

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

January 16, 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, **Wednesday, January 21, 2009, 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. Burrows work status update
- B. New Business
 - 1. Update on new radio system
 - 2. Request for vacation time to be paid out
 - 3. FCHS letter regarding use of high school for emergencies

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of December 10, 2008 minutes
 - 2. Sexual harassment policy
 - 3. Employee handbook
- 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, January 21, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, January 21, 2009 at 6:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Greg Eckels, Jeff Mohr, Gregg Blomenkamp and Janet Baechle.

POLICE:

EXECUTIVE SESSION 6:36 P.M.

Trustee Steve Smith motioned to enter Executive Session 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 6:45 P.M.

Trustee Steve Smith motioned to reconvene the regular session of the Personnel and Public Safety Committee Meeting at 6:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.
2. Burrows work status update: Mel advised Steve has a targeted return to work date of February 9, 2009.

B. NEW BUSINESS:

1. Update on new radio system: Mel reported on the new mobile/portable radio system recently received. This radio system is a VHF system with the radios programmed to each officer that uses it. There are 6 portable units that will be placed in the marked patrol cars and we also have 11 radio units. It has about 40 federal, 20 state, 16 local and 15 ESDA channels. Mel also said this radio system is used about 70% nationwide. It provides a higher level of office safety. He kept the old units which could be used by the Public Works Department or ESDA.
2. Request for vacation time to be paid out: *Trustee Steve Smith motioned to recommend to the full Board Laura McGarry be paid her 48.5 unused vacation hours and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting
Wednesday, January 21, 2009
Page 1 of 2

3. FCHS letter regarding use of high school for emergencies: FCHS provided an updated copy of their commitment letter to be used as a shelter to ESDA.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of December 10, 2008 minutes: *Trustee Steve Smith motioned to approve the December 10, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Sexual harassment policy: Dennis will put in ordinance form.
4. Employee handbook: Julie is still working on it.

B. NEW BUSINESS: Public Works Director Dintelmann advised Rich Darmstatter intends to retire on March 18, 2010. He has approximately 50 sick days and would like to be able to take more than 2 sick days off at one time. He is requesting a policy be established for an employee that wants to retire where they can announce their retirement and use sick days at their discretion in the last year of employment. Dennis advised we cannot obtain personal information from IMRF and have given Rich the contact information for Jean Parson. She will be able to provide him with more detailed numbers on how much money he will receive at retirement if he saves his sick days and turns those into service credit. IMRF does not allow you to use your accumulated sick time to qualify for retirement but can be added to service time. Dennis will review this with Attorney Wigginton to see if he has any suggestions.

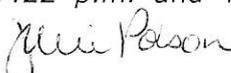
Greg Eckels asked if you get extra time added to your IMRF Service Credit if you are a veteran, and Dennis advised he will look into that and get back to him. Gregg Blomenkamp asked about the proposal the public works employees had presented on creating a fund from the money saved by switching insurance companies. Since that was discussed in Finance, Dennis invited Gregg, Jeff and Greg to the next Finance meeting on January 28th.

The guys also questioned what was going with the Nextel phones and Dennis advised it is still being worked on. He told the committee he did not know there was a \$10 deduction for the phones being taken out from some of the employees. Dennis said that deduction has not been taken out of some of the newer employees and we need to do something about reimbursing the employees that have been paying the deduction. John said he had paid usage charges and thinks there are other employees that did too. Julie is now trying to get quotes on phones will cell phone minutes only and will bring those to the next Finance committee meeting. Another option might be is for the guys to get their own personal phones and have the Village reimburse them \$25 or \$30 a month. Greg questioned the residency requirement for the public works employees and Dennis said it was negotiated with the renewal of the police contract but not for the rest of the employees. Greg thought it had been passed and Dennis said he will go back and look to see if it had been passed by ordinance. Greg said he would like to see the handbook updated.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

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


Julie Polson, Office Manager

January 6, 2009

RECEIVED

JAN 06 2009

Laura McGarry

RE: Vacation hours

To Mayor Danford, Village Trustees:

I am requesting to be paid for 48.5 hours of vacation time I have on the books. We had vacation time planned, however, my husband works for CSC, Inc. and was working on the new TRANSCOM project as Portfolio Management at SAFB. Their contract was up for bid and was won by another company. We feel at this time it would not be wise to take the vacation. My Anniversary date is January 17 at which time I will have worked for the Village of Freeburg for nine years.

Thank you in advance for your consideration.

Sincerely,



Laura McGarry
Freeburg Police Dept.

Cc: Chief Mel Woodruff, Jr.

FREEBURG COMMUNITY HIGH SCHOOL

JAN 07 2009

DISTRICT #77, ST. CLAIR COUNTY
BOARD OF EDUCATION
NOLAN D. SHOOK
President
RITA M. RANDLE
Vice President
ELAINE L. PARRISH
Secretary
RAY C. MODDRELL
DEAN H. GAUCH
KIMBERLY A. TOWERS
AARON S. KRAMPER

401 South Monroe Street
Freeburg, Illinois 62243-1599

Phone (618) 539-5533
Fax (618) 539-4887

www.fchs77.stclair.k12.il.us

ANDREW W. LEHMAN
Superintendent
BENJAMIN G. HOWES
*Assistant Superintendent
and Principal*
GREGORY A. FRERKING
Assistant Principal

January 5, 2009

Mr. Dennis Herzing, Village Administrator
Village of Freeburg
14 Southgate Center
Freeburg, IL 62243

Dear Mr. Herzing,

Please accept this letter as verification that the facilities of Freeburg Community High School District 77 are available to the Village of Freeburg as severe weather shelters and/or emergency evacuation facilities. As you know, the District's facilities have been used in the past for these purposes and I am happy to assure you they will be available for the foreseeable future.

