

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

May 7, 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, May 9, 2012, at 5:30 p.m.**

#### PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

##### POLICE COMMITTEE

- A. Old Business
  - 1. Police Contract
  - 2. Moeckel's status
  - 3. Full-time police officer
- B. New Business
  - 1. Request for vacation pay

*Reset to 5/10/12  
at 6:30pm*

##### PERSONNEL COMMITTEE:

- A. Old Business
  - 1. Approval of April 23, 2012 Minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  - 4. Safety Policy
  - 5. Employee raise
- B. New Business
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 - (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 - (c) (1) a.]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

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**PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING**  
Thursday, May 10, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, May 10, 2011 at 6:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Seth Speiser, Trustee Ray Matchett, Village Clerk Jerry Menard, Chief Mel Woodruff, Village Administrator Dennis Herzing and Assistant Public Works Director John Tolan. Guests present: Jackie and Doug Watson.

*Trustee Steve Smith motioned to amend the agenda in order to hear Public Participation first and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Rita advised the committee Jackie and Doug Watson were present at the Legal/Ordinance committee to discuss their request to allow video gaming machines at The Nut Sports Bar & Grill. That committee suggested it be passed along to this committee for their consideration. Jackie said The Nut can have up to 5 machines and that decision is made by the Illinois Gaming Board. Chief Woodruff stated he assumed the State regulates this. He hasn't done any research on it. He said there might be an issue with the occupancy limits and Jackie stated the machines have to be in a separate room and would put them on the other side. Dennis said with this particular statute, they give the municipality the right to say no. Jackie said the machines are going live September 1st and they would like to be closer to the top of the list rather than the bottom. They said they can't file an application until they know it's going to be legal in Freeburg and stated time is very important. Rita stated the committee would take the request under advisement and thanked the Watsons for coming in. Chief Woodruff stated he will check with some other municipalities to see what their police departments have done. He also said we will move as quickly on this as we can. Jackie and Doug Watson left the meeting at approximately 6:38 p.m.

**POLICE:****A. OLD BUSINESS:**

1. Police Contract: Rita stated this can be taken off the agenda.
2. Moeckel's status: Chief Woodruff said Matt should be released to return to work on May 24, 2012.
3. Full-time police officer: Rita said we received two responses on the full-time position, both from current part-time officers.

**EXECUTIVE SESSION****6:40 P.M.**

*Trustee Steve Smith motioned to enter 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 at 6:48 P.M.**

Personnel/Police Committee Meeting

Thursday, May 10, 2012

Page 1 of 3

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:48 p.m.

Trustee Steve Smith motioned to open up applications for full-time police officer and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to open up applications for part-time police officer and Trustee Charlie Mattern seconded the motion.

Dennis asked if we had any objections to advertising in more than the Tribune. Mel said we could do the Post Dispatch as well. There is no residency requirement for part-time police officers.

## **B. NEW BUSINESS:**

1. Request for vacation pay: The request from John Cappello stems from the change in the contract where he received the retroactive vacation. With the current scheduling, John will not have the opportunity to take it. Trustee Smith said he doesn't have a problem paying employees for their unused vacation time but thinks we really need to have our employees take their vacation days. Mel agreed and said this is an unusual situation because of the retroactive vacation given.

Trustee Smith motioned to pay John Cappello for 43 hours of unused vacation and Trustee Mattern seconded the motion. All voting aye, the motion carried.

## **PERSONNEL:**

### **A. OLD BUSINESS:**

1. Approval of April 23, 2012 Minutes: Trustee Steve Smith motioned to approve the April 23, 2012 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 at this time.

3. Job Descriptions: Nothing new. Steve asked if we are going to re-do Gene's description and Mike asked what we are changing on that. Rita said she doesn't think anything has been changed on that for several years and thinks this needs to be done.

4. Safety Policy: Nothing new.

5. Non-union employee raises: This is on hold until we get Gene's job description updated.

**B. NEW BUSINESS:** Dennis said this is the yearly Cencom contract for renewal.

Trustee Steve Smith motioned to recommend Ordinance 1422 - 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 Charlie Mattern seconded the motion. All voting aye, the motion carried.

## **EXECUTIVE SESSION 6:58 P.M.**

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

**EXECUTIVE SESSION ENDED at 6:58 P.M.**

*Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:59 p.m.*

**C. GENERAL CONCERNS:**

**EXECUTIVE SESSION 7:00 P.M.**

*Trustee Steve 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 at 7:34 P.M.**

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:35 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



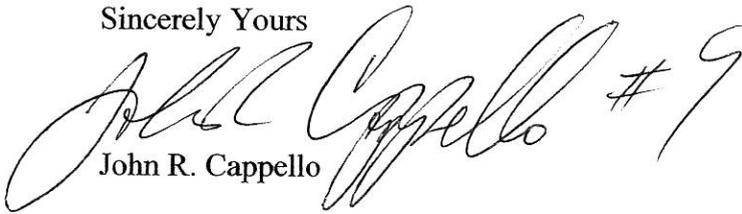
Transcribed from tape by  
Julie Polson  
Office Manager

April 24, 2012

Chief Woodruff

I will be receiving 43 hours of back vacation time on this new Contract. I am requesting (if the Police Board/ Village Board is in agreement) to receive payment for the vacation time instead of taking the vacation time. If you have any questions please contact me.

Sincerely Yours

A handwritten signature in cursive script that reads "John R. Cappello #9". The signature is written in black ink and is positioned to the right of the typed name "John R. Cappello".

John R. Cappello

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**VILLAGE CLERK**

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Weilmuenster Law Group, P.C

### PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Monday, April 23, 2012 at 7:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, April 23, 2011 at 7:00 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Seth Speiser, Mayor Ray Danford, Village Clerk Jerry Menard (entered the meeting at 7:06 p.m.), Chief of Police Mel Woodruff and Office Manager Julie Polson. Guest present: Attorney Brian Manion.

**POLICE:**

**A. OLD BUSINESS:**

- 1. Police Contract:

**EXECUTIVE SESSION 7:01 P.M.**

*Trustee Steve Smith 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 Charlie Mattern seconded the motion. All voting aye, the motion carried.*

**EXECUTIVE SESSION ENDED at 7:30 P.M.**

*Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:31 p.m.*

**EXECUTIVE SESSION 7:31 P.M.**

*Trustee Steve 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 at 7:44 P.M.**

*Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:44 p.m.*

- 2. Moeckel's status: Chief Woodruff said Matt should be released to return to work on May 24, 2012. He said he has been able to have the shifts covered mostly through overtime. He has given out two applications for part-time officers and had someone else contact him today for an application. Based on the applications received, Mel might want to add a couple of extra part-time officers.

Mel said we need to address the opening of the full-time police officer position and would like to open the position internally now so we can discuss any applications received at the next regular committee meeting on Wednesday, May 9th.

*Trustee Charlie Mattern motioned to open the full-time police officer position internally for applications and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

- B. NEW BUSINESS:** None. Chief Woodruff left the meeting at 7:50 p.m.

Personnel/Police Committee Meeting

Monday, April 23, 2012

Page 1 of 2



**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of April 9, 2012 Minutes: *Trustee Steve Smith motioned to approve the April 9, 2012 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

*Trustee Steve Smith motioned to approve the April 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 at this time.

3. Job Descriptions: Nothing new.

4. Safety Policy: Nothing new.

5. Non-union employee raises: Julie raised the issue that Zoning Administrator Borger was not included in the raises recently received by the non-union personnel and the committee agreed that he should have been included and directed Julie to get that taken care of. Julie also stated that Gene Kramer has not received a raise since she has been here and the committee would like Gene's job description revised to accurately reflect his job duties. This needs to be reviewed by the committee prior to any decision on his raise.

**B. NEW BUSINESS:** Mayor Danford asked the committee to work on setting up new rules of decorum for the Village Board. Trustee Smith commented we need to do something. Attorney Manion said section 30.48 addresses the censure of trustees but does not specifically address executive sessions so we should make sure something is included in there to address that.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:58 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

**ORDINANCE NO. 1422**

**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**

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**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 21st day of May, 2012.

AYES \_\_\_\_\_  
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NAYS \_\_\_\_\_  
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ABSENT \_\_\_\_\_

ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Jerry Menard, Village Clerk

Approved this 21st day of May, 2012.

**VILLAGE OF FREEBURG, ILLINOIS**

\_\_\_\_\_  
Raymond S. Danford, Village President

ATTEST:

\_\_\_\_\_  
Jerry Menard, Village Clerk

Approval as to Legal Form:

\_\_\_\_\_  
Village Attorney