

THE PUBLIC CAN PARTICIPATE THROUGH THE ZOOM CLOUD MEETING APPLICATION AND CLICKING ON THE FOLLOWING LINK:

Meeting ID: **447 872 7673**

<https://us02web.zoom.us/j/4478727673>

We ask the public to mute their phone or mic until Public Participation
If you have any questions, please contact Matt Trout at mtrout@freeburg.com

REGULAR BOARD MEETING AGENDA – NOVEMBER 6, 2023 - 7:30 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Minutes of Previous Meeting
 - 4 – 1. October 16, 2023 - Regular Board Meeting – **Exhibit A**
5. Finance
 - 5 – 1. Finance Committee Meeting – Wednesday, November 1, 2023 - 5:30 p.m. - **Exhibit B**
 - 5 – a. Board Report – MFT: \$ 3,297.70
 - 5 – b. Board Report – Utility Refunds: \$ 931.08
 - 5 – c. Board Report – ACH Transfer/IMEA Bill: \$ 286,133.62
 - 5 – d. Board Report - General: \$ 759,302.19
 - 5-1e. Recommend Ordinance #1776 – Amended Water Rate Increase – see item #15-1
 - 5-1f. Recommend Ordinance #1777 – Tax Levy Ordinance – see item #15-2
 - 5-1g. Recommend Approval of McPherson Sales Unit #6 Turbocharger Estimated Repair Cost in the Amount of \$57,227.49 – **Exhibit C**
 - 5-1h. Recommend Revision to Electric System (Solar/Net Metering Guidelines) – see item #15-4
6. Treasurer’s Report
7. Attorney’s Report
8. ESDA Report – ESDA Report for November 6, 2023 – **Exhibit D**
9. Public Participation
10. Reports and Correspondence
 - 10 – 1. Village Engineer’s Report – **Exhibit E**
11. Recommendations of Boards and Commissions
12. Contracts, Releases, Agreements and Annexations
13. Bids
14. Resolutions
 - 14 – 1. Resolution #23-17: A Resolution Authorizing the Mayor to Accept United Healthcare Insurance Renewal – **Exhibit F**
15. Ordinances
 - 15 – 1. Ordinance #1776 – An Ordinance Amended Water Rate Increase – **Exhibit G**
 - 15 – 2. Ordinance #1777 – Tax Levy Ordinance – **Exhibit H**
 - 15 – 3. Ordinance #1778 – An Ordinance Amending the Revised Code of the Village of Freeburg, Chapter 1 – Administration – **Exhibit I**
 - 15 – 4. Ordinance #1779 – An Ordinance Abating the Electric Bond Taxes – **Exhibit J**
 - 15 – 5. Ordinance #1780 – An Ordinance Amending the Revised Code of the Village of Freeburg, Chapter 10 – Electric System – **Exhibit K**
16. Old Business
17. New Business
18. Appointments
19. Committee Meeting Minutes/Recommendations
 - 19 – 1. Legal/Ordinance Committee Meeting – Wednesday, November 1, 2023 – 5:45 p.m. – **Exhibit L**
 - 19-1a. Recommend Volkert Invoice #1409089 in the amount of \$2,378.75 – **Exhibit M**
 - 19 – 2. Personnel/Police Committee Meeting - Wednesday, November 1, 2023 - 6:00 p.m. – **Exhibit N**
 - 19-2a. Recommend Revised Job Descriptions for Police Dept. Secretary and Office Manager – **Exhibit O**
 - 19-2b. Recommend Acceptance of the United Healthcare Insurance Renewal – see item #14 - 1
 - 19-3b. Recommend Removal of Interim Village Administrator for Matt Trout to Village Administrator with a Salary Increase to \$85,000

20. Upcoming Meetings
 - 20 – 1. CLOSED IN OBSERVANCE OF VETERAN’S DAY – Friday, November 10, 2023
 - 20 – 2. Combined Planning and Zoning Board Meeting – Tuesday, November 14, 2023 – 6:00 p.m.
 - 20 – 3. Electric Committee Meeting - Wednesday, November 15, 2023 - 5:30 p.m.
 - 20 – 4. Water/Sewer Committee Meeting – Wednesday, November 15, 2023 – 5:45 p.m.
 - 20 – 5. Streets Committee Meeting – Wednesday, November 15, 2023 – 6:00 p.m.
 - 20 – 6. Board Meeting – Monday, November 20, 2023 – 7:30 p.m.
21. Village President’s and Trustees’ Comments
22. Staff Comments
23. Adjournment

At said Board Meeting, the Village Board of Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c)(3)]; personnel [5 ILCS, 120/2 - (c)(1)a.]; litigation [5 ILCS, 120/2 - (c)(11)]; real estate transactions [5 ILCS, 120/2 - (c)(5)], collective negotiating matters between the public body and its employees or their representatives [5ILCS 120/2(c)(2)].

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Lisa Meehling
Mike Blaies
Tom Carpenter
Michael Heap
Robert Kaiser

VILLAGE TREASURER
Bryan A. Vogel

VILLAGE OF FREEBURG

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**INTERIM
VILLAGE ADMINISTRATOR**
Matt Trout

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

VILLAGE ATTORNEY
Weilmuenster Keck Brown, P.C.

VILLAGE OF FREEBURG, ILLINOIS BOARD MEETING MINUTES MONDAY, OCTOBER 16, 2023 @ 7:30 P.M.

CALL TO ORDER: Mayor Seth Speiser called the Regular Board Meeting to order at 7:30 p.m., on Monday, October 16, 2023, in the Freeburg Municipal Board Room. Presentation of the meeting was also conducted by Zoom video conferencing. Village Hall was open to the public.

PLEDGE OF ALLEGIANCE: Those present and the Board Members recited the Pledge of Allegiance.

ROLL CALL: Trustee Michael (Mike) Heap – here; Trustee Elizabeth (Lisa) Meehling – here, (inter the board meeting at 7:32) Trustee James (Mike) Blaies – here; Trustee Tom Carpenter – here; Trustee Ramon Matchett, Jr. – here; Trustee Robert (Bob) Kaiser – here; Mayor Seth Speiser – here; Mayor Seth Speiser (7 present, 0 absent) Mayor Seth Speiser announced there is a quorum.

EXHIBIT A:

Mayor Speiser stated we have the minutes of the Regular Board Meeting Monday, October 2, 2023 for approval.

Trustee James (Mike) Blaies motioned to accept the minutes from the Regular Board Meeting Monday, October 2, 2023, and Trustee Roman Matchett, Jr. seconded the motion. All voting aye, the motion carried.

FINANCE: None.

TREASURER'S REPORT: None.

ATTORNEY'S REPORT: None.

EXHIBIT B:

ESDA REPORT: Mayor Speiser called on ESDA Coordinator Gene Kramer. Gene was not present. Mayor Speiser said if you have any questions on Gene's ESDA Report please call him.

PUBLIC PARTICIPATION: None.

Village of Freeburg Board Meeting Minutes
Monday, October 16, 2023
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**EXHIBIT C:
REPORTS AND CORRESPONDENCE:**

1. Zoning Administrator Report: Everyone should have a print out of the Village Engineer's and Zoning Reports.

**RECOMMENDATIONS OF BOARDS AND COMMISSIONS:
CONTRACTS, RELEASES, AGREEMENTS & ANNEXATIONS:
BIDS: None.**

EXHIBIT D:

RESOLUTIONS: Mayor Speiser stated we have Resolution #23-16 A Resolution Authorizing the Village to Enter into and the Mayor to Execute a Purchase Contract with St. Clair County, as Trustee for the Purchase of Vacant Property.

Trustee James (Mike) Blaies motion to adopt Resolution #23-16 by title only, and Trustee Ramon Matchett, Jr. seconded the motion. ROLL CALL: Trustee James (Mike) Blaies – aye; Trustee Ramon Matchett Jr. – aye; Trustee Robert (Bob) Kaiser – aye; Trustee Tom Carpenter – aye, Trustee Michael (Mike) Heap – aye; Trustee Elizabeth (Lisa) Meehling – aye; (5 ayes 0 nays, 1 absent). **All voting aye, motion carried.**

EXHIBIT E:

ORDINANCE: Mayor Speiser stated we have Ordinance #1775. An Ordinance Amending the Freeburg Zoning Ordinance for the purpose of Rezoning Certain Property Commonly Known as the Mary Pasbrig Property.

Trustee Michael (Mike) Heap motion to adopt Ordinance #1775 by title only, and Trustee James (Mike) Blaies seconded the motion. ROLL CALL: Trustee Michael (Mike) Heap – aye; Trustee James (Mike) Blaies – aye; Trustee Elizabeth (Lisa) Meehling – aye; Trustee Tom Carpenter – aye; Trustee Ramon Matchett Jr. – aye; Trustee Robert (Bob) Kaiser – aye; (6 ayes 0 nays, 0 absent). **All voting aye, motion carried.**

OLD BUSINESS: None.

NEW BUSINESS:

1. Mayor Speiser stated we have the Resignation of Dirk Downen's from the Combined Planning and Zoning Board.

Trustee Michael (Mike) Heap motioned to Accept Dirk Downen's Resignation from the Combined Planning and Zoning Board, and Trustee Elizabeth (Lisa) Meehling seconded the motion. ROLL CALL: Trustee Michael (Mike) Heap – aye; Trustee Elizabeth (Lisa) Meehling – aye; Trustee Robert (Bob) Kaiser – aye; Trustee James (Mike) Blaies – aye; Trustee Ramon Matchett Jr. – aye; Trustee Tom Carpenter – aye; (6 ayes 0 nays, 0 absent). **All voting aye, motion carried.**

APPOINTMENTS:

1. Mayor Speiser stated he would like to Appoint Mark White to the Combined Planning and Zoning Board.

Trustee Michael (Mike) Heap motioned to Appoint Mark White to the Combined Planning and Zoning Board, and Trustee James (Mike) Blaies seconded the motion. ROLL CALL: Trustee Michael (Mike) Heap – aye; Trustee Elizabeth (Lisa) Meehling – aye; Trustee Robert (Bob) Kaiser – aye; Trustee James (Mike) Blaies – aye; Trustee Ramon Matchett Jr. – aye; Trustee Tom Carpenter – aye; (6 ayes 0 nays, 0 absent). **All voting aye, motion carried.**

COMMITTEE MEETING REPORTS:

EXHIBIT F:

Electric Committee Meeting: Mayor Speiser stated Electric Committee Meeting was held on Wednesday, October 11, 2023 at 5:30 p.m. minutes

The following item or items were talked about or discussed:

1. Customer Issues: Trustee Blaies said Head Lineman Shane Krauss stated we had a customer dig through his power line. We got it taken care of.
2. IMEA Energy Efficiency Grant: Trustee Blaies said nothing new to report.
3. Cemetery Road Line Extension: Head Lineman Shane Krauss said he has received delivery on everything now.
4. South substation Switchgear Preventative Maintenance: Trustee Blaies said Head Lineman Shane Krauss stated he has started the process on the maintenance. Eaton Engineers will do the work, but it will be billed through Fletcher Reinhardt. We are hoping to schedule it sometime in November.

Public Works Director John Tolan checked with IMEA on the Tatum solar project, and they recommend keeping separate meters.

EXHIBIT G:

NEW BUSINESS:

1. BHMG Cost of Service Study – Invoice #E03244-1 in the amount of \$2,210.00: Trustee Blaies stated he has an Invoice from BHMG for the cost of the Service Study. He would like to make a motion at this time.

Trustee James (Mike) Blaies motioned to pay BHMG Invoice #E03244-1 in the amount of \$2,210.00, and Trustee Ramon Matchett, Jr. seconded the motion. ROLL CALL: Trustee James (Mike) Blaies – aye; Trustee Ramon Matchett, Jr. – aye; Trustee Elizabeth (Lisa) Meehling – aye; Trustee Tom Carpenter – aye; Trustee Michael (Mike) Heap – aye; Trustee Robert (Bob) Kaiser – aye; (6 ayes, 0 nays, 0 absent). All voting aye, the motion carried.

Public Works Director John Tolan advised the committee the regional IMEA meeting is November 16th at 6:00 p.m. in Collinsville. Please let him know by next week if you plan to attend.

GENERAL CONCERNS: Head Lineman Shane Krauss said we recently had pole top rescue training for the linemen. After that, they conducted our bucket rescue with all the public works guys to get them familiar with how to get employee down. Trustee Blaies said Public Works Director John Tolan and Head Lineman Shane Krauss would like to do it more than once a year, and agreed to train on a quarterly basis.

Trustee Blaies stated Dirk Downen resigned from the Combined Planning and Zoning Board.

EXHIBIT k

Public Works Committee Meeting: (Trash/Water/Sewer) Trustee Robert (Bob) Kaiser (Chairperson) reported on the Trash/Water/Sewer Committee Meeting held on Wednesday, October 11, 2022 at 5:45 p.m.

The following item or items were talked about or discussed:

1. New Sewer Plant/Sewer Loan: Trustee Kaiser said Public Works Director John Tolan said the last of the concrete pad was poured for the influent screen and digesters. Head Lineman Shane Krauss has the conduit run for the fiber that can now be pulled in, and the fence installed started today. The plant is running very well. John is going to submit the quarterly GMRs to USEPA along with our results and asked them if we can stop the quarterly reporting. Attorney Keck commented we haven't heard anything from them since John started submitting the quarterly report. John confirmed they are working on the punch list items.
2. Sewer Issues: Public Works Director John Tolan reported one recent issue on Old Fayetteville Road. We have 2 homes that have little lift stations that pumps to a manhole. Jane notice that there was zero usage. On the lift stations for quite some time, and all the breakers were off. He is going to visit them to see where the sewage is going, and make sure they will keep going. Interim Village Administrator Matt Trout advised the contract says the homeowner are responsible to replace it.
3. FSH Minutes: Public Works Director John Tolan advised the committee the valve on our first interconnect wasn't opening, and we have replaced it. We've been flushing and everything is fine. Smithton should be getting back to normal soon.

4. Water System Study-TWM Invoices #80402 in the amount of \$1,200.00 and Invoice #81461 in the amount of \$2,200.00: Trustee Kaiser said Scott was present to give an update on the water project. Scott and IEPA finally reviewed our plan, and emailed a couple weeks ago with some minor questions. This past summer they started on the design and since pulled back on that. We are waiting to get clearer directions on when funding will come. Scott advised the committee some of the items in the project phased have been moved around. We will have to send the updated cost estimates to IEPA, and they shouldn't have any issues with that. Interim Village Administrator Matt advised the committee we wanted to hold back on the design until we have clearer definition of where we were and also with the water fund so depleted at this point. We want to conserve some of our water funds and get that clear direction. Matt said, time is familiarizing himself with the project. Tim asked Scott if he has heard from Historic Preservation as he thinks that if critical if we do have to proceed with the Tribal Nations. Scott advised the Historic Preservation responded about a month ago wanting pictures of the Save Water tower. He sent those to them and haven't heard anything from them. They did not say anything about the tribal consultation that came from the EPA. Scott said we are replacing water mains in area that have been disturbed before, so he doesn't know what they can find. John said the new water tower at SAVE will be next to the old one, and also said the tower is where the old water plant was. Tim said, in his experience, we are probably going to have to go through the process. He would like to get started on the letters going out which would start the 30-day timetable. Once we obtain the environmental clearance, we can move forward with the design. John said he took Old Fayetteville Road out and replaced with more important place in town for lead replacement. Matt said you can take pockets of areas for lead service. He is hoping there might be some possible money available because of the lower income homes. Tim said we may want to combine SAVE and the old phase 2 and make it one project to simplify that and call it phase 1. Scott will clarify what we are doing on the nomination forms.

Trustee Robert (Bob) Kaiser motioned to the pay TWM Invoice #80402 in the amount of \$1,200.00 and Invoice #81461 in the amount of \$2,200.00, and Trustee James (Mike) Blaies seconded the motion. ROLL CALL: Trustee Robert (Bob) Kaiser – aye; Trustee James (Mike) Blaies – aye; Trustee Ramon Matchett, Jr. – aye; Trustee Tom Carpenter – aye; Trustee Michael (Mike) Heap – aye; Trustee Elizabeth (Lisa) Meehling – aye; (6 ayes, 0 nays, 0 absent). All voting aye, the motion carried.

NEW BUSINESS:

EXHIBIT J:

Public Property Committee Meeting: (Streets/Municipal Center/Pool/Parks & Recreation)
Trustee Ramon Matchett, Jr. reported on the Streets/Municipal Center/Pool/Parks & Recreation Committee Meeting held on Wednesday, October 11, 2022 at 6:03 p.m.

POOL:

OLD BUSINESS: None.

NEW BUSINESS:

1. Smithton School Donation equestrian for 17th Annual Silent Auction: The committee agreed to donate a 10-visit pool pass. Public Works Director John Tolan advised the committee the pool cover is on, and the pool is now winterized for the season. Village Engineer Tim Pruett advised the committee he and Julie worked on the St. Clair County Parks Grant, and it was submitted. Our request included resurfacing the parking lot and adding a walking trail over to the visitors' bleachers that also ties into the existing park walking path. The grant amount this year is \$50,000, and our request totaled approximately \$67,000 which included labor of \$2,800. Interim Village Administrator Matt Trout said the timeline to complete this project is May of next year, and our portion of the grant comes out on next year's budget.

