

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

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

April 19, 2013

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, **Monday, April 22, 2013, at 7:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
- B. New Business
 - 1. Executive Session to Discuss Pending Litigation, 5 ILCS 120/2-(c)(11)
 - 2. Ordinance #1455 – An Ordinance of the Board of Trustees Authorizing the Village to Enter Into and the Mayor to Execute a Contract Between the Village of Freeburg Police Department and St. Clair County, Illinois for Coordinated Communication Services

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Job descriptions – Ordinances for Public Works Director, Assistant Public Works Director, Village Administrator and Chief of Police
- B. New Business
 - 1. Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1)
- 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)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

**VILLAGE OF FREEBURG
DEPARTMENT OF POLICE**

RECEIVED

APR 18 2013

10:05am

14 SOUTHGATE CENTER * FREEBURG, ILLINOIS 62243 * 618/539-3132 * FAX: 618/539-9872

April 18, 2013

Mayor Ray Danford

14 Southgate Center

Freeburg, IL 62243

With this letter I hereby tender my resignation. As required under Village of Freeburg ordinance 32-03(D) I will provide the required two week notice plus work four additional days, providing a total notice of eighteen days. I will fulfill the required two week notice on Thursday May 2nd 2013, and then continue to serve thru the end of my scheduled shift Monday May 6th 2013 at 3:30pm. Completing my annual appointment under your direction.

May 6th 2013 by 3:30pm I will ensure that all Police Dept. property issued to me will be returned to the Police Department for your inspection, returning to you personally, my keys, badge, and credentials at the end of that shift.

In providing proper notice it is my anticipation to be paid in full for all of the time off I have accrued. The following list of those accrued hours I have verified with Office Manager Julie Polson and Village Administrator Dennis Herzing.

- 80 hours of vacation that a six month extension was granted in Dec. 2012.
- 120 hours of vacation awarded on my anniversary Dec. 18th 2012.
- 32 Hours of vacation earned between Dec. 18th 2012 and May 6th 2013.
- 8 hours for my 2013 birthday not taken.
- 8 hours for my 2013 floating holiday not taken.

I also have 896 hours/ 112 days of accumulated sick time to be converted to IMRF as additional time served.

In closing I would like to say that I have enjoyed working with you, and many others while with the Village of Freeburg. I am leaving with many valuable experiences and friendships.

Respectfully,

Mel Woodruff

A handwritten signature in black ink that reads "Mel Woodruff". The signature is written in a cursive, flowing style with a large initial "M" and "W".

Chief of Police

Cc: Village Administrator Dennis Herzing

Police Committee Chairperson Rita Baker

ORDINANCE NO. 1455

AN ORDINANCE OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF FREEBURG, ILLINOIS,
AUTHORIZING THE VILLAGE TO ENTER INTO AND THE MAYOR TO EXECUTE
A CONTRACT BETWEEN THE VILLAGE OF FREEBURG, ILLINOIS POLICE
DEPARTMENT AND ST. CLAIR COUNTY, ILLINOIS FOR COORDINATED
COMMUNICATION SERVICES

WHEREAS, St. Clair County holds a license from the Federal Communications Commission and thereunder operates radio stations and has offered to perform certain communication services for the Village of Freeburg Police Department, and;

WHEREAS, the Village of Freeburg 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, and;

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

WHEREAS, the Board of Trustees of the Village of Freeburg, Illinois believes it is in the best interest of the Village to enter into a contract for 9-1-1 and various communications services offered by St. Clair County including telephone, radio, paging, and computerized criminal history services,

NOW, THEREFORE, be it ordained by the Board of Trustees of the Village of Freeburg, St. Clair County, Illinois as follows:

SECTION 1. The recitals set forth above are hereby adopted found true and correct and are incorporated by reference as if fully set forth herein.

SECTION 2. The Board of Trustees hereby determines that it is advisable, necessary and in the public interest that the Municipality enter into a contract for 9-1-1 and various communications services offered by St. Clair County.

SECTION 3. The Mayor of the Village of Freeburg, Illinois is hereby authorized and directed to execute the Contract attached hereto and made a part hereof, and to do all other things necessary and essential, including the execution of any documents and certificates necessary to carry out the provisions of said Contract.

SECTION 4. This Ordinance shall be in full force and effect after its passage and approval as provided by law.

PASSED by the Board of Trustees and approved by the Mayor this 6th day of May, 2013.

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

Jerry Menard, Village Clerk

Approved this 6th day of May, 2013.

VILLAGE OF FREEBURG, ILLINOIS

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form:

Village Attorney

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

THIS AGREEMENT, made and entered into this **1st day of January 2013** 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, **2012** 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 \$33,771.87 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, 2013** with subsequent payments due **June 1, 2013** **September 1, 2013** and **December 1, 2013** 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, 2013** and shall expire on the **31st day of December, 2013**. 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 _____

ORDINANCE NO. _____

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

(VILLAGE ADMINISTRATOR)

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 31.164, present language is hereby deleted in its entirety and amended to read as follows:

31.164 DUTIES OF ADMINISTRATOR

The Village Administrator shall be responsible to the Mayor and Board of Trustees for the proper administration of all affairs of the Village.

(A) Essential Job Duties:

1. Supervise and coordinate the administrative functions of all departments, offices and agencies of the Village.
2. Recommend appointments, and when necessary for the good of the Village, recommend suspension, disciplinary action or removal of any Village employee.
3. Attend all Village Board meetings and committee meetings, and participate, as required, in all discussions. Participation does not include the right to vote.
4. Provide for the enforcement of laws and ordinances within the Village.
5. Assist the Mayor and Board of Trustees as the Chief administrative officer of the Village and perform such duties as may be directed by the Mayor and the Board of Trustees.
6. Coordinate activities between the departments through the department heads to ensure efficient utilization of resources and maximize interdepartmental coordination.
7. Prepare the Village's annual budget, Tax Levy and Appropriation Ordinance With the assistance of the Office manager and Accounting Clerk.
8. Make such reports to the Mayor and Board of Trustees as may be required concerning the operations of the Village departments and offices.
9. Propose and recommend to the Village Board of Trustees such personnel rules and regulations as may be useful for management of policies, handbooks, manuals and collective bargaining.
10. Prepare an annual report at the end of the fiscal year on the workings of the various village departments.
11. Participate in the collective bargaining process of the Village.
12. Oversee the operations of the Village departments.
13. Oversee the investigation of and responses to resident inquiries and complaints related to the operations of the Village based upon reports of directors.

14. Participate in the development and implementation of economic development programs for the Village, including business retention, expansion and recruitment.
15. Serve as a liaison to Chamber of Commerce and various civic organizations.
16. Act as purchasing Agent for the village within limitations and under conditions established from time-to-time by the Board of Trustees.
17. Research and apply for governmental grants as appropriate.
18. Complete annual 3-5 year plan with the assistance of Public Works Director and review with Mayor and Board of Trustees.
19. Perform other related duties as assigned.

(B) Basic Job Qualifications:

1. Bachelor's Degree in Public Administration or related field of study acceptable to the Board of Trustees.
2. Accounting experience.
3. Minimum of three years of experience as an assistant administrator.
4. Excellent working knowledge of the principles of municipal government.
5. Good communication skills.
6. Valid Illinois driver's license.
7. Driving record acceptable to the Village.

(C) Knowledge, Skills, Abilities Required:

1. Experience with federal, state and local laws, ordinances, rules and regulations relating to municipal government.
2. Experience with federal, state, regional and county programs, procedures and funding sources related to municipal government.
3. Experience with planning, developing and controlling large budgets.
4. Experience with principles and practices of administration, supervision and training.
5. Experience with contract law and developing, reviewing, negotiating and enforcing contracts.
6. Experience with federal and state grant applications and administration procedures.
7. Experience with Village organization, operations, policies and objectives.
8. Experience with language, grammar, spelling, punctuation and vocabulary interpersonal skills.
9. Experience directing the operation of a diverse workforce.
10. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of a Village.
11. Ability to represent and promote the Village.
12. Ability to negotiate and administer contracts with outside vendors and service providers.
13. Ability to provide clear and concise recommendations and alternative solutions.
14. Ability to develop a vision for the future and set up the steps to reach specific goals.
15. Ability to effectively and persuasively communicate, both verbally and in writing.
16. Experience with laws, rules and regulations related to assigned duties.

(D) Working Conditions:

- 1. Office environment and travel to multiple locations to attend meetings.

(E) Other Job Requirements:

- 1. Position requires time outside of normal working hours for events and meetings.

(F) Physical Requirements:

- 1. Must be able to communicate effectively with others.
2. Must be able to see to the degree necessary to read and analyze complex data.
3. Manual dexterity necessary to operate office machinery, computer keyboard, telephones, etc.

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 6th DAY OF MAY, 2013.

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 _____, 2013.

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

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

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Monday, April 22, 2013 at 7:00 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 Monday, April 22, 2013 at 7:06 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Trustee Ray Matchett, Trustee Seth Speiser, Trustee Mike Blaies, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Elizabeth Niebruegge, Greg Eckels, Jim Beck and Matt Trout.

POLICE:

A. OLD BUSINESS:

B. NEW BUSINESS:

1. Executive Session to Discuss Pending Litigation and Personnel:

EXECUTIVE SESSION

7:07 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing pending litigation, 5 ILCS, 120/2-(c)(11) and personnel, 5 ILCS, 120/2-(c)(1) and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

7:20 P.M.

Trustee Baker reconvened the committee meeting at 7:21 p.m.

2. Ordinance #1455: This ordinance allows the village to enter into the yearly CENCOM agreement with St. Clair County.

Trustee Charlie Mattern motioned to recommend to the full Board Ordinance #1455 – An Ordinance of the Board of Trustees Authorizing the Village to Enter into and the Mayor to Execute a Contract between the Village of Freeburg Police Department and St. Clair County, Illinois for Coordinated Communication Services and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Baker read Chief Mel Woodruff's resignation letter effective May 6, 2013. He asked to be paid for vacation and holidays not taken and for all of the unused sick days to be converted to IMRF credit. Trustee Mattern asked if the numbers had been verified and Office Manager Julie Polson stated that she verified all the numbers. Rita asked that Mel's resignation be accepted.

Trustee Steve Smith motioned to recommend to the full Board Chief Mel Woodruff's resignation from the Village be granted and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Dennis updated the committee on the testing of the part-time officers and said the psychological evaluations have been completed and Mel has asked Dr. Eckert to get the final

reports done as soon as possible. He anticipates having them prior to the May 6th board meeting.

PERSONNEL:

A. OLD BUSINESS:

1. Job descriptions for Public Works Director, Assistant Public Works Director, Village Administrator and Chief of Police. Dennis advised the committee the ordinances were completed Friday and Attorney Manion has not had a chance to review them. We can recommend approval pending Attorney Manion's review of the ordinances. Steve had a typographical correction on the village administrator's position.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for the Chief of Police's job description for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for the Public Works Director's and Assistant Public Works Director's job description for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for the Village Administrator's job description for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS:

1. Executive Session to discuss personnel:

EXECUTIVE SESSION

7:27 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing pending litigation, 5 ILCS, 120/2-(c)(11) and personnel, 5 ILCS, 120/2-(c)(1) and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

8:08 P.M.

Trustee Baker reconvened the committee meeting at 8:09 p.m.

Trustee Steve Smith motioned to recommend to the full Board the Village Administrator, Public Works Director, Assistant Public Works Director and Chief of Police receive a 2% raise retroactive to April 1, 2013 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Charlie Mattern motioned to adjourn at 8:11 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTIONS OF THE REVISED CODE
OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS
(Public Works Director and Assistant Public Works Director)

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.

SECTION 1 TITLE III ADMINISTRATION, CHAPTER 31.121, present language is hereby deleted in
its entirety and amended to read as follows:

PUBLIC WORKS DIRECTOR

31.121 Duties of the Public Works Director

The Director of Public Works shall plan, organize, direct and evaluate the activities of the Public Works Department; administer Village public works activities, construction, maintenance and testing, including building maintenance, vehicle maintenance, street construction and maintenance and electric generation and distribution system construction, maintenance and repair.

