

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

October 8, 2012

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

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, **Wednesday, October 10, 2012, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
- B. New Business
 - 1. Kyle Whitworth Resignation

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of September 12, 2012 Minutes; Approval of Executive Session Minutes for September 12, 2012; August 6, 2012 and July 12, 2012
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Employee raise/job description update
- 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)]; 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, October 10, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, October 10, 2012 at 6:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Ray Danford, Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS: Chief Woodruff said we are swearing in the new part-time officers tomorrow morning. He advised the committee Matt completed all of his testing and we are waiting on the formal results from the psych evaluation. The informal results showed no issues with him. Mel reported one of the two light bars we just installed locked up and needs to be fixed. Mel said we may have a resident that will donate the cost to repair the light. Steve asked Dennis if he talked to anyone about the basement. Dennis talked to Bill Reichert who said it would be very expensive to put a basement in because this is a slab on grade. It would be better to add on. He offered to sketch up a couple of ideas. Item will be placed on the public property agenda.

B. NEW BUSINESS:

1. Kyle Whitworth Resignation: A copy of his resignation was included in the packet.

Mel said we received a request for the Village to place no parking signs in front of 114 E. Emily since the resident needs handicap access. Mel was fine with the request. Mel said he was contacted by Norbert Auth with a request to put a stop sign up at the intersection of Wolf Road and Countryside Lane. He, Dennis and John will meet there next week to look at the intersection in question. Item will be placed on public property agenda.

Mel said the Illinois Law Enforcement Training Standards Board has established hiring standards for part-time police officers that need to be put into ordinance form and all municipalities are required to adopt it. We have sent previous ordinances but they have not been satisfied with them. We are in compliance with everything except their acceptance of our ordinance.

Trustee Steve Smith motioned to recommend to the full Board the ordinance regarding part-time police officers hiring standards be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Mel said he would like to discuss the full-time hiring procedures. Currently, he conducts the interviews and makes a recommendation to the personnel committee. Testing is conducted after the applicant is hired. He would like to submit the candidates for testing prior to hiring them. He would also like to add a polygraph to the list of tests that

Personnel/Police Committee Meeting

Wednesday, October 10, 2012

VILLAGE BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

need to be taken. The polygraph tests are now tied to voice stress instead of the old way of being tied to blood pressure. The committee was fine with the new procedure and test.

Mel provided a brief update on Justin Mendenhall. Trustee Baker read the letter from Justin to the committee where he stated he would like to be considered for a full-time police officer position with Freeburg.

EXECUTIVE SESSION
7:01 P.M.

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

EXECUTIVE SESSION ENDED at 7:23 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:24 p.m.

Mel said we need to look at a social networking policy for the Village. He has received information on this from a past seminar. Julie said she was contacted by a council member from Lebanon who was also working on this. We may want to consider a discipline violation for employees that post negative comments on Facebook or a similar social website. With no further business for Mel, he left the meeting at 7:29 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of Minutes: *Trustee Steve Smith motioned to approve the minutes of September 12, 2012 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the June 19, 2012 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the July 12, 2012 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the August 6, 2012 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the September 12, 2012 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee Handbook: Not discussed. We have a union meeting scheduled for October 22, 2012.

a. Public Works On Call Status: Nothing new.

3. Job Descriptions: Nothing new.

4. Safety Policy: Nothing new.

4. Non-union employee raises: We need to work on Gene's job description.

B. NEW BUSINESS: Dennis explained we have several employees that would like to upgrade their Verizon phone to a smartphone. Verizon is offering a rugged smartphone with push-to-talk capability that a lot of the guys are interested in replacing their current phones with. Currently, our employees pay \$10 per month for their Verizon phone. If they want additional features, they pay the additional charges associated with those features. Julie checked with Verizon and there is a \$10 monthly fee to insure the smartphone along with a \$100 deductible. If there is no insurance, it costs \$450 to replace the G'Zone Commando (rugged smartphone) phone and \$320 to replace the Ravine (phone that replaces the Barrage). After a discussion, the committee was fine with the employees ordering the smartphone as long as they sign an agreement they will either purchase the insurance or take a stockpiled phone if their phone breaks.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:58 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Julie Polson
Office Manager

Kyle Whitworth

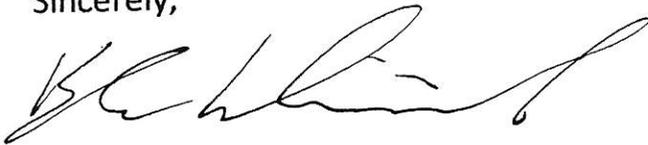
 **COPY**

9-01-2012

Dear Chief Woodruff and Village of Freeburg board members,

I am writing to announce my resignation as Police Officer from the Freeburg Police Department, effective 9-15-2012. I have accepted a job with the Illinois State Police. I want to thank you for the opportunity to work here.

Sincerely,



Kyle Whitworth

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, September 12, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, September 12, 2012 at 6:44 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Ray Danford, Village Clerk Jerry Menard, Chief Mel Woodruff, Assistant Public Works Director John Tolan and Village Administrator Dennis Herzing. Guests present: Kendra Sauzek and Janet Baechle.

Chairperson Rita Baker called for New Business in order to accommodate our guest.

B. NEW BUSINESS:

1. Request for Police Dept., assistance for 5K Run/Walk: Kendra Sauzek was present to request assistance from our police department during their 5K Run/Walk on October 13, 2012. They would like the police department to direct traffic so their runners can cross over Apple Street by the high school and stay there until the runners come back through. Chief Woodruff said they don't have any particular issues. Chief said the streets and traffic are our responsibility and we don't bill any organization for that.

