



CITY OF LOVES PARK

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LOVES PARK, ILLINOIS 61111
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Gregory R. Jury, *Mayor* • Robert J. Burden, *City Clerk* • John C. Danielson, *City Treasurer*

LOVES PARK CIVIL SERVICE COMMISSION MINUTES

Date: October 11, 2017
Present: Jesse Daughtry, Commissioner
Darryl Lindberg, Commissioner
Scott Andrews, Commissioner
Also present: Maryjo Pirages Reynolds, Attorney
Chief Chuck Lynde, Police Department
Deputy Chief Michael McCammond, Police Department

On October 11, 2017, the Loves Park Civil Service Commission convened at City Hall, 100 Heart Boulevard, Loves Park, IL 61111.

1. **CALL TO ORDER:** Commissioner Lindberg called the meeting to order at 11:26 a.m.
2. **PUBLIC COMMENT:** None.
3. **MINUTES:** Commissioner Daughtry motioned to approve the minutes of September 5, 2017, seconded by Commissioner Scott, and approved 3-0.
4. **OLD BUSINESS:**

Police Department Clerical Applications: Chief Lynde advised that the Clerk's Office has received six (6) applications. He requested that the Commission extend the application deadline to November 2, 2017, cancel the interview dates of October 18 and October 19, 2017, and republish the Police Clerical Position Notice to advertise new interview dates of November 6 and November 8, 2017 at 5:00 p.m. The Commission discussed this request and Commissioner Lindberg made a motion to approve and publish such revised Notice and reschedule the interviews to November 6 and November 8, 2017 at 5:00 p.m. The motion was seconded by Commissioner Daughtry and approved 3-0. Attorney Pirages Reynolds will advise as to contacting the six (6) applicants regarding the extension and new interview dates.

Status of Public Works Testing Process: Notice has been published, with applications due by October 16, 2017. The Commission will review applications at its October 23, 2017, meeting and conduct interviews on November 1 and November 2, 2017 at 6:00 p.m. We have received no further update from the Department.

"The City with a Heart"

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5. **NEW BUSINESS:**

Water Department Clerical Position Request: Attorney Pirages Reynolds circulated a memo from Mayor Jury to the Commission. The Commission reached out to Craig McDonald and requested that he prepare a job description and attend its next meeting on October 23, 2017, to discuss the position and timeline.

Process for Approval of Invoices/Bills: Any and all bills will be mailed to Commissioner Scott. Commissioner Scott will review and circulate bills to the other Commissioners. The Commissioners will take a vote to approve or deny the payment of a bill. Upon approval, a Commissioner will sign a bill and list the date of the approval. Commissioner Scott will then give the approved bill to the Treasurer's Office for payment. An invoice from HolmstromKennedyPC for legal services was reviewed by the Commissioners. Commissioner Lindberg made a motion to approve payment of the HolmstromKennedyPC invoice. This motion was seconded by Commissioner Daughtry and approved 3-0. Commissioner Scott will give the approved invoice to the Treasurer's Office for payment.

5. **ADJOURNMENT:** The next regularly scheduled meeting will be held on October 23, 2017, at 11:00 a.m. The meeting was adjourned at 11:54 a.m. Motion to adjourn was made by Commissioner Daughtry, seconded by Commissioner Lindberg, and the motion passed 3-0.

Respectfully submitted,



Maryjo F. Pirages Reynolds, Attorney for Commission

cc: Commissioners Daughtry, Lindberg, Scott	Mayor Gregory Jury
City Clerk Bob Burden	All Council Members
City Treasurer John Danielson	Police Chief Chuck Lynde
Public Works Director Dan Jacobson	Nicolosi & Associates, as City Attorney
Attorney Roberta L. Holzwarth	