

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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 10, 2008

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, **Thursday, November 13, 2008, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Curfew ordinance
 - 2. Executive Session to discuss Personnel 5 ILCS, 120/2(c)(1)a; and Litigation 5 ILCS, 120/2(c)(11).
- B. New Business
 - 1. Parking problem by Favre

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of October 8, 2008 minutes
 - 2. Health insurance renewal
 - 3. Sexual harassment policy
 - 4. Employee badges
 - 5. Employee handbook
 - 6. Evaluation of Village Administrator position
- B. New Business
- 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 13, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, October 8, 2008 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson. Guest present: Janet Baechle.

EXECUTIVE SESSION 6:30 P.M.

Trustee Steve Smith motioned to enter Executive Session citing 5 ILCS 120/2-(c)(1)(a) and litigation 5 ILCS 120/2-(c)(11) and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:10 P.M.

Trustee Steve Smith motioned to reconvene the regular session of the Personnel and Public Safety Committee Meeting at 7:11 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

A. OLD BUSINESS:

1. Curfew Ordinance: Steve talked to Frank who did not find any ordinance addressing this. Steve will talk to him again and Mel said he would keep working on it.

B. NEW BUSINESS:

1. Parkig problem by Favre: Dennis advised this was discussed in Streets Committee. It is the same problem with the high school students parking along the neighboring streets. If we put up limited parking signs, it just moves the problem to a different area. Mel said if he put up limited parking signs in front of Favre, he would also put them up in front of Cut, Color & Create. Mel doesn't know a solution but also said he does not have a problem with the additional signs. Dennis will take it back to Streets to see what their ideas are.

Chief Woodruff left the meeting.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of October 8, 2008 minutes: *Trustee Steve Smith motioned to approve the October 8, 2008 minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Health insurance renewal: Julie advised the quote was submitted today to BCBS. We have not received the renewal quote from UHC yet.
3. Sexual harassment policy: Julie is working on putting that together from the information provided at the seminar.
4. Employee badges: Julie advised the pictures were submitted and passed out a copy of the badge.
5. Employee handbook: Julie has not started on it yet.
6. Evaluation of Village Administrator Position: Item requested to be taken off the agenda.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: *Trustee Steve Smith motioned to pay Tom Watts for his accrued vacation and compensatory time in the amount of \$4,720.76 and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

D. PUBLIC PARTICIPATION: Janet asked who evaluates Dennis and Dennis advised Ray does.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:22 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, October 8, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, October 8, 2008 at 6:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson.

A. OLD BUSINESS:

1. Curfew Ordinance: Steve has not heard back from Frank. Mel has nothing new to report.

Mel reported the car was delivered late last night. He advised the committee John Cappello is back from Iraq and will be back on the schedule October 20th.

B. NEW BUSINESS:

1. IMRF Disability Information: An explanation of the disability program through IMRF was attached to the packet for informational purposes.

Chief Woodruff left the meeting.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of September 11, 2008 minutes: Trustee Charlie Mattern motioned to approve the September 11, 2008 minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

2. Health insurance renewal: Julie advised when she had called municipalities for information on their health insurance program, Waterloo's insurance provider called asking to quote our plan. Julie talked to him this week and gave him the basic information in order for him to start the quote process. His name is Bill Schmaltz from Einstein Consulting Group out of St. Louis.

3. Sexual harassment policy: Julie is working on putting that together from the information provided at the seminar.

4. Employee badges: Julie is in the process of getting the remaining pictures taken.

5. Employee handbook: Julie has not started on it yet. Steve has not gotten any job descriptions yet. Julie is also trying to get an updated evaluation form to use in performance evaluations.

6. Evaluation of Village Administrator Position: Nothing new.

Personnel/Police Committee Meeting
Tuesday, October 8, 2008
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B. NEW BUSINESS:

1. Holiday Schedule: Dennis advised the committee the Public Works employees are requesting the Village close on December 26th. Dennis said an option would be to move the Christmas Eve holiday to that Friday, the 26th, and be open on Christmas Eve until noon. The employee could use 4 hours of vacation for the remainder of that day. The public works employees also would like to take a vacation day on Friday, January 2nd. The office staff advised it was less important to have that day off. Charlie said we can't force someone to take vacation. If an employee does not have vacation time, they would be able to use comp time. The committee agreed to stay open on January 2nd and allow the public works department to take that as a vacation day. The committee also agreed to close at noon on Christmas Eve and have the employee take vacation or comp time. The Village will be closed on December 26th.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:57 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

Cub Scout Pack 30

Freeburg IL.

RECEIVED

NOV 13 2008

To Freeburg Village Board

Gentlemen, the local Scout Units will be conducting their annual food drive on NOV. 15 & 22 with the 22 being the donation pick up date.

We would like to ask your permission to place barriers on North Belleville street in the front of St. Paul's sanctuary and at the corner of North Belleville and West ST. Clair street between the hours of 9:00AM too 1:00PM. This will allow the Scouts to form a safe unloading zone in which we will be able to control the traffic that enters it, as we will have young Scouts in the street unloading cars.

Thanking You for Your consideration in this Matter

Allen Irby Comm. Chair Pack 30



Julie Polson

From: Jennie Shane [jennie@hackettsecurity.com]
Sent: Thursday, November 13, 2008 1:36 PM
To: Julie Polson
Subject: RE: Village of Freeburg

Julie,

Once I take a look at the photos, it will be a little easier for me to make a design.

This is an idea of charges:

\$35 design fee (one time charge) Since you do not have a logo, it'll be simple. I looked at the website, I can get a similar color and use a white font, that should look great. It will not cost any extra to add the department and / or title.

+

\$7.50 per card w/ slot punch and strap clip

\$5.00 shipping

Then any time you reorder, there will be a \$10 set up fee plus \$7.50 per card. On one or two cards the shipping will be about \$2.00

From: Julie Polson [mailto:jpolson@freeburg.com]
Sent: Thursday, November 13, 2008 12:47 PM
To: Jennie Shane
Subject: Village of Freeburg

Jennie: Per our conversation, I am attaching copies of all the pictures taken. I will try to group them as easily as possible:

1. Public Works
2. Administration
3. Trustees/Village Board.

We are trying to determine if we want job titles for each employee/trustee/department. So I will try to provide you with as much information as possible. Then maybe you could provide a couple of quotes (with/without depts.)....

1. Public Works Dept. includes: Rich Darmstatter, Clark Lucash, Don Gauch, Bob Jenkins, Gregg Blomenkamp, Jeff Mohr, Greg Eckels, Bob Elden, Shane Krauss, Randy Kasper, Tim Kunkelmann. Ron Dintelmann is Public Works Director and John Tolan is Assistant Public Works Director.
2. Administration: Dennis Herzing is Village Administrator; Debbie Pierce, Julie Polson, Laura McGarry (Police Dept.), Barb Kaesberg. I have one more person to get a picture of in admin.
3. Trustees: Rita Baker, Steve Smith, Charlie Mattern, Kevin Groth, Tony Miller and Corby Valentine are trustees. Jerry Menard is Village Clerk, Bryan Vogel is Village Treasurer and Ray Danford is Mayor.

Is there any other information that you need? Thanks!

11/13/2008