

VILLAGE PRESIDENT  
Ray Danford

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Corby Valentine  
Steve Smith  
Tony Miller  
Rita Baker  
Seth Speiser  
Charlie Mattern

# 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

VILLAGE ADMINISTRATOR  
Dennis Herzing

VILLAGE TREASURER  
Bryan A. Vogel

PUBLIC WORKS DIRECTOR  
Ronald Dintelmann

POLICE CHIEF  
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY  
Stephen R. Wigginton

November 8, 2010

## NOTICE

### MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, November 10, 2010, at 6:30 p.m.**

### PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

#### I. Items to be Reviewed

#### **POLICE COMMITTEE:**

- A. Old Business
  - 1. Police Contract
  - 2. Noise Ordinance
  - 3. Doctor's building for sale
  - 4. Approval of July 12, 2010 Executive Session Minutes
- B. New Business

#### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of October 13, 2010 minutes and Executive Session minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  - 4. Overtime charges
  - 5. Safety Policy
- B. New Business
  - 1. Christmas Holiday
- 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) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, November 10, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, November 10, 2010 at 6:45 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

### **POLICE: A. OLD BUSINESS:**

1. Police Contract: Dennis had a call from Attorney Manion today advising they are trying to schedule the next meeting within the next week.
2. Noise Ordinance: There is nothing new on this topic.
3. Doctor's building for sale: This would not be an ideal location for the police department. Item can be taken off the agenda.
4. Approval of July 12, 2010 Executive Session Minutes: Will be taken care of at next month's meeting.

### **B. NEW BUSINESS:** None.

### **PERSONNEL: A. OLD BUSINESS:**

1. Approval of October 13, 2010 minutes: *Trustee Steve Smith motioned to approve the October 13, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: Not discussed.
  - a. Public Works On Call Status: Not discussed.
3. Job Descriptions: Not discussed.
4. Overtime charges: Item can be taken off the agenda.
5. Safety Policy: Not discussed.

### **B. NEW BUSINESS:**

1. Christmas Holiday: The administrative office requested to close for the Christmas Holiday on Thursday, December 23rd and Friday, December 24th. The committee agreed with the request.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 6:50 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING  
Wednesday, October 13, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, October 13, 2010 at 5:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

## **POLICE: A. OLD BUSINESS:**

1. Police Contract:

### **EXECUTIVE SESSION 5:32 P.M.**

*Trustee Steve Smith motioned to enter into Executive Session at 5:32 p.m. citing personnel, 5 ILCS, 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

### **EXECUTIVE SESSION ENDED 6:12 P.M.**

*Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:12 p.m.*

2. Noise Ordinance: There is nothing new on this topic.

## **B. NEW BUSINESS:**

1. Building for Sale: Dennis provided a flier of the old doctor's building for sale and said it might be a good site for the police department. He doesn't know where we would get the money for this purchase and stated it is something to think about. Charlie asked if it is in a good location and Chief Woodruff said ideally, you would like to be on a main road.
2. New Athens Police Dept. Thank You: New Athens requested the use of Diggitt and sent the Village of Freeburg a thank you note for a successful drug bust by Officer Marquart and Diggitt. They also sent a \$150 donation for the K-9 fund. Chief Woodruff left the meeting.

## **PERSONNEL: A. OLD BUSINESS:**

1. Approval of September 8, 2010 minutes: *Trustee Steve Smith motioned to approve the September 8, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting  
Wednesday, October 13, 2010  
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Trustee Tony Miller, Public Works Director Ron Dintelmann and Assistant Public Works Director John Tolan entered the meeting at 6:17 p.m.

2. Employee handbook: This was not discussed due to the public works unionization issue. It was decided to hold a Committee as a Whole meeting to discuss the public works unionization contract.

a. Public Works On Call Status: Not discussed.

3. Job Descriptions: Rita had a few suggestions on these. She liked the qualifications found in our code for police chief. She also felt the degree requirement should be a minimum of an Associates Degree but state the Bachelor's Degree would be preferred. With respect to the Village Administrator, the position should have a minimum of a Bachelor's Degree and state that accounting experience is preferred.

4. Overtime charges: Not discussed.

5. Safety Policy: Not discussed.

**B. NEW BUSINESS:**

**EXECUTIVE SESSION**

**6:29 P.M.**

*Trustee Steve Smith motioned to enter into Executive Session at 6:29 p.m. citing personnel, 5 ILCS, 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

**EXECUTIVE SESSION ENDED**

**6:37 P.M.**

*Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:37 p.m.*

*Trustee Steve Smith motioned to recommend Resolution #10-10 - A Resolution Approving the Specific Salaries for Full-Time Employees of the Village of Freeburg to the full Board for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**ADJOURN:** *Trustee Steve Smith motioned to adjourn at 6:38 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager