

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Steve Smith
Mike Blaies
Mathew Trout
Dean Pruett
Elizabeth Niebruegge

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

October 7, 2013

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Matchett/Trout/Blaies)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, October 9, 2013, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

A. Old Business

1. Police officer applications

B. New Business

1. Executive Session to discuss personnel, 5 ILCS 120/2-(c)1a

PERSONNEL COMMITTEE:

A. Old Business

1. Approval of September 11, 2013 minutes
2. Employee handbook
3. Job descriptions
4. Plaques for Gene and Ron
5. IML Conference

B. New Business

1. Health Insurance Renewal

C. General Concerns

D. Public Participation

E. Adjourn

At said Personnel Meeting, the Village 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)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c)(1)]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, October 9, 2013 at 6:30 p.m.

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Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, October 9, 2013 at 6:30 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Elizabeth Niebruegge, Chief Stan Donald and Village Administrator Tony Funderburg. Guest present: Janet Baechle.

POLICE: OLD BUSINESS:

1. Police officer applications: Chairperson Matchett said this is on hold until we get a decision from the arbitrator.

Trustee Blaies asked if we received the car and Chief Donald said yes, it looks good. We spent \$9500 and it has 54,000 miles on it. Stan said the Missouri Highway Patrol spent more than \$1,000 fixing problems they were aware of before they sold us the car. Stan will absolutely use them to purchase a vehicle again. We still have some modifications that need to be done to get the unit on the street. The K-9 unit will use the '94 Impala. The Explorer is done and Tony will start the process to get the ordinance ready to surplus the vehicle. Tony looked into brand new cars from the state bid process and it's around \$15,000 - \$16,000. He would like us to buy one brand new car so we start making the fleet stronger. Mayor Speiser asked how many miles we put on a car each year and Chief Donald did not know. He will get Seth an answer on that.

B. NEW BUSINESS:

1. Executive Session to discuss personnel, 5 ILCS 120/(C)1: Tony said Terry will be coming back November 1st. He is available to work anytime if we need someone to fill in prior to that date. He would retain the same rate of pay and Stan said he will lose six months of seniority.

Janet asked him about the stop sign in her neighborhood and that discussion can take place outside of this committee meeting. Chief Donald left the meeting at 6:42 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of September 11, 2013 Minutes: Trustee Matt Trout motioned to approve the September 11, 2013 minutes and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.
2. Employee handbook: We will take this item off the agenda.
3. Job descriptions: We will take this item off the agenda.
4. Plaques for Gene, Ron and Sam: Tony said we've made progress on this and are waiting on a couple of items.

Personnel/Police Committee Meeting
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5. IML Conference: Tony said all of the reservations are made. We will decide who is going to go to which session. The committee discussed the amount of money to given to each person for the conference. They decided to have everyone keep the receipts and turn them in for reimbursement as long as they are reasonable. If there are reference materials that should be purchased to help someone's job, we should do that.

B. NEW BUSINESS:

1. Health Insurance Renewal: Tony explained to the committee we had three agents come in and present today to the health insurance committee. Tony explained the premium renewal numbers will be the same because they are federally mandated. Each agent may charge an amount to handle your account. One agent will provide their service free of charge and the other agent will charge \$2500. The one agent the committee liked only handles municipalities. Tony said when it comes to municipal insurance, we need to make sure we are compliant. Trustee Niebruegge said the committee will be meeting one more time to discuss the presentations by each agent and then choose. Since we did renew recently at that 8.7% increase, we have another year before we have to make a decision. If we wouldn't have taken that increase, our premiums would have increased by 100%. The rates are based on where we live. The committee consists of Tony, Elizabeth, Matt, Jane, Debbie, Mike S., Stan R., Shane, Gregg B., and Mayor Speiser. Tony said the insurance numbers can't be changed. It's a matter of what your agent can do you above and beyond that. We need to make sure we have an agent that works on a daily basis to make sure we are compliant. The retiree pays the premium. They receive the same benefit the current employees do.

C. GENERAL CONCERNS: Mayor Speiser expressed his concern with the arbitrator receiving an additional 30 days to make his decision on the police matter.

D. PUBLIC PARTICIPATION: Trustee Blaies asked about the time clocks and Tony said it is moving along pretty well. Ray asked if we've had anyone past the 7 minutes and Tony said no. We had two instances where employees were 1 minute late.

E. ADJOURN: *Trustee Matt Trout motioned to adjourn at 7:03 p.m. and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, September 11, 2013 at 6:30 p.m.

Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, September 11, 2013 at 6:58 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Elizabeth Niebruegge, Chief Stan Donald, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guest present: Janet Baechle.

POLICE: OLD BUSINESS:

1. Police car maintenance and fuel log: A copy of the maintenance and fuel logs was included for the committee's review. Tony said we had previously discussed purchasing a patrol car but decided to wait until further into the budget year. We need to replace the Ford Expedition. Chief Donald would like to purchase a used patrol car from the Missouri Highway Patrol. They average 54,000 – 55,000 miles and cost anywhere from \$6,000 - \$12,000 depending on the vehicle style and features. Stan said they have a constant turnover of cars. If he gets approval to purchase a car, he would call since they are located in Jefferson City. Stan said the officers take care of the vehicles because they are their own squad cars, and they are maintained very well. We need to wait on the other car because of other expenditures in the police department. Stan said we would need to make some modifications to the car because it will transport the K-9.

Trustee Mike Blaies motioned to recommend to the full Board we purchase a used patrol car not to exceed \$12,000 and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS:

1. Police officer applications: Tony copied two applications for the trustees' review. One application is to fill a part-time officer vacancy. The other application is Chief Donald's recommendation for a full-time hire. Tony said we can't do anything until the arbitration decision is known but he would like for the trustees to start considering Chief Donald's suggestion. Julie said if we are going to hire a full-time officer, we would need to post it internally first.

EXECUTIVE SESSION 7:18 P.M.

Trustee Mike Blaies motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:25 P.M.

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Trustee Matchett reconvened the meeting at 7:25 p.m.

Trustee Matt Trout motioned to recommend to the full Board the hire of John Schaefer as a part-time police officer and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

The maintenance logs were further reviewed by the committee. Chief Donald left the meeting at 7:35 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of August 14, 2013 Minutes: Trustee Mike Blaies motioned to approve the August 14, 2013 minutes and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.
2. Employee handbook: On hold.
3. Job descriptions: On hold for now.
4. Plaques for Gene, Ron and Sam: Julie and Tony will work on this to get it done.
5. Time Clock Policies: Item can be taken off the agenda.
6. Office Cleaning: Matt said we don't have money in the budget to hire a cleaning firm right now. The committee agreed to revisit the issue after the next budget is in place.
7. IML Conference: Tony needs to know who is going so he can make the reservations. Please get back to him by tomorrow.

B. NEW BUSINESS:

1. Health Insurance Renewal: Tony explained to the committee that we need to sign the health insurance renewal form. It assures us of receiving no more than an 8.7% increase. It does not limit us from being able to go out for bid from other agents/companies. We will take this to the Board Monday night.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: Trustee Matt Trout motioned to adjourn at 8:00 p.m. and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.



Julie Polson
Office Manager