STREETS:

OLD BUSINESS:

1. East Drainage Problem Areas/Stormwater Run-Off: Public Works Director John Tolan had nothing to report.

2. Customer Issues: No issues.

3. Wolf Road Project: Village Engineer Tim Pruett advised the committee the village received a construction grant in 2012 of which the village would be responsible for \$300,000 of that grant. Interim Village Administrator Matt Trout said the village could not afford that and denied the grant. At the time, it was considered a collector street. Traffic right now is about 550 cars and needs to be 1100. Tim commented we will probably not have any luck getting that classified as a collector street right now.

4. MFT: Nothing to report.

Crew Leader Bob Jenkins advised the committee they are working to replace about 40 feet of curbing and some pavement on Westbrook Lane.

NEW BUSINESS:

1. Clearwave Update: Attorney Keck informed the board the Clearwave fiber project is now being handled by a private equity company out Savannah, Georgia. Attorney Keck commented we made the right decision, and other towns are having huge problem with them. We need to take a wait and see the approach.

2. Village Insurance Renewal Update: Trustee Matchett said Interim Village Administrator Matt Trout advised the committee we had a health insurance committee on Tuesday to review the renewal options.

Public Works Director John Tolan said street sweeping will be done the week of 23rd. Silver Creek Garden wants to plant a couple of trees in the village park. He would like to do that since we lost some in the June storm. Crew Leader Bob Jenkins would like to surplus the 1996 Ford F350 that has 95,000 miles, two 2006 Dodge Dakotas that have 120,000 miles and 2 pull behind leaf machines we no longer use. We are not going to replace them. We will bring an ordinance to the Legal/Ordinance committee meeting. Mat had a good meeting with Waste Management to review some communication issues.

UPCOMING MEETINGS:

Finance Committee Meeting – Wednesday, November 1, 2023 – 5:30 p.m.
Legal/Ordinance Committee Meeting – Wednesday, November 1, 2023 – 5:45 p.m.
Personnel/Police Committee Meeting – Wednesday, November 1, 2023 – 6:00 p.m.
Board Meeting – Monday, November 1, 2023 – 7:30 p.m.

VILLAGE MAYOR, VILLAGE CLERK & TRUSTEES' COMMENTS:

Trustee Tom Carpenter – No thank you.
Trustee Elizabeth Meehling – No thank you.
Trustee Michael (Mike) Heap – No thank you.
Village Clerk Jerry Menard – No thank you.
Trustee James (Mike) Blaies – No thank you.
Trustee Ramon Matchett, Jr. – No thank you.
Trustee Robert (Bob) Kaiser – No thank you.
Mayor Seth Speiser –

STAFF COMMENTS:

Public Works Director John Tolan – No thank you.
Interim Administrator Matt Trout –
Engineer Tim Pruett – No thank you.
Chief of Police Mike Schutzenhofer – No thank you.

ADJOURNMENT: Mayor Seth Speiser called for a motion to adjourn the meeting.

Trustee Elizabeth (Lisa) Meehling motioned to adjourn the Regular Board meeting of Monday, October 16, 2023 at 7:45 p.m. and Trustee Ramon Matchett, Jr. seconded the motion. All voting aye, the motion carried.


Jerry Lynn Menard
Village Clerk

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Lisa Meehling
Mike Blaies
Tom Carpenter
Michael Heap
Robert Kaiser

VILLAGE TREASURER
Bryan A. Vogel

VILLAGE OF FREEBURG

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VILLAGE ATTORNEY
Weilmuenster Keck Brown, P.C.

Finance Committee Meeting
(Finance/Industrial Park/Economic Development/Budget)
(Carpenter/Blaies/Kaiser/Matchett)
Wednesday, November 1, 2023 at 5:30 p.m.

Chairperson Tom Carpenter officially called the meeting of the Finance Committee to order at 5:30 p.m., on Wednesday, November 1, 2023. Those in attendance were Chairperson Tom Carpenter, Trustee Mike Blaies, Trustee Bob Kaiser, Trustee Ray Matchett, Mayor Seth Speiser, Village Clerk Jerry Menard, Treasurer Bryan Vogel (absent), Trustee Lisa Meehling, Village Attorney Fred Keck (absent), Public Works Director John Tolan, Police Chief Mike Schutzenhofer, Village Engineer Tim Pruett, Village Administrator Matt Trout, Finance Clerk Laura Wolf, and Office Manager Julie Polson (absent). Guest present: Janet Baechle. There were no guests present via Zoom.

- A. REVIEW OF BOARD LISTS:** The following expenses were explained: CED/Frost, \$636.16 – breakers and other electrical supplies for the Village Park; WD Automation, \$2,810 – electric actuator and labor at the old water treatment plant; Computron, \$2,596 – hardware and software for Tim’s computer, and \$4,999 – new wireless network; Ditch Witch, \$1,542.05 – service on the boring machine; Eric McDonald, \$366.71 – boot allowance (maximum of \$400), Shark Signs, \$1,980 – lettering on the police vehicles; Axon Enterprises - \$13,000 – tasers, we are being reimbursed from the IPRF Safety Grant; Seiler Industries, \$3,465 – Auto CAD program.
- B. REVIEW OF INVESTMENTS:** Village Administrator Matt Trout advised we are good right now.
- C. INCOME STATEMENT:** Matt advised there are a few items out of whack, overall, it is fine. You will see large amounts in both the revenue and expense sewer fund, and that is for the loan. It is the same in the electric department for infrastructure. Water rates have not hit this yet, and we won’t start seeing it in the fund report until January. The insurance stability fund has deposits made monthly, and expenses are drawn out when employees submit an item to be paid.
- D. TREASURER’S REPORT:** No report.
- E. FUND AND ACCOUNT BALANCE REPORT:** Matt said we haven’t seen any impact yet.
- F. OLD BUSINESS:**
- Approval of September 27, 2023 Minutes. Trustee Mike Blaies motioned to approve the September 27, 2023 Minutes, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.
 - Attorney Invoice: The invoice was reviewed by the committee.
 - Newsletter: Nothing new.

4. Ordinance #1776: Amended Water Rate Increase: Matt said the out-of-town rate on the depreciation and capital reserve amounts were incorrect on the original ordinance. The previous numbers were used and need to be amended to what was proposed.

Trustee Ray Matchett motioned to recommend to the full Board Ordinance 1776, An Ordinance Amending the Water Rates, and Trustee Bob Kaiser seconded the motion. All voting yea, the motion carried.

Matt said Mark Kern's post on Facebook advised the Village of Freeburg did receive the \$50,000 St. Clair County Parks Grant, but we have not received a letter on that. He advised Tim worked on that grant.

G. NEW BUSINESS:

1. Ordinance #1777 – Tax Levy Ordinance: Both Matt and Attorney Keck recommend staying under the 5% amount, and advised our levy is at 4.8% with a projected EAV of \$114,000. Attorney Keck thought that was a little high, but Matt advised him of the new Dollar General and State Farm buildings and annexations. With the annexations and growth, our residents are being taxed less.

Trustee Mike Blaies motioned to recommend to the full Board Ordinance #1777 – Tax Levy Ordinance for approval, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

2. Equipment Service Co.'s Invoice #41204 in the amount of \$1,865.24: Matt was advised that was for the truck we discussed in the last Electric committee meeting. They took the truck apart, and then we were informed they could not fix the truck. At that time, we did not have an invoice. Public Works Director John Tolan advised the truck was taken to Drake Scruggs in Springfield last week. Their mechanics could not believe it had been left in pieces. They are going to fix it but gave us no timeframe on when it will be done. The repair could take up to 20 weeks. We have used this company in the past on our trucks. The committee asked John to have a conversation with them regarding the invoice.
3. Worthington Unit 6 Turbo: The turbo charger for unit 6 takes cares of the excess exhaust gas to help the unit run more efficiently. It did not run where it should have during the certification. We contacted the company that serviced the unit before, and they have quoted a price of \$57,227.49 for repair of the turbocharger. Matt stated we are off peak and need to be back up and running by January in order to maintain our service credits. We consider this an emergency situation, and they have already picked up the turbocharger for repair.

Trustee Mike Blaies motioned to recommend to the full Board the repair of Unit #6 Generator Turbocharger to McPherson Sales at an estimated cost of \$57,227.49, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

Matt has been working on the net metering and said we allow our solar customers to build a credit that we do not pay out. That is stated on our application. It calls for a true-up of the bill in October which has never been done. October is not a good month to do that because they have just come off the summer billing. Matt further said this credit builds up on the customer's account and is then used for trash, water and sewer. this credit is only supposed to be used for electric. John spoke with IMEA and Matt talked to Mascoutah. For the solar customers in Mascoutah, they receive an electric only bill, and a separate everything else bill. Matt is proposing to change our policy from the true-up month from October to March when they would true-up their bills before the end of the fiscal year. this would give them the winter months to use the energy credit built up. We will send them a letter advising them that their bills will be split out and the change of the true-up month to March.

Matt said those funds aren't being paid and we need to fix that. Trustee Meehling commented we are getting paid the amounts from our customers but our fund balances are not accurate. This change will make that process much cleaner. This will be presented at Monday's board meeting in ordinance form.

H. GENERAL CONCERNS: None.

I. PUBLIC PARTICIPATION: None.

J. ADJOURN: *Trustee Ray Matchett motioned to adjourn the meeting at 6:12 p.m., and Trustee Bob Kaiser seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager

SYS DATE: 09/27/23
FROM: 08/27/23

Village of Freeburg
A / P B O A R D L I S T
REGISTER # 851
Wednesday Sept 27, 2023

SYS TIME: 08:48
[NB]

TO: 10/27/23

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
WARNING LITES OF SOUTHERN IL 29724	15-41-618	09/27/23	1775	MFT TRAFFIC CONTROL (Street Sign	594.00	594.00
** TOTAL CHECKS ISSUED					594.00	
TOTAL FOR REGULAR CHECKS:					594.00	

SYS DATE: 09/27/23
 FROM: 08/27/23

Village of Freeburg
 A / P BOARD LIST
 REGISTER # 852
 Wednesday Sept 27, 2023

SYS TIME: 09:12
 [NB]

TO: 10/27/23

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
AMANN, MATT MEDICAL 9/27/23	25-30-501	09/27/23	70971	INS DEDUCTIBLE	339.05	339.05
ANIXTER INC 5374337-00 5730745-01	53-40-615 53-40-615	09/27/23	70972	EL SUPPL, INFRASTRUCTURE EL SUPPL, INFRASTRUCTURE	6387.00	4323.00 2064.00
CED/FROST ELECTRICAL S4565420.001 S4570849.001	01-11-913 01-11-913	SUPPLY C09/27/23	70973	AD COMMUNITY RELATIONS AD COMMUNITY RELATIONS	636.16	617.36 18.80
CLEAN THE UNIFORM CO 32205730	HIGHLAND 51-42-471 52-43-471 53-40-471 51-42-619 52-43-619 53-40-652	09/27/23	70974	WR UNIFORM RENTAL SR UNIFORM RENTAL EL UNIFORM RENTAL WR SUPPLIES, OTHER SR SUPPLIES, OTHER EL OPERATING SUPPLIES	2269.59	67.48 67.48 164.48 76.99 76.99 76.99
32207392	51-42-471 52-43-471 53-40-471 51-42-619 52-43-619 53-40-652			WR UNIFORM RENTAL SR UNIFORM RENTAL EL UNIFORM RENTAL WR SUPPLIES, OTHER SR SUPPLIES, OTHER EL OPERATING SUPPLIES		67.48 67.48 164.47 80.33 80.33 80.33
32209019	51-42-471 52-43-471 53-40-471 51-42-619 52-43-619 53-40-652			WR UNIFORM RENTAL SR UNIFORM RENTAL EL UNIFORM RENTAL WR SUPPLIES, OTHER SR SUPPLIES, OTHER EL OPERATING SUPPLIES		65.25 65.25 164.48 76.48 76.48 76.48
32210674	51-42-471 52-43-471 53-40-471 51-42-619 52-43-619 53-40-652 01-21-652			WR UNIFORM RENTAL SR UNIFORM RENTAL EL UNIFORM RENTAL WR SUPPLIES, OTHER SR SUPPLIES, OTHER EL OPERATING SUPPLIES PD OPERATING SUPPLIES		65.25 65.25 164.48 94.55 94.55 94.55 95.71
CORE & MAIN T303153	51-42-615	09/27/23	70975	WR SUPPL, INFRASTRUCTURE	5169.32	5169.32
DEAN'S CLEANING SERVICES SEPT 23	01-11-539 01-21-539	09/27/23	70976	AD OTHER PROF SERVICES PD OTHER PROF SERVICES	460.00	230.00 230.00
DITCH WITCH SALES INC		09/27/23	70977		37.94	

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
P35103	01-41-612			ST SUPPLIES, EQUIPMT	9.48	
	51-42-612			WR SUPPLIES, EQUIPMT	9.48	
	52-43-612			SR SUPPLIES, EQUIPMT	9.49	
	53-40-612			EL SUPPLIES, EQUIPMT	9.49	
ELECTRICO, INC 700-10571	01-41-515	09/27/23	70978	ST MAINT SERVICE/SIGNAL LIGHT MA	132.50	132.50
FREEBURG PRINTING & PUBLISHING 123021 123048	01-16-553 01-16-553	09/27/23	70979	ZO PUBLISHING, ADVERTMT ZO PUBLISHING, ADVERTMT	126.00	66.00 60.00
FREEBURG TOWNSHIP SEPT 23	01-41-571	09/27/23	70980	ST UTILITIES	22.54	22.54
FUNDERBURG, TONY SEPT 23	01-11-539	09/27/23	70981	AD OTHER PROF SERVICES	2000.00	2000.00
GASS, DAVID G & SUSAN M 2022 RETA	01-11-955	09/27/23	70982	AD REFUNDS (Real Estate Taxes)	458.26	458.26
INTERFACE SECURITY SYSTEMS, L 20556878	01-11-539 01-21-539 51-42-539 52-43-539 53-40-539	09/27/23	70983	AD OTHER PROF SERVICES PD OTHER PROF SERVICES WR OTHER PROF SERVICES SR OTHER PROF SERVICES EL OTHER PROF SERVICES	278.10	34.77 34.77 69.52 69.52 69.52
KRAMPER, JANE MEDICAL 9/27/23	25-30-502	09/27/23	70984	INS OTHER	164.00	164.00
KRAUSS SHANE MEDICAL 9/27/23	25-30-501	09/27/23	70985	INS DEDUCTIBLE	89.01	89.01
MCGARRY, LAURA MEDICAL 9/27/23	25-30-501	09/27/23	70986	INS DEDUCTIBLE	15.00	15.00
PHIL TADLOCK SEPT 23	51-00-121 53-00-121	09/27/23	70987	A/R WATER EL - A/R	60.00	30.00 30.00
RGMK LUECHTEFELD FARMS 2022 RETA	01-11-955	09/27/23	70988	AD REFUNDS (Real Estate Taxes)	199.60	199.60
SHAFFERS TIRE SERVICE 45433	01-21-513	09/27/23	70989	PD SERVICES, VEHICLE	90.00	90.00
SIMBURGER, LEO		09/27/23	70990		513.49	

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MEDICAL 9/27/23	25-30-501			INS DEDUCTIBLE		513.49
STANDARD INS CO SEPT 23	25-30-500	09/27/23	70991	INS PREMUIM	231.54	231.54
TEKLAB, INC 295272	52-43-657.1	09/27/23	70992	SR LAB FEES	141.00	141.00
THOUVENOT, WADE & MOERCHEN 80868	51-42-532	09/27/23	70993	WR ENGINEERING	5000.00	5000.00
TOLAN, JOHN MEDICAL 9/27/23	25-30-501	09/27/23	70994	INS DEDUCTIBLE	631.35	631.35
USA BLUEBOOK INV00137010 INV00140037 INV00143796	51-42-653 51-42-612 52-43-657 52-43-657	09/27/23	70995	WR SMALL TOOLS WR SUPPLIES, EQUIPMT SR LAB SUPPLIES SR LAB SUPPLIES	1273.57	391.52 34.85 293.83 553.37
WATTS, JANET MEDICAL 9/27/23	25-30-501	09/27/23	70996	INS DEDUCTIBLE	173.20	173.20
WEILMUNSTER KECK 2671	BROWN, P.C 01-11-533 01-16-533 01-21-533 51-42-533 52-43-533 53-40-533	09/27/23	70997	AD LEGAL ZO LEGAL PD LEGAL WR LEGAL SR LEGAL EL LEGAL	7219.80	1557.05 2234.30 790.02 1246.76 615.83 775.84
** TOTAL CHECKS ISSUED					34118.02	
TOTAL FOR REGULAR CHECKS:					34,118.02	

