

# MT. ZION POLICE DEPARTMENT

*"In Service To The Community"*

**Adam Skundberg**  
**Chief of Police**

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Meeting Minutes

Mount Zion Board of Police Commissioners Meeting

January 10, 2018

Mount Zion Police Department  
410 West Main Street  
Mount Zion, IL

Minutes

The MTZ Board of Police Commissioners met on January 10, 2018. In attendance were Police Commissioners David Beasley, Bob Kistenfeger, and newly appointed Commissioner Jennifer Harris. Police Chief Adam Skundberg was also present as was Officer Mike Foster and dispatcher Joann Maulding.

The meeting began at 7:04 PM and concluded at 8:20 PM.

**Public Forum:** No comments offered.

**Approval of Minutes:** Minutes from October 11, 2017 were reviewed and accepted.

Welcomed new Police Commissioner Harris and recognized the service of outgoing Commissioner Anderson. Commissioner Beasley swore in Commissioner Harris.

**Old Business:** Reviewed for the benefit of newly appointed Commissioner Harris the recent application/testing process and the status of the most recent Eligibility List. The new Eligibility list is dated January 1, 2018 and will remain in effect through December 31, 2019.

- Commissioner Harris will provide Commissioner/Secretary Kistenfeger a memo confirming she has completed the online Open Meetings Act training.
- Officer Foster provided the results of the background check for the top applicant on the Eligibility list. No material concerns were identified.
- Commissioner Kistenfeger motioned to appoint applicant Jonathan Layendecker to the Mount Zion Police department. Seconded by Commissioner Harris. Motion passed.
- Commissioner Kistenfeger to call Mr. Layendecker to make the conditional offer of

employment. Conditioned on successfully passing the medical exam, drug screening, and psychological exam. Proposed Start Date of January 29, 2018 .

- at this time there are no other vacancies for a patrol officer.

**New Business:** there was some discussion regarding access to the applications and the Boards files. Should the files be locked with access limited to the Police Commissioners? Can the Police Chief and others in the Police Department have access? What material needs to be locked with access limited to just the Police Commissioners? For next meeting.. all to review the bylaws and state statutes and discuss findings.

- Chief Skundberg noted that the state statutes require that the Police Board issue a Certificate of Appointment for newly hired officers. A few example certificates were provided for consideration.

- Review bylaws. At the next Police Board meeting we are all to review the existing bylaws and come prepared to discuss changes/edits. Commissioner Beasley will send to all an electronic copy of the existing Rules and Regulations of the Board of Police Commissioners for the Village of Mount Zion (aka bylaws) dated September 10, 2014 First Revision. Where possible, make redlines/edits to the electronic version.

**Executive Closed Session: None**

**Police Report:** nothing material noted.

**Next Board Meeting:** April 11, 2018

**Adjournment:** Meeting adjourned 8:20 PM