

**VILLAGE PRESIDENT**  
Seth Speiser

**VILLAGE CLERK**  
Jerry Menard

**VILLAGE TRUSTEES**  
Ray Matchett, Jr.  
Steve Smith  
Mike Blaies  
Mathew Trout  
Dean Pruett  
Elizabeth Niebruegge

# 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 12, 2013

**VILLAGE ADMINISTRATOR**  
Tony Funderburg

**VILLAGE TREASURER**  
Bryan A. Vogel

**PUBLIC WORKS DIRECTOR**  
John Tolan

**POLICE CHIEF**  
Stanley Donald

**VILLAGE ATTORNEY**  
Weilmuenster Law Group, P.C

**NOTICE**  
**MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE**  
**(Personnel/Police/ESDA/Fire)**  
**(Matchett/Trout/Blaies)**

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, August 14, 2013, at 6:30 p.m.**

## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

### POLICE COMMITTEE

- A. Old Business
  - 1. Towing issue
  - 2. Transmission repair on 2009 car
- B. New Business

### PERSONNEL COMMITTEE:

- A. Old Business
  - 1. Approval of July 10, 2013 minutes; Executive Session minutes for 4/22/13; 6/12/13 #1 and #2; 7/10/13.
  - 2. Employee handbook
  - 3. Job descriptions
  - 4. Plaques for Gene and Ron
  - 5. Full-time hire of Crew Worker
  - 6. Time Clocks Policies
  - 7. Office Cleaning
- B. New Business
  - 1. IML Conference
- 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)]; 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 14, 2013 at 6:30 p.m.

VILLAGE ADMINISTRATOR  
Tony Funderburg

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Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, August 14, 2013 at 6:30 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser (left at 7:05 p.m.), Trustee Dean Pruett, Trustee Elizabeth Niebruegge, Chief Stan Donald (absent), Village Clerk Jerry Menard, Village Administrator Tony Funderburg and Office Manager Julie Polson. Guest present: Janet Baechle.

### POLICE: OLD BUSINESS:

1. Towing Issue: Tony said Chief Donald is handling this.
2. Transmission repair on 2009 car: Tony said the repair cost about \$4,000 but that some other needed repairs were taken care of as well.

Tony advised the due date for the reply brief has been reset to August 28<sup>th</sup>.

**B. NEW BUSINESS:** Tony said we received a request from one of the officers who said that Motomart is asking if the Village would prepare an ordinance stating that they need two employees working after midnight. Seth said we can't run their business for them. Tony wanted to bring it here before he takes it to Legal/Ordinance committee. He also brought up the no parking requests for in front of Lighthouse Learning Center and on Richland by the high school. Trustee Trout will talk to Lighthouse Learning to confirm the location and the committee tabled this request. The committee was fine with the no parking signs on Richland by the high school and Tony will take it to the Streets committee. Janet Baechle had a petition signed by the residents to take down two stop signs, one on Silverthorne and the other on Red Cliff. Tony will have Stan review the requests and also take these to Streets.

Village Clerk Menard asked if we have a curfew and then asked if it is enforced? The curfew is 10:00 p.m. on weeknights and 11:00 p.m. on weekends. Seth advised the committee of an incident that happened with our Chief of Police being threatened by a resident. That resident also threatened our police officers and Chief is having this investigated. Seth will call the resident and advise him it was discussed at the police committee meeting. Seth also advised the committee he has a request from Lucky Joes to extend his liquor license until 2:00 a.m. Friday and Saturday night. He will let Stan know about it.

### PERSONNEL:

#### A. OLD BUSINESS:

1. Approval of July 10, 2013 Minutes: Trustee Matt Trout motioned to approve the July 10, 2013 minutes and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried. Trustee Matt Trout motioned to approve the April 22, 2013, June 12,

Personnel/Police Committee Meeting

Wednesday, August 14, 2013

Page 1 of 3

2013 #1 & #2; and July 10, 2013 Executive Session minutes and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

2. Employee handbook: Tony said Attorney Manion is recommending we don't approve the employee handbook or job descriptions until the code book revisions have been completed.
3. Job descriptions: On hold for now.
4. Plaques for Gene, Ron and Sam: Julie said it will be difficult to get pictures of Ron. She asked the committee for direction on what kind of plaque they want. They liked the idea of displaying the Chief of Police pictures in the lobby.
5. Full-time hire of Crew Worker:

**EXECUTIVE SESSION  
7:05 P.M.**

Trustee Matt Trout motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

**EXECUTIVE SESSION ENDED  
7:24 P.M.**

Trustee Matchett reconvened the meeting at 7:25 p.m.

Trustee Mike Blaies motioned to recommend to the full board the hire of a full-time crew worker and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

6. Time Clock Policies: Tony advised Attorney Manion has reviewed the revised time clock policy and is fine with it. he said we have great employees and the policy protects us in the future.

Trustee Matt Trout motioned to recommend to the full Board to adopt the time clock policy and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

7. Office Cleaning: Tony said we did not receive any additional bids. We have the two original bids from Jodie Main and Triple A Janitorial. He advised the committee even though we appropriated the funds, we didn't budget any money for it. The cost is about \$3500 per year to clean. The committee tabled the topic since Mayor Speiser was not present to discuss the matter.

**B. NEW BUSINESS:**

1. IML Conference: Tony advised that Seth recently met with the mayors of Smithton and Millstadt. Smithton pays for the conference and gives each attendee \$500 for hotel and travel. We don't have any money budgeted for the IML conference but Tony believes it is very important for someone from Freeburg to go. Elizabeth, Matt and Mike would like to attend. Tony will review the budget to see if we can find any money to send some people up there. Seth plans on attending. Julie said we could

use some of the money from video gaming. Jerry said Steve wanted that to be earmarked for community projects.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Matt Trout motioned to adjourn at 7:55 p.m. and Trustee Mike Blaies 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 10, 2013 at 6:30 p.m.

Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, July 10, 2013 at 6:42 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Dean Pruett, Trustee Elizabeth Niebruegge, Chief Stan Donald, Village Administrator Tony Funderburg, Public Works Director John Tolan and Office Manager Julie Polson. Guest present: Janet Baechle.

### POLICE:

A. **OLD BUSINESS:** None.

### B. **NEW BUSINESS:**

1. Policy on taking cars home: Administrator Funderburg said we have 3 cars being taken home and may need our fleet to grow stronger if we have cars at home. The trustees liked seeing the patrol cars around town and also liked the fact that they were taken home. They felt the community likes having the police presence in the neighborhoods. We still have money budgeted for a new car.
2. Towing Issue: Chief Donald said Rogers doesn't staff their tow lot and when you call to have a car released, you have to wait 30 – 45 minutes before they get someone there. The committee directed Stan to call Casey and voice his concerns to him. He did say he hasn't had a problem yet but foresees it happening. He understands the car was towed for a reason but also believes someone should be there to release the car.
3. Stop signs at Emily/Vine and Emily/Cherry: Chief Donald was fine with the two stop sign requests and would like to add another one at Mill/Cherry and also St. Clair/Belleville. We will forward these requests to the Streets committee and Tony will prepare the ordinance.
4. Part-time officer hire: Chief Donald continues to have overtime issues with the schedule and would like to hire two additional part-time police officers. Julie will get the applications copied and put in everyone's box before Monday's board meeting in case anyone has any questions and need to talk to Stan.

*Trustee Matt Trout motioned to recommend to the full Board we hire two part-time police officers and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*

5. Megsi renewal: This is the yearly renewal for St. Clair County's enforcement group and this year's cost is \$4,354.

Personnel/Police Committee Meeting

Wednesday, July 10, 2013

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Trustee Mike Blaies motioned to recommend to the full Board Resolution 13-09 be approved and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

6. Transmission repair on 2009 car: Tony advised one of our better patrol cars needs the transmission fixed. We are waiting on an estimate to repair it.

Chief Donald left the meeting at 7:10 p.m.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of June 12, 2013 Minutes: Trustee Mike Blaies motioned to approve the June 12, 2013 minutes and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.
2. Employee handbook: A copy of the handbook was provided to the committee. We had stopped working on it when the public works employees unionized but would like to start on it again.
3. Job descriptions: Tony sent the job descriptions to Attorney Manion today.
4. Plaques for Gene and Ron: Julie will work on this. Seth would like to add Sam Nold.
5. Full-time hire of Crew Worker:

**EXECUTIVE SESSION**

**7:13 P.M.**

Trustee Matt Trout motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

**EXECUTIVE SESSION ENDED**

**7:30 P.M.**

Trustee Matchett reconvened the meeting at 7:30 p.m.

6. Time Clock Policies: Tony has a meeting with Greg, Julie and Jim Beck on July 16<sup>th</sup> at 10:00 a.m.
7. Office Cleaning: Tony has the proposal for cleaning in this week's edition of the Tribune. Seth asked Tony to prepare the 60-day notice to the administrative staff. Tony said we might have a problem if we don't agree on any firm to do the cleaning but have already provided notice to the staff. Julie said we will continue to clean the office until the cleaning firm is hired.

The ads for police chief and village administrator are in this week's edition of the Tribune. Julie said they will also be posted on our website.

**B. NEW BUSINESS:**

1. Request to carry over vacation: Public Works Director Tolan requested that his vacation be extended to the fall. The committee agreed and extended it to December 31, 2013.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

- E. **ADJOURN:** *Trustee Matt Trout motioned to adjourn at 7:38 p.m. and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

**Village of Freeburg Time Clock Policies**

- All union, part-time and seasonal (non-exempt, non-appointed) employees are required to “punch” a daily time card using a designated time clock at the start and end of each workday.
- Employees must punch in prior to the start of their work shift and be ready to begin work at their work assignment at the starting time of the shift. Employees must punch out at the end of their work shift. Employees are not required to punch out for regular breaks and/or meal time allowed during their shift.
- Employees who leave during the middle of their shift for approved leave and then return to work must punch out when they leave and then punch in again when they return to work.
- For the purpose of computing time and compensation, time clock punches will be rounded forward or backward, according to a seven minute
  - Use the following as a guide when determining the round:
    - 7:53 a.m. to 8:07 a.m. = 8:00 a.m.
    - 8:08 a.m. to 8:22 a.m. = 8:15 a.m.
    - 8:23 a.m. to 8:37 a.m. = 8:30 a.m.
    - 8:38 a.m. to 8:52 a.m. = 8:45 a.m.
  - This time allowance does not excuse tardiness or leaving early; employees are expected to be ready to work at the beginning of their scheduled shift and remain on the job until the end of their shift.
- A pattern of time clock policy violations, such as late punch ins, early punch outs, or missed punches, will subject an employee to disciplinary procedures set forth on the following schedule:

OCCURRENCES	DISCIPLINE	DURATION OF CORRECTIVE DISCIPLINARY ACTION	OCCURRENCES DURING CORRECTIVE DISCIPLINARY ACTION
(In any 12-month period)			
1 – 3	No Formal Discipline		
4	Verbal Warning		
5	Written Warning		
6	Written Reprimand	90 Days	Any two occurrences within 90 days will result in a 1 day suspension
7	One Day Suspension	90 Days	Any two occurrences within 90 days will result in termination
8	Termination		

- Supervisors may use their discretion to discipline outside the scope of this policy after consultation with the Village Board.
- No one may possess or punch the time card of another employee under any circumstance. Falsifying any time card records is strictly prohibited. Such actions shall be grounds for disciplinary action, up to and including immediate dismissal.
- If an employee fails to punch his or her card, he or she must notify the appropriate supervisor. Failure to punch in and out appropriately shall be grounds for disciplinary action.
- Only the appropriate supervisor may alter any information on a time card. Any alterations must be initialed and dated by the supervisor. On rare occasions, such as an employee being unavoidably detained or unable to punch in or out due to an emergency, supervisors may make alterations or excuse a late punch in or punch out, as the case may be. All such requests for alterations or to be excused shall be within the sole discretion of the supervisor.
- The appropriate supervisor must authorize any overtime. Employees must punch the time clock when reporting for a callout or overtime.
- Any time clock malfunctions must be reported immediately to appropriate supervisor.

# Illinois Municipal League 100<sup>th</sup> Annual Conference October 17-19, 2013 at the Hilton Chicago Hotel



Join us as we celebrate our 100<sup>th</sup> Annual Conference with three days packed full of information and problem-solving ideas you can take back to your city and use! Tap into a knowledge base built on 100 years of dedication and experience.

## Tentative Daily Conference Schedule

Check <http://conference.impl.org> for updates & schedule details as available

### THURSDAY October 17

- Attorney Fall Seminar — All day  
Thursday p.m. Beginning at 1 p.m.
- Networking Roundtable for Managers/Administrators
- Understanding the IL Energy Code
- FOIA and OMA in the Internet Age
- Mandatory and Recommended Trainings for Elected Municipal Officials and for Staff: The Growing Needs
- Legislative Update
- Mayor/Manager Relations
- Managing Special Events
- Drafting an Enforceable Social Media Policy
- Local Liquor Commission Rights & Responsibilities

### FRIDAY October 18

- Opening General Session
- Changing Requirements and Trends in Municipal Bonds
- Defined Contribution Plan Best Practices in a Changing Market
- Avoiding Section 1983 Liability in Employment Claims: Special Considerations for Municipalities and Their Supervisory Employees
- Are You Ready for Risk? Preserve Dollars through Effective Risk Management
- Reducing Your PSEBA Obligations
- Collaborative Service Delivery — A Practitioner's Field Guide for Alternative Service Delivery
- Economic Development Approval Process

### FRIDAY October 18

*continued*

- Controlling Abandoned Properties and Fighting Blight
- Elected Officials Voting and Vetoes
- Cities & Partners Advancing Postsecondary & Career Success
- Financial Management: It's Not Just the Big Things
- Is There a Drug Free Workplace in the New World of Medical Marijuana
- Parliamentary Procedures
- War Stories
- Nuts and Bolts of MFT
- Freedom of Information Act/Open Meetings Act Update
- The Hidden Costs of a Collective Bargaining Agreement
- Law & Order: Municipal Ordinances
- Ethics Laws: A Primer for Municipal Officials
- Networking Roundtable for Councilmembers
- Networking Roundtable for Mayors
- Networking Roundtable for Clerks
- Healthcare — Affordable Care Act
- Disaster Preparedness for Your Business Community
- Using 3D LiDAR Scanning for Comprehensive Code Enforcement
- What Cities Need to Know About Retail

### SATURDAY October 19

- Treasurers Session
- Effective Operations and Governance

### SATURDAY October 19

*continued*

- Mock Village Board Meeting - Learn Rules of Conduct for Elected Officials and How to Identify and Avoid Conflicts of Interest
- Pension Financial Reporting: What it Means to Elected Officials and Public
- Strategic Planning 101 — Why You Need it and What to Ask for
- Formation of a Stormwater Utility — Is it in Your Future?
- Clerks Session
- Fire and Police Commissioners Session
- Annual Business Meeting
- Redeveloping Distressed Properties: Clearing Out the Backlog in Order to Move Forward
- 100 Years of American Retail: What's Ahead for Your Community
- How to Operate as a Legislative Body
- Budgeting: It's More than Numbers: Policies, Performance, and Priorities
- Know Their Rights: First Amendment on Public Property
- Create an Actionable Marketing Plan
- Administrative Adjudication
- Critical Communications: Handling the Media and the Public
- FOIA v. Confidentiality Requirements - What the PAC Won't Tell You
- Council Wars and Power Plays
- Making Your Commissions and Commissioners More Effective



500 East Capitol Avenue | P.O. Box 5180 | Springfield, IL 62705-5180 | Phone: 217.525.1220 | Fax: 217.525.7438 | [www.impl.org](http://www.impl.org)

# Illinois Municipal League 100<sup>th</sup> Annual Conference October 17-19, 2013 at the Hilton Chicago Hotel



## General Information

### REGISTRATION

To register for the 100<sup>th</sup> Annual Conference, fill out a registration form and return it with payment to the **Illinois Municipal League (PO Box 5180, Springfield, IL 62705-5180)** or register online with a credit card (<http://conference.impl.org>). There is no Spouse/Guest registration. Tickets for Saturday Luncheon and Annual Banquet may be purchased separately for spouse/guest wishing to attend these events with you. If your spouse/guest wishes to attend sessions with you they will need to register as an attendee.

#### Advance Registrations

- ◆ **Accepted through September 27, 2013.**
- ◆ **Please copy the Conference Registration Form if additional copies are needed.** A confirmation will be returned for each registrant. (Online registration & additional forms are available at: <http://conference.impl.org>) Your registration will not be confirmed until payment in full is received.

#### Cancellation Policy

- ◆ Full refund will be granted for cancellations received in writing by 4:30 p.m. on Friday, September 27, 2013.
- ◆ No refunds will be made after 4:30 p.m., Friday, September 27, 2013. If you do not cancel by September 27, 2013, you will be charged.

### HOTEL

- ◆ The Conference Headquarters and all conference sessions are at the Hilton Chicago Hotel, 720 South Michigan Avenue. (312-922-4400).
- ◆ The IML has reserved a block of rooms at the Hilton Chicago Hotel. Rates are \$222 main level and \$269 executive level; single or double. (Lake view add \$20 per night.) Room tax is 16.4%. Check in is 3 p.m.; check out is 12 noon.
- ◆ **Room reservations may be made online using the IML Hilton room block reservations page link below, or by calling the Hilton at 877-865-5320 and requesting the IML Conference Block. Room block expires September 26, 2013.**  
<https://resweb.passkey.com/go/impl100thannualconference>
- ◆ All lodging requests must be guaranteed with a credit card. Your city may establish credit and direct billing at the hotel after rooms have been booked online by contacting the Hilton credit department at 312-786-6257. A room confirmation number will be required if online reservations have been completed.
- ◆ Lodging reservation cancellations. **Reservations must be cancelled directly with the hotel at least 72 hours prior to arrival.** Lodging reservations not cancelled 72 hours prior to arrival will be billed for the first night's room and tax.



**Illinois Municipal League  
100<sup>th</sup> Annual Conference  
October 17-19, 2013 at the Hilton Chicago Hotel**



**Registration Form**

**EDUCATE. ADVOCATE. EMPOWER.**

Save time - skip the form and REGISTER ONLINE <http://conference.impl.org>

**Attendee Registration Information:**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Municipality/Company: \_\_\_\_\_  
 Municipality/Company Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-mail for Confirmation: \_\_\_\_\_ (Required)

**Registration Fees** [Please mark  appropriate box(s)] Make copy of form for additional attendees if needed.

Total Conference Package <b>\$295</b> (Includes all conference sessions, 2 receptions, 1 Sat. Luncheon ticket & 1 Sat. Banquet ticket)	One Day Registrations				
	Thursday <b>\$150</b> (Includes all Thursday Conference sessions and Get Acquainted Reception)	Friday <b>\$150</b> (Includes Opening session and all Friday Conference sessions)	Saturday <b>\$150</b> (Includes all Saturday Conference sessions and 1 Saturday Luncheon ticket)	Individual Event Ticket Saturday Annual Luncheon <b>\$50 each</b>	Individual Event Ticket Saturday Night Banquet <b>\$100 each</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Special Dietary needs Please specify: _____			<input type="checkbox"/> Special Dietary needs Please specify: _____	# of tickets: _____ <input type="checkbox"/> Special Dietary needs Please specify: _____	# of tickets: _____ <input type="checkbox"/> Special Dietary needs Please specify: _____

**Conference Registration Fee Payment Information: Total Amount Due: \$** \_\_\_\_\_

If paying by check: make payable to Illinois Municipal League, and mail to: PO Box 5180, Springfield, IL 62705-5180

**Conference Registration Cancellation Policy:** Full refund for cancellations received in writing by 4:30 p.m. September 27, 2013. Refund checks will be issued after the conference. No refunds will be made for cancellations after September 27, 2013.

**If you do not cancel by September 27, 2013, you will be charged.**

**FOR PAYMENT BY CREDIT CARD: Visa/MasterCard ONLY | Fax to: (217) 525-7436**

Name on Card: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Verification #: \_\_\_\_\_ (3 digits on back of card)

Expiration Date: (mm/yy) \_\_\_\_ / \_\_\_\_ Signature: \_\_\_\_\_