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CITIZENS- PAYROLL #20		09/27/23	80000972		62211.74	
	01-00-215			PR W/H FICA	6663.80-	
	01-00-216			PR W/H RETIREMENT	5394.88-	
	01-00-213			PR W/H FIT	8546.88-	
	01-00-214			PR W/H SIT	4140.83-	
	01-21-421			PD REGULAR SALARIES	28693.15	
	01-21-422			PD OVERTIME	2678.18	
	01-21-426			PD LONGEVITY/EDUCATION	265.42	
	01-00-193			EXCHANGE - EMPLOYEE CELL PHONES	150.00-	
	01-11-431			AD ELECTED SALARIES	2636.53	
	01-11-421			AD REGULAR SALARIES	1443.98	
	01-16-421			ZO REGULAR SALARIES	1442.30	
	01-16-431			ZO SALARIES, APPOINTED	350.00	
	01-41-421			ST REGULAR SALARIES	6255.00	
	01-41-422			ST TEMPORARY SALARIES	372.81	
	01-41-423			ST OVERTIME	152.00	
	12-23-421			ES REGULAR SALARIES	98.56	
	01-00-110			CASH - GENERAL	98.56	
	12-00-110			CASH - ESDA	98.56-	
	51-42-421			WR REGULAR SALARIES	10142.66	
	51-42-422			WR TEMP SALARIES	372.81	
	51-42-423			WR OVERTIME	406.30	
	01-00-110			CASH - GENERAL	10921.77	
	51-00-110			CASH - WATER	10921.77-	
	52-43-421			SR REGULAR SALARIES	7773.46	
	52-43-423			SR OVERTIME	366.84	
	52-43-422			SR TEMP SALARIES	372.81	
	01-00-110			CASH - GENERAL	8513.11	
	52-00-110			CASH - SEWER	8513.11-	
	53-40-421			EL REGULAR SALARIES	22430.68	
	53-40-422			EL TEMP SALARIES	372.81	
	53-40-423			EL OVERTIME	481.83	
	01-00-110			CASH - GENERAL	23285.32	
	53-00-110			CASH - ELECTRIC	23285.32-	
CITIZENS - PAYROLL TAXES #20		09/27/23	80000973		26047.87	
	01-00-215			PR W/H FICA	6663.80	
	01-00-213			PR W/H FIT	8546.88	
	01-00-214			PR W/H SIT	4140.83	
	01-21-461			PD SOCIAL SECURITY	2420.21	
	01-11-461			AD SOCIAL SECURITY	201.69	
	01-11-461			AD SOCIAL SECURITY	110.49	
	01-16-461			ZO SOCIAL SECURITY	137.11	
	01-41-453			ST UNEMPLOYMENT INSURANCE	8.14	
	01-41-461			ST SOCIAL SECURITY	518.66	
	12-23-461			ES SOCIAL SECURITY	7.54	

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	01-00-110			CASH - GENERAL	7.54	
	12-00-110			CASH - ESDA	7.54-	
	51-42-453			WR UNEMPLOYMENT INSURANCE	8.14	
	51-42-461			WR SOCIAL SECURITY	835.52	
	01-00-110			CASH - GENERAL	843.66	
	51-00-110			CASH - WATER	843.66-	
	52-43-453			SR UNEMPLOYMENT INSURANCE	8.14	
	52-43-461			SR SOCIAL SECURITY	651.25	
	01-00-110			CASH - GENERAL	659.39	
	52-00-110			CASH - SEWER	659.39-	
	53-40-453			EL UNEMPLOYMENT INSURANCE	8.14	
	53-40-461			EL SOCIAL SECURITY	1781.33	
	01-00-110			CASH - GENERAL	1789.47	
	53-00-110			CASH - ELECTRIC	1789.47-	
**	TOTAL CHECKS ISSUED				88259.61	
	TOTAL FOR REGULAR CHECKS:				0.00	
	TOTAL FOR DIRECT PAY VENDORS:				88,259.61	

SYS DATE: 10/02/23
FROM: 09/02/23

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Monday October 2, 2023

SYS TIME: 09:29
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PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
AMWINS GROUP BENEFITS, INC 8031016	01-00-151	10/02/23 DUE FROM EMPLOYEE INSURANCE	80000974	870.39	870.39
CASEY'S BUSINESS MASTERCARD AUG-SEPT 23	01-41-655 51-42-655 52-43-655 53-40-655	10/02/23 ST AUTO FUEL/OIL WR AUTO FUEL/OIL SR AUTO FUEL/OIL EL AUTO FUEL/OIL	80000975	1626.80	1032.93 282.64 282.64 28.59
** TOTAL CHECKS ISSUED				2497.19	
TOTAL FOR REGULAR CHECKS:				0.00	
TOTAL FOR DIRECT PAY VENDORS:				2,497.19	

SYS DATE: 10/04/23
FROM: 09/04/23

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Wednesday October 4, 2023

SYS TIME: 09:55
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PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
BOEVING, JOEL MEDICAL 10/4/23	25-30-501	10/04/23 INS DEDUCTIBLE	70998	59.92	59.92
CORE & MAIN T572303	51-42-615	10/04/23 WR SUPPL, INFRASTRUCTURE	70999	83.80	83.80
DIANA JONES UD REFUND 10 23	51-00-121 52-00-121 53-00-121	10/04/23 A/R WATER SEWER - A/R EL - A/R	71000	50.00	15.00 15.00 20.00
HERZING, DENNIS MEDICAL 10/4/23	01-11-534.1 51-42-534.1 52-43-534.1 53-40-534.1	10/04/23 AD MEDICAL/RETIRES WR MEDICAL/RETIRES SR MEDICAL/RETIRES EL MEDICAL/RETIRES	71001	115.91	28.98 28.97 28.98 28.98
JENKINS, ROBERT MEDICAL 10/4/23	25-30-501	10/04/23 INS DEDUCTIBLE	71002	139.28	139.28
KRAMPER, JANE MEDICAL 10/4/23	25-30-501	10/04/23 INS DEDUCTIBLE	71003	75.00	75.00
KRAUSS SHANE MEDICAL 10/4/23	25-30-501	10/04/23 INS DEDUCTIBLE	71004	114.57	114.57
MCGARRY, LAURA 10/4/23	01-11-913	10/04/23 AD COMMUNITY RELATIONS	71005	72.09	72.09
PIERCE, DEBBIE MEDICAL 10/4/23	01-11-534.1 51-42-534.1 52-43-534.1 53-40-534.1	10/04/23 AD MEDICAL/RETIRES WR MEDICAL/RETIRES SR MEDICAL/RETIRES EL MEDICAL/RETIRES	71006	2093.34	523.33 523.33 523.34 523.34
SIMBURGER, LEO MEDICAL 10/4/23	25-30-501	10/04/23 INS DEDUCTIBLE	71007	63.53	63.53
TOLAN, JOHN HOMEDEP 9 26 23 MEDICAL 10/4/23	01-11-913 25-30-501	10/04/23 AD COMMUNITY RELATIONS INS DEDUCTIBLE	71008	115.39	70.39 45.00
TROUT, MATTHEW MEDICAL 10/4/23	25-30-501	10/04/23 INS DEDUCTIBLE	71009	1544.21	1544.21
** TOTAL CHECKS ISSUED				4527.04	
TOTAL FOR REGULAR CHECKS:				4,527.04	

SYS DATE: 10/06/23
 FROM: 09/06/23

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 Friday October 6, 2023

SYS TIME: 09:32
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PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
=====					
ADP - CHARGES		10/06/23	80000976	206.35	
643381170	01-11-539	AD OTHER PROF SERVICES		51.59	
	51-42-539	WR OTHER PROF SERVICES		51.58	
	52-43-539	SR OTHER PROF SERVICES		51.59	
	53-40-539	EL OTHER PROF SERVICES		51.59	
REGIONS COMMERCIAL BANKCARD		10/06/23	80000977	1584.08	
3614 AUG-SEPT23	01-11-539	AD OTHER PROF SERVICES		13.80	
	01-11-651	AD OFFICE SUPPLIES		45.55	
	01-16-651	ZO OFFICE SUPPLIES		143.84	
	51-42-651	WR OFFICE SUPPLIES		45.54	
	52-43-651	SR OFFICE SUPPLIES		45.55	
	53-40-651	EL OFFICE SUPPLIES		58.83	
4509 AUG-SEPT23	01-41-659	ST OTHER GEN SUPPLIES		56.97	
	51-42-619	WR SUPPLIES, OTHER		7.58	
6162 AUG-SEPT23	01-21-655	PD AUTO FUEL/OIL		68.00	
	01-21-655	PD AUTO FUEL/OIL		67.00	
	01-21-563	PD TRAINING		46.33	
6262 AUG-SEPT23	52-43-880	SR NEW SEWER PLANT		20.57	
	53-40-612	EL SUPPLIES, EQUIPMT		99.98	
	53-40-652	EL OPERATING SUPPLIES		66.48	
7795 AUG-SEPT23	01-16-539	ZO OTHER PROF SERVICES		15.99	
9092 AUG-SEPT23	01-11-539	AD OTHER PROF SERVICES		21.24	
9358 AUG-SEPT23	51-42-563	WR TRAINING		350.00	
	51-42-619	WR SUPPLIES, OTHER		7.55	
	51-42-655	WR AUTO FUEL/OIL		28.00	
	52-43-655	SR AUTO FUEL/OIL		28.00	
	52-43-880	SR NEW SEWER PLANT		319.28	
	53-40-655	EL AUTO FUEL/OIL		28.00	
VILLAGE OF FRG UTILITIES		10/06/23	80000978	3046.81	
SEPT 23	01-11-571	AD UTILITIES		502.24	
	01-21-571	PD UTILITIES		502.24	
	01-41-571	ST UTILITIES		103.74	
	51-42-571	WR UTILITIES		194.43	
	52-43-571	SR UTILITIES		1224.30	
	53-40-571	EL UTILITIES		519.86	
WATTS COPY SYSTEMS INC		10/06/23	80000979	547.21	
34877418	01-11-512	AD SERVICES, EQUIPMT		61.81	
	01-21-512	PD SERVICES, EQUIPMT		152.49	
	51-42-512	WR SERVICES, EQUIPMT		94.63	
	52-43-512	SR SERVICES, EQUIPMT		94.63	
	53-40-512	EL SERVICES, EQUIPMT		94.63	
	01-16-652	ZO OPERATING EXPENSE		49.02	
** TOTAL CHECKS ISSUED				5384.45	
TOTAL FOR REGULAR CHECKS:				0.00	
TOTAL FOR DIRECT PAY VENDORS:				5,384.45	

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ASPHALT SALES & PRODUCTS 33383	15-41-891.1	10/11/23	1776	MFT BITUMINONOUS PAV. PAT. (Asph	332.00	332.00
DRESSLER TRUCK SERVICE, INC 51319	15-41-893.3	10/11/23	1777	MFT SEAL COAT AGG. HAULING	1365.00	1365.00
** TOTAL CHECKS ISSUED					1697.00	
TOTAL FOR REGULAR CHECKS:					1,697.00	

SYS DATE: 10/11/23
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BOEVING, JOEL		10/11/23	71011		322.98	
MEDICAL 10/11/2	25-30-502			INS OTHER		194.00
SEPT 23	01-21-670			PD POLICE CANINE		128.98
C J SCHLOSSER CPA		10/11/23	71012		13050.00	
220332	11-11-531			AU ACCOUNTING		13050.00
CED/FROST ELECTRICAL		10/11/23	71013		731.40	
S4574886.001	53-40-615			EL SUPPL, INFRASTRUCTURE		731.40
CONCRETE SUPPLY OF ILLINOIS		10/11/23	71014		341.00	
249578	01-41-614			ST SUPPLIES, STREET		341.00
DAVE SCHMIDT TRK SERVICE		10/11/23	71015		689.90	
100675	53-40-513			EL SERVICES, VEHICLES		689.90
FREEBURG PRINTING & PUBLISHIN		10/11/23	71016		2847.48	
123067	01-11-651			AD OFFICE SUPPLIES		42.00
123080	01-21-554			PD PRINTING, COPYING		285.00
	01-41-539			ST OTHER PROF SERVICES		284.00
123133	01-11-913			AD COMMUNITY RELATIONS		878.02
123134	01-11-651			AD OFFICE SUPPLIES		32.50
	51-42-651			WR OFFICE SUPPLIES		305.00
	51-42-651			WR OFFICE SUPPLIES		708.96
	52-43-651			SR OFFICE SUPPLIES		32.50
	53-40-651			EL OFFICE SUPPLIES		32.50
123135	13-44-652			GA BILL PRINTING /OP SUPPLIES		61.75
	51-42-619			WR SUPPLIES, OTHER		61.75
	52-43-619			SR SUPPLIES, OTHER		61.75
	53-40-652			EL OPERATING SUPPLIES		61.75
H&M HEAVY EQUIPMENT REPAIR, I		10/11/23	71017		4514.76	
M5551	01-41-512			ST SERVICES, EQUIPMT		1424.92
	51-42-512			WR SERVICES, EQUIPMT		1424.92
	52-43-512			SR SERVICES, EQUIPMT		1424.92
M5570	01-41-512			ST SERVICES, EQUIPMT		80.00
	51-42-512			WR SERVICES, EQUIPMT		80.00
	52-43-512			SR SERVICES, EQUIPMT		80.00
HARTMANN TURF AND TRACTOR		10/11/23	71018		310.29	
49725M	01-41-612			ST SUPPLIES, EQUIPMT		310.29
HERO SCHEDULE LLC		10/11/23	71019		288.00	
INV-1856	01-21-539			PD OTHER PROF SERVICES		288.00
JIM'S AUTOMOTIVE INC		10/11/23	71020		174.69	

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32805	01-21-513		PD SERVICES, VEHICLE		174.69
KEHRER EQUIPMENT 81733		10/11/23	71021	36.00	
	01-41-539		ST OTHER PROF SERVICES		36.00
KMA CERTIFIED TESTING, INC 10013		10/11/23	71022	40.00	
	01-11-539		AD OTHER PROF SERVICES		5.00
	01-16-539		ZO OTHER PROF SERVICES		20.00
	51-42-539		WR OTHER PROF SERVICES		5.00
	52-43-539		SR OTHER PROF SERVICES		5.00
	53-40-539		EL OTHER PROF SERVICES		5.00
KRAUSS SHANE MEDICAL 10/11/2		10/11/23	71023	163.00	
	25-30-502		INS OTHER		163.00
LEON UNIFORM COMPANY, INC 588628-01		10/11/23	71024	204.00	
	01-21-471		PD UNIFORM		204.00
MCGARRY, LAURA MEDICAL 10/11/2		10/11/23	71025	473.81	
	25-30-501		INS DEDUCTIBLE		473.81
MIDWEST INDUSTRIAL SUPPLIES & 23648		10/11/23	71026	62.55	
	01-41-659		ST OTHER GEN SUPPLIES		20.85
	51-42-619		WR SUPPLIES, OTHER		20.85
	52-43-619		SR SUPPLIES, OTHER		20.85
NAPA AUTO TIRE & PARTS 40-178240		10/11/23	71027	105.50	
	01-41-612		ST SUPPLIES, EQUIPMT		35.16
	51-42-612		WR SUPPLIES, EQUIPMT		35.17
	52-43-612		SR SUPPLIES, EQUIPMT		35.17
POLSON, JULIE CRTHS 10/23		10/11/23	71028	125.00	
	01-11-559		AD RECORDING FEES		120.00
	01-11-562		AD TRAVEL EXPENSE		5.00
QUALITY RENTAL 1-575294		10/11/23	71029	12.00	
	01-41-612		ST SUPPLIES, EQUIPMT		12.00
SALLMAN, MAX MEDICAL 10/11/2		10/11/23	71030	667.89	
	25-30-501		INS DEDUCTIBLE		667.89
SHAFFERS TIRE SERVICE 45449		10/11/23	71031	368.58	
	01-41-512		ST SERVICES, EQUIPMT		80.88
	45512		PD SERVICES, VEHICLE		77.00
	45513		ST SERVICES, EQUIPMT		70.23
	51-42-512		WR SERVICES, EQUIPMT		70.23
	52-43-512		SR SERVICES, EQUIPMT		70.24

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Village of Freeburg
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REGISTER # 858
Wednesday October 11, 2023

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
ST CLAIR COUNTY ZONING		10/11/23	71032		1814.00	
2023-191	01-16-535			ZO COUNTY INSPECTIONS		896.50
2023-194	01-16-535			ZO COUNTY INSPECTIONS		140.50
2023-197	01-16-535			ZO COUNTY INSPECTIONS		293.00
2023-199	01-16-535			ZO COUNTY INSPECTIONS		484.00
SWITZER FOOD & SUPPLIES		10/11/23	71033		89.45	
SEPT 23	01-11-913			AD COMMUNITY RELATIONS		89.45
TEKLAB, INC		10/11/23	71034		120.60	
295685	51-42-657.1			WR LAB FEES		120.60
TROUT, MATTHEW		10/11/23	71035		103.26	
PER DIEM 10/23	01-11-562			AD TRAVEL EXPENSE		103.26
UNIFIRST		10/11/23	71036		60.00	
A079350	53-40-652			EL OPERATING SUPPLIES		60.00
USA BLUEBOOK		10/11/23	71037		406.71	
INV00153931	52-43-657			SR LAB SUPPLIES		247.14
INV00154945	51-42-619			WR SUPPLIES, OTHER		159.57
WD AUTOMATION, INC		10/11/23	71038		2810.00	
1907	51-42-539			WR OTHER PROF SERVICES		2810.00
WOLF, LAURA		10/11/23	71039		259.64	
MEDICAL 10/11/2	25-30-501			INS DEDUCTIBLE		123.64
	25-30-502			INS OTHER		136.00
** TOTAL CHECKS ISSUED					31192.49	
TOTAL FOR REGULAR CHECKS:					31,192.49	

