

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350



CIVIL SERVICE COMMISSION MINUTES
December 1, 2011

Present: Phil McNally
Jack Mitchell
Rob Schmidt
Kyle Stephens
Police Captain Brent Roalson
Police Chief Brian Zeilmann
Kim Czyz

Kyle Stephens called the meeting to order at 12:00 noon.

Moved by Phil McNally, second by Rob Schmidt to approve minutes of the October 27, 2011 meeting as written. All ayes. Motion passed.

A letter was received from Mayor Bob Eschbach advising the Civil Service Commission that a telecommunicator had resigned effective 12/31/2011 and requesting that the Civil Service Commission hire a replacement to fill this vacancy.

Moved by Kyle Stephens, second by Jack Mitchell to proceed with the background investigation on the first eligible candidate on the current Telecommunicator list. In the event that individual is not interested or does not pass the background investigation, the second eligible candidate should be contacted and a background investigation done. In the event that candidate is not interested or does not pass the background investigation, the third eligible candidate should be contacted and a background investigation be done. All ayes. Motion passed.

Discussion regarding section 12.5 of the Civil Service Rules.

Moved by Kyle Stephens, second by Phil McNally to adjourn the meeting at 12:35 p.m. All ayes.

Respectfully submitted,

Kim Czyz
Administrative Assistant to the Mayor

Eligibility List Summary

Classification

Expiration Date

Telecommunicator	May 5, 2013
Vehicle Maintenance	October 20, 2013
General Labor/Building Maintenance	October 28, 2013
General Office	November 28, 2013
Water and Wastewater	November 4, 2013