

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

August 8, 2011

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, August 10, 2011, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
 - 2. Noise Ordinance
- B. New Business
 - 1. Part-time clerk
 - 2. Approval of Executive Session Minutes

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of July 13, 2011 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
- B. New Business
 - 1. Electric lineman position
- 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

Wednesday, August 10, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, August 10, 2011 at 6:44 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith - here, Trustee Charlie Mattern - absent, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:**A. OLD BUSINESS:**

1. Police Contract: Dennis said a meeting has been set up with the union representative on August 17th.
2. Noise Ordinance: Chief Woodruff said the main difference between our ordinance and Cape Girardeau's is the time limitation and this can easily be incorporated into our ordinance. A complaint would still need to be signed. Mel said if we really want to change the ordinance, he would like a legal opinion on the suggested change. Steve said we also need to look at bands that play after a certain time.

B. NEW BUSINESS:

1. Part-time clerk: Mel said this can be taken off the agenda. He appreciates Rita and Jerry offering to help out.
2. Approval of Executive Session Minutes: *Trustee Steve Smith motioned to approve the April 14, 2011 and May 10, 2011 Executive Session Minutes and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*

Chief Woodruff said he has personnel scheduled for homecoming next weekend. Mike asked Mel if we are going to close the roadway for the upcoming benefit run in October and Mel said no. He said we don't normally close roadways but will have extra patrols in the area of the run. Chief left the meeting at 6:59 p.m.

PERSONNEL:**A. OLD BUSINESS:**

1. Approval of July 13 2011 Minutes: *Tabled until next month.*
2. Employee Handbook: Nothing at this time.
 - a. Public Works On Call Status: Nothing new.

Personnel/Police Committee Meeting

Wednesday, August 10, 2011

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3. Job Descriptions: Dennis will start working on the job descriptions for Mel, John and Ron.

4. Safety Policy: We are still working on this.

B. NEW BUSINESS:

1. Electric lineman position: Steve asked if we have money in the budget for this and Dennis said we could probably move some around.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:00 p.m. and Chairperson 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

Wednesday, July 13, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, July 13, 2011 at 6:40 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith - absent, Trustee Charlie Mattern, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Police Contract: An executive session is needed to discuss this topic.

EXECUTIVE SESSION

6:40 P.M.

Trustee Mattern 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 Chairperson Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

7:15 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:15 p.m.

2. Noise Ordinance: Chief Woodruff said the main difference between our ordinance and Cape Girardeau's is the time limitation (page 5a). This will be discussed at next month's meeting when Steve is here.

B. NEW BUSINESS:

1. Homecoming Parade Resolution: *Trustee Charlie Mattern motioned to recommend the Homecoming Parade Resolution to the full Board for approval and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

Dennis received a call from Bonnie Watters who wanted to know if the Village was going to help out with homecoming as we have in the past. The committee agreed our position has not changed from last year and we will not be helping out. Dennis said the Village has no problem with donating our equipment to be used if they want to have Rich Darmstatter volunteer as he did last year.

2. Part-time clerk: Mel and Dennis discussed the possibility of hiring a part-time clerk that could fill in when Laura is absent or over on the admin side if needed.

Personnel/Police Committee Meeting

Wednesday, July 13, 2011

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PERSONNEL:

A. OLD BUSINESS:

1. Approval of June 8, 2011 Minutes: *Trustee Charlie Mattern motioned to approve the June 8, 2011 Minutes and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Employee Handbook: Nothing at this time.

a. Public Works On Call Status: Nothing new.

3. Job Descriptions: Dennis will start working on the job descriptions for Mel, John and Ron.

4. Safety Policy: We are still working on this.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Charlie Mattern motioned to adjourn at 7:26 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager