

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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, 2008

NOTICE

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

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, **Thursday, September 16, 2008, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Curfew ordinance
 - 2. Executive Session - Personnel 5 ILCS, 120/2-(c)(1)a and Litigation 5 ILCS, 120/2-(c)(11)
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of August 13, 2008 minutes
 - 2. Health insurance renewal
 - 3. Sexual harassment training
 - 4. Employee badges
 - 5. Employee morale/Executive Session - Personnel 5 ILCS, 120/2-(c)(1)a
 - 6. Employee handbook
 - 7. Evaluation of Village Administrator position
- 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 Tuesday, September 16, 2008 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Tuesday, September 16, 2008 at 5:38 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Administrator Dennis Herzing, Chief Mel Woodruff, Office Manager Julie Polson, Greg Eckels and Tim Kunkelmann.

POLICE DEPARTMENT EXECUTIVE SESSION 5:39 P.M.

*Trustee Charlie Mattern motioned to go into Executive Session at 5:39 p.m. to discuss personnel issues (5 ILCS 120/2-(c)(1)(a) and also litigation (5 ILCS 120/2-(c)(11) and Trustee Steve Smith seconded the motion. **ROLL CALL VOTE:** Trustee Charlie Mattern - aye; Trustee Steve Smith - aye; Trustee Rita Baker - aye. All voting aye, the motion carried.*

Trustee Steve Smith motioned to end Executive Session at 7:08 p.m. and return to regular session and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 6:10 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 6:12 p.m.

A. OLD BUSINESS:

1. Curfew Ordinance: Steve said he talked to Frank Heiligensten who is doing some research to see what other municipalities are using this and issuing violations. Mel will access the county system to see how many noise violations have been issued.

Mel reported the car should be set up for delivery within a week to ten days.

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

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of August 13, 2008 minutes: Trustee Charlie Mattern motioned to approve the August 13, 2008 minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

2. Health insurance renewal: Nothing new.

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Tuesday, September 16, 2008
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3. Sexual harassment training: The training has been completed.
 4. Employee badges: Julie is in the process of getting the remaining pictures taken.
 5. Employee handbook: Julie has not started on it yet. Steve has not gotten any job descriptions yet.
 6. Evaluation of Village Administrator Position: Nothing new.
- B. NEW BUSINESS:** Greg Eckels asked if we could get additional dependent life insurance coverage. Julie will check into it.
- C. GENERAL CONCERNS:** None.

**EXECUTIVE SESSION
6:20 P.M.**

Trustee Charlie Mattern motioned to go into Executive Session at 6:20 p.m. to discuss personnel issues (5 ILCS 120/2-(c)(1)(a) and Trustee Steve Smith seconded the motion.

ROLL CALL VOTE: Trustee Charlie Mattern - aye; Trustee Steve Smith - aye; Trustee Rita Baker - aye. All voting aye, the motion carried.

Trustee Steve Smith motioned to end Executive Session at 6:55 p.m. and return to regular session and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

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

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 6:55 p.m.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:56 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, August 13, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, August 13, 2008 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

A. OLD BUSINESS:

1. Earthquake Preparedness Pamphlet: Julie received every pamphlet but the Earthquake one from Red Cross. They are in the process of updating that pamphlet and most likely won't have any prices until next year.
2. Curfew ordinance: Mel reviewed the information provided to him by Steve. He said there is some information that we could pull out and use but felt we needed a legal opinion on that information. He will continue to research the noise measurement issue and see if any other area law enforcement departments have such an ordinance. Mel stated he is open to suggestions and also said he would like to be able to handle the situation without putting it into an ordinance form and prosecuting it.

B. NEW BUSINESS:

Mel reported that the car is still in process. Mel advised the annual MEGSI renewal is due and payable. The cost is \$4,500 and was budgeted. The committee agreed to pay the renewal fees.

POLICE DEPARTMENT and PERSONNEL COMMITTEE EXECUTIVE SESSION 6:47 P.M.

*Trustee Charlie Mattern motioned to go into Executive Session at 6:47 p.m. to discuss personnel issues (5 ILCS 120/2-(c)(1)(a) and also litigation (5 ILCS 120/2-(c)(11) and Trustee Steve Smith seconded the motion. **ROLL CALL VOTE:** Trustee Charlie Mattern - aye; Trustee Steve Smith - aye; Trustee Rita Baker - aye. All voting aye, the motion carried.*

Trustee Steve Smith motioned to end Executive Session at 7:08 p.m. and return to regular session and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:08 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 7:08 p.m.

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Wednesday, August 13, 2008
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PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of July 9, 2008 minutes: *Trustee Steve Smith motioned to approve the July 9, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Health insurance renewal: Nothing new.
3. Sexual harassment training: Ron has set up a training session with IMUA on Monday, August 25, 2008. We will have Mel and some of the administrative employees attend the session.
4. Employee badges: Julie is in the process of getting the remaining pictures taken.
5. Employee handbook: Julie has not started on it yet. Steve has not gotten any job descriptions yet.
6. Evaluation of Village Administrator Position: Nothing new, Ray asked for suggestions on whether a change in direction is warranted.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:15 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager