

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Mike Blaies
Denise Albers
Bob Kaiser
Michael Heap
Lisa Meehling

VILLAGE TREASURER
Bryan A. Vogel

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
Tony Funderburg

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

ZONING ADMINISTRATOR
Matt Trout

VILLAGE ATTORNEY
Weilmuenster & Keck, P.C.

March 25, 2019

**NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Meehling/Blaies/Heap/Matchett)**

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, March 27, 2019, at 6:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Police Department Expansion
- B. New Business
 - 1. Nevois Construction Quote for Door Replacement
 - 2. Security Officer Agreement
 - 3. Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1)

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of February 27, 2019 Minutes
 - 2. Executive Session to Discuss Executive Session Minutes, 5 ILCS 120/2-(c)(21)
- 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)]; real estate transactions [5 ILCS, 120/2 - (c)(5)], collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) or discussion of executive session minutes, 5 ILCS, 120/2-(c)(21)]



Nevois Construction

300 Lockwood Dr.
Red Bud, IL 62278

Phone: 618-282-3030

Fax: 618-282-6671

To: Village of Freeburg

March 7, 2019

C/o Tony Funderberg

Re; Door replacement in Generator Room and Mechanical Electrical Room

PROPOSAL

Remove and dispose of existing (2) steel doors, frames and hardware

Provide and install (2) new galvanized steel frames

Provide and install (2) new steel doors

Provide and install (2) new sets of hardware which includes, hinges, dyna bolts, closers, thresholds, weather stripping and sweeps.

Provide and install (2) new keyed lever sets

Total materials and labor.....\$4,987.00

Thank you for allowing our company to provide an estimate for your project again

THANK YOU

Rodney A. Nevois
Nevois Construction

Accepted by: _____

DRAFT

SECURITY OFFICER AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 2019, is made by and between the Village of Freeburg, Illinois, a municipal corporation, hereinafter referred to as "Village," and Freeburg Community Consolidated School District 70, hereinafter referred to as "FCCSD70," and the position of Security Officer.

WHEREAS, the Village and FCCSD70 recognize the value of having a security officer assigned to FCCSD70 for the safety of juvenile and adult who attend the school and visit it; and

WHEREAS, pursuant to an agreement between the Village and FCCSD70 effective February 22, 2019, both the Village and FCCSD70 have agreed to institute the Security Officer Program; and

WHEREAS, the Village and FCCSD70 find it that it is appropriate to enter into a Security Officer Agreement to reflect the fact that the program is a cost-shared program and to memorialize the commitment of FCCSD70 to reimburse the Village for the time the Officer is assigned to this position at \$15 per hour.

NOW, THEREFORE, the Village and FCCSD70 agree as follows:

A. APPOINTMENT OF SECURITY OFFICER TO FREEBURG ELEMENTARY SCHOOL:

1. Hiring/Appointment of Security Officer: The Chief of Police of the Village is hereby authorized to appoint the Security Officer. The security officer is an employee of the Village of Freeburg, and his or her hire, promotion, discipline, or termination, remains the exclusive responsibility of the Chief of Police, subject to the governance of the Village's Board of Trustees.
2. Background Checks: As an employee of the Village of Freeburg, the Security Officer shall undergo any background checks necessary prior to his/her assignment.

B. TRAINING, DISCIPLINE AND EQUIPMENT.

1. Training: Training of the Security Officer shall be coordinated through the Village of Freeburg Police Department under the authority of the Chief of Police. If there are specific trainings that FCCSD70 would like the security officer to attend, said training and its expense may be mutually agreed upon.
2. Performance and Discipline: The Village of Freeburg Police Department shall address any performance concerns in conjunction with FCCSD70. If FCCSD70 has concerns over the security officer's performance, they shall be reported directly to the Chief of Police.
3. School District Acceptable Use Policy: FCCSD70 does hereby agree to follow (and must acknowledge through signature, they s/he will abide by FCCSD70 policy when using all FCCSD70 issued electronic devices, and FCCSD70 provided information (including confidential records).
4. Uniforms and Equipment. All equipment and uniforms shall be the responsibility of the Village of Freeburg and be in accordance with Department rules and regulations for police officers.
 - a. Security Officer Duties: The individual appointment as FCCSD70 Security Officer shall be actively scheduled and assigned to Freeburg Elementary School

for no less than 5 hours per day for 4 days per week. Duties shall include proactively communicating with students and staff, as well as responding to incidents and requests for service as requested. The Village and FCCSD70 mutually agree that if for some reason illness, crisis, or other schedule conflict arises, that the two parties shall meet to discuss proper payment for the program's services rendered for hours not allocated to FCCSD70 security officer assignment.

- b. Security Officer Schedule: The schedule of the security officer rests with the Chief of Police and/or his designee. The schedule for assignment shall be made with input from FCCSD70's administration.

C. SECURITY OFFICER COMPENSATION, BENEFITS AND PERSONNEL SUPERVISION.

1. Payroll: The Village shall be responsible for all payroll-associated functions, including providing compensation to the security officer in accordance with Village policies
2. Worker's Compensation: The Village shall be responsible for providing any other benefits assigned to the security officer and are entitled under any applicable state or federal law, including but not limited to worker's compensation and unemployment compensation.
3. Personnel Records: The Village shall be responsible for maintaining the security officer's personnel file records.
4. Absences: If the security officer will be absent from their assignment to FCCSD70, s/he shall notify the FCCSD70's office as soon as practical.

IV. COST OF PROGRAM. FCCSD70 shall pay the Village of Freeburg quarterly for the cost of the Security Officer Program. The Village shall invoice FCCSD70 by forwarding the same to the office of FCCSD70 Superintendent. FCCSD70 will reimburse the Village for the amount due within 15 days of receipt of documentation.

V. LIABILITY; INSURANCE:

1. Each party shall be responsible for its own acts, errors or omissions and for the acts, errors or omission of its employees, officers, officials, agents, boards, committees and commissions, and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense, arising out of the Agreement. In situations involving joint liability, each party shall only be responsible for such losses, claims, and liabilities that are attributable to its own acts, errors, or omissions and the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions. It is not the intent of either party to waive, limit or otherwise modify the protections and limitations of liability or any other protections available to the parties by law. This paragraph shall survive the termination or expiration of this Agreement.
2. FCCSD70 shall carry at its own expense throughout the term of this Agreement commercial general liability insurance coverage, with limits of at least \$2,000,000 per occurrence, and shall deliver evidence of this coverage to the Village prior to the Commencement Date, and annually thereafter during the term of this Agreement. The Village shall carry at its own expense throughout the term of this Agreement commercial general liability insurance coverage, with limits of at least \$2,000,000 per occurrence, and shall deliver evidence of such coverage to FCCSD70 prior to the Commencement Date, and annually thereafter during the term of this Agreement.

VI. OPTION TO TERMINATE: Either party may terminate this Agreement upon thirty (30) days' written notice to the other party of their intent to do so. Provided, however, that the Chief of Police of the Village of Freeburg shall have the authority to immediately suspend the provisions of this Agreement shall it be deemed necessary in the interest of public safety.

VIII. AMENDMENTS: This agreement may be amended only upon the mutual written agreement executed by both parties.

IX. NOTICE: Any notice required by this Agreement shall be sent to the respective parties at the addresses set forth below. The place of notice may be changed by mailing to the parties at the following address:

NOTICE TO THE VILLAGE OF FREEBURG:

Village Administrator
Village of Freeburg
14 Southgate Center
Freeburg, IL 62243

NOTICE TO FCCSD70:

Freeburg Community Consolidated
School District #70
Attn.: Superintendent
408 S. Belleville St.
Freeburg, IL 62243

FREEBURG COMMUNITY CONSOLIDATED
SCHOOL DISTRICT #70

By:

Tomi Diefenbach, Superintendent

VILLAGE OF FREEBURG

By:

Seth E. Speiser, Mayor



Nevois Construction

300 Lockwood Dr.
Red Bud, IL 62278

Phone: 618-282-3030

Fax: 618-282-6671

To: Freeburg Police Additions and Alterations

Re; Exterior Concrete Work

PROPOSAL

Set and pour 5' extension of sidewalk/curb on North side of addition

Set and pour concrete paving on North side of addition abutting existing concrete parking lot. (Approx. 1,320 sq. ft.)

Set and pour barrier curb on East end of addition

Set and pour concrete paving North of barrier curb abutting existing concrete parking lot. Curved to East end of addition.

Set and pour (9) concrete parking spots between barrier curbs, East of addition.

Set and pour 24' x 100' concrete driving lane on east end of addition and parking area.

Set and pour concrete sidewalks south of addition and between existing building and addition.

Set and pour concrete paving South of Sally Port and curving to drive lane

Set and pour concrete paving South of barrier curb and connecting to drive lane

Backfill all edges of new concrete work.

All concrete to have minimum 4" compacted stone sub base

All concrete paving to be 5" poured and finished concrete with wire mesh

All concrete sidewalks to be 4" poured and finished concrete

All concrete to be 6 bag mix

Control joints on all new concrete

Striping as shown

Clean up and removal of our debris

Concrete work to be done according to site plan dated 1-30-19

Total materials and labor.....\$97,428.00

Thank you for allowing our company to provide an estimate for your project again

THANK YOU

CHANGE REQUEST

#2

CUSTOMER: Freeburg Police Dept.

DATE: Mar. 6, 2019

ADDRESS: 14 Southgate Center

ADDRESS: Freeburg, IL 62243

ENGINEER: Pat Nettemeyer, Nettemeyer Engineering

Change Description:

Charge to install 2 Overhead door electric openers ADD \$920.00

The contract sum will **INCREASE / DECREASE** by this change order. \$920.00



Approved By: _____

Date: 3/20/2019

Nettemeyer Engineering



Date: 3-6-19

Nevois Construction, Inc.

Please sign and return one copy

 3/26/19

CHANGE REQUEST

#3

CUSTOMER: Freeburg Police Dept.

DATE: Mar. 11, 2019

ADDRESS: 14 Southgate Center

ADDRESS: Freeburg, IL 62243

ENGINEER: Pat Nettemeyer, Nettemeyer Engineering

Change Description:

Cost to install Electric unit heater in Sally Port.

