

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

March 5, 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, March 7, 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

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of February 9, 2012 Minutes and December 12, 2011 and February 9, 2012 Executive Session Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
- 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).

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, March 7, 2012 at 6:30 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 Wednesday, March 7, 2012 at 7:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Ray Danford, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said the contract has not been signed. The concern is the memorandum of understanding. Dennis stated the union's position is Steve does not need to sign the memorandum and our attorney feels we need to be protected.
2. Vacation guidelines: Mel said this can be taken off the agenda.
3. Moeckel's status: Julie said Matt is scheduled for surgery either the week of 3/12 or 3/19. He is hoping to be back at work by summer.

B. NEW BUSINESS: None.

Chief Woodruff left the meeting at 7:32 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of February 9, 2012 Regular and Executive Session Minutes and December 12, 2011 Executive Session Minutes: Trustee Steve Smith motioned to approve the February 9, 2012 Regular and Executive Session Minutes and also the December 12, 2011 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.

B. NEW BUSINESS: Dennis requested some guidance from the trustees with respect to preparing the budget. The police contract provides for a 3% raise in April and it looks likely the other contract will be the same. He had Debbie use the 3% raise for the non-union employees in the budget and asked the trustees their opinion on this. The committee was fine with this. Dennis also told the committee he is requesting that his raise be withheld and passed along to the other non-union employees.

C. **GENERAL CONCERNS:** Trustee Matchett was present to discuss the recent fire emergency in town and felt that we needed to have someone second in charge. One of our on-duty officers went to handle the fire and our street department employees were used to block streets. Dennis told the committee our public works employees are trained to block streets and have been used to do that for years. The correct procedure was not followed by one of the officers and Dennis has already reviewed that with Mel to address the issue of calling our street guys for help.

Chairperson Rita Baker expressed her concern over information coming out of executive sessions and said she has an issue with that. Mayor Danford said there may be some online training about that and we should look into it. Steve expressed his concern about it and would like to discuss this at the next Village Board executive session.

D. **PUBLIC PARTICIPATION:** None.

E. **ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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

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