SYS DATE: 10/13/23
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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
FRANCOTYP-POSTALIA, INC POSTAGE 10/23		10/13/23	80000980		1500.00	
	01-11-651			AD OFFICE SUPPLIES		300.00
	51-42-651			WR OFFICE SUPPLIES		300.00
	52-43-651			SR OFFICE SUPPLIES		300.00
	53-40-651			EL OFFICE SUPPLIES		300.00
	13-44-551			GA POSTAGE		300.00
O'REILLY AUTOMOTIVE, INC SEPT 2023		10/13/23	80000981		111.39	
	01-21-613			PD SUPPLIES, VEHICLE		56.54
	01-41-613			ST SUPPLIES, VEHICLES		13.71
	51-42-613			WR SUPPLIES, VEHICLES		13.71
	52-43-613			SR SUPPLIES, VEHICLES		13.72
	53-40-613			EL SUPPLIES, VEHICLES		13.71
CITIZENS- PAYROLL #21-2023 10/13		10/13/23	80000982		61772.67	
	01-00-215			PR W/H FICA		6621.24-
	01-00-216			PR W/H RETIREMENT		5437.23-
	01-00-213			PR W/H FIT		8386.57-
	01-00-214			PR W/H SIT		4112.59-
	01-21-421			PD REGULAR SALARIES		28622.09
	01-21-422			PD OVERTIME		1885.34
	01-21-426			PD LONGEVITY/EDUCATION		265.42
	01-21-427			PD PUBLIC SAFETY STIPEND		500.00
	01-00-193			EXCHANGE - EMPLOYEE CELL PHONES		222.01-
	01-11-431			AD ELECTED SALARIES		2636.53
	01-11-421			AD REGULAR SALARIES		2066.59
	01-11-423			AD OVERTIME		29.22
	01-16-421			ZO REGULAR SALARIES		1048.07
	01-41-421			ST REGULAR SALARIES		5604.55
	01-41-422			ST TEMPORARY SALARIES		443.00
	01-41-423			ST OVERTIME		146.11
	12-23-421			ES REGULAR SALARIES		98.56
	01-00-110			CASH - GENERAL		98.56
	12-00-110			CASH - ESDA		98.56-
	51-42-421			WR REGULAR SALARIES		9998.20
	51-42-422			WR TEMP SALARIES		443.00
	51-42-423			WR OVERTIME		387.11
	01-00-110			CASH - GENERAL		10828.31
	51-00-110			CASH - WATER		10828.31-
	52-43-421			SR REGULAR SALARIES		7979.76
	52-43-423			SR OVERTIME		339.40
	52-43-422			SR TEMP SALARIES		443.00
	01-00-110			CASH - GENERAL		8762.16
	52-00-110			CASH - SEWER		8762.16-
	53-40-421			EL REGULAR SALARIES		22702.52
	53-40-422			EL TEMP SALARIES		443.00

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	53-40-423	EL OVERTIME		470.84	
	01-00-110	CASH - GENERAL		23616.36	
	53-00-110	CASH - ELECTRIC		23616.36-	
CITIZENS - PAYROLL TAXES #21-2023		10/13/23	80000983	25794.55	
	01-00-215	PR W/H FICA		6621.24	
	01-00-213	PR W/H FIT		8386.57	
	01-00-214	PR W/H SIT		4112.59	
	01-21-461	PD SOCIAL SECURITY		2392.37	
	01-11-461	AD SOCIAL SECURITY		201.69	
	01-11-453	AD UNEMPLOYMENT INSURANCE		2.23	
	01-11-461	AD SOCIAL SECURITY		160.28	
	01-16-453	ZO UNEMPLOYMENT INSURANCE		8.91	
	01-16-461	ZO SOCIAL SECURITY		80.18	
	01-41-453	ST UNEMPLOYMENT INSURANCE		8.78	
	01-41-461	ST SOCIAL SECURITY		473.81	
	12-23-461	ES SOCIAL SECURITY		7.54	
	01-00-110	CASH - GENERAL		7.54	
	12-00-110	CASH - ESDA		7.54-	
	51-42-453	WR UNEMPLOYMENT INSURANCE		11.01	
	51-42-461	WR SOCIAL SECURITY		828.37	
	01-00-110	CASH - GENERAL		839.38	
	51-00-110	CASH - WATER		839.38-	
	52-43-453	SR UNEMPLOYMENT INSURANCE		11.01	
	52-43-461	SR SOCIAL SECURITY		670.31	
	01-00-110	CASH - GENERAL		681.32	
	52-00-110	CASH - SEWER		681.32-	
	53-40-453	EL UNEMPLOYMENT INSURANCE		11.01	
	53-40-461	EL SOCIAL SECURITY		1806.65	
	01-00-110	CASH - GENERAL		1817.66	
	53-00-110	CASH - ELECTRIC		1817.66-	
** TOTAL CHECKS ISSUED				89178.61	
TOTAL FOR REGULAR CHECKS:				0.00	
TOTAL FOR DIRECT PAY VENDORS:				89,178.61	

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
BELLEVILLE SUPPLY COMPANY 0632484-IN	58-55-611	10/18/23	71040	SWP SUPPLIES, BUILDING	702.61	702.61
BHMG ENGINEERS E03244-1	53-40-532	10/18/23	71041	EL ENGINEERING	2210.00	2210.00
CIVICPLUS LLC 279994	01-11-538	10/18/23	71042	AD CODE CODIFICATION	902.98	902.98
COAST TO COAST 170220	01-11-651 13-44-551 51-42-651 52-43-651 53-40-651	10/18/23	71043	AD OFFICE SUPPLIES GA POSTAGE WR OFFICE SUPPLIES SR OFFICE SUPPLIES EL OFFICE SUPPLIES	149.99	30.00 30.00 29.99 30.00 30.00
COMPUTRON 90001	01-11-539 01-16-539 01-41-539 51-42-539 52-43-539	10/18/23	71044	AD OTHER PROF SERVICES ZO OTHER PROF SERVICES ST OTHER PROF SERVICES WR OTHER PROF SERVICES SR OTHER PROF SERVICES	7595.00	519.20 519.20 519.20 519.20 519.20
90006	01-11-539 01-16-539 01-21-539 01-41-539 51-42-539 52-43-539 53-40-539			AD OTHER PROF SERVICES ZO OTHER PROF SERVICES PD OTHER PROF SERVICES ST OTHER PROF SERVICES WR OTHER PROF SERVICES SR OTHER PROF SERVICES EL OTHER PROF SERVICES		714.14 714.14 714.15 714.15 714.14 714.14 714.14
DAVE SCHMIDT TRK SERVICE T100715	53-40-513	10/18/23	71045	EL SERVICES, VEHICLES	2076.41	2076.41
DITCH WITCH SALES INC W07916	53-40-512	10/18/23	71046	EL SERVICES, EQUIPMT	1542.05	1542.05
FLETCHER-REINHARDT CO. S1309597.001	53-40-652	10/18/23	71047	EL OPERATING SUPPLIES	748.00	748.00
FREEBURG COUNTRY MART SEPT 23	01-11-913 01-11-659	10/18/23	71048	AD COMMUNITY RELATIONS AD OTHER GEN SUPPLIES	546.07	524.89 21.18
FREEBURG PRINTING & PUBLISHING 123198 24 & 25 SUBSCRI	01-11-553 01-11-651	10/18/23	71049	AD PUBLISHING, ADVERTMT AD OFFICE SUPPLIES	824.00	756.00 17.00

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	51-42-651			WR OFFICE SUPPLIES		17.00
	52-43-651			SR OFFICE SUPPLIES		17.00
	53-40-651			EL OFFICE SUPPLIES		17.00
FSH WATER COMMISSION 113685	51-42-575	10/18/23	71050	WR WATER PURCHASES	32807.25	32807.25
H&M HEAVY EQUIPMENT REPAIR, M5552	01-41-512	10/18/23	71051	ST SERVICES, EQUIPMT	1039.26	346.42
	51-42-512			WR SERVICES, EQUIPMT		346.42
	52-43-512			SR SERVICES, EQUIPMT		346.42
HAIER PLUMBING & HEATING, INC #21	52-43-880	10/18/23	71052	SR NEW SEWER PLANT	215592.20	215592.20
ILLINOIS PUBLIC RISK FUND 81165	01-11-454	10/18/23	71053	AD WORKERS COMP INS	7494.00	52.46
	01-16-454			ZO WORKERS COMP INS		37.47
	01-21-454			PD WORKERS COMP INS		1573.74
	01-41-454			ST WORKERS COMP INS		2997.60
	51-42-454			WR WORKERS COMP INS		629.50
	52-43-454			SR WORKERS COMP INS		906.77
	53-40-454			EL WORKERS COMP INS		1139.09
	58-55-454			SWP WORKERS COMP INS		157.37
KRAMPER, JANE MEDI 10/18/23	25-30-501	10/18/23	71054	INS DEDUCTIBLE	45.41	45.41
KRAUSS SHANE MEDI 10/18/23	25-30-501	10/18/23	71055	INS DEDUCTIBLE	300.16	126.86
	25-30-502			INS OTHER		173.30
MCDONALD, ERIC 35605	51-42-471	10/18/23	71056	WR UNIFORM RENTAL	366.71	122.24
	52-43-471			SR UNIFORM RENTAL		122.24
	53-40-471			EL UNIFORM RENTAL		122.23
MIKE'S POOL & SPA SERVICE, IN 39477	58-55-519	10/18/23	71057	SWP SERVICES, OTHER	829.80	829.80
MOTOROLA SOLUTIONS, INC. 8281722158	01-21-841.1	10/18/23	71058	PD VEHICLES IN CAR CAMERAS	1864.00	1864.00
MUSKOPF, PADEN MEDI 10/18/23	25-30-502	10/18/23	71059	INS OTHER	140.00	140.00
PIERCE, DEBBIE		10/18/23	71060		2072.61	

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MEDI 10/18/23	01-11-534.1			AD MEDICAL/RETIREEES		518.15
	51-42-534.1			WR MEDICAL/RETIREEES		518.15
	52-43-534.1			SR MEDICAL/REITREEES		518.15
	53-40-534.1			EL MEDICAL/RETIREEES		518.16
POINTE PEST CONTROL 655248		10/18/23	71061		69.00	
	01-11-519			AD SERVICES, OTHER		34.50
	01-21-539			PD OTHER PROF SERVICES		34.50
QUALITY RENTAL 1-584113		10/18/23	71062		80.89	
	01-41-593			ST RENTALS		80.89
SEILER INSTRUMENT & MFG. CO., 15415		10/18/23	71063		3681.56	
	01-16-539			ZO OTHER PROF SERVICES		3681.56 VOID
SHAFFERS TIRE SERVICE 45518		10/18/23	71064		25.00	
	01-41-513			ST SERVICES, VEHICLE		25.00
SHARK SIGNS 5221		10/18/23	71065		1980.00	
	01-21-513			PD SERVICES, VEHICLE		1980.00
SHERWIN-WILLIAMS CO SEPT 23		10/18/23	71066		207.67	
	01-11-913			AD COMMUNITY RELATIONS		207.67
ST CLAIR COUNTY TRUSTEE PAYME 23 PROP PRCHASE		10/18/23	71067		786.00	
	01-11-891			AD PROPERTY PURCHASE		786.00
THOUVENOT, WADE & MOERCHEN 81460 81461		10/18/23	71068		3600.00	
	51-42-532			WR ENGINEERING		1400.00
	51-42-532			WR ENGINEERING		2200.00
TOLAN, JOHN 23 MOHR PARTY MEDI 10/18/23		10/18/23	71069		218.12	
	01-11-913			AD COMMUNITY RELATIONS		71.13
	25-30-501			INS DEDUCTIBLE		146.99
TRI-MOR K9 1731		10/18/23	71070		125.00	
	01-21-561			PD DUES		125.00
USA BLUEBOOK INV00157971		10/18/23	71071		711.32	
	52-43-657			SR LAB SUPPLIES		711.32
WEILMUENSTER KECK 2682	BROWN, P.C.	10/18/23	71072		6369.30	
	01-11-533			AD LEGAL		1666.35
	01-16-533			ZO LEGAL		2143.57
	01-21-533			PD LEGAL		504.00
	01-41-533			ST LEGAL		318.15
	51-42-533			WR LEGAL		1412.78

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	52-43-533		SR LEGAL			283.50
	53-40-533		EL LEGAL			40.95

** TOTAL CHECKS ISSUED

297702.37

TOTAL FOR REGULAR CHECKS:

297,702.37

- 3,681.56

294,020.81

SYS DATE: 10/19/23
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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
ADP - CHARGES		10/19/23	80000984		198.92	
644299132	01-11-539			AD OTHER PROF SERVICES		49.73
	51-42-539			WR OTHER PROF SERVICES		49.73
	52-43-539			SR OTHER PROF SERVICES		49.73
	53-40-539			EL OTHER PROF SERVICES		49.73
AT&T		10/19/23	80000985		380.67	
0208 SEPT 23	52-43-552			SR TELEPHONE		59.15
3094 SEPT 23	52-43-552			SR TELEPHONE		55.99
3654 SEPT 23	52-43-552			SR TELEPHONE		101.24
4830 SEPT 23	52-43-552			SR TELEPHONE		54.15
4835 SEPT 23	52-43-552			SR TELEPHONE		54.15
5625 SEPT 23	52-43-552			SR TELEPHONE		55.99
ILL DEPT OF REVENUE		10/19/23	80000986		11830.67	
ILDEPTREV 10/23	53-00-219.2			ACCRUED UTILITY TAX		11830.67
IMEA		10/19/23	80000987		286133.62	
SEPT 23	53-40-576			EL ELECTRICITY PURCHASES		286775.46
	53-00-395			EL REFUNDS, REIMBURSE (Fuel)		641.84-
ST CLAIR SERVICE COMPANY		10/19/23	80000988		1889.89	
30011101	51-42-614			WR SUPPLIES, STREET		151.00
350021587	01-41-659			ST OTHER GEN SUPPLIES		212.50
	51-42-619			WR SUPPLIES, OTHER		212.50
685444	01-41-655			ST AUTO FUEL/OIL		154.43
	51-42-655			WR AUTO FUEL/OIL		154.44
	52-43-655			SR AUTO FUEL/OIL		154.44
	53-40-655			EL AUTO FUEL/OIL		154.44
685445	01-41-655			ST AUTO FUEL/OIL		174.03
	51-42-655			WR AUTO FUEL/OIL		174.03
	52-43-655			SR AUTO FUEL/OIL		174.04
	53-40-655			EL AUTO FUEL/OIL		174.04
** TOTAL CHECKS ISSUED					300433.77	
TOTAL FOR REGULAR CHECKS:					0.00	
TOTAL FOR DIRECT PAY VENDORS:					300,433.77	

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
ASPHALT SALES & PRODUCTS 33459	15-41-891.1	10/25/23	1778	MFT BITUMINONOUS PAV. PAT. (Asph	471.20	471.20
MOORE RECYCLING CONCRETE & AS A56898	15-41-891.1	10/25/23	1779	MFT BITUMINONOUS PAV. PAT. (Asph	535.50	535.50
** TOTAL CHECKS ISSUED					1006.70	
TOTAL FOR REGULAR CHECKS:					1,006.70	

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ANIXTER INC 4836296-00 5816291-00	53-40-615 53-40-843	10/25/23	71082	EL SUPPL, INFRASTRUCTURE EL RADIO READ METERS	4794.45	4600.00 194.45
AXON ENTERPRISE INC INUS166902	01-21-612	10/25/23	71083	PD SUPPLIES, EQUIPMT	13000.00	13000.00
DOWNSTATE CITY/COUNTY MANAGEM 813204	01-11-539	10/25/23	71084	AD OTHER PROF SERVICES	50.00	50.00
FREEBURG TOWNSHIP 23-OCT	01-41-571	10/25/23	71085	ST UTILITIES	22.42	22.42
FUNDERBURG, TONY OCT 23	01-11-539	10/25/23	71086	AD OTHER PROF SERVICES	1000.00	1000.00
GOODALL TRUCK TESTING 18179	01-41-539	10/25/23	71087	ST OTHER PROF SERVICES	41.00	41.00
HERZING, DENNIS MEDI 10/25/23	01-11-534.1 51-42-534.1 52-43-534.1 53-40-534.1	10/25/23	71088	AD MEDICAL/RETIRES WR MEDICAL/RETIRES SR MEDICAL/RETIRES EL MEDICAL/RETIRES	123.26	18.68 18.67 18.68 18.68
MEDI22 10/25/23	01-11-534.1 51-42-534.1 52-43-534.1 53-40-534.1			AD MEDICAL/RETIRES WR MEDICAL/RETIRES SR MEDICAL/RETIRES EL MEDICAL/RETIRES		12.13 12.14 12.14 12.14
ILLINOIS EMERGENCY SERVICES M 7352 7355 7448 7528 7529	12-23-563 12-23-563 12-23-563 12-23-563 12-23-563	10/25/23	71089	ES TRAINING ES TRAINING ES TRAINING ES TRAINING ES TRAINING	215.00	35.00 35.00 75.00 35.00 35.00
JENKINS, ROBERT B05472	51-42-471 52-43-471 53-40-471 01-41-659	10/25/23	71090	WR UNIFORM RENTAL SR UNIFORM RENTAL EL UNIFORM RENTAL ST OTHER GEN SUPPLIES	199.67	49.91 49.92 49.92 49.92
KRAUSS SHANE MEDI 10/25/23	25-30-501	10/25/23	71091	INS DEDUCTIBLE	118.46	118.46
MELVIN BEISIEGEL SR		10/25/23	71092		50.00	

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REFUND 10 23	51-00-121	A/R WATER		15.00	
	52-00-121	SEWER - A/R		15.00	
	53-00-121	EL - A/R		20.00	
PENSONEAU, SCOTT MEDI 10/25/23		10/25/23	71093	308.90	
	25-30-501	INS DEDUCTIBLE			108.90
	25-30-502	INS OTHER			200.00
POLSON, JULIE MEDI 10/25/23		10/25/23	71094	142.96	
	25-30-501	INS DEDUCTIBLE			142.96
RICKERT, DAN 7723		10/25/23	71095	1111.56	
	01-41-512	ST SERVICES, EQUIPMT			1111.56
SEILER INSTRUMENT & MFG. CO., 15415		10/25/23	71096	3465.00	
	01-16-539	ZO OTHER PROF SERVICES			3465.00
STANDARD INS CO OCT 23		10/25/23	71097	250.10	
	25-30-500	INS PREMUIIM			250.10
SWICOM OCT 23 MEETING		10/25/23	71098	110.00	
	01-11-561	AD DUES			27.50
	51-42-561	WR DUES			27.50
	52-43-561	SR DUES			27.50
	53-40-561	EL DUES			27.50
THE FLOWER FACTORY 509		10/25/23	71099	66.00	
	01-11-913	AD COMMUNITY RELATIONS			66.00
U.S. POST OFFICE USPO202310024		10/25/23	71100	3400.00	
	51-42-651	WR OFFICE SUPPLIES			850.00
	52-43-651	SR OFFICE SUPPLIES			850.00
	53-40-651	EL OFFICE SUPPLIES			850.00
	13-44-551	GA POSTAGE			850.00
WATTS, JANET MEDI 10/25/23		10/25/23	71101	106.00	
	25-30-501	INS DEDUCTIBLE			102.50
MEDI22 10/25/23	25-30-501	INS DEDUCTIBLE			3.50
** TOTAL CHECKS ISSUED				28574.78	
TOTAL FOR REGULAR CHECKS:				28,574.78	

SYS DATE: 10/27/23
FROM: 09/27/23

Village of Freeburg
A / P B O A R D L I S T
REGISTER # 864
Friday October 27, 2023

SYS TIME: 09:45
[NB]

TO: 11/27/23

PAGE 1

PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
CASEY'S BUSINESS MASTERCARD		10/27/23	80000989		1456.32	
SEPT-OCT 23	01-41-655			ST AUTO FUEL/OIL		862.78
	51-42-655			WR AUTO FUEL/OIL		278.94
	52-43-655			SR AUTO FUEL/OIL		278.94
	53-40-655			EL AUTO FUEL/OIL		35.66
CHARTER COMMUNICATIONS		10/27/23	80000990		999.66	
173465601100123	01-11-539			AD OTHER PROF SERVICES		10.81
	51-42-539			WR OTHER PROF SERVICES		10.81
	52-43-539			SR OTHER PROF SERVICES		10.81
	53-40-539			EL OTHER PROF SERVICES		10.81
173465701100123	01-11-539			AD OTHER PROF SERVICES		12.50
	51-42-539			WR OTHER PROF SERVICES		12.50
	52-43-539			SR OTHER PROF SERVICES		12.50
	53-40-539			EL OTHER PROF SERVICES		12.49
173465801100123	01-21-552			PD TELEPHONE		72.22
173465901100123	01-11-539			AD OTHER PROF SERVICES		38.56
	51-42-539			WR OTHER PROF SERVICES		38.55
	52-43-539			SR OTHER PROF SERVICES		38.56
	53-40-539			EL OTHER PROF SERVICES		38.56
17346600110123	01-11-539			AD OTHER PROF SERVICES		120.00
	01-21-539			PD OTHER PROF SERVICES		120.00
	51-42-539			WR OTHER PROF SERVICES		120.00
	52-43-539			SR OTHER PROF SERVICES		120.00
	53-40-539			EL OTHER PROF SERVICES		120.00
173466201100123	01-41-539			ST OTHER PROF SERVICES		19.99
	51-42-539			WR OTHER PROF SERVICES		19.99
	52-43-539			SR OTHER PROF SERVICES		20.00
	53-40-539			EL OTHER PROF SERVICES		20.00
CITIZENS- PAYROLL		10/27/23	80000991		65037.97	
#22-2023	01-00-215			PR W/H FICA		7014.91-
	01-00-216			PR W/H RETIREMENT		5890.14-
	01-00-213			PR W/H FIT		9302.24-
	01-00-214			PR W/H SIT		4352.16-
	01-21-421			PD REGULAR SALARIES		28576.87
	01-21-422			PD OVERTIME		3810.74
	01-21-425			PD PART-TIME SALARIES		140.00
	01-21-426			PD LONGEVITY/EDUCATION		265.42
	01-21-427			PD PUBLIC SAFETY STIPEND		500.00
	01-00-193			EXCHANGE - EMPLOYEE CELL PHONES		100.00-
	01-11-431			AD ELECTED SALARIES		2636.53
	01-11-421			AD REGULAR SALARIES		2328.60
	01-11-423			AD OVERTIME		71.71
	01-16-421			ZO REGULAR SALARIES		2096.16
	01-16-431			ZO SALARIES, APPOINTED		300.00

SYS DATE: 10/27/23
FROM: 09/27/23

Village of Freeburg
A / P B O A R D L I S T
REGISTER # 864
Friday October 27, 2023

SYS TIME: 09:45
[NB]

TO: 11/27/23

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
	01-41-421			ST REGULAR SALARIES	6069.38	
	01-41-422			ST TEMPORARY SALARIES	337.00	
	01-41-423			ST OVERTIME	50.35	
	12-23-421			ES REGULAR SALARIES	98.56	
	01-00-110			CASH - GENERAL	98.56	
	12-00-110			CASH - ESDA	98.56-	
	51-42-421			WR REGULAR SALARIES	10743.74	
	51-42-422			WR TEMP SALARIES	337.00	
	51-42-423			WR OVERTIME	267.21	
	01-00-110			CASH - GENERAL	11347.95	
	51-00-110			CASH - WATER	11347.95-	
	52-43-421			SR REGULAR SALARIES	8471.00	
	52-43-423			SR OVERTIME	244.13	
	52-43-422			SR TEMP SALARIES	337.00	
	01-00-110			CASH - GENERAL	9052.13	
	52-00-110			CASH - SEWER	9052.13-	
	53-40-421			EL REGULAR SALARIES	23182.30	
	53-40-422			EL TEMP SALARIES	337.00	
	53-40-423			EL OVERTIME	496.72	
	01-00-110			CASH - GENERAL	24016.02	
	53-00-110			CASH - ELECTRIC	24016.02-	
CITIZENS - PAYROLL TAXES #22-2023		10/27/23	80000992		27753.55	
	01-00-215			PR W/H FICA	7014.91	
	01-00-213			PR W/H FIT	9302.24	
	01-00-214			PR W/H SIT	4352.16	
	01-21-453			PD UNEMPLOYMENT INSURANCE	1.19	
	01-21-461			PD SOCIAL SECURITY	2546.92	
	01-11-461			AD SOCIAL SECURITY	201.68	
	01-11-453			AD UNEMPLOYMENT INSURANCE	4.45	
	01-11-461			AD SOCIAL SECURITY	183.61	
	01-16-453			ZO UNEMPLOYMENT INSURANCE	17.82	
	01-16-461			ZO SOCIAL SECURITY	183.31	
	01-41-453			ST UNEMPLOYMENT INSURANCE	8.14	
	01-41-461			ST SOCIAL SECURITY	493.94	
	12-23-461			ES SOCIAL SECURITY	7.54	
	01-00-110			CASH - GENERAL	7.54	
	12-00-110			CASH - ESDA	7.54-	
	51-42-453			WR UNEMPLOYMENT INSURANCE	12.60	
	51-42-461			WR SOCIAL SECURITY	868.12	
	01-00-110			CASH - GENERAL	880.72	
	51-00-110			CASH - WATER	880.72-	
	52-43-453			SR UNEMPLOYMENT INSURANCE	12.60	
	52-43-461			SR SOCIAL SECURITY	692.49	
	01-00-110			CASH - GENERAL	705.09	
	52-00-110			CASH - SEWER	705.09-	
	53-40-453			EL UNEMPLOYMENT INSURANCE	12.60	

SYS DATE: 10/27/23
FROM: 09/27/23

Village of Freeburg
A / P B O A R D L I S T
REGISTER # 864
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TO: 11/27/23

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PAYABLE TO INV NO	GL NO	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DISTR
	53-40-461			EL SOCIAL SECURITY	1837.23	
	01-00-110			CASH - GENERAL	1849.83	
	53-00-110			CASH - ELECTRIC	1849.83-	
UHS PREMIUM BILLING 817227759525		10/27/23	80000993		47885.21	
	01-00-151			DUE FROM EMPLOYEE INSURANCE		5227.87
	25-30-500			INS PREMUIIM		42657.34
VERIZON WIRELESS 9946236252		10/27/23	80000994		2373.49	
	01-11-552			AD TELEPHONE		209.45
	01-16-552			ZN TELEPHONE		42.30
	01-21-552			PD TELEPHONE		734.80
	51-42-552			WR TELEPHONE		342.56
	52-43-552			SR TELEPHONE		342.58
	53-40-552			EL TELEPHONE		535.03
	01-00-193			EXCHANGE - EMPLOYEE CELL PHONES		111.52
	58-55-552			SWP TELEPHONE		55.25
WASTE MANAGEMENT OF ST LOUIS 8588814-2052-6		10/27/23	80000995		21742.84	
	13-44-573			GA GARBAGE DISPOSAL		21742.84
** TOTAL CHECKS ISSUED					167249.04	
TOTAL FOR REGULAR CHECKS:					0.00	
TOTAL FOR DIRECT PAY VENDORS:					167,249.04	



QUOTATION

Turbocharger Solutions International
MCPHERSON SALES OFFICE
1404 MOHAWK ROAD
MCPHERSON KS 67460-3256
USA
Phone 620-241-8740
Fax 620-241-8744

Document number : US05/RU13/111126290
Page 1 of 8
Date Issued : OCT 18 2023
Payment Terms ZN30-Net 30 Days From Date Of Invc
Terms and conditions : As Attached/Included
Incoterms : FOB-Free on board
Free On Board
Freight Terms :

Sold to : 1000005
Company
ONETIME CUSTOMER

Ship to : 1000005
Company
ONETIME CUSTOMER

Inside Sales Contact: Bradley Smith
Email: BRAD.SMITH@TUBOCHARGERSI.COM

Customer Reference : Estimate Only
Valid From : OCT 18 2023
Valid To : OCT 18 2023

THIS IS AN ESTIMATE ONLY. BASED ON THE FOLLOWING JOB SCOPE. ANY ADDITIONAL WORK OR PARTS WOULD BE EXTRA. WE WILL BE GLAD TO GIVE YOU A FIRM QUOTE ONCE WE HAVE DISASSEMBLED AND EVALUATED YOUR UNIT OR CORE RETURN.

Estimate for a Delaval C13-085 Turbocharger

Village of Freeburg, IL

Table with 6 columns: Item, Material Number Description, Extended Weight, Qty UM, Unit Net Price USD, Extended Price USD. Row 1: 000010 SHOP LABOR-TSI, 0.000 lb, 1 EA, 41,305.44, 41,305.44. Description includes: Disassemble, inspect unit; Clean and dimensionally inspect exhaust wheel; Rebuild blades on exhaust wheel; Straighten blades on exhaust wheel; Liquid penetrant test exhaust wheel; Clean and inspect compressor wheel; Clean and inspect divider shield; Clean and dimensionally check impeller; Spray Aluminum Bronze Bore; Weld seal bore on compressor wheel; Machine seal bore on compressor wheel; Liquid penetrant test compressor wheel; Clean, polish and dimensionally check shaft; Check shaft for straightness; Rebuild shaft; Stub B.E. Shaft; Install new tie bolts; Clean and inspect large and small conical washers; Reassemble and balance rotating assembly; Clean and inspect nozzle ring.



Check and verify nozzle ring square inch
Liquid penetrant test nozzle ring
Clean and inspect diffuser
Dimensionally inspect square inch on diffuser
Repair damaged threaded holes on cases
Inspection and QA/QC on all components
Install new parts
Reassemble, check and set all clearances
Paint turbocharger
Prepare for shipment
Pick up and deliver turbocharger

000020	ADEWO-4 WASHER,LOCK,DELAVAL,106037	0.000 lb	1 EA	6.08	6.08
000030	ADE106054 GASKET,DELAVAL,106054	0.000 lb	1 EA	4.59	4.59
000040	ADEBG-555-A COLLAR,THRUST-OUTBOARD-C13	0.000 lb	1 EA	731.84	731.84
000050	ADEBG-395-AC BEARING,OUTBOARD-C13	0.000 lb	1 EA	845.54	845.54
000060	ADEBG-1189-N RING,INBOARD-THRUST-C13	0.000 lb	1 EA	866.57	866.57
000070	ADE11-239 C13 O-RING,BEARING CARTRIDGE,DELAVAL,106014	0.000 lb	2 EA	14.78	29.56
000080	ADEBG-395-Z PAD,INBOARD-BEARING-SET(5)-C13	0.000 lb	1 EA	3,052.39	3,052.39



000090	ADEBG-141-S SEAL RING BRONZE	0.000 lb	1 EA	2,367.46	2,367.46
000100	ADEBG-141-RX1 SEAL,LABYRINTH,C13,OUTER LINE,TURBOCHARG	0.000 lb	1 EA	1,772.31	1,772.31
000110	ADE11-246 C17 O-RING,INNER GUARD,DELAVAL,106016	0.000 lb	1 EA	9.10	9.10
000120	DBEBG-588AGXI GUARD BOLTED	0.000 lb	1 EA	1,127.54	1,127.54
000130	ADEBG-182T BOLT,TIE,TIE, C13,DELAVAL,106010	0.000 lb	3 EA	548.89	1,646.67
000140	ADEBG-15BA BAFFLE,INSULATION,C13,DELAVAL,106020	0.000 lb	1 EA	1,297.32	1,297.32
000150	ADE106143 GASKET,EXHAUST INLET,C13	0.000 lb	1 EA	247.60	247.60
000160	ADE106144 GASKET,EXHAUST DISCHARGE,C13	0.000 lb	1 EA	247.60	247.60
000170	ADE106145 GASKET,COMPRESSOR DISCHARGE,C13	0.000 lb	1 EA	221.58	221.58
000180	ADE106146 GASKET,COMPRESSOR INLET,C13,DELAVAL,1061	0.000 lb	1 EA	326.20	326.20



Price Summary :

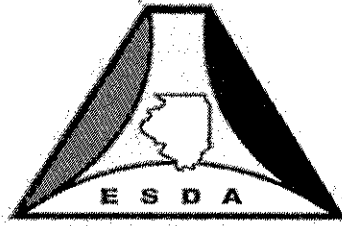
Total Price :	56,105.39 USD
Inflation Surcharge :	1,122.10 USD
Same Day Shipment Charges:	0.00 USD
	USD
Total Quotation Price :	57,227.49 USD

MINIMUM ORDER REQUIREMENTS: \$200 Minimum for all Orders.

CREDIT TERMS: Credit Terms confirmed at time of order. Progress payments may apply.

RETURN OF PRODUCTS AND ORDER CANCELLATION: Turbocharger Solutions International shall accept returns of normally stocked Goods for a period of thirty (30) days following shipment for exchange or refund of the purchase price; provided, that Goods must be in their original cartons, unopened and unused and are subject to a return inspection. Appropriate restocking/cancellation fees equal to the greater of (1) the cost incurred by Seller as a result of the cancellation, or (2) 25% of the purchase price. Non-stocked items (made to order) and Consumable type Goods such as gaskets, O-rings, nuts, bolts, wear parts, etc. are not returnable once shipped to the Buyer and no credits or refunds can be offered to the Buyer.

EXPORT COMPLIANCE: The items, technology, or software covered by this document may be subject to various laws including U.S. and foreign export controls. Cooper Machinery Services LLC is committed to compliance with all relevant export control laws. If the items, technology, or software are of U.S. origin or are being exported from the U.S. or will be re-exported, the following language applies: "These commodities, technology or software were exported from the United States of America in accordance with the Export Administration



Freeburg ESDA Report for Nov. 6, 2023

1. Earthquake SHACOUT Test meeting – with CUSEC , internet and send information to area schools and the Freeburg Tribune for general populous safety information.
2. Tuesday evening weekly ARES/RACES communications exercise Oct. 24st and 31. .(31st from remote ops)th on VHF two meter band.
3. Attend School Crisis Meeting (annual) at Freeburg High School May 20, 2023. Distributed NOAA and FEMA tornado weather safety flyers and faculty “FEMA” safety lists to follow with respective all hazards events. Also encourage additional concerns for any railroad and or school road access concerns if hazardous chemical accidents encountered during a school day session.
4. Issued a Midland Weather Alert Radio to the School Bus Garage /Transportation Supervisor May 20, 2023.
5. WRN®-Weather Ready Nation “Ambassador” award certificate received in the ESDA office by Meteorologists Ben Herzog and Melissa Mainhart, Tuesday Oct. 24, 2023. Admin. Matt Trout was also in the office during this presentation and took the great pictures of the event. Thank you to Admin. Matt Trout for also picking up the “lunch” tab following this presentation by the National Weather Service , WRN Ambassador Program representatives.

