

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



**CIVIL SERVICE COMMISSION MINUTES**  
August 27, 2013

Present: Phil McNally  
Jack Mitchell  
Rob Schmidt  
Kyle Stephens  
Chief Brent Roalson  
Kim Czyz

Kyle Stephens called the meeting to order at 11:05 a.m.

Moved by Kyle Stephens, second by Jack Mitchell to approve the minutes of the July 2, 2013 meeting as written. All ayes. Motion passed.

Mayor Eschbach has requested that the Commission hire three (3) telecommunicators.

Moved by Kyle Stephens, second by Rob Schmidt to offer a telecommunicator position to the next three (3) eligible candidates on the current Telecommunicator eligibility register. All ayes. Motion passed.

Discussion regarding telecommunicator shifts.

Moved by Kyle Stephens, second by Phil McNally to adjourn into executive session at 11:25 a.m.

Kyle Stephens: Aye  
Rob Schmidt: Aye  
Phil McNally: Aye  
Jack Mitchell: Aye  
Motion passed.

Moved by Kyle Stephens, second by Phil McNally to reconvene into open session at 11:45 a.m.

Kyle Stephens: Aye  
Rob Schmidt: Aye  
Phil McNally: Aye  
Jack Mitchell: Aye  
Motion passed.

The meeting adjourned at 11:45 a.m. All ayes.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

**Expiration Date**

Telecommunicator	September 20, 2014
Vehicle Maintenance	October 20, 2013
General Labor/Building Maintenance	October 28, 2013
General Office	November 28, 2013
Water and Wastewater	November 4, 2013