

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
Charlie Mattern
Ray Matchett, Jr.
Steve Smith
Mike Blaies

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

February 6, 2012

NOTICE

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

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, February 8, 2012, 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. Vacation guidelines
 - 3. Moeckel's status
- B. New Business
 - 1. Request for payout of vacation

Revert to 2/9/12

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of January 9, 2012 Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Supervisor training on dealing with unions
 - 6. New look to website
- 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.]; 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
Thursday, February 9, 2012 at 6:00 p.m.

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, February 9, 2011 at 6:02 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Chief of Police Mel Woodruff and Village Administrator Dennis Herzing.

POLICE:

A. OLD BUSINESS:

1. Police Contract:

EXECUTIVE SESSION 6:03 P.M.

Trustee Charlie Mattern motioned to enter into Executive Session citing collective negotiating matters between the public body and its employees or their representatives, 5 ILCS 120/2-(c)(2) and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 6:51 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:52 p.m.

Chief Woodruff advised the committee that approximately every six years, DARE reorganizes which requires you to have new training. If we continue the program, he would like to have Stan Ruhmann trained because John will be nearing retirement. Stan has expressed an interest in the program which would begin in September. Trustee Baker thought the State took Dare out of the schools and Mel said the State doesn't do the program anymore. Trustee Smith thinks the program is worth it and Rita agreed. Mel said we support the program through donations and the Village pays the officer's time. Mel thinks the training will cost between \$800 - \$1200 and will bring more information on the cost to next month's committee meeting.

B. NEW BUSINESS:

1. Vacation guidelines: Not discussed.
2. Vacation payment request: Laura McGarry requested a 30-day extension on her remaining 32 hours of vacation.

Trustee Steve Smith motioned to recommend to the full Board Laura McGarry be allowed to extend her remaining 32 hours of vacation for an additional 30 days and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

3. Moeckel's status: At some point Matt will be looking at surgery. This has been turned over to our workman's compensation carrier to recoup from her insurance company.

The March 14th committee meeting was rescheduled to March 7th at 6:30 p.m. Chief Woodruff left the meeting at 7:00 p.m.

Personnel/Police Committee Meeting

Thursday, February 9, 2012

Page 1 of 2

PERSONNEL:

A. OLD BUSINESS:

1. Approval of January 9, 2012 Regular and Executive Session Minutes: *Trustee Steve Smith motioned to approve the January 9, 2012 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to recommend the January 9, 2012 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee Handbook: Nothing at this time.
 - a. Public Works On Call Status: Nothing new.
3. Job Descriptions: Nothing new.
4. Safety Policy: Nothing new.
5. Supervisor training: A copy of the supervisor training seminar was provided to the committee for their review. Dennis said we would like to send John to this and the committee agreed.
6. New look to website: Charlie said this is on the agenda because of his comment regarding the general discussion of having the look to the website completely redone. Dennis said we haven't done anything with it. Charlie thinks we can present ourselves better and Steve agreed.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: Dennis asked the committee if it would be okay for Julie to transcribe the executive session minutes since neither she nor Jerry were present and the committee said that was fine.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:02 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager

January 10, 2012

To whom it may concern:

RE: Extension on Vac. days

I am requesting a thirty (30) day extension on four (4) days vacation I have remaining on the books. January 17 is my anniversary date and will have been employed 12 years at the Freeburg Police Department. I will be helping my daughter move into their home in a couple of weeks and she is due to deliver her baby on March 10. The date to move was pushed back otherwise I would have used them by now.

Thank you in advance for your consideration.

Sincerely,



Laura McGarry

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING: Monday, January 9, 2012 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, January 9, 2012 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Assistant Public Works Director John Tolan and Village Administrator Dennis Herzing.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Chief Woodruff is aware the officers received the contract from Attorney Brian Manion and he knows that Terry, Stan and John have a copy of it. Dennis said we are waiting on them to ratify it. Dennis said he got an email today from Brian Manion who said Buddy has not heard from the group.

2. Vacation guidelines: Chief Woodruff said his memo stands. He doesn't think the leaders in the police department have any interest in bring this up and haven't said anything about sitting down to talk about it. Chief Woodruff said he will wait until the contract is settled before he addresses Burrows' request for 30 consecutive days off, and let him know that he is not going to approve anyone with that length of time off unless it is a special circumstance. Chief Woodruff said he was hoping to have an opportunity to meet with Buddy to put that on the unit to resolve because it also affects their vacation. Dennis asked Mel if the officers have had any meetings since they received the contract and Mel said no.

Chief Woodruff said Buddy was supposed to mail a copy of the contract to all of the officers, but Terry ended up with a email copy. Other staff members had access to it before Stan and John. It wasn't supposed to go that way and now there are issues.

