

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 25, 2009

## 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, **Monday, November 30, 2009, at 4:30 p.m.**

### PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

#### I. Items to be Reviewed

##### **POLICE COMMITTEE:**

- A. Old Business
  - 1. Security camera for lobby
  - 2. H1N1 (swine flu)
- B. New Business
  - 1. Disciplinary issue - Executive Session to discuss personnel 5 ILCS, 120/2-c(1)(a) and approval of Executive Session minutes
  - 2. Sergeant Burrows
  - 3. Monthly Reporting
  - 4. Vacation Request
  - 5. Watts IROCC Request

##### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of November 9, 2009 minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
- B. New Business
  - 1. Barb Kaesberg's request for vacation
- 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)].

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

## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Monday, November 30, 2009 at 4:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, November 30, 2009 at 4:33 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Police Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

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

1. Security camera for lobby: Dennis said everything is ready. Shane will wire the interior cameras as soon as the Christmas lights are done being put up.
2. H1N1 Swine Flu: Nothing new. Mel said there was a poor turnout at the school and they will let us know if they have any availability. If he finds out anything else, he will notify Dennis.

Chief Woodruff wanted to clarify the overtime issue raised since the last meeting. He stated that Watts' position was utilized as a multi-coverage shift. In other words, all the overtime isn't because we are replacing Watts, it is because it is needed to cover vacations, sick time or other instances. In the past, we still had his salary included in the budget. This year, when we trimmed the budget, we removed Tom's full time salary from the budget. In doing so, we made an error and didn't increase the part-time budget. Mel said other issues to consider are we have a veteran staff that will be receiving more vacation, we've placed limitations on the comp which forces it into overtime, more guys are taking cash rather than comp because of the economy. Mel said in an attempt to curtail the overtime, he is implementing the following with this committee's approval: 1) eliminating the third patrol car and will use that person in a manner in which he utilized Tom Watts, i.e. cover vacations, sick time, school or special events. He is at 90% in his part-time budget and over 100% in his regular salary budget. 2) He will limit one person off per shift. 3) Establish a reimbursement fee for the officers working events and have that money funneled back into his budget. 4) Streamline services, i.e. have Phil take over bonfire permits. 5) Possibly eliminate some services, i.e. fingerprinting for the schools. He said when the school calls to run a license plate, it costs us \$9.01 per transaction to have that done. Mel is placing it to the committee for their consideration. We may need to make these decisions in order to utilize the police for what they are needed. If we continue to run without a third car, these are the decisions we will need to make in the near future. He completed December's schedule which has 5 ball games, 8 vacation days and DARE, and filled it with no overtime and 3 part-time shifts. That is how he would like to do the schedule until the end of his budget.

He said he has never been questioned on what the police department does, but will be providing this committee a monthly report which includes the following information: officer activity log, duties of the investigator; investigations history;

Personnel/Police Committee Meeting  
Monday, November 30, 2009  
Page 1 of 4

complaint log; homecoming; school events; vehicle maintenance report; breakdown of salary expended.

Mel explained that Tuesdays and Fridays are days that he and Mike both work as well as another officer; Monday, Wednesday and Thursday is usually Mel and an officer. Rita asked if something brought this on and Mel replied, yes, there were questions from the Finance Committee. Steve commented Corby raised some questions and Mel said Seth had some questions too. Mel said he is hoping to equip this committee so if someone questions it, it can be found in the information Mel will provide. He wants to ensure he is doing his job. He also stated he was advised he is being watched by a member of the board who is concerned about what he is doing.

Mel said there is a specific page breaking down the 2009 homecoming costs. They used 42.5 part-time hours @ \$12 = \$510; 90 hours of OT = \$2700, with another 30 hours of prep time at \$20 per hour totals \$600, plus \$446 in supplies which totals about \$5,000 in police department costs for the homecoming. Mel thinks the report is a good idea and said for future committee meetings, he will provide the investigative log, case log, vehicle maintenance report and a monthly report of Mel's time. Dennis agreed it is a good idea on a monthly basis. Mel said he wants to reassure the committee of what the police department actually does. He said this can be utilized as a tool for the future for budgeting purposes.

Dennis commented he talked to Debbie about changing the general ledger to make it a more useful tool for everyone by moving some of the revenue items into their specific department, i.e. police, streets. Right now, all of the revenue is under admin and the expenses are in police and streets. We can assign the numbers such that police-related revenue shows up in the 21 numbers (police dept), and same thing with streets. It won't change anything, but it would make it more logical.

Mel said if we are considering restrictions on the school events or homecoming, we can think about it, decide that in the near future or when we deal with the budget, we can then notify them so they can decide what they want to do. Charlie wanted to see the report next month and Steve said he liked the budget numbers. Mel said he will prepare it for himself and the police department's permanent filing. Steve asked if this was precipitated by someone questioning what he was doing, then we need to talk about it in executive session with all parties involved. Mel said what he presented here was geared around the comments made in the Finance Committee meeting. Mel said he has never been questioned by this committee and stated if anyone has a negative opinion of the police department to have it be based on fact and not speculation. The committee agreed to eliminate the third car. Mel informed the committee he has assigned Kent to the floating position. Mel said there will be times when we may need to put the third car in the schedule to help out if need be.

## **B. NEW BUSINESS:**

1. Disciplinary issue: Taken care of at end of police department session of the Personnel & Police Committee meeting.

2. Sergeant Burrows: Sergeant Burrows requested to be taken off the agenda after it was posted.

3. Monthly Reporting: See above.
4. Vacation Request: Chief Woodruff said this is the balance of his vacation and does not have the ability to use it before his anniversary date.

*Trustee Steve Smith motioned to recommend to the full Board he be paid for 64 hours of unused vacation and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

5. Watts IROCC Request: Tom sent the request to Mel requesting he be allowed to carry a concealed weapon. Dennis forwarded it to Attorney Wigginton asking if we are under any requirement to sign the form and are we under any liability if we do so. The form is only certifying he is retired. Based on Steve's advice, there is no requirement to sign it, and Mel would assume some liability. Tom's eligibility for retirement is between Tom and IMRF so we forwarded the form to our IMRF representative for her to handle.

**EXECUTIVE SESSION**  
**5:13 P.M.**

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

**EXECUTIVE SESSION ENDED**  
**5:39 P.M.**

*Trustee Steve Smith motioned to end Executive Session at 5:39 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

*Trustee Rita Baker reconvened the meeting at 5:39 p.m.*

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of November 9, 2009 minutes: *Trustee Steve Smith motioned to approve the November 9, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: This will be worked on in January.
  - a. Public Works On Call Status: Nothing new.
3. Job Descriptions: The trustees need to review the job descriptions in the code and see if they have any comments or revisions that they would like to see done.

**B. NEW BUSINESS:**

1. Barb Kaesberg's request for vacation: Dennis advised vacation is awarded at the anniversary date for the upcoming year. Her anniversary was in February, she used up

her vacation for the year. She feels she is accruing vacation through the course of this year and thinks she should have a prorated portion of that vacation. She wouldn't have earned three weeks until February of 2010. Since our vacation is awarded at the anniversary date, she does not qualify for any additional vacation. We advised her of this but did tell her we would take it to the Personnel Committee meeting for their review. Julie advised the committee she did not hear anything back from Barb. The committee agreed she is not eligible for any additional vacation pay.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**ADJOURN:** *Trustee Charlie Mattern motioned to adjourn at 5:46 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson  
Office Manager

# VILLAGE OF FREEBURG DEPARTMENT OF POLICE

14 SOUTHGATE CENTER \* FREEBURG, ILLINOIS 62243 \* 618/539-3132 \* FAX: 618/539-9872

To: Village of Freeburg Police/Personnel C committee.

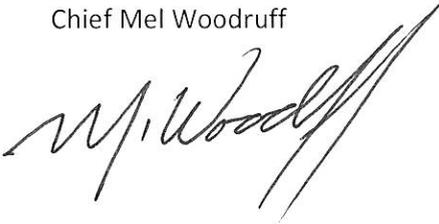
Attn: Chairperson Rita Baker.

Re: Unused Vacation Request.

Date: November 30<sup>th</sup> 2009

As relayed in our previous meetings the issues involving unused vacation time is slowly resolving itself. I have a remaining 64 hours of vacation left and will accrue new vacation on my anniversary December 18<sup>th</sup> 2009. I will also step up from two earned weeks too three. At this time I am requesting your consideration for payment of the 64 remaining hours. As always thanks for your support.

Chief Mel Woodruff

A handwritten signature in black ink, appearing to read 'M. Woodruff', with a stylized flourish at the end.

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

## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Monday, November 9, 2009 at 4:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, November 9, 2009 at 4:00 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

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

1. Security camera for lobby: Dennis said the guys are putting up the poles and camera mounts. We've notified Joe Christ but won't be doing anything with the inside cameras until he tells us where to put them. Right now, we have two inside for the window. Mel said it would be best to camera the door and the window.

2. H1N1 Swine Flu: Gene provided some information on the H1N1 vaccine which basically said St. Clair County doesn't have any at the present time and doesn't know when we will get some in.

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

1. Dispatching fees: Mel received a letter from St. Clair County stating they were updating the formula to calculate dispatching fees. Mel said from what he has found out, the County is going to aim the increases at the low-end users. We are at the high end. Right now, we are paying \$9.01 per transaction which runs us about \$18,000 - \$19,000 per year. The letter did not say what kind of increases there would be. He said the fire departments are all in an uproar and may be looking at going to a private firm to handle the dispatching. At the present time, it is not feasible for us to maintain our own dispatching center. He will monitor the private dispatching issue and if something comes up, he will report on it.

