

**VILLAGE PRESIDENT**  
Ray Danford

**VILLAGE CLERK**  
Jerry Menard

**VILLAGE TRUSTEES**  
Corby Valentine  
Steve Smith  
Tony Miller  
Rita Baker  
Seth Speiser  
Charlie Mattern

# 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

August 10, 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, August 12, 2009, at 6:30 p.m.**

### PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

#### I. Items to be Reviewed

##### **POLICE COMMITTEE:**

- A. Old Business
  - 1. Security camera for lobby
  - 2. Executive Session to approve minutes
  
- B. New Business
  - 1. Limited parking request on W. St. Clair Street
  - 2. H1N1 Planning for St. Clair County Residents
  - 3. Belleville Street - no parking sign

##### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of July 8, 2009 minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  
- 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, August 12, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, July 8, 2009 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, ESDA Coordinator Gene Kramer, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Shelley Harris, Sarah Favre and Janet Baechle.

*Trustee Steve Smith motioned to amend the agenda to move the H1N1 Planning to the beginning of the meeting and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Gene explained the swine flu pandemic remains in effect due to the quantity of the people worldwide which have contracted this virus and how quickly it spread throughout the world. He explained we should have our own local pandemic plan. St. Clair County wants to know if Freeburg has the resources to receive the vaccine, store it in secure locations and assist with mass vaccinations. At this point, the two pharmacies advised they do have refrigeration facilities. Gene did ask if our family members will receive the vaccination since we are part of the first responder group and they advised Gene they should. The age group most at risk is 6 - 24 years of age. Shelley advised you will receive three vaccines, one for the regular flu and two doses for the H1N1. The CDC is projecting 30% of the workforce will contract the virus and another 30% will be off work caring for the sick family member. The public needs to be educated if they are infected, they should not go to the doctor or hospital and stay home. Shelley advised the committee St. Elizabeth's will be placing a bulk order for gloves, masks, etc. She will check to see if we can add an order onto that. The public needs to be educated on how the virus is spread. Gene passed out two informational fliers and asked the committee if the Village could put out a mass mailing to the residents about the H1N1 virus. Shelley and Sarah will work on putting together a flier for a bulk mailing to our residents. It will probably cost about \$1,000 and Dennis said we will find a place in the budget to pay for it. This information will also be posted on the website.

### POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Joe has the drawing and we are waiting for his price.
2. Executive Session to approve minutes: *Trustee Steve Smith motioned to approve the Executive Session minutes dated July 8, 2009, December 10, 2008 and November 13, 2008 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting

Wednesday, August 12, 2009

Page 1 of 3

**B. NEW BUSINESS:**

1. Limited parking request on W. St. Clair Street: Rita talked to Larry and the request is to move the current no parking here to corner sign back to the sidewalk that leads into Teeny Tot but not all the way back to the alley.
2. H1N1 Planning: See above.
3. Belleville Street - no parking sign: Dennis prepared an ordinance which will post no parking from Apple Street on both the east and west sides of Belleville Street. Steve asked about the W. Washington and Belleville Street intersection and Dennis said no-one asked about that intersection. Mel said we would need to do the same thing that we did with the other intersections (no parking here to corner). He said with the new school parking, he would like to wait and see how that works out before we limit the parking around that intersection.

*Trustee Steve Smith motioned to recommend to the full Board the ordinance for limited parking on S. Belleville Street be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Steve asked Mel if the businesses have complained about people speeding coming into town and Mel said no. Rita asked how old you have to be to drive a scooter on the street and Mel advised you have to have a driver's license and the scooter also has to be licensed and 50 breakhorse power or larger.

Mel advised he, Mike and Kent will have a request to be paid for unused vacation. The schedule has not allowed them to use it up since they are short staffed. Mel also advised Cappello will probably be deployed to Iraq next year.

Mel passed around the packet of information for homecoming stating every officer will be required to work. He advised the committee he would like to tell the Chamber of Commerce the police officers won't work the parking lot anymore. He said it is getting much more difficult to get help from the auxiliary officers. Mel said there are enough problems to deal with and we can't continue to have several officers tied up with parking. He would like to wait and talk to them after this year's homecoming. He asked the committee to think about this request.

We received a request from St. Joseph's Church for security assistance at the parish picnic on September 11th and 12th. *Trustee Charlie Mattern motioned to recommend we provide officer assistance at the St. Joseph Parish Picnic on September 11, 2009 and September 12, 2009 and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

We received a request from the Freeburg Fire Department to have permission to use the intersection of Apple Street and State Street for collection of monies for the Muscular Dystrophy Association. *Trustee Steve Smith motioned to recommend to the full Board the Village grant the Fire Department's request to use the intersection of Apple and State Street for accepting donations for the Muscular Dystrophy Association on August 28, 2009 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Mel advised with respect to the concern over the sex offender, they investigated the situation, they visited the residence, no formal complaint was made.

**PERSONNEL: A. OLD BUSINESS:**

1. Approval of July 8, 2009 minutes: *Trustee Steve Smith motioned to approve the July 8, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Nothing new at this time.

a. Public Works On Call Status: Dennis advised there will be no impact on the employee's IMRF earnings. If it's comp time, eventually they get paid for that so there is no impact. Rita summarized we need to decide how much comp time the employee should receive, if it can be accumulated, when they can take it. Currently our ordinance provides the employee can keep comp time for two pay periods but there is no cap on the amount they can accrue. Ron said right now most of the guys don't take comp time. If they do, they usually take it within a day or two. The committee discussed having the employee use comp time for the hours they are on call. Dennis will check with our attorney to see if we can make that a policy or if it has to be voluntarily accepted by the employee.

3. Job Descriptions: Nothing new. Dennis and Julie will work on the employee evaluation form. Steve wants to start the reviews in September.

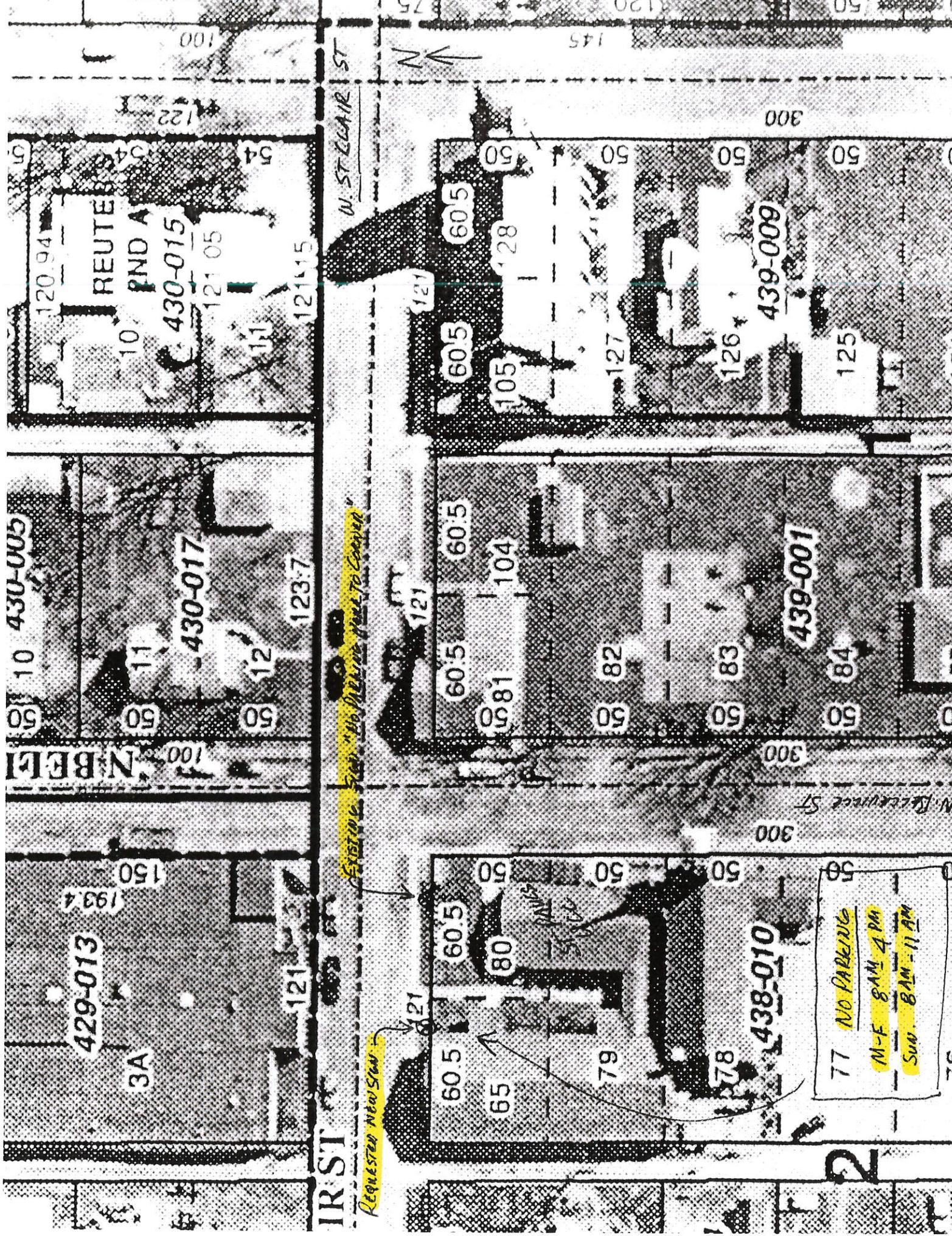
**B. NEW BUSINESS:** None.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:50 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*

  
Julie Polson  
Office Manager



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W. STELLAIR ST

N. BEECH ST

N. BEECH ST

W. STELLAIR ST

IR ST

EXISTING SIGN: NO SIGNAGE PERMITTED TO COVER

REQUESTED NEW SIGN

77 NO PARKING  
 M-F 8AM-4 PM  
 SUN. 8AM-11 AM

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# ST. CLAIR COUNTY HEALTH DEPARTMENT

19 PUBLIC SQUARE, SUITE 150  
BELLEVILLE, ILLINOIS 62220-1624  
www.health.co.st-clair.il.us

Tracey L. Biermann, D.C.  
President, Board of Health

Kevin D. Hutchison, R.N., M.S., M.P.H.  
Executive Director

Administrative/Fiscal  
618.233.7703  
618.825-4443 fax

Community Health  
618.233.7703  
618.233.7713 fax

Communicable Disease  
618.233.6175  
618.233.9356 fax

Environmental /  
Emergency Preparedness  
618.233.7769  
618.236.0676 fax

Personal Health  
618.233.6170  
618.236.0821 fax

RECEIVED

## Memorandum

AUG 07 2009

**To:** School Officials, Health Providers, First Responders, Local Officials and Essential Service Providers

**From:** Kevin D. Hutchison, RN, MS, MPH  
Executive Director, St. Clair County Health Dept.  
Elizabeth Patton-Whiteside, R.N., BSN, MBA  
Administrator, East Side Health District

**RE:** H1N1 Planning for St. Clair County Residents

**DATE:** August 5, 2009

The St. Clair County Health Department and East Side Health District held an H1N1 (Swine Flu) Mass Vaccination Planning Forum at Southwestern Illinois College on Tuesday July 21. Approximately 100 persons representing health care providers, school officials, first responders and essential service organizations attended and were provided an update on the H1N1 Pandemic and Mass Vaccination Planning Guidance issued by the Department of Homeland Security and the U.S. Department of Health and Human Services.

The Centers for Disease Control and Prevention (CDC) has predicted that we can expect another wave of illness in the fall. State and local public health agencies have been directed to develop plans for the distribution of an H1N1 vaccine to target populations as part of a national mass vaccination strategy.

As of this date, these are the federal recommendations for vaccine distribution:  
There are five big target groups:

- Pregnant women
- Household and caregiver contacts of children younger than 6 months of age
- Health care and emergency medical services personnel
- Children and young adults 6 months through 24 years
- Persons aged 25-64 years who have medical conditions which put them at high risk for complications or death from influenza

*together*  
for your health



This totals 159 million people. In response to concerns that immediate demand would exceed the availability of supply, a "top priority group" of 42 million people was identified from the original priority grouping identified above:

- Pregnant women
- Household and caregiver contacts of children younger than 6 months of age
- Health care and emergency medical services personnel with direct medical contact with patients or infectious materials
- Children 6 months through 4 years of age
- Children with chronic medical conditions under 19 years of age

Once demand has been satisfied and the target groups have been reached, vaccinators can then start vaccinating the next age group which adults 24 - 64, then move to adults over 64. Vaccine should not be reserved for priority groups for the second dose. It should be assumed that the vaccine will continue to be forthcoming for the second round of immunizations.

Accordingly, we are moving forward in collaboration with school officials, area medical professionals, hospitals, first responders and other key partners in the development of a comprehensive, community-based mass vaccination plan for H1N1 2009.

We are requesting your participation in the development of this plan. We need to know your organization's need for vaccine for person's in the target groups, your capacity to receive and administer vaccine to employees and other persons served by your organization, and your organization's resources that you may have available to assist with mass vaccinations at area schools and other venues to reach target population groups as vaccine becomes available.

**Enclosed is the guidance document to completing the survey monkey (on-line) and category chart that we are asking you to complete by August 12<sup>th</sup> and submit to Barb Whitaker by email ([barb.whitaker@co.st-clair.il.us](mailto:barb.whitaker@co.st-clair.il.us)) or fax (618.236.0676).** Your responses will be confidential and information collected will be reported on an aggregate basis.

Survey results will be used by the county mass vaccination planning team and we will convene another forum on August 18<sup>th</sup> at the SWIC Campus Theater to share the draft plan and gather additional input from community stakeholders. We will contact you with the details of this meeting when they are finalized.

A guidance sheet is also attached to help you to complete the surveys and if you have any questions, please feel free to contact either Barb Whitaker [barb.whitaker@co.st-clair.il.us](mailto:barb.whitaker@co.st-clair.il.us) or Barb Hohlt [barb.hohlt@co.st-clair.il.us](mailto:barb.hohlt@co.st-clair.il.us) or call us at 233.7769.

Finally, since H1N1 is a new virus, information is continuously being updated. Therefore, we recommend you routinely visit the following websites for the latest information ([www.cdc.gov](http://www.cdc.gov) or [www.ready.gov](http://www.ready.gov) or [www.idph.state.il.us](http://www.idph.state.il.us) or [www.health@co.st-clair.il.us](http://www.health@co.st-clair.il.us)). Another tool for planning your business operations can be found

We are also utilizing the U.S. Dept. of Health and Human Services/U.S. Dept of Homeland Security, "Guidance on Allocating and Targeting Pandemic Influenza Vaccine" as our planning tool. We encourage you print and review this document and it is available at <http://www.pandemicflu.gov/vaccine/allocationguidance.pdf>.

Thank you for your cooperation and assistance in protecting the health of the citizens of St. Clair County.

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Thank you for your cooperation and assistance in protecting the health of the citizens of St. Clair County.

## Guidance for Completing Survey Monkey and Categorical Chart.

Attached are two documents, a survey and a category chart, that we would like for you to review and complete by **Wednesday, AUG. 12<sup>th</sup>**. They are in electronic format and will require a minimal amount of effort on your part to complete.

1. **Survey monkey – please click on this link and complete on line (may have to copy link to browser)**

[www.surveymonkey.com/s.aspx?sm=5U1qIBrX0Vv5b9IhTSDbow\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=5U1qIBrX0Vv5b9IhTSDbow_3d_3d)

The survey monkey should be self-explanatory and we are only trying to gather possible available resources. This is only a survey and not an obligation.

2. **Category Excel Chart** – This tool categorizes populations into groups to help estimate the number of people in the different target groups. Also note on each of the categories, there is a \*Primary, \*\*Secondary and \*\*\* Tertiary column. Therefore, in the column “estimated numbers” you will list the TOTAL number of people for that group by definition, and then further define how many are primary, secondary and tertiary. (Example, our health dept. has 70 employees, with 20 Primary, 30 Secondary and 20 Tertiary).