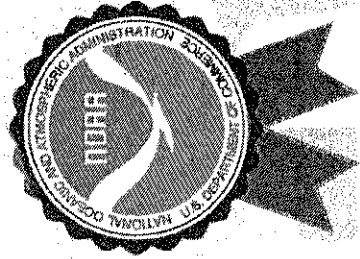
submitted by Eugene Kramer, Coord.
Freeburg ESDA

WRN AMBASSADOR

THIS CERTIFICATE IS PRESENTED TO

Freeburg, Illinois Emergency Services and Disaster Agency

Over the past two years Eugene Kramer from the Freeburg, IL Emergency Services and Disaster Agency has contributed numerous articles to the weekly village newspaper that serves Freeburg and the surrounding areas. Within these articles Gene shares resources including the location of community storm shelters, information on weather radios, and National Weather Service products. Gene's consistent and thorough service to his community through the village newspaper articles undoubtedly targets portions of his community that may otherwise have limited access to weather safety and preparedness information.



Melissa Mainhart

SIGNED

September 21, 2023

DATE

FREEBURG VILLAGE BOARD MEETING
ZONING REPORT

Nov. 3, 2023

Tim Pruett, Village Engineer

We continue to send letters and make calls on complaints for unmaintained properties. We continue to receive complaints about various issues, and we are dealing with them as they come in. We mailed 3 letters to residents and all 3 have responded by working on their property to some degree.

The Combined Planning and Zoning Board will meet on November 14th. They currently have two variance requests scheduled to start at 6 pm. The first request is to allow a non-property owner to operate a business in a SR-1 District at 1109 South State. The second is a variance for depth of side setback total from 25' to 20' at 347 Sleeping Indian Dr. Also on the agenda is a discussion for a possible development at Route 15 and Adele St. The developer has provided a preliminary site plan for this site and building layouts/elevations from a similar project.

Oct. 13th through Oct. Nov. 3rd

3 -- Occupancy Permit

8 - Building Permits

- 2 New Homes
 - 201 E. White St
 - 206 N. State St
- 1 Shed Building
 - 110 Willow Dr.
- 1 Pool and Fence
- 1 Garage Addition
- 3 Electrical Upgrades

**FREEBURG VILLAGE BOARD MEETING
ENGINEER'S REPORT**

Nov. 3, 2023

Tim Pruett, Village Engineer

Submitted a grant application to the St. Clair County Parks Grant Commission on Oct. 9, 2023. Update: Matt saw on Facebook that we were awarded the Grant.

Talked with Scott Simmons with TWM. Scott received clearance from SHPO (State Historic Preservation Office) on Oct. 18 and then sent requests to Tribal Nations on Oct. 30. Reminded him of our urgency to keep this moving.

Attended IDOT MFT seminar. The Village received Rebuild Illinois Funds (RBI) that was added to the MFT account. Started receiving payments in May 2020. \$47,800 each / 2 payments each year for total of \$286,945. This must be allocated to a "bondable" project by July 1, 2025.

Worked with St. Clair County IGD to prepared Income Surveys. We sent surveys to 16 residents on East High St. for the replacement of lead service lines. Deadline to return is Dec. 15, 2023. I will have to knock on doors to remind them to mail them back in.

Working on a folder within the network for construction plans and subdivision plats. Creating Village utility maps with easements for AutoCad.

RESOLUTION NO. 23-17

**A RESOLUTION OF THE VILLAGE OF FREEBURG, ILLINOIS
AUTHORIZING THE MAYOR TO ACCEPT THE UNITED
HEALTHCARE INSURANCE RENEWAL**

WHEREAS, the Board of Trustees of the Village of Freeburg, Illinois, believes it is in the best interests of the Village to renew their health insurance coverage with United HealthCare for the employee health insurance; and

WHEREAS, United HealthCare has submitted its renewal to provide health insurance coverage for the Village of Freeburg effective November 1, 2023; and

WHEREAS, the Board of Trustees of the Village of Freeburg, Illinois, believe it is in the best interest of the Village to accept United HealthCare’s renewal plan to provide such professional services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ILLINOIS, THAT:

SECTION 1: The recitals set forth above hereby adopted are found to be true and correct and are incorporated by reference as if fully set forth herein.

SECTION 2: The Mayor of the Village of Freeburg, Illinois, is hereby authorized to accept United HealthCare’s Renewal Plan, a copy of which is attached hereto as “Exhibit A.”

SECTION 3: This Resolution shall be in full force and effect after its passage and approval as provided by law.

SECTION 4: Any and all Resolutions, sections or subsections of Resolutions in conflict herewith are hereby repealed.

ADOPTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ILLINOIS, THIS 6th DAY OF NOVEMBER, 2023.

Vote Recorded:

AYES: _____

NAYS: _____

RESOLUTION NO. 23-17 cont.

ABSENT: _____

Seth E. Speiser
Village President

ATTEST:

Jerry Menard
Village Clerk

Approval as to Legal Form:

Frederick W. Keck
Village Attorney

Village of Freeburg
Medical / Rx Benefit Summary and Cost Comparison
Renewal Effective Date: November 1, 2023

BENEFIT SUMMARY	UHC	UHC
	CURRENT	RENEWAL PLAN
DEDUCTIBLE	Choice+ BUTE / C26-HSA	Choice+ DFQU / E31-HSA
In-Network	\$5,000 / \$10,000	\$6,250 / \$12,500
Non-Network	\$10,000 / \$20,000	\$12,500 / \$25,000
COINSURANCE		
In-Network	100%	100%
Non-Network	70%	70%
OUT-OF-POCKET MAXIMUM		
In-Network	\$8,250 / \$12,500	\$8,650 / \$13,300
Non-Network	\$12,500 / \$25,000	\$14,500 / \$29,000
PRIMARY CARE OFFICE VISITS		
In-Network	\$35 copay after deductible	\$35 copay after deductible
Non-Network	70% after deductible	70% after deductible
SPECIALITY CARE OFFICE VISITS		
In-Network	\$70 copay after deductible	\$70 copay after deductible
Non-Network	70% after deductible	70% after deductible
EMERGENCY ROOM VISIT		
In-Network	\$300 copay after deductible	\$300 copay after deductible
Non-Network	\$300 copay after deductible	\$300 copay after deductible
INPATIENT HOSPITALIZATION		
In-Network	100% after deductible	100% after deductible
Non-Network	70% after deductible	70% after deductible
PRESCRIPTION DRUG		
30 Day Supply	Copays after deductible Ded + \$10 / \$50 / \$95 / \$250	Copays after deductible Ded + \$15 / \$40 / \$125 / \$250
INSURANCE RATES	CURRENT	RENEWAL PLAN
9 Employee	\$585.85	\$651.29
9 Em + Spouse	\$1,179.53	\$1,311.28
1 Em + Child(ren)	\$1,097.20	\$1,219.76
15 Family	\$1,690.92	\$1,879.80
34		
GRAND TOTAL	\$508,193	\$564,959
\$ CHANGE FROM CURRENT		\$56,766
% CHANGE FROM CURRENT		11.2%

Notes and Assumptions:

1. The rates and premiums provided are for illustrative purposes only and are estimated based on the data.
2. Final rates are subject to final underwriting.

ORDINANCE NO. 1776

AN ORDINANCE AMENDING WATER RATES

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

WHEREAS, the Village Board desires to effect changes to its existing Code Section listed below.

Section 1. That the following ARTICLE III. WATER SYSTEM, DIVISION 5, WATER RATES - paragraph (B) be amended and are hereby adopted and effective with the utility bill due on December 7, 2023:

The following rates for the use and service supplied by the waterworks system shall be based upon the amount of water consumed as follows:

(B) Water Service – outside corporate limits.

- (1) Rates effective for bills due December 7, 2023
 - (c) Depreciation charge \$1.50 per 1,000 gal.
 - (d) Capital reserve charge \$0.32 per 1,000 gal.
- (2) Rates effective for bills due October 7, 2024
 - (c) Depreciation charge \$1.50 per 1,000 gal.
 - (d) Capital reserve charge \$0.32 per 1,000 gal.
- (3) Rates effective for bills due October 7, 2025
 - (c) Depreciation charge \$1.50 per 1,000 gal.
 - (d) Capital reserve charge \$0.32 per 1,000 gal.
- (4) Commencing on April 1, 2026, a 2% yearly increase will take effect for the minimum charge and delivery charge.

Section 3. This Ordinance shall be in full force and effect immediately after its passage, approval and recordation according to law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT

THIS _____ DAY OF _____, 2023.

Vote Recorded:

Ayes _____

Nays _____

ORDINANCE NO. 1776 cont.

Absent _____

Abstain _____

Vote Recorded by:

Jerry Menard, Village Clerk

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois,

this _____ day of _____, 2023.

Seth Speiser, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

VILLAGE OF FREEBURG

ORDINANCE NO. 1777

TAX LEVY ORDINANCE FOR THE VILLAGE OF FREEBURG

ADOPTED BY THE
VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF FREEBURG
THIS 6th DAY OF NOVEMBER, 2023

Published in pamphlet form by authority of the Village President and Board of Trustees of the Village of Freeburg, St. Clair County, Illinois, this 6th day of November, 2023.

**ORDINANCE NO. 1777
TAX LEVY ORDINANCE**

An Ordinance levying taxes for all Corporate purposes for the Village of Freeburg, St. Clair County, Illinois, for the fiscal year beginning April 1, 2023 and ending March 31, 2024.

WHEREAS, on June 19, 2023 - the Village Board of the Village of Freeburg, Illinois, passed the Annual Appropriation Ordinance of the Village of Freeburg for the fiscal year beginning April 1, 2023, and ending March 31, 2024, in the amount of \$25,463,050.00 which Ordinance was approved by the Village President and Village Board on June 19, 2023, and which Ordinance was published in pamphlet form and posted at the Municipal Center, 14 Southgate Center, Freeburg, Illinois.

BE IT ORDAINED by the Village President and Board of Trustees of the Village of Freeburg, Illinois, as follows:

SECTION 1. That the amount hereinafter set forth based on \$114,000,000 EAV, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year, and for such purposes as: General Corporate, Audit, Police Protection, Civil Defense (Emergency Services Disaster Agency), and Illinois Municipal Retirement Fund (IMRF), for the fiscal year beginning April 1, 2023, and ending March 31, 2024.

SECTION 2. That the amount levied for each object and purpose is placed in a separate column under the heading "Amount to be Raised by Tax Levy", which appears over the same, being as follows, to wit:

1	<u>AMOUNT</u> <u>APPROPRIATED</u>	<u>AMOUNT</u> <u>LEVIED</u>
Personnel Services	\$172,186.00	
Contractual Services	\$150,320.00	
Commodities	\$ 16,800.00	
Capital Outlay	\$ 51,100.00	
Other Expenses	\$144,200.00	
TOTAL AMOUNT APPROPRIATED:	\$534,606.00	\$246,000.00

2	<u>ZONING</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 141,260.00	
	Contractual Services	\$ 91,000.00	
	Commodities	\$ 19,740.00	
	Capital Outlay	\$ 5,000.00	
	Other Expenses	\$ 10,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 267,000.00	\$0.00
3	<u>POLICE PROTECTION</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$1,603,420.00	
	Contractual Services	\$ 254,870.00	
	Commodities	\$ 110,400.00	
	Capital Outlay	\$ 187,040.00	
	Other Expenses	\$ 27,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$2,182,730.00	\$85,000.00
4	<u>STREET</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 408,107.00	
	Contractual Services	\$ 161,840.00	
	Commodities	\$ 217,490.00	
	Capital Outlay	\$ 95,900.00	
	Other Expenses	\$ 50,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 933,337.00	\$0.00
5	<u>AUDIT</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Contractual Services	\$ 15,400.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 15,400.00	\$10,500.00
6	<u>ESDA</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 4,480.00	
	Contractual Services	\$ 7,700.00	
	Commodities	\$ 3,500.00	
	Capital Outlay	\$ 16,800.00	
	Other Expenses	\$ 5,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 37,480.00	\$15,000.00

7	<u>GARBAGE</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Contractual Services	\$ 364,000.00	
	Capital Outlay	\$ 3,500.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 367,500.00	\$0.00

8	<u>MOTOR FUEL TAX</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 0.00	
	Contractual Services	\$ 54,600.00	
	Commodities	\$ 0.00	
	Capital Outlay	\$ 299,110.00	
	Other Expenses	\$ 25,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 378,710.00	\$0.00

9	<u>WATER FUND</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 699,880.00	
	Contractual Services	\$ 727,720.00	
	Commodities	\$ 140,000.00	
	Water Debt Service	\$ 10,080.00	
	Capital Outlay	\$ 484,260.00	
	Other Expenses	\$ 50,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$2,111,940.00	\$0.00

10	<u>WASTE WATER FUND</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 501,879.00	
	Contractual Services	\$ 717,920.00	
	Commodities	\$ 134,400.00	
	Waste Water Debt Services	\$ 152,124.00	
	Capital Outlay	\$7,171,500.00	
	Other Expenses	\$ 50,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$8,727,823.00	\$0.00

11	<u>ELECTRIC FUND</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$1,306,074.00	
	Contractual Services	\$5,298,440.00	
	Commodities	\$ 197,400.00	
	Electric Debt Service	\$ 903,000.00	
	Capital Outlay	\$ 600,670.00	
	Other Expenses	\$ 100,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$8,405,584.00	\$0.00

12	<u>SWIMMING POOL FUND</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Personnel Services	\$ 118,020.00	
	Contractual Services	\$ 18,900.00	
	Commodities	\$ 48,300.00	
	Debt Service	\$ 79,240.00	
	Capital Outlay	\$ 21,000.00	
	Other Expenses	\$ 25,000.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 310,460.00	\$0.00

13	<u>IMRF</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Municipal Retirement (IMRF)	\$ 184,520.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 184,520.00	\$184,520.00

14	<u>TIF</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
		<u>APPROPRIATED</u>	<u>LEVIED</u>
	Debt Services	\$ 0.00	
	TOTAL AMOUNT APPROPRIATED:	\$ 0.00	\$0.00

SUMMARY:

CORPORATE LEVY	\$246,000.00
IMRF LEVY	\$184,520.00
POLICE PROTECTION LEVY	\$ 85,000.00
AUDIT LEVY	\$ 10,500.00
ESDA LEVY	\$ 15,000.00

TOTAL LEVY: \$541,020.00

SECTION 3. That the Village Clerk (or Deputy Clerk) shall make and file with the County Clerk of said County of St. Clair, on or before the last Tuesday in December, a duly certified copy of this Ordinance.

SECTION 4. That if any section, subdivision, or sentence of this Ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance.

AYES _____

NAYS _____

AYES _____

NAYS _____

AYES _____

NAYS _____

AYES _____

NAYS _____

AYES _____

NAYS _____

AYES _____

NAYS _____

ABSENT: _____

ABSENT: _____

Approved this ____ day of November, 2023.

Seth Speiser, Village President

ATTEST:

Jerry Menard, Village Clerk

Approved as to Legal Form: _____
Village Attorney

**TRUTH IN TAXATION
CERTIFICATION OF COMPLIANCE**

The undersigned, presiding officer of VILLAGE OF FREEBURG, hereby certifies that I am the presiding officer of the VILLAGE OF FREEBURG, and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-55 through 18-100 of the "Truth-In-Taxation" law.

CHECK ONE OF THE CHOICES BELOW:

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 105% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Certificate applies to the levy for the fiscal year commencing April 1, 2023, and ending March 31, 2024.

Date: _____

Seth Speiser, Village President

ATTEST:

Jerry Menard, Village Clerk

CERTIFICATE

STATE OF ILLINOIS)
COUNTY OF ST. CLAIR) SS
VILLAGE OF FREEBURG)

I, JERRY MENARD, being duly appointed, and acting Village Clerk of the Village of Freeburg, St. Clair County, Illinois, and as such, the legal custodian of all records of said Village, do hereby certify that the attached foregoing is a true, correct and complete copy of Ordinance 1777 of said Village, the same being entitled "TAX LEVY ORDINANCE FOR THE VILLAGE OF FREEBURG", FOR THE FISCAL YEAR COMMENCING APRIL 1, 2023, AND ENDING MARCH 31, 2024."

I FURTHER CERTIFY that said Ordinance was duly and regularly adopted by the Village President and Village Board of the Village of Freeburg, St. Clair County, Illinois, at a duly convened meeting of the President and Board of Trustees of the Village of Freeburg, Illinois, on the ____ day of November, 2023.

I FURTHER CERTIFY that said Ordinance 17 was approved by the Village President of the Village of Freeburg, Illinois and that he duly affixed his signature thereto, and that said Ordinance was duly signed and attested by me, as Village Clerk of said Village; and that said Ordinance was duly recorded and filed in the Office of the Village Clerk and that the attached Ordinance is a true and correct copy of the original as the same appears of record in the minutes of said Village Board meeting of November 6, 2023.

I FURTHER CERTIFY that the Village Board of said Village is composed of six Trustees and the Village President; that on November 6, 2023, at the duly convened meeting of said Village Board, when said Tax Levy Ordinance was adopted, that _____ Trustees and the Village President were present, and that said Ordinance was adopted by the _____ vote of all members of the Village Board who were present.

I FURTHER CERTIFY that a copy of this original Tax Levy Ordinance is hereby certified by me to the County Clerk of St. Clair County, Illinois, by Order of the Village Board as provided in said Ordinance.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Freeburg, Illinois, this 6th day of November, 2023.

JERRY MENARD
Village Clerk
Village of Freeburg, Illinois

(SEAL)

ORDINANCE NO. 1778

**AN ORDINANCE AMENDING CHAPTER 1 OF THE
REVISED CODE OF THE VILLAGE OF FREEBURG, ILLINOS
(OFFICE MANAGER AND UTILITY BILLING CLERK)**

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

WHEREAS, the Village Board desires to effect changes to its existing Code Section listed below.

Section 1. That the following CHAPTER 1, ARTICLE II. VILLAGE OFFICIALS, DIVISION XI, OFFICE MANAGER, be deleted in its entirety.

Section 2. That the following CHAPTER 1, ARTICLE II. VILLAGE OFFICIALS, DIVISION XV. UTILITY BILLING CLERK, be deleted in its entirety.

Section 3. This Ordinance shall be in full force and effect immediately after its passage, approval and recordation according to law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT
THIS _____ DAY OF November, 2023.

Vote Recorded:

Ayes _____

Nays _____

Absent _____

Abstain _____

Vote Recorded by:

Jerry Menard, Village Clerk

ORDINANCE NO. 1778 cont.

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois,
this _____ day of November, 2023.

Seth Speiser, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

ORDINANCE NO. 1779

EXTRACT OF MINUTES of a regular public meeting of the President and Board of Trustees of the Village of Freeburg, St. Clair County, Illinois, held at 14 Southgate Center, in said Village, at 7:30 p.m., on the 6th day of November, 2023.

* * *

The President called the meeting to order and directed the Village Clerk to call the roll.

Upon the roll being called, Seth Speiser, the President, and the following Trustees at said location answered present:

The following Trustees were absent from the meeting: _____

* * *

The President announced that the next item of business before the Board of Trustees was the consideration of an ordinance abating the taxes heretofore levied for the year 2023 to pay debt service on the General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B of the Village.

Whereupon Trustee _____ presented and the Village Clerk read by title an ordinance as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

ORDINANCE NO. 1779

ORDINANCE abating the taxes heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B of the Village of Freeburg, St. Clair County, Illinois.

WHEREAS, the Board of Trustees (the “*Board of Trustees*”) of the Village of Freeburg, St. Clair County, Illinois (the “*Village*”), by ordinance adopted on the 6th day of December, 2021 (the “*Ordinance*”), did provide for the issuance of not to exceed \$2,290,000 General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B, and the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds; and

WHEREAS, pursuant to the Ordinance, the Village has authorized, directed and contracted with the original purchaser thereof for the issuance on November 10, 2020 of \$2,290,000 General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B, dated November 10, 2020 (the “*Bonds*”), and has provided for the filing in the office of the County Clerk of the County of St. Clair, Illinois (the “*County Clerk*”), a Notification of Bond Order for the levy of taxes to pay the Bonds; and

WHEREAS, the Village has Pledged Revenues (as defined in the Ordinance) on deposit in the Debt Service Fund available for the purpose of paying debt service on the Bonds heretofore imposed by the 2023 levy; and

WHEREAS, such Pledged Revenues are hereby directed to be used for the purpose of paying debt service on the Bonds; and

WHEREAS, it is necessary and in the best interests of the Village that the taxes heretofore levied for the year 2023 to pay the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of the Village of Freeburg, St. Clair County, Illinois, as follows:

Section 1. Abatement of Taxes. The taxes heretofore levied for the year 2023 in the Ordinance are hereby abated in their entirety, see Exhibit A attached.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Village Clerk of the Board of Trustees shall file a certified copy hereof with the County Clerk and it shall be the duty of the County Clerk to abate said taxes levied for the year 2023 in accordance with the provisions hereof.

Section 3. Effective Date. This ordinance shall be in full force and effect forthwith upon its adoption.

[Remainder of page intentionally left blank]

ADOPTED this 6th day of November, 2023 by a roll call vote as follows:

AYES: _____.

NAYS: _____.

ABSENT: _____.

APPROVED this 6th day of November, 2023.

President

ATTEST:

Village Clerk

Trustee _____ moved and Trustee _____
seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon
the motion to adopt said ordinance.

Upon the roll being called, the following Trustees voted AYE: _____

NAY: _____

Whereupon the President declared the motion carried and said ordinance adopted,
approved and signed the same in open meeting and directed the Village Clerk to record the same
in the records of the Board of Trustees of the Village of Freeburg, St. Clair County, Illinois, which
was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at the
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Village Clerk

BOND DEBT SERVICE

Village of Freeburg
St. Clair County, Illinois
General Obligation Refunding Bonds
Alternate Revenue Source, Series 2020B
Truist Bank Placement

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Annual Debt Service</i>
12/01/2020	370,000	1.030%	1,375.91	371,375.91	371,375.91
06/01/2021			9,888.00	9,888.00	
12/01/2021	375,000	1.030%	9,888.00	384,888.00	394,776.00
06/01/2022			7,956.75	7,956.75	
12/01/2022	385,000	1.030%	7,956.75	392,956.75	400,913.50
06/01/2023			5,974.00	5,974.00	
12/01/2023	380,000	1.030%	5,974.00	385,974.00	391,948.00
06/01/2024			4,017.00	4,017.00	
12/01/2024	385,000	1.030%	4,017.00	389,017.00	393,034.00
06/01/2025			2,034.25	2,034.25	
12/01/2025	395,000	1.030%	2,034.25	397,034.25	399,068.50
	2,290,000		61,115.91	2,351,115.91	2,351,115.91

STATE OF ILLINOIS)
) SS
COUNTY OF ST. CLAIR)

CERTIFICATION OF ORDINANCE AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Freeburg, St. Clair County, Illinois (the “*Village*”), and as such official I am the keeper of the records and files of the Village and the Board of Trustees.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board of Trustees held on the 6th day of November, 2023, insofar as same relates to the adoption of an ordinance entitled:

ORDINANCE #1779 abating the taxes heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B of the Village of Freeburg, St. Clair County, Illinois.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board of Trustees on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board of Trustees at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and that the Board of Trustees has complied with all of the provisions of said Act and with all of the procedural rules of the Board of Trustees in the passage of said ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature, this ____ day of November, 2023.

Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF ST. CLAIR)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of St. Clair, Illinois, and as such official I do further certify that on the 6th day of November, 2023, there was filed in my office a duly certified copy of an ordinance entitled:

ORDINANCE #1779 abating the taxes heretofore levied for the year 2023 to pay debt service on General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B of the Village of Freeburg, St. Clair County, Illinois.

duly adopted by the Board of Trustees of the Village of Freeburg, Illinois, on the 6th day of November, 2023, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2023 for the payment of General Obligation Refunding Bonds (Electric System Alternate Revenue Source), Series 2020B as described in said ordinance will be abated in their entirety as provided in said ordinance.

In Witness Whereunto, I hereunto affix my official signature and the seal of said County, this 6th day of November, 2023.

County Clerk of St. Clair County, Illinois

(SEAL)

ORDINANCE NO. 1780

AN ORDINANCE AMENDING CHAPTER 10 OF THE
REVISED CODE OF THE VILLAGE OF FREEBURG, ILLINOS
ELECTRIC SYSTEM (SOLAR/NET METERING GUIDELINES)

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF
THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

WHEREAS, the Village Board desires to effect changes to its existing Code Section listed below.

Section 1. That the following CHAPTER 10, ARTICLE II. SERVICE REGULATIONS, DIVISION
XVI, SOLAR/NET METERING GUIDELINES FOR INTERCONNECTION OF ON-SITE
GENERATING FACILITIES CONNECTED TO THE VILLAGE OF FREEBURG’S MUNICIPAL
SYSTEM, be amended as follows:

(G) In the last sentence, replace “October” with “March,” and in that same sentence delete “either credit
or debit, will be made to your account interest free.” After the first ordinance reference add “(Ord. No.
1780; 11-6-23)

Section 2. This Ordinance shall be in full force and effect immediately after its passage, approval and
recording according to law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR
COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT
THIS _____ DAY OF November, 2023.

Vote Recorded:

Ayes _____

Nays _____

Absent _____

Abstain _____

ORDINANCE NO. 1780 cont.

Vote Recorded by:

Jerry Menard, Village Clerk

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois,

this _____ day of November, 2023.

Seth Speiser, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Lisa Meehling
Mike Blaies
Tom Carpenter
Michael Heap
Robert Kaiser

VILLAGE TREASURER
Bryan A. Vogel

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER

14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

**INTERIM
VILLAGE ADMINISTRATOR**
Matt Trout

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

VILLAGE ATTORNEY
Weilmuenster Keck Brown, P.C.

Legal and Ordinance Committee Meeting
(Annexation; Building; Zoning; Subdivision)
(Carpenter/Matchett/Meehling)
Wednesday, November 1, 2023 at 5:45 p.m.

The meeting of the Legal and Ordinance Committee was called to order at 6:13 p.m., by Acting Chairperson Ray Matchett on Wednesday, November 1, 2023. Members present were Acting Chairperson Ray Matchett, Trustee Tom Carpenter, Trustee Lisa Meehling, Mayor Seth Speiser, Village Clerk Jerry Menard, Trustee Mike Blaies, Trustee Bob Kaiser, Village Administrator Matt Trout, Police Chief Mike Schutzenhofer, Public Works Director John Tolan, Village Engineer Tim Pruett, Village Attorney Fred Keck (absent), and Office Manager Julie Polson (absent), Guest present: Janet Baechle. There were no guests present via Zoom.

A. OLD BUSINESS:

1. Approval of September 27, 2023 Minutes: Trustee Tom Carpenter motioned to approve the September 27, 2023 minutes, and Trustee Lisa Meehling seconded the motion. All voting yea, the motion carried.
2. Zoning Report/Nuisance Properties: Village Engineer Tim Pruett issued 5 building permits: 2 new homes, 1 shed, 1 pool and 1 garage. With regard to the nuisance properties, we received a complaint about a property on S. Richland. They have done some work but have a long way to go. The property on Mary Ann Court removed the basketball hoop. The Industrial Park property owner did have the grass cut. The Creek Ridge Court grass issue was not bad. There has been some cleanup at Mr. Herr's business. There will be two hearings at the November Combined Board meeting. We have a non-property owner wanting to operate a business in a SR-1 district and a variance for a setback on Sleeping Indian. The lot is narrow at the front and the homeowner is asking for a variance to go from 25 to 20 feet. Tim met with the developer of the Parrish property, and the plans will also be discussed at that meeting. We are going to send out income surveys for a CDBG for E. High Street. There would be 16 houses affected, and we are hoping to get the lead service lines replaced. We believe at least 8 of them would qualify. Matt said that we can isolate the area and potentially qualify for some of the CDBG programs. If we receive the grant, the resident will receive a new water line all the way into the house free of any lead. Tim attended a Rebuild Illinois seminar, and advised we have \$286,000 in MFT funds that must be allocated by July 1, 2025. We have been receiving checks for the Rebuild Illinois program that have to be spent or allocated for a bondable project that we go out for bid. When we do the MFT estimate for next year, we will need to include a sizeable project. Tim said John has mentioned Savanna Oaks for that.
3. Development Update: Tim commented with respect to the Parrish property, the developer is looking at 40 units that would be comprised of two-story buildings with 3 – 6 units in each building. Matt stated they are at the minimum number of parking spaces and no dumpsters or detention area on the plan. Matt commented the plan is very conceptual at this point. The entrance to the development would come off of First St. Matt said there are a lot of alleys and right-of-ways there that might be moved. This property is 100% surrounded by us.

Legal and Ordinance Committee Meeting
Wednesday, November 1, 2023

4. Despain Property: Matt advised this has been turned over to our insurance company and it has been assigned to an attorney. Matt said Mr. Despain was working out there on the weekend and yesterday morning at 6:30 a.m. with the equipment running. We have dealt with this issue in the past, and Attorney Keck will send his attorney an email advising him of the 7:00 a.m. start time.
5. Sunset Ridge/Phil Sheets Detention Area: Tim talked to Belleville's engineer, Scott Saeger, and he does not have anything on this. Scott is now aware that the attorneys are working on this.
6. Vacation of Village Right of Way on Regions Bank Property: Tim provided the Region's rep with a drawing showing what we are wanting to do. The rep thought we were eliminating an entrance, and Tim told him we are vacating the right-of-way and giving them ground. We own the strip all the way through. Attorney Keck said we don't want this liability in the middle of their parking lot. Regions maintains the lot.

B. NEW BUSINESS:

1. Volkert Invoice #1409089 in the amount of \$2,378.75: This work was done trying to find the Despain right-of-way, and also for the Logan/Barttelbort annexation.

Trustee Lisa Meehling motioned to recommend to the full Board Volkert Invoice #1409089 in the amount of \$2,378.75 for approval, and Trustee Tom Carpenter seconded the motion. All voting yea, the motion carried.

2. Village of Freeburg Fees Charged for Special Use, Variance and Amendment Hearings: Matt advised our code calls for charging applicants the mailing and publication fees for the special use, variance and amendment hearings. That has not been done in the past. With regard to annexations, Matt stated we want those properties in the Village and doesn't feel they should be charged. The committee agreed to follow the code.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Lisa Meehling motioned to adjourn at 6:40 p.m., and Trustee Tom Carpenter seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager



Volkert, Inc.
Dept. #2040
P.O. Box 11407
Birmingham, AL 35246-2024
251.342.1070

INVOICE

Village of Freeburg
14 Southgate Center
Freeburg, IL 62234

Date: 09/30/2023
Invoice No.: 01409089


Project: 1086605.000 Village of Freeburg

Work Completed this period:
Logan/Barttelbort Annexation
Stake Wolf Road right-of-way and locate lot corners in Loneoak Trails and Timberwolf Estates subdivisions (Despain property)

Invoice for Period Ending: 9/22/2023

Total Labor & Expenses: \$2,378.75

Volkert, Inc.


Project Manager

9/29/23
Date

RECEIVED
OCT 10 2023

Invoice



Remittance address to lockbox:
 Dept. #2042
 Volkert, Inc.
 P. O. Box 11407
 Birmingham, AL 35246-2042

September 30, 2023
 Project No: 1086605.000
 Invoice No: 01409089

Village of Freeburg

Professional Services from July 22, 2023 to September 22, 2023

Task	OTHER	OTHER	Hours	Rate	Amount
Clerk I			.25	55.00	13.75
	Totals		.25		13.75
	Total Labor				13.75
				Total this Task	\$13.75
				Total this Task	\$13.75

Task	SURVY	Survey	Hours	Rate	Amount
Survey Rodman			7.00	65.00	455.00
Professional Land Surveyor			11.00	145.00	1,595.00
Survey Crew Chief			3.00	105.00	315.00
	Totals		21.00		2,365.00
	Total Labor				2,365.00
				Total this Task	\$2,365.00
				Total this Task	\$2,365.00
				Total this Project	\$2,378.75
				Total this Invoice	\$2,378.75

Billing Backup

Friday, September 29, 2023

VOLKERT, INC

Invoice 01409089 Dated 9/30/2023

9:43:13 AM

Task	OTHER	OTHER	Hours	Rate	Amount
65022	Lawrence, Karen	8/4/2023	.25	55.00	13.75
	Totals		.25		13.75
	Total Labor				13.75
				Total this Task	\$13.75
				Total this Task	\$13.75

Task	SURVY	Survey	Hours	Rate	Amount
15211	Boothe, Nicholas	8/25/2023	4.00	65.00	260.00
15211	Boothe, Nicholas	9/8/2023	3.00	65.00	195.00
15095	Hahn, Greg	8/25/2023	6.00	145.00	870.00
15095	Hahn, Greg	8/25/2023	2.00	145.00	290.00
15095	Hahn, Greg	8/25/2023	1.00	145.00	145.00
15095	Hahn, Greg	9/1/2023	1.00	145.00	145.00
15095	Hahn, Greg	9/15/2023	1.00	145.00	145.00
15099	Kaiping, Timothy	9/8/2023	3.00	105.00	315.00
	Totals		21.00		2,365.00
	Total Labor				2,365.00
				Total this Task	\$2,365.00
				Total this Task	\$2,365.00
				Total this Project	\$2,378.75
				Total this Report	\$2,378.75

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Lisa Meehling
Mike Blaies
Tom Carpenter
Michael Heap
Robert Kaiser

VILLAGE TREASURER
Bryan A. Vogel

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

**INTERIM
VILLAGE ADMINISTRATOR**
Matt Trout

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

VILLAGE ATTORNEY
Weilmuenster Keck Brown, P.C.

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING (Meehling/Blaies/Matchett) Wednesday, November 1, 2023 at 6:00 p.m.

Chairperson Lisa Meehling called the meeting of the Personnel and Public Safety Committee to order on Wednesday, November 1, 2023 at 6:42 p.m. Those present were Chairperson Lisa Meehling, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Seth Speiser, Village Clerk Jerry Menard, Trustee Tom Carpenter, Trustee Bob Kaiser, Chief Mike Schutzenhofer, Village Attorney Fred Keck (absent), Public Works Director John Tolan, Village Engineer Tim Pruett, Village Administrator Matt Trout and Office Manager Julie Polson (absent). Guest present: Janet Baechle. There were no guests present via Zoom.