Belle Clair Elect	\$2,510.00
Unit Heater	\$2,450.00
Nevois Const P & O	\$ 248.00

The contract sum will **INCREASE** / DECREASE by this change order. **\$5,208.00**

Approved By: 
Nettemeyer Engineering

Date: 3-22-2019

Nevois Construction, Inc.

Date: _____

 3/26/19
TONY FUNDERBURG, VILLAGE OF FREEBURG

CHANGE REQUEST

#4

CUSTOMER: Freeburg Police Dept.

DATE: Mar. 11, 2019

ADDRESS: 14 Southgate Center

ADDRESS: Freeburg, IL 62243

ENGINEER: Pat Nettemeyer, Nettemeyer Engineering

Change Description:

Sally port Exhaust fan.

1. **Furnish and install (1) Monoxivent CO detection device. Once the sensor reaches a preset level of Carbon monoxide the sensor will turn the exhaust fan on.**
2. **(1) manual override switch is going to be installed to allow the exhaust fan to be controlled without the presence of carbon monoxide.**
3. **Exhaust fan will be furnished and installed by others. Wiring and controls by BCE.**
4. **Overtime is not included**
5. **Tax is not included**

The contract sum will **INCREASE** / DECREASE by this change order. **\$3,685.00**

Approved By: 
Nettemeyer Engineering

Date: 3-22-2019

Nevois Construction, Inc.

Date: _____


Tony Funderburg, Village of Freeburg

Date: 3/26/19

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Mike Blaies
Ray Matchett, Jr.
Lisa Meehling
Denise Albers
Michael Heap
Bob Kaiser

VILLAGE TREASURER
Bryan A. Vogel

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
Tony Funderburg

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

ZONING ADMINISTRATOR
Matt Trout

VILLAGE ATTORNEY
Weilmuenster & Keck, P.C.

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING (Meehling/Blaies/Heap/Matchett) Wednesday, February 27, 2019 at 6:00 p.m.

Chairperson Lisa Meehling called the meeting of the Personnel and Public Safety Committee to order on Wednesday, February 27, 2019 at 6:18 p.m. Those present were Chairperson Lisa Meehling, Trustee Mike Blaies, Trustee Mike Heap, Trustee Ray Matchett, Mayor Seth Speiser (absent), Trustee Denise Albers, Trustee Bob Kaiser, Village Attorney Fred Keck, Village Clerk Jerry Menard, Police Chief Mike Schutzenhofer (absent), Public Works Director John Tolan, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guest present: Janet Baechle.

POLICE:

A. OLD BUSINESS:

1. Police Department Expansion: Village Administrator Tony Funderburg reviewed the engineering invoice from Netemeyer Engineering. He advised that he had asked for additional work, and that is what the extra charge for. He asked for the change order, and he will bring it to the committee as well as email it out to everyone. Rodney Nevois has stepped in to help out on the phone and security systems. Trustee Meehling again asked for the costs to be broke out.

Trustee Albers said she has reached out to Tony and Matt regarding software to track projects. This way, the board can know at any time what is going on. We can track the budget, who is responsible for what portion of the project, etc. She further said we hired Matt to be a project manager, and we need to make better use of that. This will also eliminate some of the workload for Tony and John. This will, in turn, help keep them focused on their jobs. Trustee Albers also asked for a project calendar in conjunction with the project software. She would like to see a weekly meeting for Tony, John and Matt to review the schedule.

The committee discussed the Old Freeburg Road waterline, and are in agreement for John to bring an option back with TWM on Old Freeburg Road. Julie advised we have a proposal for the evidence lockers that Chief Schutzenhofer would like to purchase.

Trustee Mike Blaies motioned to recommend to the full Board Bradford System's Proposal for the Police Department Evidence Lockers not to exceed \$16,988 and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

B. NEW BUSINESS: None.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of January 30, 2019 Minutes: Trustee Ray Matchett motioned to approve the January 30, 2019 Minutes and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.

B. NEW BUSINESS: John would like to advertise for summer help in the Tribune for two weeks. Julie stated we have received three lifeguard applications and we would like to hire the applicants.

Trustee Mike Heap motioned to recommend to the full Board the Village hire Claire Mullins, Reid Bittle and Irelynnne Loesche as lifeguards for the 2019 pool season and Trustee Ray Matchett seconded the motion.

Tony asked for everyone to start thinking about projects we need to do since grant money should be released by Governor Pritzker. He then called for a personnel executive session.

**EXECUTIVE SESSION
6:36 P.M.**

Trustee Mike Blaies motioned to enter Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1) and Trustee Ray Matchett seconded the motion. All voting aye, the motion carried.

**EXECUTIVE SESSION ENDED
7:02 P.M.**

Chairperson Lisa Meehling reconvened the regular session of the Personnel/Police Committee meeting at 7:03 p.m.

Trustee Mike Blaies motioned to recommend to the full Board Chief Mike Schutzenhofer be paid for 60 hours of compensatory time and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Ray Matchett motioned to adjourn at 7:04 p.m. and Trustee Mike Blaies seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager