MT. ZION POLICE DEPARTMENT  
  
“In Service To The Community”  
   
**Adam Skundberg  
Chief of Police**  
410 West Main Street,   
P. O. Box 49, Mt. Zion, Illinois 62549  
Telephone (217) 864-4012 Fax (217) 864-4130  
  
Meeting Minutes   
  
Mount Zion Board of Police Commissioners Meeting

January 13, 2021  
  
 Mount Zion Police Department  
410 West Main Street  
Mount Zion, IL  
 Minutes

The MTZ Board of Police Commissioners met on January 13, 2021. In attendance in person were Police Commissioners Bob Kistenfeger and Jennifer Harris. In attendance remotely was Police Commissioner Brad Allen. Also attending were Chief Adam Skundberg (in person) and Lt. Mike Foster (remotely).  
   
The meeting began at 7:04 PM and concluded at 7:44 PM.   
  
**Public Forum:** No comments offered

**Executive Session:** Commissioner Kistenfeger motioned that the Board move to closed session to discuss background check findings. Commissioner Harris seconded the motion. Motion carried. The Board went into closed session at 7:06 PM and ended the closed session at 7:12 PM.

**Approval of Minutes:** Minutes from October 14, 2020 were reviewed. Commissioner Kistenfeger motioned to accept the minutes as presented; seconded by Commissioner Allen. Motion carried.

**Old Business:**

Upcoming orientation and written test to create new Eligibility List

* Scheduled for January 16, 2021 at 9:00 a.m.
* 17 applicants returned applications
* Orientation and written testing will take place at the Mt. Zion Convention Center

Police department manpower status

* Chief Skundberg reported there are currently two vacancies for Police Officers for the Village of Mt. Zion

**New Business:**

Eligibility List and Applicant interview dates and time slots.

* Oral interviews are scheduled for the week of January 25, 2021. Those applicants that achieve a minimum grade of 70% on the written test will be permitted to choose an interview time slot during the week of January 25, 2021 that best fits their schedule. Time slots will be allocated on a first come first serve basis.

Special meeting to certify new Eligibility List

* The Board will meet on February 3, 2021 to certify the new Eligibility List

Prospective rule changes regarding applicant qualifications

* This discussion was tabled till a later date.

Naming of Chairman and Secretary of the Board

* Per Chapter I, Section 3 of the Rules and Regulations, the Board shall annually select a Chairperson and a Secretary. Commissioner Allen agreed to continue as the Chair and Commissioner Kistenfeger agreed to continue as Secretary. Commissioner Harris endorsed both for the 2021term.

**Police Report:** Nothing relevant to report.

**Commissioner Items:** Per Section 9 of the Rules and Regulations, the Board shall annually submit an activities report for the preceding year. Chairman Allen advised that he will submit said report.

**Open Session:** Nothing additional discussed.

**Adjournment:** Meeting adjourned at 7:44 PM

**Next Board Meeting:** April 14, 2021 is the next regularly scheduled Board meeting. As noted above, the Board expects to meet on February 3, 2021 in a Special Meeting to finalize the 2021 Eligibility List.