



## City of Mentor-on-the-Lake

5860 Andrews Road, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

www.CityMOL.org

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### MINUTES CIVIL SERVICE COMMISSION MEETING DECEMBER 4, 2017

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The Regular Meeting of the Civil Service Commission for the City of Mentor-on-the-Lake, Ohio, was called to order by **Chair, Andy Rose** at 6:00 p.m.

**ROLL CALL:**  
Aye: Andy Rose, Chair  
Aye: Mike Constantine  
Aye: Geoff Snow

Also Present: Dave Eva, Mayor  
Brent Moore, Service Director

**APPROVAL OF MINUTES:** July 12, 2017

**MOTION MADE BY GEOFF SNOW**, seconded by Michael Constantine, to approve the minutes of July 12, 2017. **ROLL CALL:** Ayes: Andy Rose, Mike Constantine, Geoff Snow. Nays: None.

**MOTION PASSED 3/0**

**CORRESPONDENCE:** None

**OLD BUSINESS:** None

**NEW BUSINESS:** Mr. Rose announced that the Administration has requested to have a Laborer/Operator exam to fill the open position in the Service Department.

Mayor Eva mentioned that the City has given an exam for this position in the past but he is requesting that the Civil Service Commission amend the Civil Service rules to eliminate the exam for the Laborer/Operator position.

Mr. Rose mentioned that it is a Charter requirement. Mr. Rose said that he spoke with Law Director, Jim Lyons, and he recommended giving the exam. Mr. Rose said that Mr. Lyons is concerned that the City will face issues down the road. Mr. Rose said that Council has the right to put a charter amendment on the ballot anytime they want. Mr. Rose said that he does not see a provision where the commission can waive it. Mr. Rose said that the commission can modify the exam but he does not see a way to circumvent the exam.

The commission briefly reviewed the in-house Laborer/Operator Exam.

**MOTION MADE BY ANDY ROSE**, seconded by Michael Constantine, to use the previous in-house exam for the upcoming Laborer/Operator exam. ROLL CALL: Ayes: Andy Rose, Mike Constantine, Geoff Snow. Nays: None.

**MOTION PASSED 3/0**

The commission briefly discussed possible exam dates. The commission decided to schedule the Laborer/Operator exam for Tuesday, December 19, 2017 at 7:00 p.m.

The clerk said that she will not be available to proctor that evening. Mr. Rose and Mayor Eva volunteered to proctor the exam.

The commission decided that the deadline to apply for the exam will be at 5:00 p.m. on Friday, December, 15, 2017.

The clerk announced that her last day of employment with the City of Mentor-on-the-Lake will be on Friday, December 29, 2017. The clerk recommended scheduling a Civil Service meeting to certify the results before she leaves.

Mayor Eva asked the clerk if she will be collecting the certifications when they hand in the applications. The clerk said that she will collect all the necessary paperwork prior to the exam and she will have everything ready for them for the exam.

**SETTING OF MEETINGS:** The commission scheduled a meeting for Wednesday, December 27 at 6:00 p.m. to certify the results.

**ADJOURNMENT:**

**MOTION MADE BY MICHAEL CONSTANTINE**, seconded by Geoff Snow, for adjournment. ROLL CALL: Ayes: Andy Rose, Mike Constantine, Geoff Snow. Nays: None.

**MOTION PASSED 3/0**

**MEETING ADJOURNED: 6:20 p.m.**

**ADOPTED:** December 27, 2017

  
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**ANDY ROSE, CHAIR**

**ATTEST:** Christa Parisi  
**CHRISTA M. PARISI, CLERK**