- a. Category examples include: (only your category sheet is attached)
  - i. **Homeland and National Security** would be SAFB
  - ii. **Health care and community support** would be Public Health, Hospitals, Doctor Offices, Long Term Care Facilities, Red Cross, Pharmacists, Hospice, Emergency Management, Funeral Directors/Coroners, Lab Personnel, etc.
  - iii. **Critical Infrastructure** would include Police, Fire, Law Enforcement, EMS, Corrections, Utilities, Critical Government, Essential Services – banking, food, transportation, etc.
  - iv. **Schools, Daycares and General Population**

**Please complete and return to Barb Whitaker by email ([barb.whitaker@co.st-clair.il.us](mailto:barb.whitaker@co.st-clair.il.us)) or fax (618.236.0676) no later than AUGUST 12, 2009.**

If you have any questions completing the survey or category sheet, please feel free to contact Barb Whitaker at 233.7769.

Again, your support in completing these surveys will help estimate our county’s needs and resources for the H1N1 Mass Vaccination Plan. We appreciate your participation in completing this information.

Thank you

## St. Clair County Health Department and East Side Health District H1N1 Vaccination Target Groups and Estimated Population

Category	Target Group	Definition	Estimated Numbers	*Primary Vaccination No.	**Secondary Vaccination No.	***Tertiary Vaccination No.
Critical infrastructure	Emergency services personnel- EMS, Fire, Law Enforcement and Corrections	includes groups supporting emergency response and public safety. EMS personnel include those who are fire department-based, hospital-based or private, fire fighters include professionals and volunteers, law enforcement includes local police, sheriff's officers, and corrections officers include those at prisons and jails				
	Manufacturers of pandemic vaccine and antiviral drugs	Includes critical personnel required for ongoing production of pandemic medical countermeasures to support a pandemic response				
	Communications/IT, Electricity, Nuclear, Oil & Gas and Water sector personnel, and Financial clearing and settlement personnel	Personnel who are critical to support essential services provide by the defined sectors				
	Critical government personnel - operational and regulatory functions	Federal, State, local, and tribal government employees and contractors who perform critical regulatory or operational functions required for essential operations of other CI sectors				
	Banking & Finance, Chemical, Food & Agriculture, Pharmaceutical, Postal & Shipping, and Transportation sector personnel	Personnel who are critical to support essential services provided by the defined sectors				
	Other critical government personnel	Federal, State, Local and tribal government employees and contractors who perform important government functions included in agency continuity-of-operations plans				

\*Primary Vaccination No.: Please identify the number of individuals in the indicated target group that meet the following criteria:

-Pregnant women

-Household and caregiver contacts of children younger than 6 months of age

-Health care and emergency medical services personnel with direct medical contact with patients or infectious materials

-Children 6 months through 4 years old

-Children with chronic medical conditions under 19 years of age

\*\*Secondary Vaccination No.: Please identify the number of individuals in the indicated target group that are essential for functionality

\*\*\*Tertiary Vaccination No.: Please identify the number of individuals in the indicated target group that are support staff

# PANDEMIC INFLUENZA AND YOU

An influenza pandemic occurs when a new flu virus emerges among humans and spreads easily from person to person. Because the virus is new to humans, people have little or no immunity to it and the virus spreads worldwide. It is not possible to predict with certainty when the next flu pandemic will occur or how severe it will be, but the time to plan is now.



## You can take some simple steps **NOW** to prepare

You can:

### 1. PRACTICE GOOD HYGIENE.

Wash your hands frequently with soap and water. Use a tissue when you cough or sneeze. Stay away from others when you are sick. Developing good hygiene habits now could help in the event of an influenza pandemic.

### 2. BE READY FOR AN EMERGENCY.

Store a two-week supply of water and food. Have prescription and nonprescription drugs and other health supplies on hand, including pain relievers and cold medicines.

### 3. KNOW YOUR COMMUNITY AND WORKPLACE PLANS.

Find out what your elected officials, workplace, school, congregation and other community groups are doing to prepare for an influenza pandemic.

By taking these steps, you will be better prepared for a pandemic and other emergencies.

It's important for everyone to know what to do about pandemic flu. For more information on how to protect yourself and your family, visit [PandemicFlu.gov](http://PandemicFlu.gov) or call 1-800-CDC-INFO.

## In a severe influenza pandemic

- Many people would become sick and would be unable to go to work or to public gatherings;
- Many others would have to stay at home to care for sick family members; and
- Many people would die.

As a result, businesses and schools might close, and basic services, including transportation and food delivery, may be disrupted.

It is important that families and communities be prepared for an influenza pandemic.

**PandemicFlu.gov**  
**1-800-CDC-INFO**

**Know What To Do  
About Pandemic Flu**



**Flu.gov**

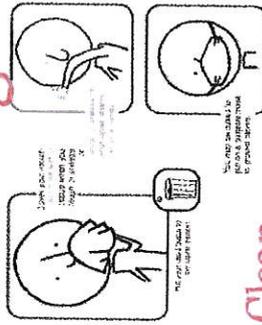
Know What to Do About the Flu

# Exercise Good Personal Hygiene Habits

- Wash your hands with soap & water
- Try not to touch surfaces that may be contaminated with the flu virus
- Avoid touching your nose, eyes, and mouth
- If you're coughing, cover your mouth with a tissue, dispose after use
- Avoid close contact with sick people
- Stay home if you are sick
- Stay informed [www.flu.gov](http://www.flu.gov)

Stop the spread of germs that make you and others sick!

**Cover  
your  
Cough**



**Clean  
your  
Hands**

after respiratory contact



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING TITLE VII, CHAPTER 73 OF THE REVISED  
CODE OF THE VILLAGE OF FREEBURG, ST. CLAIR  
COUNTY, ILLINOIS (TRAFFIC SCHEDULES)

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF  
TRUSTEES OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

SECTION 1. TITLE VII, CHAPTER 73, SCHEDULE II, LIMITED PARKING, is  
hereby amended to **include**:

<u>Street – Side</u>	<u>Location</u>
S. Belleville St. – East Side	From Apple Street North 125 Ft.
S. Belleville St. – West Side	From Apple Street North 75 Ft.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG,  
ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.

AYES \_\_\_\_\_  
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NAYS \_\_\_\_\_  
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ABSENT \_\_\_\_\_

ABSTAIN \_\_\_\_\_

\_\_\_\_\_  
Jerry Menard, Village Clerk

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2009

\_\_\_\_\_  
Raymond S. Danford, Village President

ATTEST:

\_\_\_\_\_  
Jerry Menard, Village Clerk

Approval as to Legal Form:

\_\_\_\_\_  
Stephen R. Wigginton, Village Attorney



# Freeburg Fire Company No. 1

PO Box 34 / 410 West High Street

FREEBURG, ILLINOIS 62243

Ofc: (618) 539-3288 Fax: (618) 539-5758

RECEIVED

AUG 12 2009

To the Honorable Mayor Danford,

This year, the Freeburg Fire Department will be collecting monies for the Muscular Dystrophy Association on Friday, August 28, from 1530 to 1830 hours. Should inclement weather occur on this date, our efforts will be rescheduled for Saturday, August 29 from 0800 to 1300 hours. Fire departments across the nation have taken a prominent position in collecting for "Jerry's Kids" over the last several years as can be witnessed on the local Telethon. We at the Freeburg Fire Department believe that this is a very worthwhile cause as it benefits several families in the Freeburg Community.

The Freeburg Fire Department is once again asking for permission from the Village of Freeburg for use of the intersection of Apple and State streets for the purpose of accepting donations. We realize that traffic through town is relatively heavy during this time. Personal safety will be our primary consideration. In order to increase visibility, all personnel will now be required to wear traffic safety vests. The unrestricted flow of traffic through the village will also be a top priority. We thank you for your consideration on this matter and all of your past cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Vogel", written over a horizontal line.

Assistant Chief Greg Vogel  
MDA Chairman  
Freeburg Fire Company #1



11 August 2009

Chief Mel Woodruff  
Freeburg Police Department  
Freeburg, IL 62243

Dear Chief Woodruff

I am certain that you and your department are getting prepared for the Freeburg Homecoming this weekend, but I just want to take a minute to let you know that St. Joseph's Parish Picnic will be Friday, 11 September and Saturday, 12 September 2009.

The Parish picnic will be held on the grounds of the Parish this year since our Parish Center has been completed. We would again be requesting that the block of Alton Street in front of the Church, Parish Center and Rectory be allowed to be closed during these two days.

Our parish would appreciate any assistance your office can give in the way of security and deposit escorts to the bank. We understand that budget constraints may not allow you to assign personnel as you have in the past, but any assistance would be greatly appreciated by me and the Parish Family of St. Joseph.

Should you have any questions regarding this request or the logistics of the Picnic, please do not hesitate to contact me at 539-3209 x200.

Yours in Christ's service,

A handwritten signature in black ink that reads 'Rev. Mark D. Reyling'. The signature is written in a cursive style and is followed by a horizontal line.

Rev. Mark D. Reyling

Pastor

VILLAGE PRESIDENT  
Ray Danford

VILLAGE CLERK  
Jerry Menard

VILLAGE TRUSTEES  
Corby Valentine  
Steve Smith  
Tony Miller  
Rita Baker  
Seth Speiser  
Charlie Mattern

# 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, July 8, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, July 8, 2009 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Police Chief Mel Woodruff and Village Administrator Dennis Herzing.

### POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Dennis met with Joe Christ and will provide him with more detailed drawings to give us more accurate pricing for both the lobby camera and also the recycling camera.

### EXECUTIVE SESSION 6:31 P.M.

*Trustee Steve Smith motioned to go into Executive Session at 6:31 p.m. to discuss personnel issues, (5 ILCS 120/2-(c)(1)(a) 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 Charlie Mattern motioned to end Executive Session at 6:36 p.m. and return to regular session and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

### EXECUTIVE SESSION ENDED 6:36 P.M.

*Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 6:36 p.m.*

Mel updated the committee on the noise levels in Trustee Smith's neighborhood. The person who is creating the noise is a member of the Fire Department and the Fire Department has their annual summer fest (Labor Day) which will be at this member's home. Chief Smith did come into the Police Department and Stan talked to Dennis and Ray about it. According to our ordinance, we have nothing to prohibit holding this event as long as they don't vend alcohol. Our nuisance ordinance would apply. If someone wished to complain and not be anonymous, we would advise the resident holding the party to turn it down and if they didn't, the person could sign a complaint. Mel thinks

Personnel/Police Committee Meeting  
Wednesday, July 8, 2009  
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their plan is to have something outside until 9:00 p.m. and then move it inside. Mel wanted everyone to be aware of this. Charlie asked if the event could be moved to the Sportsman's Club. Steve said one of the events last year continued until 6:30 in the morning.

**B. NEW BUSINESS:** None.  
Chief Woodruff left the meeting.

**PERSONNEL: A. OLD BUSINESS:**

1. Approval of June 10, 2009 minutes: *Trustee Steve Smith motioned to approve the June 10, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Dennis and Julie have not had time to work on this.

a. Public Works On Call Status: Dennis does not have anything new on this. Charlie asked if any numbers had been put together and then said if the employees use comp time, it won't affect the budget but is more of a coverage issue. We need to check with IMRF to see if accumulated comp time can be put towards retirement. Charlie discussed capping the number of days the comp time can be accrued. Charlie said that would eliminate the issue of having accrued two months of comp time and putting that towards retirement. How and when they take it would be subject to Ron's approval.

3. Job Descriptions: Ray said the work log forms will be put in the trustee's boxes shortly.

4. Update on employee: Discussed in Executive Session. Dennis advised we have filed a Report Only worker's compensation claim on a potential injury for one of the office workers.

**B. NEW BUSINESS:**

1. Living with wildlife in Illinois: Ray stated he is trying to proactive with this issue as he has noticed an increase in complaints from residents. He said our animal control officer can't remove species listed under the State Upland Game Act. This was put on the Village of Freeburg's website to provide citizens with useful information on how to handle certain wildlife situations. Ray said in extreme situations, we can get a permit to take care of a nuisance animal but we haven't had to go that far yet. The east/northeast side of town seems to be where Ray has been getting most of the complaints. In years past, the west side of town had more complaints. Deer tend to be the biggest problem.

Charlie had a request from the swim team for a manager to be present when we have a swim meet. Dennis will take care of that.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

**ADJOURN:** *Trustee Steve Smith motioned to adjourn at 6:53 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Transcribed from tape by  
Julie Polson  
Office Manager