POLICE:

A. OLD BUSINESS: Chief Mike Schutzenhofer summarized the 103 calls received since last meeting. Chief Schutzenhofer advised he and Fire Chief Hans Mueller presented a program to the 5th and 6th grade students on how to use 911 correctly. Our canine officer inspected the grade school last week, and this week he inspected the high school along with other canine officers. All of the body camera equipment is in, and next week they will start installing the cameras in the patrol cars. The law requires them to be operational in 2025, but Chief Schutzenhofer wants time for our officers to become comfortable using them before the mandatory start date. Trustee Meehling asked if we have guidelines in place on what and what not to do. Chief Schutzenhofer advised yes, they will be contained in our policy. Village Administrator Matt Trout advised we have reached out to surrounding communities, and they all are using the policy created by O'Fallon. Matt said this equipment ultimately provides our officers protection.

B. NEW BUSINESS:

1. Police Department Secretary Hire: This will be discussed under Personnel, New Business.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of September 27, 2023 Minutes: Trustee Mike Blaies motioned to approve the September 27, 2023 Minutes, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.
2. CDL: Public Works Director John Tolan advised SWIC does not offer the training. Lewis & Clark College in E. Alton does. They have an 8-week program from 8:00 a.m. – 4:30 p.m., and a 16-week program from 8:00 a.m. – noon at a cost of \$4,000. They have a class that starts January 16th. This would include the driving and taking their test with their truck. There is a training company in Belleville called 160 Driving Academy. They have a 4-week program 8:00 a.m. – 4:30 p.m. You take the test in their truck includes a DOT physical and drug testing at a cost of \$5,200. When you consider the cost of employee's overtime, mileage, and length of the class, the Belleville firm is the better option. John would like to start the training in January after the holidays. The committee agreed to use the Belleville firm.

Personnel/Police Committee Meeting

Wednesday, November 1, 2023

Page 1 of 3

3. Office Staff and Public Works Memorandum of Understanding Regarding Vacation: Nothing new to report.

B. NEW BUSINESS:

1. Office Manger Hire: Matt advised he, Trustee Meehling and Attorney Keck met on what needs to be done with the office manager and police secretary positions. The current police department secretary, billing clerk and finance clerk's hourly rate is \$25.84, administrative assistant is \$21.17 and the office manager is \$28.33. Matt emailed the updated job descriptions to everyone, and most of the revisions were specific to FOIA. Matt said Attorney Keck feels a good portion of the police department secretary's time will be handling FOIA requests regarding body cameras. The current process for a police FOIA is either Mike or Laura will pull the information, and then it goes to Julie to prepare the information in final form following the FOIA guidelines. Attorney Keck would like to see a person in both the police and admin departments familiar with FOIA. Attorney Keck would like the technical portion of that police department secretary position emphasized. FOIA was added to the office manager position. Trustee Meehling agreed that the body cam FOIAs are going to add a lot of work to that position that can't go to the office manager to handle. There are other FOIAs that will be handled by the office manager. Juile came to us with a legal background where she writes the ordinances, handles the FOIAs and is very familiar with the municipal matters. We need to look at this applicant not just as a straight administrative person but someone that has that depth of experience. Trustee Meehling feels we need the legal and FOIA experience. There is a lot that Julie handles that we don't have to pay our attorney to do. Since they are retiring 1/17, we would like to approve the updated job descriptions at Monday's board meeting and post the in-house position opening on Tuesday, 11/7. Attorney Keck said that billing clerk and office manager positions should not be in the code, only the appointed positions. Matt would like to see the job titles of police department secretary and office manager be updated.

Matt said the health insurance committee met, and the renewal will be included on the board agenda. Gene received the WRN 2023 Ambassador of Excellence Award presented to him by the National Weather Service. Please congratulate Gene!!!!

Trustee Mike Blaies motioned to amend the agenda in order to hear Public Participation, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

2. Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1):

EXECUTIVE SESSION

7:10 P.M.

Trustee Ray Matchett motioned to enter executive Session to Personnel, 5 ILCS 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

7:18 P.M.

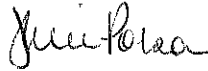
Chairperson Meehling reconvened the regular committee session at 7:18 p.m.

Trustee Mike Blaies motioned to recommend to the full Board the removal of the Interim Administrator Title from Matt Trout to Village Administrator with a salary increase to \$85,000, and Trustee Bob Kaiser seconded the motion. All voting yea, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Janet congratulated Gene on his award.

E. ADJOURN: *Trustee Mike Blaies motioned to adjourn at 7:20 p.m., and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager

Village of Freeburg

Job Description

Police Department Secretary

JOB TITLE: POLICE DEPARTMENT SECRETARY**DEPARTMENT:** Police Department**REPORTS TO:** Chief of Police**STATUS:** Full-time**FLSA STATUS:** Non-exempt**Prepared Date:** 10/30/2023 MRT**Job Summary:**

- The Police Department Secretary is responsible for typing all police department correspondences, entering daily reports in the computer system, compiling, maintaining, editing, redacting, and flagging body camera data, and special projects assigned by the Chief of Police.
- This position is a full-time hourly position that requires a forty (40) hour workweek. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with the public and other departments and is responsible to the Chief of Police.

Essential Duties:

- The Police Department Secretary is responsible for the administrative and support functions of the Police Department and ESDA offices.
- Responsible for receiving, collecting, redacting, responding to, and providing responsive information to all requests made under the Freedom of Information Act (FOIA) pertaining to the Freeburg Police Department.
- Responsible for working w/ the Office Manager/Village FOIA Officer in receiving, collecting, redacting, responding to, and providing responsive information to all requests made under FOIA.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply common sense understanding to carryout instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Police Department Duties.
 - Provide public assistance and information to the public;
 - Maintain record keeping and file maintenance;
 - Keep the Chief of Police informed of situations as they come in;
 - Prepare the News Release for the local publishing office;

- Log hand written citations;
- Assist with insurance forms to agencies requesting reports and mail;
- Prepare and provide criminal reports to requesting agencies and/or individuals;
- Maintain, log and route the Illinois Uniform Crime Reporting data to Illinois State Police;
- Maintain and update Illinois Law Enforcement Training forms for State of Illinois;
- Maintain Racial Profile data;
- Maintain and update Training logs for Officers;
- Radio dispatches Officers on required calls and relays necessary information to the dispatched Officer;
- Assist the Chief and Officer on duty with database information;
- Inform Officers of upcoming court cases and route hard copy;
- Provide Background checks to agencies and the public as requested;
- Performs various word processing and spreadsheet tasks;
- Processes incoming and outgoing mail and shipping;
- Assist with nuisance violation notices and help maintain files;
- Maintain FPD databases;
- Update Business listings for officers;
- Maintain and order necessary office supplies, forms, and janitorial supplies as needed;
- Prepare purchase orders for A/P and maintain files and route them to the Administrative office;
- Order officer uniforms and track uniform allowance;
- All other duties as assigned by the Chief of Police.
- ESDA Duties.
 - Support the Coordinator with the weather alert system;
 - Monitor daily weather and record status when required;
 - Sound the monthly warning system, as needed;
 - Be on call to support the ESDA weather alert Monday through Friday and sound the alert sirens as needed;
 - Sort and route mail and route purchase orders to the accounting department;
 - All other duties as assigned by ESDA Coordinator are subject to the approval of the Police Chief.

MINIMUM QUALIFICATIONS

- **Education, Training, and Experience**
 - Bachelor's Degree and/or High School diploma and a minimum of **five (5) years** of law enforcement related administrative experience at the discretion of the Village Board of Trustees.
- Proficient in the use of Windows based computer programs and Police records software experience a plus.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY

- The Police Department Administrative Assistant shall receive an hourly rate of pay as provided for by the current union contract.

Working Conditions:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential fundamentals of the job.

PERSONAL ATTRIBUTES

- Must be honest and trustworthy
- Must be respectful
- Must possess cultural awareness and sensitivity
- Must be flexible
- Must demonstrate sound work ethics

RESIDENTIAL REQUIREMENTS

- Must reside in the Village of Freeburg as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Public Works Department.

PHYSICAL REQUIREMENTS

- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- Ability to stand, walk or sit for continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, and work irregular shifts on occasion, due to personnel shortage, workload, work in progress, and emergency situations.
- Ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and the ability to delegate work in order to ensure the completion of all projects within the required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must be able to spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.
- Must also deal with a wide variety of people on various issues.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Ability to use tact in dealing with members of the general public
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.

JOB TITLE: Office Manager

DEPARTMENT: Administration

REPORTS TO: Village Administrator, Mayor, Board of Trustees

STATUS: Full-time

FLSA STATUS: Non-exempt

Prepared Date: 10/30/2023 MRT

JOB SUMMARY:

- The Office Manager is responsible for organizing and coordinating the office operations and procedures in order to ensure organizational effectiveness and efficiency.
- This position is a full-time hourly position that requires a minimum forty (40) hour workweek. This position requires the incumbent to be available for evening and weekend meetings. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with other departments and the general public. The Office Manager will be included in closed sessions.
- Shall assist the Village Clerk in the performance of duties as set forth in Sections 1-2-69, 1-2-72, 1-2-73 of the Village Code of Ordinances.

ESSENTIAL DUTIES:

- Assist the Village Administrator in the day-to-day operations of the Corporate Office. Recommend courses of action to the Village Administrator that will enhance or increase productivity within feasible financial constraints of the Village.
- The Office Manager shall serve as the duly appointed Village FOIA Officer and is responsible for the timely processing of all Freedom of Information Act (FOIA) requests.
- The Office Manager is responsible for receiving, collecting, redacting, responding to, and providing responsive information to all requests made under FOIA.
- The Office Manager shall be required to attend all committee meetings and prepare written minutes of said meetings.
- The Office Manager shall maintain a schedule of all meetings and will follow the posting and notification requirements of said meetings.
- The Office Manager shall prepare and distribute the appropriate meeting packets.
- The Office Manager shall post all meeting packets on the website.
- The Office Manager shall be required to maintain audio recordings of all meetings.
- Responsible for filing ordinances, utility liens, easements, and any other such documents at the St. Clair County Recorder's Office.
- Deal with the public in a professional and courteous manner.
- The Office Manager shall review the Village payroll for all persons who come under appropriation for salaries.
- The Office Manager shall assist the Village Administrator in preparing, on or before the fifteenth (15th) of March in each year, and before the annual appropriation to be made by the Village Board, a report of estimates of monies necessary to defray the expenses of the corporation during the current fiscal year. Such reports shall classify the different

objects and branches of expenditures, giving as nearly as may be estimated the amount required for each; and for the purpose of making such a report, he or she is hereby authorized to require of all officers, their statement of the condition and expenses of their respective offices or departments with any proposed improvements and the probable expense thereof, all contracts made and unfinished and the amount of any and all unexpended appropriations of the preceding year. Such reports shall show the aggregate income of the preceding fiscal year, from all sources, the amount of liabilities outstanding upon which interest is to be paid, the bonds and debts payable during the year, when due and when payable and, in such report, he or she shall give such other information to the Village Board as he or she may deem necessary to the end that the Village Board may fully understand the money

- The Office Manager shall, under the direction of the Committee on Finance, assist the Village Administrator in opening and keeping a complete set of books in which, among other things, shall be set forth the appropriation, budget, and tax levy amounts of the fiscal year for which each distinct object and branch of expenditures and also the receipts from each and every source of revenue so far as he or she can ascertain the same.
- In all cases where the Village requires a license to be obtained for the purpose of engaging in or carrying on any business or occupation and the licensee is required to obtain from the Village a printed license or certificate, it may be the duty of the Office Manager to assist the Administrator in delivering such license or certificate.
- In all cases where the Village requires a liquor license to be obtained, it is the duty of the Office Manager to issue the approved license and keep up-to-date records of liquor licenses issued within the Village.
- In all cases where the Village requires a video gaming license to be obtained, it is the duty of the Office Manager to issue the approved license and keep up-to-date records of video gaming licenses issued within the Village.
- The Office Manager shall assist the Village Administrator in maintaining and filing of various insurance premiums, claims, and records necessary to operate efficiently the Village's insurance programs, which have been accepted and approved for use by the Village Board. Such records shall be maintained within the corporate office of the Village.
- The Office Manager shall keep in his or her office in a book or books kept expressly for that purpose a correct list of all the outstanding bonds of the Village, showing the number and amount of each, for and to whom the bonds are issued; and when the Village bonds are issued, or purchased, or paid, or cancelled, the book or books shall show that fact; [and in the annual report, the Office Manager shall describe particularly the bonds sold during the year and the terms of sale with each and every item of expense thereof]. (See 65 ILCS 5/3.1-35-110)
- The Office Manager shall, on or before the finance meeting each month, make out and submit to the Village Board a statement or report in writing of all the monies received and warrants drawn during the preceding month, showing therein from or what sources and on what account monies were received, and for what purposes and on what account the warrants were drawn or paid.

- Deputy Registrar for the Village of Freeburg to include handling voter registration for Freeburg residents. Oversee and maintain election files and preparation of election packets. Responsible for maintaining all election paperwork and filing appropriate paperwork with the St. Clair County Clerk's Office.
- Provide Administrative support to the Combined Planning/Zoning Board. Responsible for the preparation of publication notices and packets to the board members and public. Attend meetings and provide written transcription of the minutes and maintain audio recordings.
- Schedule recycling events held within the Village of Freeburg.
- Maintain office services Main Activities:
 - Assist in designing and implementing office policies
 - Assist in establishing standards and procedures
 - Organize office operations and procedures
 - Prepare time sheets and maintain employee attendance records
 - Prepare and maintain OSHA logs
 - Ensure all Department of Labor/OSHA-required postings are made available to departments and posted as required
 - Oversee and maintain the content of the Village of Freeburg website
 - Review and approve supply requisitions
 - Liaise with other agencies, organizations, and groups
 - Update organizational memberships
 - Maintain office equipment
 - Maintain the official Ordinance and Resolution record books
 - Maintain the Village of Freeburg Website
 - Prepare Quarterly Village of Freeburg Newsletter
 - Assist in orienting and training employees
 - Provide on the job and other training opportunities when requested
 - Maintain Emergency Contact System Database
- Maintain office records Main Activities:
 - Design filing systems
 - Ensure filing systems are maintained and up to date
 - Define procedures for record retention
 - Ensure the protection and security of files and records
 - Ensure effective transfer of files and records
 - Transfer and dispose of records according to retention schedules and policies
 - Ensure personnel files are up to date and secure
- Maintain office efficiency Main Activities:
 - Assist in planning and implementing office systems, layout, and equipment procurement
 - Maintain and replenish inventory
 - Check stock to determine inventory levels
 - Anticipate needed supplies

- Verify receipt of supply
- Perform other related duties as required

MINIMUM QUALIFICATIONS:**● EDUCATION, TRAINING AND EXPERIENCE**

- Bachelor's Degree and/or High School diploma and a minimum of five (5) years of related public body/employer experience, including human resources experience, and also, knowledge of and experience with a public bodies' obligations under, and the legal requirements of, the Open Meetings Act, the Freedom of Information Act (FOIA), and/or various other applicable sections of the Illinois Municipal Code, at the discretion of the Village Board of Trustees.
- Must possess a valid Driver's License within 30 days of hire date.
- The Office Manager shall be hired on the basis of education and professional ability. The selection shall be made without regard to political considerations, race, religion, age, or sex.

● KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge The incumbent must have proficient knowledge in the following areas:
 - Knowledge of office administration
 - Knowledge of human resource management
 - Ability to maintain a high level of accuracy in preparing and entering information
- The incumbent must demonstrate the following skills:
 - Excellent interpersonal skills
 - Team building skills
 - Analytical and problem solving skills
 - Decision making skills
 - Effective verbal and listening communication skills
 - Attention to detail and high level of accuracy
 - Very effective organizational skills
 - Effective written communication skills
 - Computer skills including spreadsheet and word processing programs, and e-mail at a highly proficient level
 - Stress management skills
 - Time management skills
 - Must maintain strict confidentiality

PERSONAL ATTRIBUTES

- Must be respectful, honest, and trustworthy
- Must possess cultural awareness and sensitivity
- Must be flexible
- Must demonstrate sound work ethics

RESIDENTIAL REQUIREMENTS

- Must reside in the area as stated in the Collective Bargaining Agreement negotiated between the Village of Freeburg and the Village Hall Office Workers.

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to lift and/or move on a regular basis a maximum of 25 pounds.
- Ability to stand, walk, or sit for continuous periods of time.
- Requires effective audio-visual discrimination and perception to make quick and accurate observations and ensure the safety of employees and others in response to exposure to the hazards associated with this position
- Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to respond to emergency calls outside of normal shift hours, and work irregular shifts on occasion, due to personnel shortage, workload, work in progress, and emergency situations.
- Ability to spend long hours sitting and using office equipment and computers, which can cause muscle strain.

MENTAL REQUIREMENTS

- Constant mental alertness and attention to detail to ensure work is performed in compliance with all specifications/regulations and to maintain a safe work environment
- Must possess excellent planning/organizational skills and the ability to delegate work in order to ensure the completion of all projects within the required deadlines
- Must be able to use independent judgment, problem-solving skills, and ability to apply knowledge and experience to all situations.
- Must be able to spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy.
- Must also deal with a wide variety of people on various issues.

SALARY

- The Office Manager shall receive a salary as provided for in the union contract.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

- Ability to use tact in dealing with members of the general public
- Knowledge of proper and safe operations of equipment used in the Village of Freeburg.
- Pass a Village of Freeburg drug test and be able to perform essential job functions
- Pass a Village of Freeburg physical examination and be able to perform essential job functions

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities, and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks, and responsibilities to this job at any time.