

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

June 15, 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, **Tuesday, June 19, 2012, at 6:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE

- A. Old Business
 - 1. Moeckel's status
 - 2. Full-time and part-time police officer hires
- B. New Business
 - 1. Renewal of Megsi Agreement

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of May 10, 2012 Regular and Executive Session Minutes and April 23, 2012 Executive Session Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Employee raise/job description update
- 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 Tuesday, June 19, 2012 at 6:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, June 19, 2011 at 6:02 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Seth Speiser, Trustee Ray Matchett, Chief Mel Woodruff, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guest present: Steve Burrows.

POLICE: A. OLD BUSINESS:

1. Moeckel's status: Chief Woodruff said Matt is back to work. He is required to wear a leg brace. Item can be taken off the agenda.
2. Full-time police officer: Mel said we received a total of 61 applications for both full- and part-time officers. Of that total, 19 applicants are fully trained and ready to work; 14 need some form of training and 28 have no training or experience. He would like to send a cover letter and application to the 19 qualified applicants and start the second phase of the process. The committee agreed with this and also to end accepting resumes on Monday, June 25th.

B. NEW BUSINESS:

1. Renewal of Megsi Agreement: Mel advised this is our yearly renewal for the Megsi Intergovernmental Agreement. Dennis will prepare the ordinance and have it ready for the next board packet.

Trustee Steve Smith motioned to recommend to the full Board the Megsi Agreement be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Mel said we need a new laptop for the office which would replace one of the older desktop computers. We would still set up the old one to be utilized as a separate workstation for the patrol officers. We had CompuType prepare a quote with the specifications we gave them and they have quoted a price of \$869. The committee agreed to the purchase of the laptop.

Mel said he and Dennis have discussed the police department's lack of storage. He reminded the committee we have a police dept., expansion in the 3- to 5-year plan but wanted to try and come up with a short-term solution. He passed out a brochure of a 12 x 24 utility building that would cost approximately \$3940. It would come in on a skid which would be useful in the future if the shed is not needed, we could move it to another location. Trustee Smith asked Mel what would be stored in the building and Mel said old files. Steve was concerned about the safety of the contents. Mel stated this is not his first choice but he was looking for a solution that would work within the current budget. Charlie said he would rather spend \$75,000 on an addition to the building. Dennis will get a quote on putting a basement under Village Hall and bring it to the next meeting.

PERSONNEL:

A. OLD BUSINESS:

EXECUTIVE SESSION

6:35 P.M.

Personnel/Police Committee Meeting
Tuesday, June 19, 2012

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 7:03 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:04 p.m.

1. Approval of May 10, 2012 Regular and Executive Session Minutes and April 23, 2012 Executive Session Minutes: Trustee Steve Smith motioned to approve the May 10, 2012 Regular and Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the May 10, 2012 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the April 23, 2012 Executive Session Minutes and Trustee Charlie Mattern seconded the motion.

2. Employee Handbook: Nothing at this time.
a. Public Works On Call Status: Nothing at this time.

3. Job Descriptions: Nothing at this time.

4. Safety Policy: John said we are working on this and we will have a safety manual.

5. Non-union employee raises: Julie said she will email Gene and have him compile a list of his job duties so we can get started on revising his job description.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS:

EXECUTIVE SESSION 7:06 P.M.

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

EXECUTIVE SESSION ENDED at 7:10 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:10 p.m.

Trustee Steve Smith motioned to recommend to the full Board John Tolan be paid for 39 hours of unused vacation and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

D. PUBLIC PARTICIPATION: Steve Burrows was present and stated he is ready to come back to work and also said anyone can talk to him if they have any questions.

E. ADJOURN: Trustee Steve Smith motioned to adjourn at 7:11 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Julie Polson
Office Manager



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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:

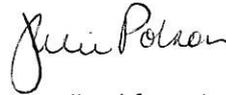
EXECUTIVE SESSION 7:00 P.M.

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