

**CITY OF LOVES PARK**

100 HEART BOULEVARD  
LOVES PARK, ILLINOIS 61111  
815-654-5030 • 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:** April 9, 2018  
**Present:** Jesse Daughtry, Commissioner  
Darryl Lindberg, Commissioner  
Scott Andrews, Commissioner  
**Also present:** Chuck Lynde, Police Chief  
Michael McCammond, Police Deputy Chief  
Craig McDonald, Water Department Manager  
Maryjo Pirages Reynolds, Attorney

On April 9, 2018, 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 11:00 a.m.
2. **PUBLIC COMMENT:** None.
3. **OLD BUSINESS:** None.
4. **MINUTES:** Commissioner Daughtry motioned to approve the minutes of the March 12, 2018, meeting, seconded by Commissioner Scott, and approved 3-0.
5. **NEW BUSINESS:**

**Police Department -- Initial Officer Hiring Process:**

Deputy Chief Mike McCammond informed the Commission that there were approximately 65 applicants, 5 of whom Stanard recommended further review. The Police Department will conduct said further review but recommends that all applicants proceed with the scheduled testing on April 14, 2018. The Commission agreed with this recommendation. The Commission reviewed the proposed interview selection criteria and form and Commissioner Lindberg made a motion to approve the interview selection criteria and form, seconded by Commissioner Daughtry, and the motion passed 3-0.

The Commission discussed the age of two (2) applicants (ages 20 and 34) and consulted the Illinois Civil Service in Cities Act and the Commission's Rules and Regulations in order to confirm that it was permissible and appropriate for both applicants to advance in the testing process. The Commission discussed the age requirement for future testing and

*"The City with a Heart"*

Loves Park Civil Service Commission  
Minutes of April 9, 2018  
Page 2

decided that, moving forward, any and all applicants shall be age 19 or older as of the established application deadline. Commissioner Lindberg made a motion to approve the age 19 and older as of the application deadline requirement for future testing processes, seconded by Commissioner Andrews, and the motion passed 3-0.

The Commission also discussed the timeline of the remaining process. Commissioner Andrews will attend the written test on April 14, 2018 at 8:00 a.m. and Commissioner Lindberg will attend the POWER test on April 14, 2018 at 1:00 p.m. The Commissioners will submit minutes from the respective tests. Deputy Chief McCammond and Attorney Pirages Reynolds advised the Commission that Stanard will send an email to the applicants informing them that the Commission reserves the right to restrict the number of individuals selected to interview. Stanard will score the tests and provide results on or around April 23, 2018. The Commission will then meet on April 30, 2018, at 11:00 a.m. to review the applications and, utilizing the interview selection criteria and form, decide which candidates to interview.

**Police Department – Proposed Lateral Application Process:** The Commissioners reviewed the proposed amendment to the Commission's Rules and Regulations and proposed a revision to the most recent draft. Chief Lynde agreed with the proposed revision. Attorney Pirages Reynolds will follow up with Attorneys Holzwarth and Cox regarding the Commission's recommendation and, if approved, circulate a new draft of the amendment to the Commission and the Police Union.

**Water Department – New Technical Position Hiring Process:** Manager Craig McDonald clarified that instead of adding a new civil service employee title, he instead wants to test for and generate a new list separate and apart from the current "2017 Public Works Department Final Eligibility List" which was generated on behalf of the Street Department. Craig McDonald will prepare a job description and work with Attorney Pirages Reynolds to draft a publication notice which will be presented to the Commission at the April 30, 2018 meeting. Commissioner Lindberg made a motion to approve this new testing process, seconded by Commissioner Daughtry, and the motion passed 3-0.

Craig McDonald also informed the Commission of a need to hire two (2) temporary employees for approximately two and one-half (2 ½) years to install automated meter systems. Attorney Pirages Reynolds is going to follow up with Craig McDonald and the Commission regarding hiring options.

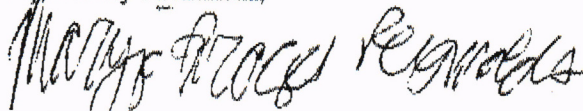
Finally, the Commission reviewed the proposed Classification Plan which will need to have the Water Department Technical Specialist position removed in light of Craig McDonald's request and is going to place the Classification Plan on the April 30, 2018, agenda for review and approval.



Loves Park Civil Service Commission  
Minutes of April 9, 2018  
Page 3

6. **ADJOURNMENT:** The next regularly scheduled meeting will be held on April 30, 2018, at 11:00 a.m. The meeting was adjourned at 11:55 a.m. Motion to adjourn was made by Commissioner Lindberg, seconded by Commissioner Andrews, and the motion passed 3-0.

Respectfully submitted,



Maryjo P. 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

4820-8932-8481