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 12, 2008

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 14, 2008, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

A. Old Business
B. New Business
   1. Light duty request
   2. Earthquake Preparedness Pamphlet

PERSONNEL COMMITTEE:

A. Old Business
   1. Approval of 4/9/08 minutes
   2. Probation Period - update of ordinance
   3. Health insurance renewal
   4. Sexual harassment training
   5. Employee badges

B. New Business
   1. Grade school stop sign comment

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)].

FPP 13

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, May 14, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, May 14, 2008 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

POLICE DEPARTMENT:

A. OLD BUSINESS: None.

B. NEW BUSINESS:

EXECUTIVE SESSION
6:30 P.M.

Trustee Charlie Mattern motioned to go into Executive Session at 6:30 p.m. to discuss personnel issues and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to end Executive Session at 6:41 p.m. and return to regular session and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED
6:41 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 6:42 p.m.

1. Light duty request: Discussed in closed session.

2. Earthquake Preparedness Pamphlet: The committee decided to table this until Gene has a chance to come to a committee meeting to discuss. Julie will check with the Red Cross to see if they have a pamphlet and how much it would cost. The cost for the Tribune to reprint the 1990 pamphlet would be $438 for 1500 pamphlets and $485 for 1800 pamphlets. This does not include postage or tabbing it for mail.

Rita asked that the grade school stop sign comment be addressed under the Police Dept. Mel advised he had not received any other concerns or complaints about the stop sign. Trustee Smith said he only has seen a backup on days with bad weather when parents are trying to turn into the

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH
FPP 13

parking lot where the buses used to park. Rita commented that Dr. Hawkins has told her the bus drivers are happy with the stop sign. No action taken.

Another request received was from Teeny Tots. They would like to see a "Do not enter" or "Stop Sign" attached to their barricades. People are ignoring the barricades and driving around them. the committee decided to have Mel check out the situation and report back to them. Jill from Cut, Color & Create requested limited parking signs in front of her building. After committee discussion, it was decided to also have Mel check out her request and get back to the committee. Mel advised that it would be helpful when requests are called in to ask for them in writing to alleviate any confusion.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of April 9, 2008 minutes: *Trustee Charlie Mattern motioned to approve the April 9, 2008 minutes and Trustee Steve Smith seconded the motion.* All voting aye, the motion carried.

2. Probation Period: Dennis will get the ordinance revised.

3. Health insurance renewal: Julie will try to get the renewal process started in September rather than waiting on UHC to get the renewal package to us in December.

4. Sexual harassment training: Julie advised IML does not have this kind of training. Julie will check with IMUA. It would cost about $450 for Attorney Wigginton to conduct the training. Steve said we might be able to find a video that would cover this.

6. Employee badges: Pictures will be taken of the trustees on June 16th before the board meeting. Julie will get busy on the other pictures!

B. NEW BUSINESS:

1. Grade school sign: Discussed under police committee.

C. GENERAL CONCERNS: Assistant Public Works Director Tolan requested the drug testing be reviewed with respect to the timing. The public works employees have also requested an employee handbook.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:12 p.m. and Trustee Charlie Mattern seconded the motion.* All voting aye, motion carried.

Julie Polson

Julie Polson,
Office Manager

Julie Polson

From: Thomas Carpenter [tom@freeburgtribune.com]
Sent: Wednesday, April 23, 2008 10:40 AM
To: Julie Polson; Dennis Herzing
Subject: Earthquake Preparedness Pamphlet
Importance: High

Hi Dennis - Julie

Here is the pricing you requested on reprinting the Earthquake Preparedness Pamphlet from 1990. The pricing includes updating what ever info Eugene or your office needs updated.

Earthquake Preparedness Pamphlet
11" x 17" flat
Folds to 8.5"x11"
Refolds to 5.5" x 8.5" for mailing
60# Offset, white
Printed Black & Blue Inks, 2-sides
Design & Layout Services

1,500 - $ 438.00
1,800 - $ 485.00

*If you need the piece tabbed for mail, please add .04 each to the pricing. ($60 for 1,500) ($72 for 1,800)

Thanks
Tom

Thanks for the opportunity to quote your printing needs!

Prices on this estimate are based upon specifications as we understand them and are not final. Freeburg Printing And Publishing, Inc. reserves the right to revise prices to reflect increases in labor or material between the dates of this estimate and acceptance of the order. We are not responsible for paper, plates, negatives, files, or type furnished by the customer. All negatives, plates, cuts, and type remain the property of Freeburg Printing And Publishing, Inc. unless invoiced separately and noted to the contrary. All standard printing trade practices apply, including 10% over or under run constituting a completed order. All tax and shipping charges, if applicable, are extra. Prices are effective for 30 days from the date of this estimate. UNION SHOP.

Tom Carpenter
Vice President - Sales

Freeburg Printing And Publishing, Inc.
The Freeburg Tribune
820 South State Street
Freeburg, IL 62243 USA
618.539.3320
618.539.3346 (Fax)
618.604.8822 (Cell)
tom@freeburgtribune.com
tcarpenter@freeburgprinting.com

Confidentiality Statement:
The information in this email and any attachment may contain confidential and proprietary information of Freeburg Printing And Publishing, Inc. and/or its affiliates and may be privileged or otherwise protected from disclosure. If you are not the intended recipient, you are hereby notified that any review, reliance or distribution by others or forwarding without express permission is strictly prohibited and may cause liability. In case you have received this message due to an error in transmission, we kindly ask you to notify the sender immediately and to delete this email and any attachment from your system.

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, April 9, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, April 9, 2008 at 6:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson.

POLICE DEPARTMENT:

A. OLD BUSINESS: Mel reported that Dave Unverferth will be going off probation tomorrow and has completed same successfully.

B. NEW BUSINESS:

1. 2008 Dispatching Contract: Mel advised it is time for our annual renewal of our dispatching contract at a cost of $20,946.36. The payments will be paid, half before July 1, 2008 and the remainder due no later than December 1, 2008. *Trustee Steve Smith motioned to recommend to the full Board the 2008 Dispatching Contract be renewed at a cost of $20,946.36 and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

2. SILEC Assist #14 Partnership Contribution: Mel advised this is our annual training fees which have been raised from $75 per officer to $85 per officer. *Trustee Steve Smith motioned to recommend the 2008 fees for the SILEC Assist #14 Partnership Contribution be paid at a cost of $850.00 and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

3. Sugar Creek sign and speed limit requests: Mel was not aware of this request until he heard about it in the board meeting Monday night. This was previously discussed in the Street Committee and they forwarded it onto the Police committee. Sugar Creek Homeowners Association is requesting a reduction in the speed limit from 30 mph to 25 mph and also installation of children playing signs. Mel said a reduction in the speed limit would not affect the enforcement out there. Mel said he prefers the 30 mph to be posted and be able to enforce that. The committee agreed to post 3 children playing signs in appropriate places.

4. Budget review: Mel reviewed his budget and advised the major change to the police budget was the reduction in salary. Mel said the money has been allocated the past couple of years for adding an additional officer. A supplemental appropriation might need to be done if we do hire another officer. The committee requested a separate line item for the Megsi grant which is currently under 01-21-539. Steve questioned if we could purchase our gasoline in bulk from the state and Dennis advised he is not aware of any program to do that. Mel commented that this had been looked into in the past but was not economically feasible to do it especially with the EPA issues.

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of March 11, 2008 minutes: *Trustee Charlie Mattern motioned to approve the March 11, 2008 minutes and Trustee Steve Smith seconded the motion.* All voting aye, the motion carried.

2. Probation Period: Dennis provided a draft ordinance for this. Basically, it would provide for a person being hired on a probationary level at $1.00 per hour less and at the end of probation, the person would receive $1.00 per raise. If the probation period falls during a raise, the person would receive the raise at the end of their probation period. This would apply to hourly positions only. Charlie recommended the word salary be replaced with rate. Charlie asked if we need to have different ordinances for salaried positions and hourly positions. Section 32.03 will be copied to the trustees. Dennis will get the ordinance revised.

3. Health insurance renewal: Charlie asked if the relative coverage the same between the renewal quotes provided by UHC and Julie replied yes, the coverage is the same. Julie advised she had received several quotes from Insurance Planning today but has not had a chance to prepare a spreadsheet yet. The information they provided did not have all of the information required to make an informed decision, i.e. family deductibles. Rita asked with regard to the HSA account, a certain amount would be put into an account every year. Dennis replied yes and that amount could be changed from year to year. Julie said copies of the HSA informational packets were put in the committee packets for today's meeting. The committee then discussed the issue of capping the reimbursement dollar amounts. Dennis said it would be more fair to cap the reimbursable amounts by percentage, i.e. 80% of 2,000 and 80% of 6,000. With the spreadsheet presented, it looks like with the increase in deductions, the savings in the premium becomes very little. Dennis said the issue is do we want to make this a firm cap or use it as a budgeting tool. Steve said the reality is we can't keep paying both 100% of the premium and 100% of the reimbursements. Realistically, we are now looking at insurance rates and plans for next year. We will check with surrounding communities to see what their insurance plans are.

4. Public works department employees' requests: From the previous discussion, the committee decided no to the additional personal day and the assurance of 100% paid health insurance after retirement. Ray said he and Dennis talked about the clothing allowance stating if there are OSHA requirements or safety standards we need to meet, we should make up a list of mandatory required items that we provide to the employees, i.e. safety-toed boots, flame retardant clothing. We need to research with Ron to see how much is being spent and on what is being spent. A clothing allowance should not be used on items that we already provide. Ray thinks it would be a good idea to increase the accumulated sick leave to 240 days. IMRF allows up to the 240 days to be added on as service time after retirement. The employee would still have to earn the days which would equal 20 years. The committee agreed the accumulation of 240 unpaid sick days was a good idea. Items will be discussed in the next finance meeting on April 16, 2008.

5. Sexual harassment training: Julie is still trying to find out if IML conducts any training like this and talked about providing to all employees as well as managers.

6. Steve brought up the employee ID badges and Dennis advised we are still working on this.

B. NEW BUSINESS:

1. Budget review: Nothing other than Dennis stating he added a line item for the interfund transfer from the Police Department to ESDA.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:30 p.m. and Trustee Charlie Mattern seconded the motion.* All voting aye, motion carried.

Julie Polson

Julie Polson,
Office Manager