

**CIVIL SERVICE COMMISSION**

City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350

May 25, 2021 Minutes

Present: John Armstrong  
Maribeth Manigold  
Phil McNally  
Rob Schmidt  
Kim Czyz – City Staff

Guests: Jennifer Sowers, IVCC  
Bob Anderson

Phil McNally called the meeting to order at 12:03 p.m.

Public Comment: None

Moved by Maribeth Manigold , second by John Armstrong that the minutes of the May 14, 2021 meeting be approved as written. All ayes. Motion passed.

Moved by John Armstrong, second by Maribeth Manigold, to adopt the Rules and Regulations amendment, placed on file for public inspection on May 14, 2021, adding Appendix A (Hiring Procedure for General Labor/Building Maintenance, General Office, Water/wastewater and Vehicle Maintenance) and Appendix B, (Hiring Procedure for Telecommunicators and other members of the Ottawa Police Department AFCSME local) The required legal notice will run in The Times on May 26, 2021; the Rules and Regulations will become effective June 5, 2021. All ayes. Motion passed.

Moved by Maribeth Manigold, second by John Armstrong to adjourn into executive session at 12:08 p.m. to discuss exam content.

Armstrong: Aye  
Manigold: Aye  
McNally: Aye  
Schmidt: Aye  
Reilly: Absent

Motion passed.

Commission reconvened into open session at 1:00 p.m.

Moved by Maribeth Manigold, second by John Armstrong to adjourn the meeting at 1:10 p.m. All ayes. Motion passed.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

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**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