

**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: November 13, 2017
Present: Jesse Daughtry, Commissioner
Darryl Lindberg, Commissioner
Scott Andrews, Commissioner
Also present: Maryjo Pirages Reynolds, Attorney
Shannon Messinger, Department of Public Works
Deputy Chief Michael McCammond, Police Department

On November 13, 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 11:01 a.m.
2. **PUBLIC COMMENT:** None.
3. **MINUTES:** Commissioner Daughtry motioned to approve the minutes of November 1, 2, 3, 6 and 8, 2017; motion seconded by Commissioner Andrews and approved 3-0.
4. **OLD BUSINESS:**

Public Works Department Maintenance Position: The Initial Eligibility List for the Public Works Department Maintenance candidates was presented to the Commissioners for approval. Attorney Pirages Reynolds informed the Commissioners that the position Notice was inadvertently published in a "newspaper of general circulation in such municipality" for only one week rather than two weeks, as is required under Section 10-1-11 of the Civil Service in Cities Act. This was an inadvertent error that was discovered after the interviews were conducted. Consequently, Attorney Pirages Reynolds discussed options to cure this Notice error. The Commissioners noted that there was a good faith effort to comply with the purpose and intent of the Notice requirements in the Civil Service in Cities Act, particularly in that the position was also actively advertised within the City via its Department of Public Works and via social media for a cumulative period of more than two (2) weeks. Thus, the Commissioners felt the public was reasonably made aware of the opening, and that the advertising done attracted a competitive, robust applicant pool. In light of these conclusions, the Commissioners reviewed and approved the Initial Eligibility List in its present form. Commissioner Lindberg motioned to approve and post the list, seconded by Commissioner Andrews, and approved 3-0. Commissioner Lindberg motioned to approve that HolmstromKennedyPC prepare and circulate a memo to the Public

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Works Department Maintenance candidates regarding military points, as well as a form for military point election, seconded by Commissioner Andrews, and approved 3-0.

Police Department Clerical Position: The Initial Eligibility List for the Police Department Clerical candidates was presented to the Commissioners. The Commissioners reviewed and approved the Initial Eligibility List in its present form. Commissioner Lindberg motioned to approve and post the list, seconded by Commissioner Andrews, and approved 3-0. Commissioner Lindberg motioned to approve that HolmstromKennedyPC prepare and circulate a memo to the Police Department Clerical candidates regarding military points, as well as a form for military point election, seconded by Commissioner Andrews, and approved 3-0.

5. **NEW BUSINESS:** Deputy Chief Michael McCammond advised the Commissioners of the likely need to initiate a testing process for an entry level police officer in early 2018.
6. **ADJOURNMENT:** The next regularly scheduled meeting will be held on December 4, 2017, at 11:00 a.m. The meeting was adjourned at 11:19 a.m. Motion to adjourn was made by Commissioner Lindberg, seconded by Commissioner Andrews, and the motion passed 3-0.

Respectfully submitted,



Maryjo F. Pirages Reynolds, Attorney for Commission

cc:	Commissioners Daughtry, Lindberg, Andrews	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	