

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Mike Blaies
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
April 12, 2011

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

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, **Thursday, April 14, 2011, 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. Noise Ordinance
- B. New Business
 - 1. Parking concerns
 - 2. St. Clair County Dispatching Contract

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of March 9, 2011 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.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Thursday, April 14, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, April 14, 2011 at 6:40 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Mayor Ray Danford, Chief of Police Mel Woodruff, Village Clerk Jerry Menard and Village Administrator Dennis Herzing. Guests present: Officer Stan Ruhmann, Officer John Cappello and Officer Terry Marquardt.

POLICE:

A. OLD BUSINESS:

1. Police Contract: An executive session is needed to discuss this topic.

EXECUTIVE SESSION

6:41 P.M.

Trustee Baker motioned to enter into Executive Session citing personnel 5 ILCS 120/2-(c)(1)a and 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

7:47 P.M.

Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:47 p.m.

2. Noise Ordinance: Nothing new.

B. NEW BUSINESS:

1. Parking concerns: Mel reviewed the request from the residents around the high school who had signed a petition and previously presented it to the board. The only option would be to continue the limited parking signs on Belleville Street and also on Washington from the existing signs to Alton. Mel was fine with the resident request to install a speed bump at the entrance to the park. Mel had no problem with spacing the no parking signs more effectively by Total Fitness on Hill Mine Road. Dennis will pull the ordinance to see what it says. These requests will be taken to the next Street Committee meeting.
2. St. Clair County Dispatching Contract: *Trustee Steve Smith motioned to recommend to the full Board the 2011 St. Clair County Dispatching Contract for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting
Thursday, April 14, 2011
Page 1 of 2

Chief Woodruff updated the committee on the status of the police cars involved in the accident. He advised the committee he is gathering information on purchasing a pre-owned police car, possibly a Crown Vic or Dodge V-8 that we could get more mileage from. He would put his car into the existing fleet of police cars. Chief Woodruff left the meeting.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 9, 2011 Minutes: *Trustee Steve Smith motioned to approve the March 9, 2011 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: Dennis provided ordinances for the utility billing clerk position and police department administrative assistant. These will be placed on the Committee as a Whole meeting agenda for discussion since it ties in with budget discussions.

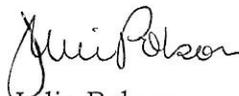
4. Safety Policy: Dennis said HD Supply was out today to conduct a safety audit for the electric department. They will provide a summary of what we are lacking along with a quote for the needed equipment. He said he, Ron and John are reviewing the safety manual that Julie input onto the computer. Ron has APPA safety manuals that we can reference as part of our safety policy. Once we have a written policy and equipment, we can then enforce it.

B. NEW BUSINESS: Dennis said Shane has 50 hours of vacation that he has been unable to use because of how busy they have been and he would like to save it to use for his honeymoon in May. The committee agreed with the request.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:25 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

March 17, 2011

To: Village of Freeburg

From: Residents of Freeburg – Belleville & Washington St.

In Re: Student Parking on village streets

This letter is to inform you of a formal complaint regarding the freeburg high school students. Specifically, students are parking in front of our homes, littering in our yards, loitering in front of our homes and noise nuisance.

At the intersection, you cannot see oncoming traffic due to the parked cars blocking the view.

Also, students have been blocking personal driveways prohibiting people from leaving their homes.

We would like to see this issue resolved as soon as possible and have resident only parking signs posted.

Sincerely,

Residents of Freeburg

Julie Polson

From: Tammy Kujawa [tkujawa@waterloo.il.us]
Sent: Tuesday, March 22, 2011 3:27 PM
To: Julie Polson
Subject: RE:

Julie,

At one time our high school was in the center of a residential neighborhood. We had a lot of parking issues so we instituted No Parking areas and No Parking between 7a-4p on certain streets. It didn't matter if it was a student or not, we could tow the car but usually they were just ticketed. The high school relocated last year to a much larger area with LOTS of parking and we haven't had the problem since – although the school has a road designated for their use to get back to the building, we had to put up no parking signs on it with a 20mph speed limit.

Hope this helps!

