

**VILLAGE PRESIDENT**  
Seth Speiser

**VILLAGE CLERK**  
Jerry Menard

**VILLAGE TRUSTEES**  
Mathew Trout  
Dean Pruett  
Elizabeth Niebruegge  
Lisa Meehling  
Ray Matchett, Jr.  
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

**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

May 22, 2015

## NOTICE

### COMMITTEE AS A WHOLE MEETING VILLAGE OF FREEBURG

A Committee as a Whole Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, May 27, 2015, at 5:30 p.m.**

### COMMITTEE AS A WHOLE MEETING AGENDA

- I. Items to be Reviewed
  - A. Old Business
    1. Approval of March 30, 2015 Minutes
  - B. New Business
    1. Occupancy Permit Inspections
  - C. General Concerns
  - D. Public Participation
  - E. Adjourn

At said Committee 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 position [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)]; discussion of executive session minutes, 5 ILCS, 120/2 – (C)(21)

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## COMMITTEE AS A WHOLE MEETING

Monday, March 30, 2015

6:00 p.m.

The Committee as a Whole Meeting was called to order at 6:04 p.m. on Monday, March 30, 2015, by Mayor Seth Speiser. Members present were Mayor Seth Speiser, Trustee Mike Blaies, Trustee Steve Smith, Trustee Ray Matchett, Trustee Matt Trout, Trustee Elizabeth Niebruegge, Trustee Dean Pruett, Public Works Director John Tolan, Head Lineman Shane Krauss, Village Clerk Jerry Menard and Village Administrator Tony Funderburg.

### A. OLD BUSINESS:

1. Approval of January 20, 2015 Minutes: Trustee Matt Trout motioned to approve the January 20, 2015 minutes and Trustee Steve Smith seconded the motion. All voting yea, the motion carried.

**B. NEW BUSINESS:** Tony said we are low in the simplified telecommunications tax and other communities are as well. As of today, we are up to \$108,713, so it has increased a little bit. Last year, we were at \$129,000. Trustee Trout asked if we wanted to reduce the number of liquor license extensions from six to three and further asked if that should be included on the ordinance or wait until after the six months is over. Trustee Niebruegge would like the bars to have a heads up on what our plan is. We will eliminate the extensions to zero during the trial basis.

1. FY2016 Budget: Tony advised he has increased revenues in the utility funds. We have had over \$1,000,000 in building the past few months and thinks that trend is going to continue. Tony believes we are going to receive some freezes in the Admin fund. He has been receiving information about how our revenues are going to be cut by the state and we estimate ours to be approximately \$218,000. There will be a resolution in the board packet that addresses this. On top of that is the issue of unfunded mandates. We are compiling a list of mandates that affect the Village of Freeburg and the costs expended to meet the mandates. The resolution will highlight the issue of how these required mandates and potential cut in funding from the state affects the local municipality. Tony is still trying to determine what funds will be affected by the loss of the \$218,000 in revenue but believes sales tax is going to be the big one. Trustee Smith thinks it's going to be the income tax.

Trustee Smith asked if the admin revenues should be projected at an increase since we may be receiving a decrease in revenue from the state. Tony believes we won't see any hits this year but should proceed with caution. Tony will be meeting with other administrators at a meeting in Springfield which should cover what is going on.

Committee as a Whole Meeting

Monday, March 30, 2015

Page 1 of 3

Tony has added a line item in the electric department. We would like to enter into an agreement with BHM&G which would cover all of our engineering services for the IEPA reports and also meetings, telephone and email support. The cost for this is \$1050 per month. We have a permit that needs to be renewed and will need to hire LaDonna Driver to complete the application. Those costs will run around \$17,000 and have been included in the budget.

Admin Dept.: Steve questioned the \$125,000 in reserves on the revenue side, and Tony said the bulk of this amount is for the pool upgrades. Tony reminded the committee we have three options on how to pay for the upgrades – by financing it, spreading the cost over a couple of years of the budget or take it out of reserves. Trustee Blaies asked about the salaries and Tony advised the union employees receive a 2.5% raise per the contract. He said the board will decide if the non-union employees receive that raise but it has been budgeted. He also reminded the committee that we had a payroll audit last year after the budget was passed. The auditor decides how to code where each employee's time goes. Trustee Niebruegge questioned the \$6,000 in banners under Community Relations and asked if you have a specific project in mind and Tony said no.

Police Dept.: We are working to purchase an exchange server for approximately \$18,000 which will host all of our emails and make it more secure and more easily accessible. At the current time, we back up our data and store the tapes in a fireproof safe in the vault. Steve thinks we should have a separate safe away from this office to keep our backed up data. Tony said Brian advised we should not take anything off site and Village clerk Jerry Menard believes legally it should not leave here.

