

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



**CIVIL SERVICE COMMISSION MINUTES**  
December 4, 2018, 2018

Present: Phil McNally  
Jim Reilly  
Rob Schmidt  
Mayor Bob Eschbach  
Kim Czyz

Phil McNally called the meeting to order at 12:55 p.m.

Moved by Jim Reilly, second by Rob Schmidt to approve the September 4, 2018 and September 7, 2018 minutes as written. All ayes. Motion passed.

Public Comment

None.

The Vehicle Maintenance exam was administered at IVCC Ottawa Center on November 1, 2018. Two people passed the examination. The Initial Eligibility register was mailed to both candidates.

The Water/wastewater exam was administered at IVCC Ottawa Center on November 7, 2018. One person passed the examination. The Initial Eligibility register was mailed to that candidate.

No Veteran Preference points were submitted for the Vehicle Maintenance initial eligibility register or the Water/wastewater initial eligibility register.

Moved by Jim Reilly, second by Rob Schmidt to adopt the Vehicle Maintenance Final Eligibility Register as shown below. All ayes. Motion passed.

- |                   |       |
|-------------------|-------|
| 1. Steve Kennamer | 83.00 |
| 2. Andrew Rowney  | 77.00 |

Moved by Phil McNally, second by Rob Schmidt to adopt the Water/wastewater Final Eligibility Register as shown below. All ayes. Motion passed.

- |                     |       |
|---------------------|-------|
| 1. Nicholas Neurohr | 78.64 |
|---------------------|-------|

The Civil Service Commission has received a request from Commissioner James Less to hire a person for Public Works - Vehicle Maintenance Division.

Moved by Phil McNally, second by Jim Reilly to hire the next eligible candidate on the current Vehicle Maintenance Eligibility Register. All ayes. Motion passed.

The Civil Service Commission has received a request from Commissioner Dan Aussem to hire a person for Public Works-Wastewater Division..

Moved by Phil McNally, second by Jim Reilly that the meeting be adjourned at 12:30 p.m. All ayes. Motion passed.

Moved by Phil McNally, second by Rob Schmidt to hire the next eligible candidate on the current Water/wastewater Eligibility Register. All ayes. Motion passed.

Discussion regarding a letter received from Mr. Mark Hanley. Mr. Hanley submitted an application to take the water/wastewater exam on November 7, 2018. The exam was started promptly at 6:00 p.m. Mr. Hanley arrived to take the exam after 6:00 p.m. and therefore was not allowed to take the exam. Mr. Hanley stated that it was not yet 6:00 p.m. when he arrived. Jack Mitchell and Rob Schmidt were in attendance at the exam; Jack Mitchell determined that Mr. Hanley was late and would not be allowed to take the exam. A reply will be sent to Mr. Hanley regarding this incident.

With the hiring of the only candidate on the water/wastewater eligibility register, an exam needs to be administered to create a new register. An exam will be scheduled after the first of the year.

Moved by Jim Reilly, second by Rob Schmidt to adjourn the meeting at 1:25 p.m.

Respectfully submitted,

Kim Czyz  
Administrative Assistant to the Mayor

**Eligibility List Summary**

**Classification**

Telecommunicator  
Vehicle Maintenance  
General Labor/Building Maintenance  
General Office  
Water and Wastewater

**Expiration Date**

April 9, 2020  
December 4, 2020  
December 11, 2019  
December 11, 2019  
December 4, 2020