(A) Essential Job Duties:

1. Plan, organize, direct and evaluate the village's public works functions; oversee village electric department, street maintenance and construction, storm sewers and drainage, equipment, pool and building maintenance.
2. Direct the development of capital improvement plans and the subsequent construction of public works projects; review engineering plans for private developments; inspect construction of public facilities by private developers.
3. Direct, coordinate and encourage the development of strategies to resolve Village issues related to public works.
4. Supervise and evaluate the performance of assigned staff; interview and make recommendations to the Village Board for the selection of employees, transfers, promotions, reassignment, termination and/or disciplinary actions.
5. Direct the planning, preparation and control of department budgets, including operating and capital improvement budgets.
6. Control and authorize expenditures in accordance with established limitations.
7. Prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan and strategies; participate in the development of regional plans.
8. Manage the coordination of department activities with other departments and agencies.
9. Represent the Village on regional and State committees.
10. Serve as a member of the management team, participating in the Village's strategic planning efforts and addressing Village-wide policy and management issues.

11. Present departmental issues and recommendations requiring policy direction to the Mayor.
12. Communicate and coordinate efforts with a variety of individuals and organizations, including employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.
13. Make available Public Works services to the public and others.
14. Take an active part in planning and scheduling construction and maintenance projects to meet with Village's infrastructure needs.
15. Participate in the review of municipal engineering and public works plans, drawings and plats submitted by engineering consultants, developers and other engineers or technicians.
16. Direct the inspection and review of construction projects; assure compliance with federal, State and local laws, codes and ordinances.
17. Oversee the administration of federal and State construction project grants.
18. Assist Village Administrator in the preparation of grant applications.
19. Coordinate short and long term planning and project reviews with other Village functions to assure consistent efforts to meet the public's needs.
20. Direct procedures for the replacement of Village vehicles and equipment as necessary.
21. Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.
22. Prepare reports for Mayor, Board of Trustees and others as necessary.
23. Provide input to annual 3-5 year plan.
24. Identify infrastructure system problems and recommend solutions to prevent extended service interruptions.
25. Perform related duties as assigned.

(B) Basic Job Qualifications

1. Bachelor's degree in Engineering or extensive prior experience in Public Works management acceptable to the Board of Trustees.
2. Seven years of progressive experience in management of public works in a public sector setting.
3. Valid Illinois driver's license.
4. Driving record acceptable to the Village.
5. Residency in Freeburg.

(C) Knowledge, Skills, Abilities Required

1. Experience with federal, state and local laws, ordinances, rules and regulations relating to municipal public works projects and activities.
2. Experience with federal and state-wide environmental concerns and regulations.
3. Experience with technical aspects of electric systems, street maintenance, water distribution systems and wastewater systems.
4. Experience with federal, state, regional and county programs, procedures and funding sources related to assigned duties.
5. Experience with planning, developing and controlling large budgets.
6. Experience with principles and practices of administration, supervision and training.

7. Experience with contract law and developing, reviewing, negotiating and enforcing construction contracts.
8. Experience with federal and state grant applications and administration procedures.
9. Experience with laws, rules and regulations related to assigned duties.
10. Experience with Village organization, operations, policies and objectives.
11. Experience with of a computer terminal and word processing software.
12. Experience with technical record-keeping techniques and requirements.
13. Interpersonal skills.
14. Experience directing the operation of a diverse work force.
15. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.
16. Ability to represent the Village and attend various board, commission and committee meetings.
17. Ability to negotiate and administer contracts with outside vendors and service providers.
18. Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
19. Ability to develop a vision for the future and set up the steps to reach specific goals.
20. Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks.
21. Ability to direct the maintenance of complex, detailed and official records, files and reports.
22. Ability to maintain current knowledge of technological advances in the field of public works.
23. Ability to effectively and persuasively communicate, both verbally and in writing.
24. Ability to promote the plans and programs of the public works department and Village administration to managers, supervisors and employees.
25. Ability to physically perform the essential job functions.

(D) Working Conditions

Office environment; travel to a variety of locations for site visits or to attend meetings.

(E) Physical Requirements

1. Must be able to communicate effectively with others and be able to see to the degree necessary to read and analyze complex data.
2. Must be able to sit and stand for extended periods of time.
3. Ability to traverse rough and/or uneven surfaces to conduct project inspections.

SECTION 2 TITLE III ADMINISTRATION, CHAPTER 31:VILLAGE OFFICIALS is hereby amended to add the following Sections:

ASSISTANT PUBLIC WORKS DIRECTOR

31.124 Duties of the Assistant Public Works Director

The Assistant Director of Public Works shall provide input to the Public Works Director to assist in his or her efforts to plan, organize, direct and evaluate the activities of the

Public Works Department. The Assistant Public Works Director shall perform assume the duties of the Public Works Director on a temporary basis whenever the Public Works Director is unavailable. The Assistant Public Works Director shall also serve as the Operator in Responsible Charge for the village's water distribution system and wastewater treatment systems.

(B) Essential Job Duties:

26. Assist the Public Works Director (PWD) in his or her efforts to Plan, organize, direct and evaluate the village's public works functions.
27. Supervise personnel involved in village electric department, street maintenance and construction, storm sewers and drainage, equipment, pool and building maintenance.
28. Coordinate the development of strategies to resolve Village issues related to public works.
29. Assist the PWD with the planning, preparation and control of department budgets, including operating and capital improvement budgets.
30. Assist the PWD to prepare and update short and long range strategic plans to assure the department's contribution to the Village's overall plan and strategies; participate in the development of regional plans.
31. Serve as a member of the management team, participating in the Village's strategic planning efforts and addressing Village-wide policy and management issues.
32. Present departmental issues and recommendations requiring policy direction to the PWD.
33. Take an active part in planning and scheduling construction and maintenance projects to meet with Village's infrastructure needs.
34. Participate in the review of municipal engineering and public works plans, drawings and plats submitted by engineering consultants, developers and other engineers or technicians.
35. Assist with inspection and review of construction projects to assure compliance with federal, State and local laws, codes and ordinances.
36. Assist PWD in the preparation of grant applications.
37. Follow procedures for the replacement of Village vehicles and equipment as necessary.
38. Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers and public and private agencies regarding department services, activities and programs.
39. Prepare reports for PWD and others as necessary.
40. Perform related duties as assigned.

(B) Basic Job Qualifications

6. Bachelor's degree and/or prior experience in Public Works management acceptable to the Board of Trustees.
7. Four years of progressive experience in management of public works in a public sector setting.
8. Illinois Class 2 Wastewater Operator License
9. Illinois Class C Drinking Water Operator's License
10. Valid Illinois driver's license.
11. Driving record acceptable to the Village.

12. Residency in Freeburg.

(C) Knowledge, Skills, Abilities Required

26. Experience with federal, state and local laws, ordinances, rules and regulations relating to municipal public works projects and activities.
27. Experience with federal and state-wide environmental concerns and regulations.
28. Experience with technical aspects of electric systems, street maintenance, water distribution systems and wastewater systems.
29. Experience with federal, state, regional and county programs, procedures and funding sources related to assigned duties.
30. Experience with planning, developing and controlling large budgets.
31. Experience with principles and practices of administration, supervision and training.
32. Experience with contract law and developing, reviewing, negotiating and enforcing construction contracts.
33. Experience with federal and state grant applications and administration procedures.
34. Experience with laws, rules and regulations related to assigned duties.
35. Experience with Village organization, operations, policies and objectives.
36. Knowledge of language, grammar, spelling, punctuation and vocabulary.
37. Knowledge of a computer terminal and word processing software.
38. Knowledge of technical record-keeping techniques and requirements.
39. Interpersonal skills.
40. Experience directing the operation of a diverse work force including union work force.
41. Ability to plan, organize, control and direct the activities, services, operations, budgets and policy formulation of Village public works.
42. Ability to analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
43. Ability to develop a vision for the future and set up the steps to reach specific goals.
44. Ability to develop schedules, personnel assignments, work programs and cost estimations for assigned tasks.
45. Ability to direct the maintenance of complex, detailed and official records, files and reports.
46. Ability to maintain current knowledge of technological advances in the field of public works.
47. Ability to effectively and persuasively communicate, both verbally and in writing.
48. Ability to promote the plans and programs of the public works department and Village administration to managers, supervisors and employees.
49. Ability to physically perform the essential job functions.

(D) Working Conditions

Outdoor work environment; travel to a variety of locations for site visits or to attend meetings.

(E) Physical Requirements

4. Must be able to communicate effectively with others and be able to see to the degree necessary to read and analyze complex data.

- 5. Must be able to sit and stand for extended periods of time.
- 6. Ability to traverse rough and/or uneven surfaces to conduct project inspections.

31.125 RESPONSIBILITIES; ASSISTANT PUBLIC WORKS DIRECTOR.

He or she shall carry out and enforce the provisions of this code that are assigned to his or her office.

31.126 SALARY.

He or she shall receive a salary as provided for in the annual appropriation ordinance.

This Ordinance shall be in full force and effect from and after its 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 6th DAY OF May, 2013.

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 _____, 2013.

 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

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 34.015 – 34.019, present language is hereby deleted in its
entirety and amended to read as follows:

CHIEF OF POLICE

34.015 APPOINTMENT

The Chief of Police shall be appointed by the Mayor, with the advice and consent of the Village Board, and shall hold office until his or her successor is appointed and qualified. The appointment shall be made at the first meeting in the month of May in a village election year. (Former Code, § 30-1-3)

34.016 QUALIFICATIONS

1. Bachelor's degree in Public Administration, Criminal Justice or related field.
2. Specialized administrative training such as FBI National Academy, Northwestern University Center for Public Safety, Southern Police Institute or a similar advanced training program **preferred but not required**.
3. Five (5) or more years of progressively responsible supervisory experience in law enforcement.
4. Must be capable of being certified as a Police Officer by the State Training Board.

34.017 ORGANIZATIONAL POSITION

The Chief of Police shall receive direction from and be subject to the orders of the Mayor and Village Administrator, pursuant to the Village Organizational Chart. (Former Code, § 30-1-5)

34.018 AUTHORITY

The Chief of Police is the Chief Executive Officer of the Department and the final departmental authority in all matters of policy, operations, and discipline. He or she exercises all lawful powers of his or her office and issues such lawful orders as are necessary to assure the effective performance of the Department. (Former Code, § 30-1-6)

34.019 RESPONSIBILITIES

- (A) Essential Job Duties:

1. Responsible for all command functions of the Police Department.
2. Handle planning and research for the department.
3. Prepare and submit the Police Department Budget for annual review.
4. Administer Police Department budget and approves expenditures.
5. Oversee and direct public service programs offered by the department, public relations and communication with the public on law enforcement issues.
6. Coordinate and provide assistance to other law enforcement agencies.
7. Participate in contract negotiations with organized employee groups.
8. Prepare reports as required.
9. Maintain active memberships in professional law enforcement organizations.
10. Occasionally perform the functions and duties of the positions of Police Officer, Sergeant, Lieutenant and Captain as required.

(B) Knowledge, Skills, Abilities Required

1. Possesses the requisite knowledge, skills and abilities required for subordinate ranks.
2. Ability to communicate effectively, clearly and efficiently.
3. Ability to plan and have strong organizational skills.
4. Ability to direct employees, lead and train subordinates and peers.
5. Ability to attend Village Board and Committee meetings as required.
6. Capable of speaking to the public effectively.
7. Capable of handling stress and pressure while completing work on schedule.
8. Ability to read with comprehension, draw conclusions and make evaluations.
9. Ability to establish and maintain effective working relationships with other village departments and agencies.
10. Ability to be objective and make decisions without outside influences.
11. Ability to drive in local area during day and night hours and in adverse weather conditions to St. Clair County, Courthouse, Jail and other designated businesses.
12. Ability to move around the Police Department and Village Hall for copying, gathering information and attending meetings as required.
13. Ability to bend and move weight bearing joints in the process of bending, stooping, kneeling or reaching to assist an injured person, with or without assistance from another officer.
14. Ability to breathe freely and easily when running, chasing or heavy work activity.
15. Ability to exert upper and lower body strength when performing tasks such as pushing a stalled car, lifting a sick or injured person, struggling with a resisting suspect or separating two or more citizens fighting.
16. Ability to react quickly, such as dodging or evading the advances of a suspect who is resisting arrest.
17. Ability to assess situations and make value judgments.

(C) Working Conditions

The Chief of Police works primarily in an office setting. There is significant time traveling locally and to other cities by vehicle for business meetings, court and public speaking presentations. Since the employee periodically responds to calls for service, there is some exposure to physical confrontations with other individuals. The employee may be vulnerable to personal injury. The employee

is exposed to inclement weather, although minimal. There is some walking, standing, stooping, reaching that sometimes requires above average physical agility and conditioning.

(D) Other Job Requirements

From time to time, the Chief of Police may receive special assignments from the Mayor that may fall outside of the immediate scope of responsibility as outlined herein.

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 6th DAY OF May, 2013.

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 _____, 2013.

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

LAW OFFICES
**WILLIAM BERRY
& ASSOCIATES, LLC**

WILLIAM L. BERRY

JASON W. CORRAY*
KEVIN J. NEWTON

*Also Licensed in Missouri

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Collinsville, Illinois 62234

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St. Clair County Number
(618) 235-7222

April 19, 2013

Gerard A. Fowler
Arbitrator
1349 Grant Road
St. Louis, MO 63119

Re: Blomenkamp & Burrows vs. City of Freeburg

Dear Arbitrator Fowler:

I refer to the above arbitration matter currently set to commence May 1, 2013 referable to the grievance that has been filed by my clients, John Blomenkamp and Steve Burrows.

Other events have transpired that now present scheduling problems for me, primarily in my capacity as Chairman of the Illinois Racing Board. In summary, the contract negotiations are now proceeding involving the representatives of the horse owners and management of the tracks. By both Federal and State statute, the contracts must be completed prior to the commencement of a race meet. In my capacity as Chairman of the Racing Board, I have compelled the parties to enter into mediation which has just commenced. It is incumbent upon the parties to have a contract in place by May 3rd.

I have now been asked to remain in Chicago following the regularly scheduled Racing Board meeting on April 30th in order to address the issues that will be necessary to complete the contract. Quite frankly, it is necessary to complete the contract in order to confirm that the broadcast signal of the Kentucky Derby can be distributed to the State of Illinois and particularly the various race tracks in that jurisdiction. I am familiar with the issue since I was compelled to take similar action to resolve the negotiating parties, last spring in order to guarantee that the signal would be broadcast to the state. For confirmation, the facts of last year were reported in the article written by Neil Milbert of the Chicago Tribune in an article of April 10, 2012.

I have discussed the scheduling issues and the necessity for clearing my calendar for May 1, 2 and 3 with Brian Manion. I know that he is reviewing matters with his Board on Monday and there may be an ability to agree about a rescheduling. If not, I'm advising of my request and asking that we schedule a joint telephone conference with you on Tuesday, April 23 or Wednesday, April 24. I am proposing that the arbitration

would be rescheduled in a couple of weeks, noting that I do have a criminal trial scheduled for May 13 that apparently will proceed. Anything after that trial week can be adjusted so the arbitration could be rescheduled towards the end of May or anytime in June.

I apologize for the reporting; however, these events have developed in a manner different than anticipated. I appreciate your cooperation and ask that you e-mail my office regarding the request of telephone conference.

Thank you for your consideration.

Very truly yours,

WILLIAM BERRY & ASSOCIATES, LLC

(Signed) William L. Berry

William L. Berry

WLB/ea

cc: Brian Manion
John Blomenkamp
Steve Burrows