

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

July 7, 2008

NOTICE

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

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, July 9, 2008, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Earthquake Preparedness Pamphlet
 - 2. Employee status
 - 3. Curfew ordinance
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of 6/17/08 minutes
 - 2. Probation Period - update of ordinance
 - 3. Health insurance renewal
 - 4. Sexual harassment training
 - 5. Employee badges
 - 6. Employee morale
 - 7. Employee handbook
- 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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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, July 9, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, July 9, 2008 at 6:52 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann and Office Manager Julie Polson.

POLICE DEPARTMENT: EXECUTIVE SESSION 6:52 P.M.

*Trustee Steve Smith motioned to go into Executive Session at 6:52 p.m. to discuss personnel issues and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Steve Smith - aye; Trustee Charlie Mattern - aye; Trustee Rita Baker - aye. All voting aye, the motion carried.*

Trustee Steve Smith motioned to end Executive Session at 6:53 p.m. and return to regular session and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:05 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 7:08 p.m.

A. OLD BUSINESS:

1. Earthquake Preparedness Pamphlet: Julie is waiting on pamphlets from the Red Cross. They have been requested twice. Prices from the Tribune were attached to the packet.
2. Employee status: Nothing new to report.
3. Curfew ordinance: Steve gathered some information and asked that it be copied to the committee. Mel said he would like to see an improvement on the ordinance.

B. NEW BUSINESS:

Mel reported that the car is in process. The updates to the car radios should be done in a few weeks.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of June 17, 2008 minutes: *Trustee Steve Smith motioned to approve the June 17, 2008 minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Probation Period: A copy of the proposed ordinance was attached for the committee's review. It encompasses the increase in meal allowance to \$7.50, clothing allowance of \$200 and a total of 240 accumulated sick days. It also addresses the probation period stating the first 60 days after employment are considered the probation period and that the hourly rate during that time will be \$1.00 less per hour than the prevailing rate. If an employee's probation period falls during the annual rate adjustment, the employee won't receive a raise until the probation period is over. The employee would receive a raise at the end of the probation period after the \$1.00 per hour probationary reduction is eliminated.

Trustee Steve Smith motioned to recommend to the full Board the Ordinance Amending title III, Chapter 32 of the Revised Code (Personnel Policies) and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

3. Health insurance renewal: Julie advised we cannot get our renewal packet any earlier. Steve has scheduled a Committee as a Whole to discuss this on Monday, July 14, 2008.

4. Sexual harassment training: We are waiting to hear from Jerry on what she has found out from her village clerk contact.

5. Employee badges: Julie is in the process of getting the remaining pictures taken.

6. Employee morale: Steve would like everything to be documented.

7. Employee handbook: Julie has not started on it yet. Steve has not gotten any job descriptions yet.

B. NEW BUSINESS:

Ray asked if the trustees wanted to evaluate the Village Administrator's position for a new job description. He asked if you wanted the Village Administrator position to be geared more towards marketing or running the Village. He made an official request for information.

C. GENERAL CONCERNS: The IMAP Study was brought up and we will ask them about economic development and how that should be handled, i.e. internally or public relations firms.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:45 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

Dennis Herzing

From: "Thomas Carpenter" <tom@freeburgtribune.com>
To: <Generadio@aol.com>
Sent: Tuesday, May 20, 2008 8:52 AM
Subject: Earthquake Brochure - UPDATED PRICING

Good morning Mr. Kramer

I wanted to touch base with you on the earthquake brochures that we originally produced for your office in 1990.

At the Village Board meeting last night, the Board tabled your request for these brochures due to cost. It appears that they are trying to find a cheaper generic Red Cross brochure as an alternative.

I have updated the pricing that I previously provided the Village Administration for reprinting and updating this brochure. I think you are correct in the importance of properly informing the residents with about earthquakes with village specific information, so I have reduced my pricing (as much as possible) in order to attempt to help your office in this venture.

Please let me know if you have any questions about the pricing or this quote.