Zoning Dept.: Tony would like to add in a line item that addresses nuisance properties if we have to go tear down a house, cut down a tree or mow grass. He would to be able to appropriate it so it gives us the ability to do it.

Streets Dept.: Mike asked if we used any snowbirds this past winter and John said no. Tony said that salary is included in the budget. Steve asked why salaries are increasing from \$143,900 to \$173,735 and Tony advised this is one area we have budgeted to add one employee by the request of the Mayor and John. We are hoping to use more full-time employee so we can cut down on the part-time employees. Steve believes that could be a risk with all the budget concerns coming up in the next year or so. John believes you could spread some of the salary into other departments. He would also like to see this person handle light vehicle maintenance and save on some service costs.

ESDA: Tony will work with Gene on getting ID badges for his volunteers.

Garbage: Matt questioned the high bills on the recycling center. Tony said we are coming up for a renewal on our Waste Management contract and we will ask for a break on our cost. He said we are also going to set up arrow direction signs and also what do to with the cardboard once those dumpsters are full.

MFT: We've done our best for now. Tony said any increases are frozen.

Water: Steve asked about the \$131,000 in reserves and Tony said we've had some projects that haven't been finished and previously budgeted but need to keep in next year's budget like the Countryside Lane annexations, the water tower painting and also a water line that has broken 8 times that needs to be replaced. We had to add in additional costs for the water tower painting/repair and also need to think about building up reserves for the other water tower to

be painted. Steve asked why there was a high jump in water salaries and Tony will verify the amount with Debbie. She is the one that prepares the salary and insurance numbers. Steve also asked if we are getting close with the radio read meters and John advised we are a couple of years out.

Sewer Dept.: Tony has budgeted \$50,000 from reserves and said we might pull a little bit from reserves this year. We are going to talk about the future of sewer in the next committee meeting and a possible rate increase in the near future. John said when we were looking at the line with Helms, we knew we were going to need an increase. Tony is bringing a proposed rate increase spread out over several years. Under services, infrastructure, John said some of the costs for the VFDs or variable frequency drives will come out of the IMEA energy efficiency money.

Electric Dept.: Matt asked about the \$10,000 in street lights and Tony said we have \$20,000 to spend from IMEA. Tony can't answer how we are going to choose how to spend the money. This way, we are still covered under the budget.

Pool: Jerry asked why we have two different line items for pass sales. Tony said we need to decide what we are going to do as far as upgrades. We need to do the bath house floor, add hot water and fixtures. He also thinks we should do the concrete and be prepared to make a decision at the next committee meeting. Elizabeth said the pool is moving in the right direction.

2. Executive Session to Discuss Personnel, 5 ILCS 120/2-(C)(1):

**EXECUTIVE SESSION**

**7:08 P.M.**

*Trustee Elizabeth Niebruegge motioned to enter Executive Session to discuss executive session minutes, 5 ILCS 120/2(c)(21) and Trustee Steve Smith seconded the motion. All voting yea, the motion carried.*

**EXECUTIVE SESSION ENDED**

**7:36 P.M.**

*Trustee Matt Trout motioned to end Executive Session at 7:07 p.m. and Trustee Dean Pruett seconded the motion. All voting aye, the motion carried. Trustee Matt Trout motioned to reconvene the regular session of the Committee as a Whole meeting at 7:37 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Elizabeth Niebruegge motioned to adjourn at 7:37 p.m. and Trustee Matt Trout seconded the motion. All voting yea, the motion carried.*



Transcribed from tape by  
Julie Polson  
Office Manager

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May 13, 2015

**TO: RESIDENTIAL LANDLORDS IN FREEBURG**

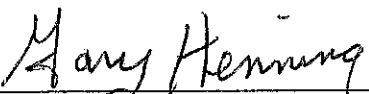
**RE: OCCUPANCY INSPECTIONS**

The Village of Freeburg Committee as a Whole will meet on Wednesday, May 27, 2015 at 5:30 p.m. at Village Hall to discuss Occupancy Inspections. Anne Markezich, the Building/Zoning/Mapping & Platting Director for St. Clair County, will be present to answer questions.

As a Village of Freeburg landlord, you are encouraged to attend this meeting and voice your viewpoints.

Sincerely,

VILLAGE OF FREEBURG

  
\_\_\_\_\_  
Gary Henning, Village of Freeburg  
Zoning Administrator

**CC:** Freeburg Village Board of Trustees  
Seth Speiser, Mayor of Freeburg  
Tony Funderburg, Village Administrator

## **Occupancy Permit Program Narrative**

Property Owner/Agent calls St Clair County Building and Zoning to schedule an inspection.

St Clair County Building and Zoning Inspectors conduct an inspection and either pass or fail the property. In the event that the property fails the inspection the inspector will leave a list of violations that must be addressed.

St Clair County Building and Zoning when required issues a failed letter to the property owner/agent informing them that the property had failed inspection and notifying them of violations that must be addressed prior to re-inspection and issuance of an occupancy permit.

Property Owners/Agent call for re-inspection when required

St Clair County Building and Zoning issues a letter to the property owner/agent informing them that the property had passed inspection and notifying them of the maximum number of occupants.

St Clair County Building and Zoning faxes a copy of the occupancy letter to the Municipality.

The Municipality issues the tenant an occupancy permit.

### **Fees:**

Occupancy Inspection Single Family Residence: \$100.00

Occupancy Inspection Duplex: \$100.00

Occupancy Inspection Mobile Home: \$75.00

Occupancy Inspection Apartment: \$50.00

Re-inspection for all properties: \$50.00



**County of St. Clair  
Occupancy Inspection Checklist**

1. Openings between the garage and residence shall be equipped with either solid core slab wood door not less than one and three-eighth ( $1\frac{3}{8}$ ) inch (35 mm) in thickness or Twenty (20) minute fire-rated doors. If breezeway is present and 10 feet or more between garage door and living area, the solid core door clause can be eliminated.
2. Install dirt leg or sediment trap on furnace and water heater gas lines minimum 3 inches long. **(Illinois Plumbing Code Section 890)**
3. Install sheet metal screws into gas furnace and water heater vent pipes, 3 per joint and into water heater hood, also top of tank.
4. Equipment and appliance having an ignition source shall be elevated such that the source of ignition is not less than 18 inches (457 mm) above the floor in hazardous locations and private garages. **(2006 IRC G2408.2 (305.3) Elevation of Ignition Source)**  
  
**Exception:** Elevation of the ignition source is not required for appliances that are listed as flammable vapor ignition resistant.
5. Fuel-fired appliances shall not obtain combustion air from any of the following rooms or spaces. Sleeping room, bathroom, toilet room, or confined space (Where the space in which the appliance is located does not meet the criteria.) Install two permanent openings to adjacent space. One opening shall be within 12 inches of the top and within 12 inches of the bottom space. Minimum grill size is 10" x 10". **(2003 IRC Combustion Air Chapter 17)**
6. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Ducts in the garage and ducts penetrating the walls or ceiling shall have no opening into garage. **(2003 IRC 309.1 Opening Protection)**
7. Electrical cable shall be protected from physical damage by metal conduit, schedule 40 PVC rigid non-metallic conduit, or wall board up to 8 foot from floor.

12/01/2011



**County of St. Clair  
Occupancy Inspection Checklist**

8. Non-grounded house wiring shall have 2-prong outlets, grounded receptacles that have grounding contacts shall have those contacts effectively grounded. Every habitable space shall contain at least two separate and remote receptacles outlets.
9. Remove power to outlets in light fixtures, mirrors and cabinets that do not have GFCI protection within 6 feet of water.
10. Every habitable space in a dwelling shall contain at least two (2) separate and remote receptacle outlets. Every laundry area shall contain at least one (1) ground-type receptacle. Ground-Fault Circuit Interrupter Protection (GFCI) is required in the following locations:
  - (a) Bathrooms within (6) feet of water source.
  - (b) Kitchen within (6) feet of water source.
  - (c) All outside receptacle shall be weather proof and GFCI.
11. Emergency escape basement window minimum 5 square feet at grade level. The measurements of the window are minimum 20 inches wide by 24 inches high with maximum height from floor 44 inches to the bottom of the clear opening. Basement bedroom shall have egress window and shall contain at least 70 square feet of floor area for one occupant. **(2003 IRC Emergency Escape)**
12. Swimming pools shall be completely enclosed by a barrier or fence at least 48 inches above grade. Above ground pools the barrier may be the pool structure, or mounted on top of pool structure. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door is opened. The alarm shall be capable of being heard throughout the house during normal house-hold activities. **(2003 IBC 3109 Swimming Pool Enclosure and Safety Devices)**

12/01/2011





**County of St. Clair  
Occupancy Inspection Checklist**

|                                | <b>Exterior Property Area</b> | <b>P</b> | <b>F</b> |  | <b>Bathroom</b>            | <b>P</b>  | <b>F</b>  |
|--------------------------------|-------------------------------|----------|----------|--|----------------------------|-----------|-----------|
| 29-3-5                         | Sanitation                    |          |          | 29-6-17  | Electrical Systems Hazards |           |           |
| 29-3-6                         | Grading & Drainage            |          |          | 29-6-20  | Receptacles (GFI)          |           |           |
| 29-3-7                         | Sidewalks & Driveways         |          |          | 29-6-21  | Lighting Fixtures          |           |           |
| 29-3-8                         | Weeds                         |          |          | 29-3-36  | Interior Surfaces          |           |           |
| 29-3-9                         | Rat Harborage                 |          |          | 29-3-27  | Windows/Vented             |           |           |
| 29-3-10                        | Exhaust Vents                 |          |          | 29-3-36  | Traps on sink              |           |           |
| 29-3-11                        | Accessory Structures          |          |          | <b>Kitchen</b>                                   |                            |           |           |
| 29-3-15                        | Exterior Painting             |          |          | Square Footage                                   |                            | <b>P</b>  | <b>F</b>  |
| 40-8-2(a)                      | Motor Vehicles                |          |          | 29-6-17  | Electrical Systems Hazards |           |           |
|                                | Trash/debris                  |          |          | 29-6-20  | Receptacles (G.F.I)        |           |           |
| <b>Exterior Structure</b>      |                               | <b>P</b> | <b>F</b> | 29-6-21  | Lighting Fixtures          |           |           |
| 29-3-16                        | Street Number                 |          |          | 29-3-36  | Interior Surfaces          |           |           |
| 29-3-18                        | Exterior Walls                |          |          | 29-3-27  | Windows/Vented             |           |           |
| 29-3-20                        | Roof & Drainage               |          |          | 29-6-11  | Gas Shutoff on Range       |           |           |
| 29-3-19                        | Decorative Features           |          |          | 29-3-36  | Traps on sink              |           |           |
| 29-3-22                        | Overhangs Extensions          |          |          | <b>Living Room</b>                               |                            |           |           |
| 29-3-25                        | Chimney & Towers              |          |          | Square Footage                                   |                            | <b>P</b>  | <b>F</b>  |
| 29-3-26                        | Handrails & Guardrails        |          |          | 29-6-17  | Electrical Systems Hazards |           |           |
| 29-3-27                        | Windows & Door Frames         |          |          | 29-6-20  | Receptacles                |           |           |
| 29-3-27(a)                     | Glazing                       |          |          | 29-6-21  | Lighting Fixtures          |           |           |
| 29-3-27(b)                     | Openable Windows              |          |          | 29-3-36  | Interior Surfaces          |           |           |
| 29-3-28                        | Insect Screens                |          |          | 29-3-27  | Windows/Vented             |           |           |
| 29-3-29                        | Doors                         |          |          | <b>Basement</b>                                  |                            |           |           |
| 29-3-30                        | Basement Hatchway             |          |          | Shutoff valve on water heater                    |                            |           |           |
| 29-6-4                         | AC Disconnect                 |          |          | Drip Leg on water heater                         |                            |           |           |
| 29-3-6                         | Anti-Siphon/Faucets           |          |          | Dirt leg on gas furnace & water heater           |                            |           |           |
| <b>Electrical Panel</b>        |                               | <b>P</b> | <b>F</b> | <b>Garage</b>                                    |                            |           |           |
| All wires must have connectors |                               |          |          | Solid wood/metal door between house & garage     |                            |           |           |
| No Double Lugging              |                               |          |          | Ceiling in garage must be fire rated             |                            |           |           |
| Bare wires must have wire caps |                               |          |          | Wall between house & garage must be fire rated   |                            |           |           |
|                                |                               |          |          | Garage door opener must have receptacle          |                            |           |           |
|                                |                               |          |          | No extension cords allowed                       |                            |           |           |
|                                |                               |          |          | Gas furnace & water heater must be 18" off floor |                            |           |           |
| <b>Bedroom</b>                 |                               |          |          | <b>#1</b>  | <b>#2</b>                  | <b>#3</b> | <b>#4</b> |
| Square Footage                 |                               |          |          |  |                            |           |           |
| 29-6-17                        | Electrical Systems Hazards    |          |          |  |                            |           |           |
| 29-6-20                        | Receptacles                   |          |          |  |                            |           |           |
| 29-6-21                        | Lighting Fixtures             |          |          |  |                            |           |           |
| 29-3-36                        | Interior Surfaces             |          |          |  |                            |           |           |
| 29-3-27                        | Openable Windows              |          |          |  |                            |           |           |
| 29-7-26                        | Smoke detectors               |          |          |  |                            |           |           |
| State Law                      | Carbon Monoxide Detectors     |          |          |  |                            |           |           |