

**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

September 12, 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, September 14, 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. Officer Request for Vacation Extension
  - 2. Approval of Executive Session Minutes

#### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of August 10, 2011 minutes and Executive Session Minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  - 4. Safety Policy
  - 5. Electric lineman position
- B. New Business
  - 1. ID Fund Drive Packet
- 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).

To: Freeburg Police Committee

From: Patrolman Stan Ruhmann

Subject: Vacation Hours

Date: September 8, 2011

Dear Members

I am requesting an extension on the vacation hours I have left for 2011. I still have 60 vacation hours left to use from 2011. My annual year closed on September 5, 2011. I am requesting an extension for the 60 hours I have left until the end of the year. Due to the staff shortage I was unable to schedule all of my vacation time off. I have the remaining 60 hours scheduled for vacation time prior to the end of the calendar year. Thank you for your time in this matter.

Yours truly,

A handwritten signature in cursive script that reads "Stan Ruhmann #26". The signature is written in black ink and is positioned above the printed name.

Patrolman Stan Ruhmann

**VILLAGE PRESIDENT**

Ray Danford

**VILLAGE CLERK**

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**PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING**  
Wednesday, September 14, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, September 14, 2011 at 6:38 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith - here, Trustee Charlie Mattern - absent, Trustee Mike Blaies, Trustee Ray Matchett, Chief of Police Mel Woodruff, Assistant Public Works Director John Tolan, Village Administrator Dennis Herzing and Office Manager Julie Polson.

**POLICE:****A. OLD BUSINESS:**

1. Police Contract: Dennis said we met last week. They are asking to take the two grievances to arbitration and Attorney Manion said we may need to consider mediation on one of the contract issues.
2. Noise Ordinance: Chief Woodruff suggested we take this request to the Legal/Ordinance Committee. We could set the time parameters of 6:00 a.m. - 10:00 p.m.

Dennis passed out a proposed ordinance amending the health insurance section of our current code. Attorney Manion would like to take the current details of our code out for two reasons. We would like to get the health insurance advisory committee established and we also need to delete the current language in the contract to make it less restrictive for the committee.

*Trustee Steve Smith motioned to recommend to the full Board approval of the ordinance establishing the Health Insurance Advisory Committee pending Attorney Manion's advice and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

Mel reported we have received the police car. It is a Dodge Charger and came newly painted, new tires. The inside was not as clean as expected.

**B. NEW BUSINESS:**

1. Officer Request for Vacation Extension: Officer Ruhmann requested he be able to extend his 60 hours of vacation due to scheduling issues.

*Trustee Steve Smith motioned to recommend to the full Board Officer Ruhmann's request to extend his 60 hours of vacation to be taken by year end and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Approval of Executive Session Minutes: *Trustee Steve Smith motioned to approve the March 9, 2011 and July 13, 2011 Executive Session Minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

Julie received additional information from the letter carriers regarding their request to collect monies for the Muscular Dystrophy Association on October 2, 2011.

Trustee Steve Smith motioned to recommend to the full Board the Letter Carriers' request to collect donations for the Muscular Dystrophy Association on October 2, 2011 for approval and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

The information in the packet on the request from Knights of Columbus to collect donations on September 16 - 18th was reviewed by the committee. Mel was not comfortable with allowing collections at the intersection of Routes 13/15 and only would recommend it if conducted at the intersections of Oak Brook/State and Apple/State, wore vests and only adults to collect the money. Julie will contact the organization to advise them of the stipulations. John Tolan left the meeting at 6:55 p.m.

**EXECUTIVE SESSION at 6:55 P.M.**

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

**EXECUTIVE SESSION ENDED at 7:26 P.M.**

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:27 p.m.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of August 10 2011 Minutes: Trustee Steve Smith motioned to approve the August 10, 2011 Minutes and Trustee 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: Nothing new.
4. Safety Policy: Nothing new.
5. Electric lineman position: We will start the process to advertise for a lineman.

**B. NEW BUSINESS:**

1. ID Fund Drive Packet: Discussed above.

**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

VILLAGE PRESIDENT  
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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.

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

**2011-2012**

*Sept 16  
4 to 6:00 Friday  
9 to 12:00 Saturday  
Sept 17  
No Sunday Sept 18  
0*



**ID**  
**Fund Drive Packet**

- Included in this packet:**
- Letter from ID Chairmen**
- “Keys to Success”**
- Candy Order Instructions**
- Candy Order Form**
- City of Chicago Permit**
- Apron Order Form**
- Report and Distribution Forms & Instructions**
- Governor’s Proclamation**
- Attorney General Letter**

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By Mato  
Lah Brook + State  
apple + State*

**September**  
**16 17, 18, 2011**

*Families-- United by Faith to Serve Church & Community*

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>People's United Insurance</b> <b>RC Knox Division</b> <b>One Goodwin Square</b> <b>Hartford, CT 06103-4305</b>	CONTACT NAME: <b>Jason Czepiel</b>
	PHONE (A/C, No, Ext): <b>860 240-1554</b> FAX (A/C, No): <b>860 722-7805</b> E-MAIL ADDRESS: <b>jczepiel@rcknox.com</b> PRODUCER CUSTOMER ID #:
INSURED <b>Knights of Columbus-State Council Of Illinois</b> <b>PO Box 681</b> <b>Kankakee, IL 60901</b>	INSURER(S) AFFORDING COVERAGE <b>INSURER A : Hanover Insurance Companies</b>
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		RDE919939700	07/01/2011	07/01/2012	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATU-TORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
**Knights of Columbus, Illinois Councils**  
**182, 282, 470, 537, 650, 653, 658, 682, 696, 716, 717, 731, 735, 736, 776, 805, 845, 854, 887, 890, 967,**  
 (See Attached Descriptions)

CERTIFICATE HOLDER  "FOR INFORMATION ONLY" CONTACT RC KNOX FOR SPECIFICS	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>People's United Insurance Agency</i>
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ORDINANCE NO. 2011-\_\_\_\_\_

AN ORDINANCE ENACTING SECTION 33.70-33. \_\_ AND AMENDING SECTION 32.08 OF THE CODE OF ORDINANCES OF THE VILLAGE OF FREEBURG, COUNTY OF ST. CLAIR, STATE OF ILLINOIS, TO ESTABLISH THE HEALTH INSURANCE ADVISORY COMMITTEE

WHEREAS, the corporate authorities of the Village of Freeburg, Illinois, (the "Village") believe it is in the best interest of the citizens of Freeburg to establish a Health Insurance Advisory Committee to assist the Village in providing full-time Village employees with quality health insurance, dental and vision plans, while containing increasing costs;

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, as follows:

Section 1: The recitals set forth above are true and correct and are hereby incorporated herein.

Section 2: Chapter 32: PERSONNEL POLICIES, Section 32.08 Insurance, is amended as follows:

**§ 32.08 INSURANCE.**

The Village shall provide a health benefits plan to full-time Village employees. The Village shall provide all full-time employees with the terms of health benefits plan in writing whenever the plan is amended from time to time.

(A) — The Village will pay one hundred percent (100%) of the premium per month for each participating full-time employee and dependents in the Medical Insurance Plan in effect.

(B) — All full-time employees are eligible to participate in the Medical Insurance Plan. Application forms for participation in the Medical Insurance Plan are available from the Village Administrator's office.

(C) — All full-time employees are eligible for the Excess Reimbursement Plan. Only those employees and dependents of employees who are enrolled for benefits under the Medical Insurance Plan are eligible for these additional benefits under the Excess Reimbursement Plan. The term "dependent" shall include all persons coming within the definition provided by Section 152 of the Internal Revenue Code of 1954, as amended from time to time, or any successor thereto. Under the Excess Reimbursement Plan the Village shall reimburse up to Two Thousand Five Hundred Dollars (\$2,500.00) per person and/or Five Thousand Dollars (\$5,000.00) per family per calendar year.

