

VILLAGE BOARD OF TRUSTEES  
MEETING MINUTES  
November 7, 2016

Mayor Wells called the Meeting of the Mt. Zion Village Board of Trustees to order at 5:15 p.m. in the Village Hall Board Room. The following Board Members were present for roll call: Mike Mose, Shane Mendenhall, Ron Johnson, Donna Scales, Vickie Marshall and Kevin Fritzsche. Also present were Village Administrator, Julie Miller, Director of Public Works, Chad Reynolds, Chief of Police, Adam Skundberg, Director of Parks and Recreation, Judy Roessler, Event Coordinator, Kelly McCourt Edwards, and Village Clerk, Dawn Reynolds.

Pledge of Allegiance

Public Forum: Fourteen (14) people were present.

Kathy Hadden addressed the Board regarding Village related issues.

Consent Agenda: A motion was made by Trustee Johnson to approve the Consent Agenda as presented, seconded by Trustee Scales. A breakdown of Fund Warrants for the period ending November 7, 2016 is as follows: General Fund - \$36,724.96, Convention Center - \$3,508.42, Liability Insurance - \$78,305.04, Motor Fuel Tax Fund - \$19,758.88, 2013 G.O. B/I Repay Fund - \$66,231.25, Water Revenue Fund - \$45,586.18, Sewer Revenue Fund - \$24,843.60, 2009 Fletcher/TIF B/I Repay - \$229,178.25, and Risk Management - \$2,495.82. A roll call vote was taken: Mose-yea, Johnson-yea, Mendenhall-yea, Scales-yea, Marshall-yea, and Fritzsche-yea. Motion carried 6-yea, 0-nay, 0-absent.

Presentation of FY 2015-2016 Financial Statements – McGuire, Yuhas, Huffman & Buckley, P.C.:

Kevin Buckley of McGuire, Yuhas, Huffman & Buckley, P.C. presented the FY 2015-2016 Financial Statements. Letter 1 was an executive summary of required communications. Letter 2 was an explanation of segregated duties and recommendations, employee stipends that are non-taxable and taxable with special rules for municipalities, locating of rental contracts and credit card receipts, and cash receipts reconciling with events. Also given to the Board was a bound audit report. The audit report showed that the big emphasis was on pensions, the Village is growing, fund balances are increasing from incomes and expenses allowed, and good decisions are being made.

Administrator Miller stated that the auditors are open for questions or concerns and can be contacted anytime throughout the year. Also, the financial statements have been uploaded to the Village website. Trustee Marshall questioned the credit card receipts. Administrator Miller explained that some receipts were thrown away by accident and that the issue has been resolved for the future. Administrator Miller also addressed the improved procedure for rental contracts and a meeting with Hickory Point Bank for a deposit agreement. Trustee Johnson questioned cash controls on events. Kevin Buckley recommended that staff pay close attention to the form when documenting cash.

Discussion and Approval of Ordinance Rezoning Certain Property – Lot 1, Mt. Zion Heights Subdivision

– 104 North Drive from VO-2 Office to VB-3 Highway Commercial: Administrator Miller presented for consideration an Ordinance to rezone 104 North Drive from VO-2 Office to VB-3 Highway Commercial to allow for a retail sales business. The Mt. Zion Planning Commission and Zoning Board of Appeals conducted a public hearing on November 1, 2016 on the petition of David Wiley and Paula Moody. No objections were filed against the petition. The property has been an insurance office and has adequate parking. The zoning of VB-3 Highway Commercial aligns with the Village's long range plan for desired zoning along State Highway 121. The Mt. Zion Planning Commission and Zoning Board of Appeals unanimously recommended approval of the rezoning request as presented.

A motion was made by Trustee Mose to approve the attached Ordinance Rezoning Certain Property Commonly Known as 104 North Drive from VO-2 Office to VB-3 Highway Commercial as presented,

seconded by Trustee Marshall. A roll call vote was taken: Mose-yea, Johnson-yea, Mendenhall-yea, Scales-yea, Marshall-yea, and Fritzsche-yea. Motion carried 6-yea, 0-nay, 0-absent.

Discussion and Approval of Reciprocal Reporting Agreement – Mt. Zion School District: Chief Skundberg presented for consideration an updated Reciprocal Reporting Agreement between the Village and the Mt. Zion School District. Modifications were made to the agreement regarding the definition of a minor and information sharing as allowed by state statute.

A motion was made by Trustee Johnson to rescind/revoke all previous versions of the attached Reciprocal Reporting Agreement and approve and authorize the Chief of Police to execute the attached Reciprocal reporting Agreement dated November 7, 2016 as presented, seconded by Trustee Scales. A roll call vote was taken: Mose-yea, Johnson-yea, Mendenhall-yea, Scales-yea, Marshall-yea, and Fritzsche-yea. Motion carried 6-yea, 0-nay, 0-absent.

Discussion and Approval of Memorandum of Understanding Between Macon County Health Department and Mt. Zion Police Department: Chief Skundberg presented for consideration a Memorandum of Understanding between the Macon County Health Department and the Mt. Zion Police Department. The Mt. Zion Police Department will provide law enforcement services and assistance in cooperation with those who are providing emergency public health services of dispensing medication or vaccination to designated populations by a disaster or public health emergency.

A motion was made by Trustee Fritzsche to approve and authorize the Chief of Police to execute the attached Memorandum of Understanding between the Macon County Health Department and the Mt. Zion Police Department as presented, seconded by Trustee Mose. A roll call vote was taken: Mose-yea, Johnson-yea, Mendenhall-yea, Scales-yea, Marshall-yea, and Fritzsche-yea. Motion carried 6-yea, 0-nay, 0-absent.

Presentation and Request for Tax Levy Funding – Mt. Zion Police Pension Fund: Mike Foster, President of the Mt. Zion Police Pension Fund Board of Trustees presented the October 25, 2016 meeting recommendation of a tax levy request of \$377,904. A 28% increase from last year due to mortality tables, salary increases, and pension investments.

A motion was made by Trustee Mose to accept the Annual report from the Police Pension Board and approve the request for funding in the amount of \$377,904 as presented, seconded by Trustee Fritzsche. A roll call vote was taken: Mose-yea, Johnson-yea, Mendenhall-yea, Scales-yea, Marshall-yea, and Fritzsche-yea. Motion carried 6-yea, 0-nay, 0-absent.

Discussion of Proposed 2016 Tax Levy: Administrator Miller requested direction from the Board for the 2016 Tax Levy. The proposed budget will be presented at the November 21<sup>st</sup> meeting, and a public hearing for the budget and final tax levy at the December 5<sup>th</sup> meeting. The 2 proposals were discussed; to maintain the current tax rate by levying the \$46,000 from General Fund Revenues or to levy the entire request of \$46,000 by increasing the tax rate by \$0.04242. Foster talked to the actuary for a long term plan, if every year is exactly as assumed he predicts a 3-4% annual increase. Only 2 things can be done to eliminate increases; reduce force or change the law. It is not the goal of the Village to increase taxes. It was the consensus of the Board to meet in the middle, levy \$25,000 from General Fund Revenues and increase the tax rate by \$0.02121. Trustee Fritzsche questioned Miller if there was still a need for a public hearing. Miller replied she would have to run the numbers and would report back at the next meeting.

Appointment of Freedom of Information Act Officer (FOIA Officer) – Dawn Reynolds, Village Clerk: Administrator Miller presented for consideration the appointment of Dawn Reynolds, Village Clerk, as FOIA Officer for the Village of Mt. Zion. The Freedom of Information Act requires that all public bodies designate one or more officials or employees to act as the FOIA Officer. Clerk Reynolds has had FOIA training and experience in responding to FOIA requests.

A motion was made by Trustee Marshall to appoint Dawn Reynolds, Village Clerk, as the Village of Mt. Zion's FOIA Officer as presented, seconded by Trustee Fritzsche. A roll call vote was taken: Mose-yea, Johnson-yea, Mendenhall-yea, Scales-yea, Marshall-yea, and Fritzsche-yea. Motion carried 6-yea, 0-nay, 0-absent.

Administrator & Staff Items:

Event Coordinator Edwards reported there were cuts and changes made to Chill on the Hill and tons of volunteers which resulted in a net gain this year. The Village has a new radio sponsor Neuhoff Media, new sponsor packages, and bands have been selected for year 5. Chill on the Hill has become a staple in the Mt. Zion Community and she is looking forward to Year 5.

Chief Skundberg reported the Mt. Zion Police Department will now be issuing traffic violations digitally.

Director Reynolds reported that 3200 feet of 12 inch water main had been installed in 7 days, final mowing was completed today, and Harryland Road, Spittler Park Drive, Broadway Street and Main Street have been striped.

Administrator Miller stated that the Public Works Department may continue on the water main pipe installation as they have saved the Village a substantial amount of money. Election day is tomorrow at the Convention Center from 6 a.m. - 7 p.m. The budget work study and CIP will be at the November 21<sup>st</sup> Board meeting. 256 recycling surveys have been received, once 400 surveys have been received progress will continue on updating the Recycling Program.

Mayor & Trustee Items:

Trustee Johnson thanked Coordinator Edwards for her detailed Chill on the Hill report, questioned if there is a possibility to have the option to pay as a resident for a Recycling bin out right, encouraged Chief Skundberg with the electronic tickets, and thanked Director Reynolds for saving the Village a bunch of money.

Trustee Marshall thanked Director Reynolds as well, and stated the resurfacing and painting of the roads look great.

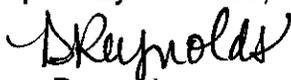
Mayor Wells encouraged everyone to get out and vote tomorrow, also shared that he visited the water main job site and commended Public Works on doing a great job.

Executive Session – Property Sale/Acquisition, Section 2(c)(6) and Personnel, Section 2(c)(1): A motion was made by Trustee Mose to enter Executive Session at 6:10 p.m., seconded by Trustee Johnson. A voice vote was unanimous, motion carried.

A motion was made by Trustee Marshall to exit Executive Session at 6:34 p.m., seconded by Trustee Fritzsche. A voice vote was unanimous, motion carried.

Adjournment: A motion was made by Trustee Fritzsche to adjourn the November 7, 2016 Village Board meeting, seconded by Trustee Mose. A voice vote was unanimous; motion carried. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,



Dawn Reynolds  
Village Clerk