Steve asked Mel if he had seen the last board minutes where Corby had asked about the total part-time and overtime salaries paid out this year for the police officers. Mel said our part-time officers are the cheapest labor we have and said the overtime is what is way out of whack. He said the reason why it is up because he is over budget. He has been over budget on these line items every year and the reason why it hasn't been an issue is because he is never over budget on salaries. Mel explained that Tom's position is a coverage position. For example, if an officer was off due to vacation or illness, he would just take him off the schedule but without Tom, there is no-one else to cover that officer being off. He used the overtime and part-time budget to pay for the absence. Tom's salary was not budgeted into the salary number. He said he either has to replace Watts or alter the schedule and eliminate what he is doing now to compensate for the absence of Watts. This would mean having to eliminate the third patrol car on the evening and weekends.

Mel explained another source of concern for him is the events the officers are being asked to work in the community, i.e. school sporting events, homecoming, etc. He said the school reimburses the Village \$25 per officer for an event. The amount comes back from the organizations and is put into the general fund but does not get back to the police department to where Mel could utilize it. He would like to sit down with this committee and come up with a plan that would work out better. Dennis commented we also need to discuss next year's budget, with the revenues dropping off the way they are, and if we are going to replace Watts, how we are going to handle the extracurricular events. Mel said normally he will use our regular force for the events and put the part-time guys on patrol. With the budget cuts, we may have to pass some of our costs on and Mel has broached that subject with the high school. Rita said she would hate to cut that service off to the schools. Dennis said we need to look at our true costs and make the reimbursement amount closer to what those numbers are. Mel said if he is faced with not replacing Watts, the department could function but he would probably have to eliminate the third car, increase fees for events and have only one person off on vacation at a time. He would have a problem if Cappello gets deployed because there would be no way to fill the schedule. He would have to up the overtime budget or hire another person. Mel asked if anyone had questions on the schedule and stated he has an article from the Law & Order Magazine regarding the 12-hour rotation plan. Mel instituted that rotation plan when he started with the Village.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of October 14, 2009 minutes: *Trustee Steve Smith motioned to approve the October 14, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: The completed draft was included in the packet and Julie asked the committee to review it. She also said for anyone that has suggestions to give them to her and she will incorporate them into the draft prior to January's meeting.

a. Public Works On Call Status: The committee asked Dennis to go through the information provided by Steve and will come up with an on-call plan for our public works employees. We'll get copies to the trustees before it goes to Ron. He will then distribute it to the guys and invite them to the next Personnel committee meeting to have a review session with them.

3. Job Descriptions: The trustees need to review the job descriptions in the code and see if they have any comments or revisions that they would like to see done.

Steve asked about the safety program mentioned in the IML Review and Julie advised that a safety audit has been scheduled. Dennis said we are also going to begin utilizing them for some of the safety meetings next year.

**B. NEW BUSINESS:** Dennis said Ron asked if he could have extra help on leaves and told Dennis that Joel Elden is available. He has worked for the Village on a part-time basis in the past and Dennis said there is enough money in the budget for this. The committee agreed to have Joel help part time with leaf pickup.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

**ADJOURN:** *Trustee Steve Smith motioned to adjourn at 4:47 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson  
Office Manager

11/18/09

Barb: I have included Freeburg's current code with respect to vacations. You had 80 hours of vacation for 2009 and have taken 80 hours of vacation.

You would not receive 120 hours of vacation until your 2010 anniversary date of 2/19/2010. We will put your request on the next Personnel/Police committee agenda for their review.

## Freeburg Village Code

### **Administration 32.09**

---

**32.09 PAY PERIODS.** Employees will be paid every other Friday, with the village holding back the current week's wages. Pay periods will be every other Friday. (Former Code, § 15-1-9)

### **32.10 VACATIONS.**

(A) The following managerial employees of the village, Village Administrator, Public Works Director, Office Manager and Chief of Police, shall receive two weeks of paid vacation following the successful completion of their probation period. All other village employees with one year of active service from the time of his employment will receive a paid vacation of one week (40 hours).

(B) Each employee with two years of service, but less than nine years of accredited service from the time of his or her employment, shall take two weeks (80 hours) vacation annually.

(C) Each employee with nine or more years of accredited service from the time of his or her employment shall take a three week (120 hours) vacation annually; 18 years of service, four weeks vacation annually (160 hours); one day per year for each year over 18 years service.

(D) Vacation time will not be taken in advance. Vacation normally shall be scheduled at least 20 days in advance and shall be granted at such time as is deemed, by the Department Director, to be in the public interest and may be used in accordance with this section, provided approval is given by the employee's Department