B. NEW BUSINESS:

1. Matt Moeckel accident: Chief Woodruff said he placed Matt's status on here so the committee members know what is going on with him. Mel has the county's report with him if anyone needs to look at it. Chief Woodruff said he has been to see the general practitioner who scheduled him to see a specialist. Until then, he put him in a brace and crutches. Trustee Smith asked if he had his safety vest on. Mel said we don't have a policy where they are required to wear them like the public works employees have. Mel said it is a DOT mandate that requires you to wear the vest when you are within the right-of-way for federal highways. Mel said we purchased the vests for all full-time officers and one or two of the part-time officers. We also purchased an additional vest for every car and Matt's did have one in it.

Mel said he and Dennis have been talking about coming up with language that will encourage the officers to use it and also to make them use if they are on a accident scene. He would at least like to come up with some guidelines. Mel said he is going to try and get a sample policy and see how it is worded. Mel said Dennis suggested a memo be sent out to the officers reminding them to wear the vests when necessary.

Personnel/Police Committee Meeting
Monday, January 9, 2012

Page 1 of 2

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

PERSONNEL: A. OLD BUSINESS:

1. Approval of December 12, 2011 minutes: *Trustee Steve Smith motioned to approve the December 12, 2011 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee Handbook: Nothing new at this time.
3. Job Descriptions: Nothing new.
4. Safety Policy: Dennis said this is in limbo until the contract has been settled.
5. Supervisor training: Dennis said he's not too sure where we stand with this. Trustee Smith said this for John to get training one week in the summer. Steve said we need to start looking into this because we are already into January depending when it is scheduled. Steve said the way the article read, it was for one week a year for two or three years. It is held in Effingham and the cost was around \$1,200.

B. NEW BUSINESS:

EXECUTIVE SESSION

5:52 p.m.

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

EXECUTIVE SESSION ENDED

6:03 p.m.

Chairperson Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:04 p.m.

Trustee Steve Smith motioned to recommend to the full Board to give Jane Kramper and Laura McGarry a \$3,000 raise and Debbie Pierce and Julie Polson a \$1,000 raise and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Mattern said he would support for us to go out and look for a new web page for our community to follow after more research has been done. Dennis suggested that the committee look on the internet at other municipality's websites and see what you like and then maybe we can contact them and see who designed it.

C. GENERAL CONCERN: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:07 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Jerry Lynn Menard
Village Clerk

Friday, February 10, 2012

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11th Annual Illinois Public Service Institute Focus on Service Excellence

[Class of 2011 - NEW](#)

We are pleased to invite you to attend the *Eleventh Annual* Illinois Public Service Institute (IPSI) to be held *October 7 through October 12, 2012* at the Keller Convention Center in Effingham, Illinois.

[Scheduled Events](#)

The IPSI Planning Committee has carefully planned a program built to address the challenges faced by public service professionals representing communities of all sizes. The IPSI course is divided into three one-week sessions focusing on *leadership development, service excellence and personal supervisory skills*. The sessions are non-sequential and one may begin the three-year cycle at any time.

[IPSI Basic](#)

[Advanced IPSI](#)

[Registration Form](#)

Complete registration information, including the fees is included. The tuition is \$695 plus the housing costs that start at approximately \$80 per day plus the room tax. Institute activities begin with registration on Sunday afternoon and end at noon on Friday. Classes are held from 8:00 AM to 5:00 PM daily, with the exception of Monday when classes extend into the evening. Participants are expected to attend evening functions that include classes, group meals and activities. Wednesday afternoon and evening are considered "free time" and a wide variety of activities are available for participants looking for opportunities to get better acquainted with peers from across the state.

[Lodging Information](#)

[Who Should Attend?](#)

[2011 Roster](#)

The IPSI Advanced Institute is a two and one-half day program held in conjunction with the Basic Institute. This is a program overlaps with the Basic Institute and gives graduates an opportunity to return to IPSI for refresher courses and also to reconnect with other graduates of the program. Advanced Institute participants join the Basic participants with registration on Sunday afternoon through Wednesday at noon and they are encouraged to join in all the activities offered on Sunday through Wednesday.

[2011 Scholarships](#)

[Alumni Directory](#)

[IPSI FAQ's](#)

Continuing Education Credit is available as well as college credit through Southern Illinois University and Northern Illinois University. Both Universities will offer up to three hours of academic credit in an independent study format at either the undergraduate or graduate level for completion of each year of the Institute. Information about college credit and continuing education credit will be available at the beginning of the Institute.

IPSI continues to grow and to maintain the best possible learning environment we must limit the number of people registering for their first year to a maximum of fifty. In recent years, there have been people that were not able to register because the class was full. So keep in mind that the class size is limited and register early.

IPSI is an outstanding program that will help you reach your professional goals and enhance your effectiveness and efficiency on the job. If you have any questions please contact Mary Bender at 231-797-5536 or mbender102@aol.com. Information will be updated regularly on this site.

Sincerely,

Richard Bering
Chairman
IPSI Advisory Council

Partners



REGISTRATION FORM

11th Annual Illinois Public Service Institute

<p style="text-align: center;">IPSI BASIC October 7 – October 12</p> <p style="text-align: center;">\$695.00 \$745.00</p> <p>If payment is received before 9/21/12 If payment is received after 9/21/12</p> <p>Includes classes, materials, breaks and some meals. Lunch on Monday, Tuesday, Thursday Breakfast Monday – Friday Dinner on Sunday, Tuesday, Thursday <i>Class size for Basic 1 is limited to 50 people.</i></p> <p style="text-align: center;">Basic Year 1 <input type="checkbox"/> Basic Year 2 <input type="checkbox"/> Basic Year 3 <input type="checkbox"/></p>	<p style="text-align: center;">IPSI ADVANCED October 10 – October 12</p> <p style="text-align: center;">\$225.00 \$275.00</p> <p>If payment is received before 9/21/12 If payment is received after 9/21/12</p> <p>Includes classes, materials, breaks and some meals. Lunch on Monday and Tuesday Breakfast Monday – Wednesday Dinner on Sunday and Tuesday</p> <p style="text-align: center;">Available only IPSI Alumni that have completed three years of basic institute.</p> <p style="text-align: center;">Advanced IPSI <input type="checkbox"/></p> <p>Please indicate the year you graduated from IPSI. _____</p>
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First Name _____ Last Name _____
(As you wish it to appear on your certificate.)

First Name for name tag _____ Title _____

Organization _____ Address _____

City _____ State _____ Postal Code _____

Phone _____ Email _____

Confirmation will be sent via email please print clearly or type.

Special needs? (Handicapped, hearing, visual, diet, etc.): _____

Choices: Men's with pockets Men's without pocket Ladies size without pocket

Shirt: SML _____ MED _____ LG _____ XLG _____ XXL _____ XXXL _____ XXXXL _____

Please make checks payable to:

APWA - Illinois Public Service Institute

C/O Mary Bender

POB 330

LeRoy, MI 49655

TAX ID 36-2202880

Important Notes:

- Refer questions to Mary Bender 231-797-5536 or mbender102@aol.com
- Please keep a copy of the registration form for your records.
- Pay early and save. Payment must accompany registration form and be postmarked by September 21.
- Cancellation requests received in writing by September 21 will receive a refund minus a \$50 administrative charge.
- Cancellation requests received after September 21 and "no shows" will not be entitled to any refund.
- A substitute from the same community can be arranged at any time, a \$50 fee will apply after September 21.
- First year class is limited to 50 participants and will be on a first come, first served basis.
- Financial assistance is available through a limited number of scholarships. A list of organizations that are offering IPSI scholarships can be found on the web site www.ilpsi.org.
- Scholarship applicants must submit the registration form and note the payment is pending due to the scholarship request. Deadlines apply to scholarship applicants.

Friday, February 10, 2012

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Testimonial from:
Allen Persons
*Director of Public Works
 Plainfield, IL*

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[Effingham hosts IPSI more...](#)

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[2004-2008 Alumni Directory](#)

**What They're Saying
About IPSI**

"Thank you for the insights and laughs, innovation, networking and opportunities."

Welcome to the Illinois Public Service Institute

What is IPSI

IPSI is a three-year training program which provides instruction expressly designed for public service professionals. The course is divided into three one-week sessions (one week each year) focusing on training in public service, personal growth and professional development.

> [Service Excellence](#) - October 7 - 12, 2012

Topics included: Defining Excellence in Public Works; Organizing for Success; Communication Skills; Best Practices in Public Works; Successful People; Performance Appraisals; Managing Change; Mastering Customer Service; Creating and Action Plan.

> [Personal Supervisory Skills](#) - October 6 - 11, 2013

Topics included: Supervisory Do's and Don'ts; Living with Your Union Contract; Strategic Planning and Group Decision Making; Communication Skills; Creating Performance Appraisals; Managing Problem Employees in the Workplace; Conflict Communications; Creative Problem Solving; Creating a Personal Action Plan.

> [Focus on Leadership](#) - October 5 - 10, 2014

Challenges and Solutions for Leadership in Public Service; Leadership Styles; It's a Matter of Your Style!; Your Rights as a Supervisor and Their Rights as Employees; Managing Generational Differences in the Workplace; Communication - Loyalty - Motivation; Followership; Eureka to Action

:: [Learn More About IPSI and Register Today](#) ::



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