

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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
Stephen R. Wigginton

May 11, 2009

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, **Wednesday, May 13, 2009, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Curfew ordinance
- B. New Business
 - 1. 2009 St. Clair County Dispatching Contract

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of April 8, 2009 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
- 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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Seth Speiser
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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, May 13, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, May 13, 2009 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Village Administrator Dennis Herzing and Assistant Public Works Director John Tolan. Guest present: Janet Baechle.

POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: There was nothing new on this. Item will stay on the agenda.

B. NEW BUSINESS:

1. 2009 St. Clair County Dispatching Contract: Dennis explained we normally prepare an ordinance authorizing the execution of a contract and had not done that in the past with this contract. He prepared the ordinance and provided a copy to everyone at the meeting. Steve asked why we have to provide insurance to the County and Dennis said we have to name them as an insured on our policy and has always been that way. Dennis will check the dates of the contract with Mel and Rita said it has always been that way.

Trustee Steve Smith motioned to recommend to the full Board the Village of Freeburg enter into the 2009 St. Clair County Coordinated Communications Services Contract and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of April 8, 2009 minutes: *Trustee Steve Smith motioned to approve the April 8, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: The next section of the handbook was passed out. Any corrections or comments should be given to Dennis or Julie. Rita was concerned that if evaluations are in the handbook, they need to be done.

- a. Public Works On Call Status: John said nothing has been done on this. John thinks the guys would expect some type of compensation for being on call. This has not really been discussed with them. Charlie said if they expect compensation, they have to

Personnel/Police Committee Meeting
Wednesday, May 13, 2009
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answer the phone and would need to be within a certain radius while on call. John said we were going to go with that but then came up with the cell phone program. Currently, our public works employees receive a minimum of two hours pay when they go on a call-out even if the call only takes 15 minutes. Ray said we should figure out the numbers to see what impact it would have on the budget. Comp time was discussed and Dennis said it has its advantages to the Village in that it does not have the same financial impact as the person actually being paid.

Steve said we need to start working on job descriptions. Ray said he will have more information at the next meeting. Rita talked to Billie about it and there are job descriptions in the filing cabinet and Dennis said that one is from the late 1980's or early 1990's. Steve would like to see a 6-month evaluation be done and also wants a yearly one for salaries to be based on performance.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Janet brought up the area on Belleville and Apple and Dennis advised it will be talked about in the Streets committee. Steve said we also need to look at Belleville and Washington.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:46 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, April 8, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, April 8, 2009 at 6:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.

B. NEW BUSINESS:

1. Cell phones: Dennis explained the police department currently has three phones for those officers on duty and in the office. The officers have always used their personal cell phones. Mel commented when we switched to Nextel, the officers changed their personal plans to Nextel also. Dennis said it would be reasonable to offer the same program to the police officers as we have for the public works department. We would use the same plan as the public works employees and get the phones for free and have them pay \$10 a month through payroll deduction. The current plan includes 300 cell phone minutes but the employee can purchase additional minutes, texting at their own cost. Mel thinks they would be happy with it. The committee agreed.

Trustee Charlie Mattern motioned to recommend to the full Board the police officers be included in the Verizon Wireless Cell Phone Plan with each officer receiving a cell phone with 300 cellular minutes to include a payroll deduction of \$10 per month and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

2. Street sign - Sugar Creek: Ron advised this went through Street Committee first and Mel said this is fine for the street sign. Mel said we addressed her issues specifically with the school bus stop. Mel advised the speed limit out there is 30 mph.

Mel advised the annual SILEC contribution is due in the amount of \$85 per person at 9 members or \$765.00. This is for the officers' annual training. Mel also advised Watts is not included in this amount.

Trustee Charlie Mattern motioned to recommend to the full Board the SILEC ASSIST #14 Partnership Contribution for FY 2010 be paid in the amount of \$765.00 and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Rita brought up the area of Main Street and Phillips saying with the level of traffic, a 4-way stop would be a good idea. Mel said we have had problems and complaints in the past about people speeding down Main Street. Ron said to put in a no-parking area, you would have to move it pretty far north down Main Street and felt the 4-way stop would be a better solution. The committee agreed a 4-way stop would be a good idea.

Trustee Steve Smith motioned to recommend a 4-way stop be installed at the intersection of Main Street and Phillips Street and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 11, 2009 minutes: *Trustee Steve Smith motioned to approve the March 11, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Copies of the first section of the handbook were passed out to the committee for their review and comment. Dennis and Julie are reviewing the existing code and comparing it to the proposed handbook to make sure there aren't any major changes.

a. Public Works On Call Status: Rita advised this came to us from Water/Sewer committee. Ray thinks the question is whether or not the employee should be paid while he is on call. Ron said they have not talked about it since the last meeting. Ron confirmed they do get paid on an actual call out. John said the problem arises on holidays, weekends and it is hard to get employees to go on a call out. He would like to see the Village create a policy and also said he and Ron suspect they will want to be paid while on call. Ron said he is not quite sure how Waterloo does it but knows they do get comp time. Ron said we should contact some other towns and see what their policies are and agreed to do so. Dennis said our ordinance says the employee is subject to 24-hour call out. John would like to see a memo go out stating the cell phones are being provided by the Village and that they need to be answered.

Ron talked to the Electric Committee tonight about some additional training he felt Tim Kunkelmann should have in preparation for the upcoming Lab C training in October. He prepared a memo and provided it to that committee for review. The Electric Committee instructed Ron to make the training mandatory and not optional.

B. **NEW BUSINESS:** None.

C. **GENERAL CONCERNS:** Ray asked if anyone had some thoughts on the CTY System. Charlie said it is performing the way it is supposed to but didn't think we were completely informed at the time of purchase. Dennis said our last call was 84% completion. The latest time he heard was about 6:45 p.m. Julie will check with CTY to see if all the numbers listed for an individual are contacted. The trustees were disappointed that the notification time was not significantly improved. Julie will get the trustees' cell phone numbers put into the system. Ray received comments from residents who were very pleased they received a reminder call to vote. He believes it will create good will and Ron said we should have a monthly call. We will use the phone system to notify the people who have signed up for the direct debit system to let them know it will be effective with the May billing. John would like to see a call go out to remind the participants in the direct debit their account will be debited on a certain day.

D. **PUBLIC PARTICIPATION:** None.

ADJOURN: *Trustee Charlie Mattern motioned to adjourn at 7:22 p.m. and Trustee Steve Smith seconded the motion. All voting aye, motion carried.*


Julie Polson
Office Manager

ORDINANCE NO. _____

**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 18th day of May, 2009.

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

Jerry Menard, Village Clerk

Approved this _____ day of _____, 2009.

VILLAGE OF FREEBURG, ILLINOIS

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form:

Stephen R. Wigginton, Village Attorney