Earthquake Preparedness Pamphlets - UPDATED

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 - \$ 420.00

1,800 - \$ 455.00

OPTIONAL 1-COLOR PRICING:

Printed Black Ink only, 2-sides

1,500 - \$ 247.00

1,800 - \$ 278.00

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

Thanks
Tom

Tom Carpenter
Vice President - Operations

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6/19/2008

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, June 17, 2008 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, June 18, 2008 at 5:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson.

POLICE DEPARTMENT:

A. OLD BUSINESS:

1. Earthquake Preparedness Pamphlet: Julie is waiting on pamphlets from the Red Cross. They have been requested twice.
2. Teeny Tots and Cut, Color & Create sign requests: Mel talked to Teeny Tots who said they would be happy with a stop sign or a do not enter sign placed on their barricades. Mel will talk to Ron and have that done before school starts back up. Officer Schutzenhoffer talked to Jill at Cut, Color and Create who would like 2-hour parking on the north side of the street by the park for half the block. The committee decided to wait until school starts and re-evaluate the problem then. A letter will be sent to Jill advising her of the decision.

EXECUTIVE SESSION 5:35 P.M.

Trustee Steve Smith motioned to go into Executive Session at 5:35 p.m. to discuss personnel issues and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to end Executive Session at 5:55 p.m. and return to regular session and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 5:55 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 5:56 p.m.

B. NEW BUSINESS:

1. PSIC Grant Obligation: Mel presented the information from St. Clair County for the PSIC equipment. The total cost of the equipment which includes programming, set-up and installation would be \$42,347.90 and our obligation amounts to \$11,963.33. Mel explained this equipment provides the ability to communicate with Cencom and provides for 6 mobile units in each marked squad car. Every officer will have a portable unit. The committee directed a check be cut as soon as possible and forward payment to St. Clair County.

2. Police vehicle: Mel has one police car in the budget for this year. He said it has been difficult to find a car and has only found one available. We would be replacing a 2003 Impala which had about \$12,926.59 spent on it from 1/06 - 6/08. This amount includes fuel, parts, labor and maintenance costs. Mel advised the car he located will cost approximately \$18,870. If we don't take that car, there would be a minimum 4-month wait for another 2008 car. Mel will call the vendor tomorrow and try to place the car on hold.

Trustee Steve Smith motioned to recommend to the full Board Chief Woodruff be authorized to purchase the 2008 Chevrolet Impala at a cost of \$18,870.22 and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Steve said he would like an ordinance to address instituting a curfew on noise since he has had several problems with parties in his neighborhood. Mel said they run into problems when citizens complain about the noise, they don't want to sign a complaint and rather remain anonymous.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of May 14, 2008 minutes: *Trustee Steve Smith motioned to approve the May 14, 2008 minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

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

3. Health insurance renewal: Julie has sent several email requests to Misty to see if we can get our renewal package earlier than December and has not received a response. Steve said he would like to see a Committee as a Whole meeting regarding this topic.

4. Sexual harassment training: Dennis said IMUA can offer the public works department a training session on this as part of their monthly seminars. The cost for this class would be \$300.00. Steve provided information on videos he found online ranging in price from \$179 - \$997.

6. Employee badges: Pictures were taken on Monday night, in process.

7. Employee handbook: Julie said she hasn't had a chance to start working on it yet.

B. NEW BUSINESS:

1. Accumulated sick days for administration: Julie said normally any requests granted to the public works department are granted to administration (i.e., holidays, vacation). Dennis said it really needs to be put in ordinance form to keep our code updated.

Trustee Steve Smith motioned to recommend to the full Board the accumulated sick days per year be increased from 65 days to 240 days for administrative workers and that the Code of Ordinances be amended to reflect the change and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board the Code of Ordinances be amended to reflect an increase in clothing allowance from \$125.00 to \$200.00 for the public works employees and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Trustee Smith questioned when Phil Borger was hired, was he required to attend the board meetings? He would like to see him attend at least one per month. Dennis will talk to him.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:33 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager