

**CITY OF LOVES PARK**

100 HEART BOULEVARD
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 23, 2017
Present: Jesse Daughtry, Commissioner
Darryl Lindberg, Commissioner
Scott Andrews, Commissioner
Also present: Maryjo Pirages Reynolds, Attorney
Craig McDonald, Water Department
Amber Lamb, Water Department
Shannon Messinger, Public Works Department

On October 23, 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 10:59 a.m.
2. **PUBLIC COMMENT:** None.
3. **MINUTES:** Commissioner Daughtry motioned to approve the minutes of October 11, 2017, seconded by Commissioner Scott, and approved 3-0.
4. **OLD BUSINESS:**

Status of Water Department Clerical Position: Craig McDonald distributed a draft clerical position job description for the Commission's review. Attorney Pirages Reynolds will work with Craig McDonald to finalize the description and will prepare the notice of the position for publication. Craig McDonald requested that the testing process be completed in December and the Commission discussed this request. Commissioner Daughtry made a motion to set the application deadline for December 1, 2017, with the Commissioners to meet on December 4, 2017, at 11:00 a.m. to review applications and to conduct interviews on December 6 and December 7, 2017 at 5:00 p.m. This motion was seconded by Commissioner Scott and approved 3-0.

Status of Police Clerical Position: There are no updates to report in connection with this position.

Review of Public Works Maintenance Position Applications: The Clerk's Office received eighteen (18) applications which were reviewed by the Commissioners. After review, the Commissioners decided to extend interviews to all of the applicants. Attorney Pirages Reynolds will distribute copies of the applications to the Commissioners for their further review in advance

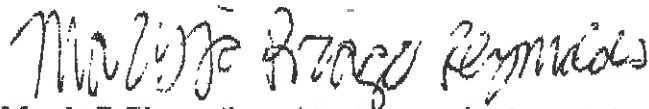
"The City with a Heart"

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of the interviews and schedule interviews of the applicants on November 1 and 2, 2017, at 6:00 p.m.

5. **NEW BUSINESS:** None.
6. **ADJOURNMENT:** The next regularly scheduled meeting will be held on November 3, 2017, at 11:00 a.m. The meeting was adjourned at 11:37 a.m. Motion to adjourn was made by Commissioner Daughtry, seconded by Commissioner Scott, 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	