

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



**CIVIL SERVICE COMMISSION MINUTES**  
January 19, 2016

Present: Jean Eltrevoog  
Phil McNally  
Rob Schmidt  
Kim Czyz  
Bob Shull

Phil McNally called the meeting to order at 11:30 a.m.

Public Comment

None.

Moved by Jean Eltrevoog, second by Rob Schmidt to approve the December 7, 2015 minutes. All ayes. Motion passed.

Bob Shull advised the Commission that there is a vacancy in the Public Works Parks/Streets division due to a resignation.

Moved by Jean Eltrevoog, second by Rob Schmidt to authorize the hiring of the next eligible candidate on the current General Labor/Building Maintenance Eligibility Register. All ayes. Motion passed.

Kim advised the Commission that the vehicle maintenance exam is scheduled for February 25, 2016 at IVCC Ottawa Center.

Moved by Jean Eltrevoog, second by Phil McNally that the meeting be adjourned at 11:40 a.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

## Eligibility List Summary

### Classification

Telecommunicator  
Vehicle Maintenance  
General Labor/Building Maintenance  
General Office  
Water and Wastewater

### Expiration Date

February 20, 2017  
March 4, 2016  
December 7, 2017  
December 7, 2017  
October 6, 2017