Eligible cost are as follows:

- (1) The deductible, co-pays, or co-insurance not paid under the Medical Insurance Plan.
- (2) Vision care.
- (3) Dental care.

~~An additional One Hundred Twenty Dollars (\$120.00) is reimbursable for each person and/or family per calendar year for vision and/or dental care. (Ord. No. 1309; 02-02-09)~~

~~(D) — Suitable proof of expenses incurred shall be submitted by the employee to the Village Administrator's office for reimbursement. New employees with an effective date other than January 1 will have their benefit pro-rated by the number of months employed during the plan year. Reimbursement of eligible cost submitted to the Village Administrator's office will be paid by the Village within their normal payment cycle after the Village Administrator has determined the suitability of proof and eligibility under the plan.~~

~~If a claim is wholly or partially denied, the matter shall be referred to the Village Board for review. Notice of a final decision by the Village Board shall be furnished to the employee within thirty (30) days of referral. The effective date of this Ordinance is January 1, 2003.~~

Section 3: The following sections are enacted under Chapter 33: BOARDS AND COMMISSIONS, as follows:

*Health Insurance Advisory Committee*

- 33.70 Established
- 33.71 Purpose
- 33.72 Membership
- 33.73 Term
- 33.74 Meetings
- 33.75 Compensation
- 33.76 Powers and Duties
- 33.77 Reports Required

**33.70 Established.**

The Village of Freeburg Health Insurance Advisory Committee (hereinafter referred to as the Committee) is hereby established.

**33.71 Purpose.**

The purpose of the Committee shall be to identify innovative strategies that will allow the Village to continue to maintain quality health insurance, dental and vision plans, while containing future growth in health plan costs. The committee shall periodically review the ongoing operation of the health insurance, dental and vision plans, investigate ways to improve the health care program, evaluate any proposed cost increases and make effective recommendations for changes to the health care program to the Village Board of Trustees.

**33.72 Membership.**

The committee shall be comprised as follows:

- (A) Voting Members.

- (1) Two (2) members selected from each participating collective bargaining unit by their membership.
- (2) Two (2) members selected from other non-union Village employees (including supervisory employees) by secret ballot.

Each member of the committee shall have equal voice and vote regardless of their position with the Village.

(B) Non-Voting Members.

The employer shall be represented by two (2) members of the Village Board of Trustees and the Mayor or designee. The employer representatives shall serve as *ex officio* (non-voting) members of the committee.

**33.73 Term.**

Members of the Committee shall be selected as soon as practical following the passage and approval of this ordinance. Thereafter, members shall serve a one (1) year term, commencing on May 1<sup>st</sup> each year.

**33.74 Election of Chairman.**

The Committee shall elect one of the voting members as Chairman to preside at meetings of the Committee.

**33.75 Meetings and Compensation.**

The Committee shall meet at least once annually but may hold other meetings as may be desired or required by the Committee. Employee members shall be compensated at their regular rate of pay for attendance of up to four (4) meetings per calendar year. If the Committee wishes to meet more than four (4) times per calendar year, it must request and receive pre-approval of the Village Board for employee members to be compensated for meeting attendance.

**33.76 Powers and Duties.**

The Committee shall only act in an advisory capacity and its actions and recommendation are not binding upon the Mayor and Village Board. The Committee is not authorized to expend municipal funds.

**33.77 Reports Required.**

The Committee shall make an annual report with its recommendations to the Mayor and Board of Trustees on a date fixed by the Board of Trustees. If the annual report does not receive the unanimous approval of the voting members of the Committee, a minority report with alternative recommendations may be submitted in addition to the majority report.

Section 3: This Ordinance shall be effective upon its passage, execution by the Mayor and Village Clerk and publication as required by law.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG,  
ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

Vote Recorded:

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_

Abstain \_\_\_\_\_

\_\_\_\_\_

Vote Recorded by:

\_\_\_\_\_

Jerry Menard, Village Clerk

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois,  
this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

ATTEST:

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

Approval as to Legal Form: \_\_\_\_\_  
J. Brian Manion, Village Attorney