Tammy

From: Julie Polson [mailto:jpolson@freeburg.com]
Sent: Tuesday, March 22, 2011 10:10 AM
To: Tammy Kujawa
Subject:

Tammy: Good morning. I am hoping you can direct this email to the appropriate person. We had a resident at our board meeting last night state that Waterloo had an ordinance that the city could tow high school kids that parked on the streets instead of the school parking. We wanted to verify the information and see if there was an ordinance that set rules on where the kids could park for school. Thanks!

Julie Polson
Office Manager
Village of Freeburg
14 Southgate Center
Freeburg, IL 62243
618/539-5705
618/539-5590 (fax)



RECEIVED
4-7-11

ST. CLAIR COUNTY BOARD

10 Public Square • Room B561 • Belleville, Illinois 62220-1623

MARK A. KERN
CHAIRMAN



(618) 277-6600
Fax (618) 825-2740

April 6, 2011

Chief Melvin Woodruff
Village of Freeburg (Police Dept.)
14 Southgate Center
Freeburg, IL 62243

Dear Chief Woodruff:

Please find enclosed the dispatching contract and contract amount for 2011. St. Clair County has increased the dispatching cost to \$13.27 per transaction. This is still less than providing dispatch services. If you have any questions concerning the charge amount, please feel free to contact Mr. Lay at EMA. As in previous years, the charges are based upon total usage during the previous year (2010). The new contract amount is effective January 2011.

Additionally, the contract, as in previous years, requires St. Clair County, the St. Clair County Public Building Commission, St. Clair County Central Dispatch PSAP (Cencom) and the Emergency Management Agency Board (ETSB) to be named as additionally insured. Please forward the insurance documentation outlined in the contract, to the St. Clair County Insurance Office, 10 Public Sq., Belleville, Illinois, 62220. The Mayor, Village President or Board President must sign both contracts and mail one original back to the St. Clair County Auditor's Office, 10 Public Square, Belleville, Illinois, 62220.

The new contract requires a quarterly payment schedule. The first of four equal payments is due April 1, 2011. No contract will be finalized until all previous years payments are paid in full or arrangements are made otherwise. The EMA Office will work with any community or service provider who wishes not to use the County Dispatching Service during 2011 and an orderly transfer of responsibility will be negotiated.

Please notify Mr. Randy Lay at (618/825-2683) immediately if you have decided not to use the County Dispatching Service or if you have any questions.

Sincerely,

DANIEL L. MAHER
Director of Administration

DLM/jj
Enclosures: (2011 Invoice & 2 Contracts)



INVOICE

PATTY A. SPRAGUE
County Auditor
St. Clair County
10 Public Square
Belleville, IL 62220-1623
Phone (618)-277-6600

CUSTOMER NO: 265
VILLAGE OF FREEBURG POLICE
CHIEF MELVIN WOODRUFF
14 SOUTHGATE CENTER

FREEBURG, IL 62243

INVOICE DATE: 03/29/2011
INVOICE NO: 2011-00000007
TOTAL DUE: \$34,408.68

Please detach and return with payment

For questions concerning call volume, please contact Patty Michaels at (618)-825-2680
For questions concerning payment, please contact Lori Rauckman at (618)-277-6600 ext. 2266

2011 Dispatching Fees (calls incurred in 2010)

INVOICE NO: 2011-00000007

INVOICE DATE: 03/29/2011

Description	Quantity	UOM	Unit Price	Total Price
EMA Dispatching Calls	2583	SER	\$13.27	\$34,276.41
Leads Fee	1	SER	\$132.27	\$132.27

TOTAL DUE: \$34,408.68

**ST. CLAIR COUNTY, ILLINOIS
COORDINATED COMMUNICATIONS SERVICES CONTRACT**

THIS AGREEMENT, made and entered into this **1st day of January 2011**, by and between ST. CLAIR COUNTY, ILLINOIS, hereinafter referred to as COUNTY, and **VILLAGE OF FREEBURG POLICE DEPT.**, located in St. Clair County, Illinois, hereinafter referred to as SERVICE RECIPIENT.

WHEREAS, COUNTY holds a license from the Federal Communications Commission and there under operates radio stations in the performance of its duties of law enforcement, and has offered to perform certain communications services for various cities, villages, municipalities, fire districts, fire departments, EMS departments, EMS districts, federal agencies, and county agencies;

WHEREAS, the SERVICE RECIPIENT wishes to avail itself of the 9-1-1 and various communications services offered by St. Clair County, including telephone, radio, paging, and computerized criminal history services (REJIS & LEADS) and other services. (REJIS & LEADS services will apply to law enforcement agencies only);

WHEREAS, the SERVICE RECIPIENT now owns certain communications equipment which it desires to use in connection therewith;

WHEREAS, the SERVICE RECIPIENT has on file with the St. Clair County Emergency Telephone System Board a valid inter-agency agreement for 9-1-1 services and will continue to maintain such agreement for the duration of this agreement;

NOW, THEREFORE, this Agreement has been entered into by the undersigned in order to accomplish the aforementioned purposes.

- 1) COUNTY shall provide 9-1-1 and non-emergency telephone call processing, radio dispatching, and paging services to and from the **SERVICE RECIPIENT'S** telephones, radios, and pagers.
- 2) COUNTY shall perform the services provided for in this Contract in compliance with the standards of St. Clair County Government, the Emergency Telephone System Act, ETSB Interagency Agreements, and all applicable laws.
- 3) The **SERVICE RECIPIENT** shall furnish to St. Clair County during the month of April, **2011** and more frequently if required by FCC regulations or by St. Clair County, the frequency measurements of all radio equipment owned or used by the **SERVICE RECIPIENT** in conjunction with this contract. Such measurements are to be made by an entity licensed to make such measurements.
- 4) The **SERVICE RECIPIENT** shall comply with all regulations set by the FCC and those rules and regulations set by the St. Clair County ETSB (pertaining to 9-1-1 services) and St. Clair County Government.

- 5) The **SERVICE RECIPIENT** shall pay St. Clair County the sum of **\$34,408.68** for communications services to be performed by St. Clair County as set forth in paragraph (1) a quarterly payment schedule has been established for 2011. The first payment is due **April 1, 2011** with subsequent payments due **June 1, 2011, September 1, 2011** and **December 1, 2011** may be established with St. Clair county government for payment of these fees.

Charges for law enforcement agencies will include each law enforcement agency's proportionate share of REJIS and LEADS charges.

- 6) The **SERVICE RECIPIENT** shall pay for all St. Clair County telephone system costs incurred by the **SERVICE RECIPIENT** in changing to and/or from COUNTY'S coordinated communications services.

- 7) The **SERVICE RECIPIENT** shall provide an errors and omissions insurance policy underwritten by an insurance company, and in a form acceptable to St. Clair County, in the amount of not less than \$1,000,000 per occurrence. St. Clair County Public Building Commission, St. Clair County Central Dispatch PSAP (CENCOM), and St. Clair County Emergency Telephone System Board (ETSB), and their employees, elected and appointed officials, contractors, consultants and volunteers, shall be included as "Additional Insured" in this policy. Coverage under this insurance policy shall extend to the negligence, wrongful act, error, omission, breach of duty, or other act committed by a Service Recipient employee, elected or appointed official, volunteer, service contractor, or consultant, which may give rise to any of the "Additional Insured" being named as a defendant in any legal action related to services performed under this Contact.

In the event a "deductible" is applied under said insurance policy to claim expense or damages against an "Additional Insured," Service Recipient shall pay the full amount of deductible applied, on behalf of the "Additional Insured."

In the event said insurance policy does not respond to any such legal action against an "Additional Insured," or should such legal action include a claim for "willful or wanton misconduct, or other uninsured claim", Service Recipient shall hold St. Clair County (and any of the Additional Insured) harmless, and shall, at its own expense, defend and protect them from any expense or loss not covered by Service Recipient's insurance policy.

- 8) This Coordinated Communications Services Contract may be terminated by either party hereto upon ninety (90) days written notice to the other party and upon approval of the St. Clair County ETSB in accordance with the St. Clair County 9-1-1 Plan.
- 9) This Coordinated Communications Services Contract may be terminated immediately upon written notice by the County if the premises, facilities,

and/or equipment used by the County in fulfillment of the Service provisions of this contract are substantially destroyed or damaged through no fault of the County. If the County elects to continue this agreement and re-construct or repair the damaged premises, facilities, or equipment, then the County is not required to provide such services that are the subject of the contract until the premises, facilities, or equipment are restored to the condition existing immediately prior to such damage or destruction.

- 10) Upon termination of this Contract for any reason, the **SERVICE RECIPIENT** shall within ten (10) days remove all radio crystals or programming from its radio equipment so that said equipment will no longer be capable of transmitting on any frequencies licensed to St. Clair County by the F.C.C. This shall not apply to those frequencies licensed by the F.C.C. to the **SERVICE RECIPIENT**.
- 11) This Contract shall take effect on the **1st day of January, 2011** and shall expire on the **31st day of December, 2011**. The **SERVICE RECIPIENT** shall give COUNTY ninety (90) days written notice prior to the expiration of this Contract if the **SERVICE RECIPIENT** will not execute a similar communications services contract for the succeeding year. If the **SERVICE RECIPIENT** fails to provide the required notice, St. Clair County will not be obligated to renew said contract for the succeeding year, but may choose to do so at the sole option of the County.

ACCEPTED:

Service Recipient

St. Clair County, Illinois

By _____

By _____

Title: Mayor/Board President

Title: County Board Chairman

Date _____

Date _____

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

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VILLAGE ATTORNEY
Weilmuenster Law Group, P.C.

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, March 9, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 9, 2011 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Clerk Jerry Menard and Village Administrator Dennis Herzing. Guest present: Utility Clerk Jane Kramper.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis advised he would like to have an executive session to discuss this topic. Chief Woodruff left the meeting.

Trustee Steve Smith motioned to amend the agenda in order to hear Jane Kramper and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION

6:32 P.M.

Trustee Smith motioned to enter into 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

6:55 P.M.

Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:55 p.m.

2. Noise Ordinance: Steve said he would like to discuss this at a Legal/Ordinance Committee meeting.

B. NEW BUSINESS: Mel advised we have a request from the St. Clair County Circuit Clerk's office stating they want to change their system of citations to an e-citation or electronic filing of citations. Mel said we will gain about \$2 per citation. They will install software on our computer which enables the officer to write the ticket on the computer, print out a copy roadside and give the party their copy and it will then be electronically filed with the circuit clerk's office. Mel said they have about 98% of the agencies on board. There is an agreement to sign but does not think there is any action that we need to take in order to proceed. Mel explained currently we submit the tickets by mail and we deposit the monies collected in a bank account at Regions. Mel was told we should see an increase in citation writing with this program and doesn't see any extreme costs with the program. We have two brand new laptops that were received by a grant and will now have three computer units.

Personnel/Police Committee Meeting

Wednesday, March 9, 2011

Page 1 of 2

Steve said someone approached him about not being able to get through the alley behind Wolf's Den because of parked cars and Mel said he will go down there and talk to them. Steve thinks it is going on anytime and may be an employee or patron of the bar. Chief Woodruff left the meeting.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of February 8, 2011 Minutes: *Trustee Steve Smith motioned to approve the February 8, 2011 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: Dennis is working on incorporating this into the contract negotiations. He said there were no problems with anyone being called out during the recent storms.

3. Job Descriptions: Rita said on the Chief of Police description, it has a requirement of a Bachelor's degree in Public Administration, Criminal Justice or related field and she would like to add experience in there. The committee agreed to Associates degree rather than Bachelor's degree. Dennis said we could put in, "or equivalent experience." Rita asked if we could take a Bachelor's degree rather than Masters in the Village Administrator's position. Steve asked how many years and Rita thought 5. Dennis said if you leave it equivalent experience, you give the board the flexibility. The committee agreed to add in equivalent experience in the related field. With respect to the public works director, the committee discussed the requirement of having a degree. Dennis said the experience of doing that job for 25 years is better than a kid just out of college with a degree. The committee agreed to a Bachelor's degree or suitable or equivalent experience for the public works director. With respect to the office job descriptions, Dennis said we need to leave an entry level utility clerk position in and write a new job description for Laura and Jane and promote them into those positions. That leaves us the flexibility to hire an entry level position to fill that clerk's position in the future. Steve would like to see a new position for Debbie to work towards. Dennis said we wrote a detailed job description for Debbie as finance clerk which covers the tasks she is doing now. Steve said she could be an accounting supervisor if we expand. Right now, Jane and Debbie report to Julie as office manager. Dennis will get Mel's help on writing a specific job description for Laura. He will have those ready for next month's meeting. Mike asked where the money will come from and Dennis said we will have to work that out.

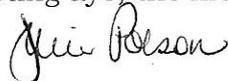
4. Safety Policy: We will continue to work on this as well.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:25 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson, Office Manager

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS OF THE REVISED CODE OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS

(POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT)

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

WHEREAS, the Village Board desires to effect changes to its existing Code Section listed below.

TITLE III ADMINISTRATION, CHAPTER 31:VILLAGE OFFICIALS is hereby amended to add the following Sections:

POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT

31.210 POSITION CREATED.

There is created the position of Police Department Administrative Assistant.

31.211 REQUIREMENTS

This position is a full-time hourly position that requires a forty (40) hour workweek. The position demands the ability to coordinate multiple resources in a professional and efficient manner. The position has frequent interaction with the public and other departments and is responsible to the Chief of Police.

31.212 DESCRIPTION

(A)The Police Department Administrative Assistant shall report directly to and be under the supervision and take direction from the Chief of Police.

31.213 SALARY.

The Police Department Administrative Assistant shall receive an hourly rate of pay as provided for by ordinance or resolution of the Village Board as established from time to time.

31.214 DUTIES OF THE POLICE DEPARTMENT ADMINISTRATIVE ASSISTANT.

The Police Department Administrative Assistant is responsible for the administrative and support functions of the Police Department and ESDA offices. The duties of this position shall include, but not necessarily be limited to the following:

- A. Police Department Duties
 1. Provide public assistance and information to the public;
 2. Maintain record keeping and file maintenance;
 3. Keep the Chief of Police informed of situations as they come in.

4. Prepare the News Release for the local publishing office;
5. Log all citations;
6. Assist with Insurance forms to agencies requesting reports and mail;
7. Prepare and provide criminal reports to requesting agencies and/or individuals;
8. Maintain and log 10-50 Illinois Traffic Crash Reports and route to IDOT;
9. Maintain, log and route the Illinois Uniform Crime Reporting data to Illinois State Police;
10. Maintain and update Illinois Law Enforcement Training forms for State of Illinois;
11. Maintain and update LEADS files for annual audit;
12. Maintain Criminal History Files for audit;
13. Maintain the Registered Sex Offender files;
14. Maintain Racial Profile data;
15. Maintain and update Training logs for Officers;
16. Radio dispatches Officers on required calls and relays necessary information to the dispatched Officer;
17. Assist the Chief and Officer on duty with data base information;
18. Inform Officers of upcoming court cases and route hard copy;
19. Provide Background checks to agencies and the public as requested;
20. Performs various word processing and spreadsheet tasks;
21. Processes incoming and outgoing mail and shipping;
22. Assist with nuisance violation notices and help maintain files;
23. Maintain FPD data bases,
24. Update Business listings for Officer's;
25. Maintain and order necessary office supplies, forms and janitorial supplies as needed;
26. Prepare purchase orders for A/P and maintain files and route to Administrative office;
27. Order Officer uniforms and track uniform allowance;
28. All other duties as assigned by Chief of Police.

B. ESDA Duties

1. Support the Coordinator with weather alert system;
2. Monitor daily weather and record status when required
3. Sound the monthly warning system;
4. Be on call to support the ESDA weather alert Monday through Friday and sound the alert sirens as needed;
5. Sort and route mail and route purchase orders to accounting dept;
6. Copy and mail monthly calendars to all ESDA shelter volunteers, Triage nurses and MOSES teams;
7. Assist Coordinator with scheduling monthly ESDA meetings;
8. All other duties as assigned by ESDA Coordinator subject to approval of the Police Chief.

31.215 QUALIFICATIONS.

Bachelors Degree and/or High School diploma and a minimum of five (5) years related law enforcement related administrative experience at the discretion of the Village Board of Trustees.

This Ordinance shall be in full force and effect from and after it's passage, approval and publication in pamphlet form as provided by law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT THIS _____ DAY OF _____, 2011.

Vote Recorded:

Ayes _____

Nays _____

Absent _____

Abstain _____

Vote Recorded by:

Jerry Menard, Village Clerk

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois, this _____ day of _____, 2011.

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS OF THE REVISED CODE
OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS

(UTILITY BILLING CLERK)

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF TRUSTEES
OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

WHEREAS, the Village Board desires to effect changes to its existing Code Section listed below.

TITLE III ADMINISTRATION, CHAPTER 31:VILLAGE OFFICIALS is hereby amended to add the
following Sections:

UTILITY BILLING CLERK

31.190 POSITION CREATED.

There is created the position of Utility Billing Clerk.

31.191 REQUIREMENTS

This position is a full-time hourly position that requires a forty (40) hour workweek. The position
demands the ability to coordinate multiple resources in a professional and efficient manner. The position
has frequent interaction with the public and other departments and is responsible to the Office Manager.

31.192 DESCRIPTION

(A)The Utility Billing Clerk shall report directly to and be under the supervision and take
direction from the Office Manager.

31.193 SALARY.

The Utility Billing Clerk shall receive an hourly rate of pay as provided for by ordinance or
resolution of the Village Board as established from time to time.

31.194 DUTIES OF THE UTILITY BILLING CLERK.

The Utility Billing Clerk shall be responsible for the administration of the village's utility billing
operations as well as coordinating with the Public Works Department with respect to meter reading,
service installations, disconnections and other utility related activities. Village utilities include water,
sewer, electric and trash collection. The position requires excellent people skills due to frequent
interaction with the public concerning their utility bills. The duties of this position shall include, but not
necessarily be limited to the following:

1. Produce monthly billings using LOCIS utility billing software;
2. Input meter readings for water and electric;
3. Process digital meter readings generated by automated meter reading software;
4. Collect payments daily from drop box;
5. Prepare utility deposits to bank;
6. Produce final utility billings for closed accounts;
7. Produce and send out late notices for delinquent utility accounts;
8. Prepare utility service disconnect listing for delinquent utility accounts;
9. Input and monitor monthly entries for automated direct debit collections;
10. Monitor suspended trash accounts;
11. Follow-up on unpaid final bills;
12. Prepare notice of lien and/or liens for delinquent utility accounts;
13. Coordinate with Public Works Department for meter replacements;
14. Assist Zoning Administrator with Processing of building permits;
15. Coordinate and pick up utility payments at local banks;
16. Monitor LIHEAP payments;
17. Prepare and monitor list of Medical Emergency locations;
18. Reconcile FSH Water Commission accounts at year-end;
19. Monitor NSF utility customers;
20. Prepare electric excise tax return monthly;
21. Monitor and enter monthly fuel factor adjustment to electric bills;
22. Prepare requests for water and/or sewer bill credits;
23. Prepare adjustments/corrections to utility accounts when verified;
24. Wait on the public at the service window;
25. Balance cash register daily;
26. Share phone duties with Office Manager and Finance Clerk;
27. Bill mobile home parks for unmetered water usage monthly;
28. Process refunds to customers on closed utility accounts;
29. Invoice for water, sewer and electric service meters and materials;
30. Register new utility customers and track deposits;
31. Process requests for temporary electric services and track related deposits.

31.195 OTHER DUTIES.

The Utility Billing Clerk shall perform other duties as assigned to her or him by the Village Administrator or Office Manager.

This Ordinance shall be in full force and effect from and after it's passage, approval and publication in pamphlet form as provided by law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS,
 ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT
 THIS _____ DAY OF _____, 2011.

Vote Recorded:

Ayes _____

Nays _____

Absent _____

Abstain _____

Vote Recorded by:

Jerry Menard, Village Clerk

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois,
this _____ day of _____, 2011.

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney