

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

June 17, 2021 Minutes

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

Guests: Jennifer Sowers

Phil McNally called the meeting to order at 3:02 p.m.

Public Comment: None

Moved by John Armstrong, second by Phil McNally that the minutes of the May 25, 2021 meeting be approved as written. All ayes. Motion passed.

The current Telecommunicator eligibility register has been exhausted. The written exam for this classification is scheduled for July 22, 2021 at 6:00 p.m. at City Hall. The oral interviews are tentatively scheduled for September 1, time to be determined, depending on availability of the interviewers.

The Commission reviewed a letter to the City regarding status of the Telecommunicator eligibility registers.

The Commission will prepare an annual report to the City.

Moved by Rob Schmidt, second by Jim Reilly to adjourn into executive session at 3:35 p.m. to discuss exam content.

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

Motion passed.

Commission reconvened into open session at 4:08 p.m.

Moved by Rob Schmidt, second by Phil McNally to adjourn the meeting at 4:24 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**

Exhausted 07/2021  
August 23, 2021  
March 5, 2022  
March 5, 2022  
March 5, 2022