

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



**CIVIL SERVICE COMMISSION MINUTES**  
April 16, 2015

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Jim Reilly  
Rob Schmitt  
Kim Czyz

Jack Mitchell called the meeting to order at 12:10 p.m.

Jack Mitchell welcomed new Commission member Jim Reilly.

Moved by Phil McNally, second by Rob Schmidt to approve the minutes of the February 20, 2015 meeting as written. All ayes. Motion passed.

Kim Czyz advised the Commission that the City Council has authorized the hiring of two additional public works employees, to be hired from the current General Labor/Building Maintenance eligibility register. The notice of vacancy that is required by the AFSCME collective bargaining agreement was posted in house; there were no requests to transfer.

Moved by Rob Schmidt, second by Jean Eltrevoog to authorize the hiring of the next two eligible candidates on the current General Labor/Building Maintenance eligibility register. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to adopt the Rules and Regulations of the Civil Service Commission as proposed at the February 20, 2015 meeting regarding Rule VI, Section 6.7, Physical Examination: Physical Agility Test criteria to include a heart rate target as recommended by OSF Center for Industrial Rehabilitation for candidates hired from General Labor/Building Maintenance, Vehicle Maintenance and Water/Wastewater eligibility registers established after December 4, 2015. All ayes. Motion passed.

Moved by Rob Schmidt, second by Phil McNally that the meeting be adjourned at 12:45 a.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

**Expiration Date**

Telecommunicator

February 20, 2017

Vehicle Maintenance

March 4, 2016

General Labor/Building Maintenance

December 4, 2015

General Office

December 4, 2015

Water and Wastewater

December 4, 2015