

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 27, 2010

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, **Monday, August 30, 2010, at 5:30 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

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of August 11, 2010 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
- B. New Business
 - 1. Overtime charges
 - 2. Safety Policy
 - 3. Employee Return to Work
- 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 Monday, August 30, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, August 30, 2010 at 5:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Ron and Sandy Dintelmann.

PERSONNEL: A. OLD BUSINESS:

1. Approval of August 11, 2010 minutes: Trustee Steve Smith motioned to approve the August 11, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee handbook: This was not discussed due to the public works unionization issue.
 - a. Public Works On Call Status: Not discussed for the same reason.
3. Job Descriptions: Julie said she has not had to chance to work on this yet.

B. NEW BUSINESS:

1. Overtime charges: Nothing new.
2. Safety Policy: John said we held a safety training session today. Julie prepared binders for each of the public works employees that included the training material reviewed today. Dennis said Julie has put the safety manual obtained from Effingham on the computer and we can now start revising it to fit the Village of Freeburg.
3. Employee Return to Work: Ron and Sandy were present to give an update on Ron's health. He advised the committee he is continuing to attend physical and speech therapy and has graduated from occupational therapy. He has talked to his doctors and all are in agreement that he is able to return to work. He said if the committee is willing, he would like to start back within the next couple weeks at half days, two days a week for a couple of weeks and gradually increase the amount of time spent at work. The committee was in full agreement with Ron's request.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

ADJOURN: Trustee Steve Smith motioned to adjourn at 5:58 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Julie Polson
Office Manager



Personnel/Police Committee Meeting
Monday, August 30, 2010
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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, August 11, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, August 11, 2010 at 5:41 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guest present: Mike Blaies.

POLICE: A. OLD BUSINESS:

1. Police Contract: Nothing new at this time. A copy of our initial response to their proposal was included in the confidential envelope as well as a summary from Attorney Wigginton.
2. Noise Ordinance: Not discussed.
3. Homecoming: The Chamber of Commerce questioned why the Village was charging the homecoming committee for police protection. Dennis said Mel had already talked to the chamber about this on more than one occasion.

B. NEW BUSINESS:

1. Resident Request to close Temple Street: Steve asked if it would block any driveway and Julie will have Mel check. Dennis talked to Mel about it and he had no problem with it. The committee was fine with the request as long as no driveway was blocked.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of July 12, 2010 minutes and June 9, 2010 Executive Session minutes: Trustee Steve Smith motioned to approve the July 12, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Charlie Mattern motioned to approve the June 9, 2010 Executive Session Minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.
2. Employee handbook: This was not discussed due to the public works unionization issue.
 - a. Public Works On Call Status: Not discussed for the same reason.
3. Job Descriptions: Rita and Charlie agreed on using the job descriptions from Fairview Heights. Julie will start working on them.

B. NEW BUSINESS:

1. Overtime charges: Julie provided a copy of a timecard where a public works employee charged overtime during a 40-hour workweek where the employee had taken 24 hours of vacation. She and Dennis questioned whether or not to pay the employee for OT when that happens. Our code supports receiving OT after 40 hours and both Charlie and Steve thought you should get paid overtime while taking vacation or sick time. We need to look into the labor law rules and figure out if vacation/sick time is considered the same as time worked. Dennis will check with Steve the next time he talks to him.

2. Safety Policy: Dennis advised the State of Illinois has received money and has hired a bunch of OSHA inspectors and will be checking municipal employers. Julie and Dennis had started working on the safety manual a while ago and will now be trying to get it going. Dennis has talked to John on getting his paperwork in order. Julie is also preparing safety binders for each public works employee.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:03 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager