

**CITY OF LOVES PARK**

100 HEART BOULEVARD
LOVES PARK, ILLINOIS 61111
815-654-8030 • Fax: 815-633-2359

Gregory R. Jury, Mayor • Robert J. Burden, City Clerk • John C. Danielson, City Treasurer

**LOVES PARK CIVIL SERVICE COMMISSION
MINUTES**

Date: December 4, 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

On December 4, 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 10:56 a.m.
2. **PUBLIC COMMENT:** None.
3. **OLD BUSINESS:**

Police Department Clerical Position: The Final Eligibility List for the Police Department clerical position candidates was presented to the Commissioners for approval. Commissioner Lindberg motioned to approve and post the list, seconded by Commissioner Daughtry, and approved 3-0.

Public Works Maintenance Position: The Final Eligibility List for the Police Department clerical position candidates was presented to the Commissioners for approval. Commissioner Lindberg motioned to approve and post the list, seconded by Commissioner Daughtry, and approved 3-0.

Water Department Clerical Position: Craig McDonald advised that the Water Department received twenty-three (23) applications. 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 was ordered, paid for, and required under Section 10-1-11 of the Civil Service in Cities Act. This was an inadvertent error by the publisher that was discovered the week of November 27, 2017. 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 Water Department and via social media for a cumulative period of more than two

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(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 want to proceed in scheduling interviews with the applicants. Attorney Pirages Reynolds will distribute copies of the applications to the Commissioners and Craig McDonald for their further review in advance of the interviews and schedule the applicants for interviews to be conducted on December 6 and 7, 2017, starting at 5:00 p.m. The Commissioners are aware of at least one applicant with a conflict during the scheduled interview dates and have designated December 18, 2017, at 5:00 p.m. as a backup interview date. Commissioner Lindberg noted a potential conflict of interest with one of the applicants and plans to recuse himself from that applicant's interview.

One applicant only provided a resume and did not submit an application. Commissioner Daughtry made a motion to disqualify this applicant. This motion was seconded by Commissioner Lindberg and approved 3-0. Attorney Pirages Reynolds will send notification to the applicant of the disqualification.

4. **MINUTES:** Commissioner Daughtry motioned to approve the minutes of November 13, 2017, seconded by Commissioner Andrews, and approved 3-0.
5. **ADJOURNMENT:** The meeting was adjourned at 11:19 a.m. Motion to adjourn was made by Commissioner Daughtry, 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	