Please contact me with any questions or concerns about this information. I look forward to continuing the excellent relationship between the Village of Freeburg and Freeburg Community High School District 77.

Sincerely,



Andrew W. Lehman
Superintendent

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Ray Danford

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, December 10, 2008 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, November 10, 2008 at 5:42 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.
2. Parking problem by Favre: The Street Committee agreed to putting up additional limited parking signs in front of Favre's house as well as in front of Cut, Color & Create. Dennis will have the ordinance prepared for the next meeting. Item can be taken off the agenda.
3. Burrows work status update: Mel advised Steve had rotator cuff surgery on 12/3/08 and advised the injury was not as serious as originally thought. The doctor thought he might be able to be back to work in 8 weeks instead of 16 weeks.

B. NEW BUSINESS:

1. Connect-CTY Notification System: The committee reviewed the proposal in the packet. The two municipalities that Julie contacted were very satisfied with the service and highly recommended it. Connect-CTY updates the information monthly and that price is good for three years. Dennis advised the cost will be spread throughout the budget. He said we are well below what was budgeted for legal fees and it might come out of that line item.

Trustee Steve Smith motioned to recommend to the full Board purchasing the Connect-CTY Notification System at a cost of \$3,935.00 for a 3-year contract and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Chief Woodruff left the meeting at 5:55 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of November 13, 2008 minutes: *Trustee Steve Smith motioned to approve the November 13, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Health insurance renewal: Julie put together an informational packet of the quotes received from UHC and BCBS. The renewal quote from UHC is \$27,035.03. The proposed plan through BCBS would cost \$16,271.42 which includes a \$2,500 individual deductible and a \$5,000 family deductible. We would save approximately \$129,163.32 a year just in premium

Personnel/Police Committee Meeting
Wednesday, December 10, 2008
Page 1 of 2

and a possible \$13,000 in medical deductible reimbursement if we switched to BCBS. The committee agreed to switch the insurance plan from UHC to BCBS.

Trustee Steve Smith motioned to recommend to the full Board the Village of Freeburg switch the medical insurance coverage from United Healthcare to Blue Cross Blue Shield and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

3. Sexual harassment policy: Julie provided a copy of the sexual harassment policy that was provided at the IMUA seminar. Dennis will put in ordinance form and have Attorney Wigginton review it before bringing it back to committee.

4. Employee badges: The badges are done and we have scheduled an appointment with the same company to come out and give us an estimate to install a swipe card access program for all Village properties.

5. Employee handbook: Julie has the old handbook on the computer and is in the process of updating it to the current code.

B. NEW BUSINESS: None.

**EXECUTIVE SESSION
6:14 P.M.**

Trustee Steve Smith motioned to enter Executive Session 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
6:27 P.M.**

Trustee Charlie Mattern motioned to reconvene the regular session of the Personnel and Public Safety Committee Meeting at 6:28 p.m. and Trustee Steve Smith 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 6:29 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, January 21, 2009 at 6:30 p.m.

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POLICE:

EXECUTIVE SESSION 6:36 P.M.

Trustee Steve Smith motioned to enter Executive Session 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 6:45 P.M.

Trustee Steve Smith motioned to reconvene the regular session of the Personnel and Public Safety Committee Meeting at 6:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.
2. Burrows work status update: Mel advised Steve has a targeted return to work date of February 9, 2009.

B. NEW BUSINESS:

1. Update on new radio system: Mel reported on the new mobile/portable radio system recently received. This radio system is a VHF system with the radios programmed to each officer that uses it. There are 6 portable units that will be placed in the marked patrol cars and we also have 11 radio units. It has about 40 federal, 20 state, 16 local and 15 ESDA channels. Mel also said this radio system is used about 70% nationwide. It provides a higher level of office safety. He kept the old units which could be used by the Public Works Department or ESDA.
2. Request for vacation time to be paid out: *Trustee Steve Smith motioned to recommend to the full Board Laura McGarry be paid her 48.5 unused vacation days and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting
Wednesday, January 21, 2009

Page 1 of 2

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

3. FCHS letter regarding use of high school for emergencies: FCHS provided an updated copy of their commitment letter to be used as a shelter to ESDA.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of December 10, 2008 minutes: *Trustee Steve Smith motioned to approve the December 10, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Sexual harassment policy: Dennis will put in ordinance form.
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B. NEW BUSINESS: Public Works Director Dintelmann advised Rich Darmstatter intends to retire on March 18, 2010. He has approximately 50 sick days and would like to be able to take more than 2 sick days off at one time. He is requesting a policy be established for an employee that wants to retire where they can announce their retirement and use sick days at their discretion in the last year of employment. Dennis advised we cannot obtain personal information from IMRF and have given Rich the contact information for Jean Parson. She will be able to provide him with more detailed numbers on how much money he will receive at retirement if he saves his sick days and turns those into service credit. IMRF does not allow you to use your accumulated sick time to qualify for retirement but can be added to service time. Dennis will review this with Attorney Wigginton to see if he has any suggestions.

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C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

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


Julie Polson, Office Manager