

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



**CIVIL SERVICE COMMISSION MINUTES**  
April 26, 2011

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Kyle Stephens  
Kim Czyz

Kyle Stephens called the meeting to order at 12:10 p.m..

Moved by Phil McNally, second by Kyle Stephens to approve the minutes from the March 16, 2011 meeting as written. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jean Eltrevoog to accept the proposal from Illinois Valley Community College (IVCC) Business Training Center to develop employment tests for general labor/building maintenance, general office, water/wastewater and vehicle maintenance at a cost not to exceed \$12,000. Kim will contact IVCC and schedule the appropriate meetings and interviews with city staff. The Civil Service Commission will meet with IVCC upon completion of the interviews to receive a progress report of the project.

Jean Eltrevoog: Aye  
Phil McNally: Aye  
Jack Mitchell: Aye  
Kyle Stephens: Aye  
Motion passed.

Moved by Kyle Stephens, second by Jean Eltrevoog to authorize payment to IVCC in the amount of \$7,000 to develop employment tests for general labor/building maintenance, general office, water/wastewater and vehicle maintenance.

Jean Eltrevoog: Aye  
Phil McNally: Aye  
Jack Mitchell: Aye  
Kyle Stephens: Aye  
Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell to combine the building maintenance and general labor classifications. All ayes. Motion passed.

Moved by Jack Mitchell, second by Jean Eltrevoog to adjourn the meeting at 1:08 p.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

## Eligibility List Summary

<u>Classification</u>	<u>Expiration Date</u>
*Vehicle Maintenance	June 12, 2011
**Telecommunicator	March 4, 2011
*Building Maintenance	June 17, 2011
*General Office	June 25, 2011
*General Labor	July 8, 2011
*Water and Wastewater	October 26, 2011

\*Administered by IVCC

\*\*Administered by Stanard & Associates

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