Anderson |
|          | Maribeth Manigold     | Chris Halm           |
|          | Phil McNally          | Casey Ocepek         |
|          | Jim Reilly            |                      |
|          | Rob Schmidt           |                      |
|          | Kim Czyz – City Staff |                      |
|          | Tom Duttlinger        |                      |
|          | Megan Cantlin         |                      |

Phil McNally called the meeting to order at 3:30 p.m. Telephone conference line open; no participants.

Public Comment: None

Moved by Maribeth Manigold, second by Rob Schmidt that the minutes of the September 3, 2020 meeting be approved as written. All ayes. Motion passed.

### Testing/Hiring Process

The Commission reviewed the draft hiring and testing process with the changes indicated at the last meeting. Kim will provide a clean copy of the information for review, and Corporation Counsel will also review and advise the Commission if there are any necessary changes. The Commission will then present the final format at a public meeting, to be included with the Rules and Regulations as an addendum.

### Board Appointments

Maribeth Manigold, Jim Reilly and Phil McNally are or will be due for re-appointment to the Commission. All have agreed to continue to serve. These reappointments will be placed on an upcoming City Council agenda.

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Exams

Discussion regarding combining the eligibility registers for general labor/building maintenance and water/wastewater into one classification and exam.

Moved by Maribeth Manigold, second by Jim Reilly that the general labor/building maintenance and water/wastewater classifications remain separate, administering two different exams. All ayes. Motion passed.

Discussion regarding updating the exam content of the water/wastewater exam. The Commission members will review the current exam for possible modification. Kim will also contact IVCC regarding updating the current exam.

Moved by Maribeth Manigold, second by John Armstrong to adjourn the meeting at 4:28 p.m. All ayes. Motion passed.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

Eligibility List Summary

**Classification**

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

**Expiration Date**

August 13, 2022  
August 23, 2021  
March 5, 2022  
March 5, 2022  
March 5, 2022