

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



**CIVIL SERVICE COMMISSION MINUTES**  
December 16, 2011

Present: Jean Eltrevoog  
Phil McNally  
Jack Mitchell  
Kyle Stephens  
Police Chief Brian Zeilmann  
Kim Czyz

Kyle Stephens called the meeting to order at 12:05 p.m.

Moved by Kyle Stephens, second by Phil McNally to approve minutes of the December 1, 2011 meeting as written. All ayes. Motion passed.

Moved by Kyle Stephens, second by Phil McNally to offer a position of telecommunicator to candidate #1 on the current eligibility register, Karri DeLaGarza. All ayes. Motion passed.

Moved by Kyle Stephens, second by Jack Mitchell to adjourn the meeting at 12:20 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