Trustee Steve Smith motioned to recommend to the full Board the request from St. Joseph's School to have the Freeburg Police Department manage traffic control during the 5K Run/Walk be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Thank you from resident: Chairperson Baker read the thank you note from a previous Freeburg resident who needed help during a domestic situation. She thanked the police department for their assistance during that difficult time.
3. St. Joseph Knights of Columbus request: They would like to collect for their 2012 Intellectual Disabilities Tootsie Roll Campaign on 9/21 and 9/22. Steve asked what hours they would be collecting. Rita believes they collect in the evening from 5-7:00 p.m. and in the morning from 9:00-12:00.

Trustee Steve Smith motioned to recommend to the full Board the request from St. Joseph's Knights of Columbus to collect donations for their 2012 Intellectual Disabilities Tootsie Roll Campaign and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

4. Repair to light bar on patrol car: Chief Woodruff said the light bar on the Expedition is one of several used light bars that were received by the PD prior to his arrival. The one on the Expedition is about 17 years old. We have multiple bars we will need to

Personnel/Police Committee Meeting
Wednesday, September 12, 2012

replace. The bid is for the purchase of two light bars and installation that are the most critical ones that we need to replace. He would like to get them ordered and installed as soon as possible. The other light bar is for Officer Ruhmann's vehicle. Mel said all but one light bar were received free from the State. The committee was fine with the request.

Assistant Public Works Director John Tolan left the Executive Board Room at 6:55 p.m.

EXECUTIVE SESSION

6:55 P.M.

*Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1) and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Charlie Mattern – aye; Trustee Steve Smith – aye; Trustee Rita Baker – aye. All voting aye, the motion carried.*

EXECUTIVE SESSION ENDED at 7:01 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:02 p.m.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires:

EXECUTIVE SESSION

7:03 P.M.

*Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Steve Smith – aye; Trustee Charlie Mattern – aye; Trustee Rita Baker – aye. All voting aye, the motion carried.*

EXECUTIVE SESSION ENDED at 7:23 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:24 p.m.

Trustee Steve Smith motioned to recommend to the full Board we hire three part-time police officers and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Chairperson Baker asked about Matt Moeckel and Chief Woodruff advised the committee if they want to interview him, they can; otherwise, his recommendation would be to hire him. Charlie stated he is ready to hire him.

Trustee Charlie Mattern motioned to recommend to the full Board we hire Matt Moeckel as a full-time police officer and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Chief Woodruff left the meeting at 7:25 p.m. and Assistant Public Works Director John Tolan re-entered the meeting.

Trustee Steve Smith motioned to recommend to the full Board we direct Attorney Manion to proceed with the discovery process and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of July 12, 2012 and August 6, 2012 Minutes: Trustee Steve Smith motioned to approve the minutes of July 12, 2012 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the August 6, 2012 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee Handbook: Not discussed.

a. Public Works On Call Status: Rita thought the contract will take care of this and Dennis said it will once it is signed.

3. Job Descriptions: Rita said we did receive information from Gene detailing his duties. Gene's job description pertains to item #5 below. Dennis said we haven't had time to do anything with this.

4. Safety Policy: John said this will coincide with the contract.

5. Non-union employee raises: Dennis sees this as a two-step process. He needs to take the information received from Gene and turn it into an ordinance which will amend the current code. The other issue is the raise which is up to the committee. Steve asked what Gene receives in compensation right now and Dennis believes it is \$1300 per year. Rita asked how everyone felt about doubling the salary for the year. Charlie asked what Phil makes and Dennis thinks his pay is about \$20 per hour. Rita thought he worked 20 hours per week. Dennis said the ESDA budget is almost nonexistent and we usually end up transferring money from the general fund and it wouldn't be a big issue to manage the additional money. Dennis said an option we have is to do something now and then again in the spring with the new budget so we can budget accordingly. The committee can consider an additional increase in compensation at budget time. Rita said you could consider giving Gene a bonus that isn't tied to the salary if we wanted to provide additional compensation. We may consider turning this position into two positions. Dennis said you can have an ESDA coordinator and an ESDA manager. The ESDA coordinator would handle all what Gene provided to us over and above what the typical ESDA coordinator would provide. The more routine stuff would be handled by the ESDA manager. Charlie wants it to be conveyed to Gene that the raise is based on what he deserves but was not budgeted. We are also discussing how to set it up for after Gene is gone.

Trustee Charlie Mattern motioned to recommend to the full Board ESDA Coordinator Gene Kramer receive a \$200 per month raise and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Ray requested we create an updated salary list for everyone. Assistant Public Works Director was present to discuss his recent request. Rita asked for an executive session and John left the room.

EXECUTIVE SESSION
7:43 P.M.

*Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. **ROLL CALL VOTE:** Trustee Steve Smith – aye; Trustee Charlie Mattern – aye; Trustee Rita Baker – aye. All voting aye, the motion carried.*

EXECUTIVE SESSION ENDED at 7:55 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:56 p.m.

Rita said they came up with an idea to give John \$3500 for 2011. Charlie said the bonus is recognizing the work that you have done regardless of what Mel has done. John reiterated that he never wanted that to be an issue. John said you know that I will give all I have and more and Rita said they recognize that and truly appreciate it.

Trustee Steve Smith motioned to recommend to the full Board John Tolan receive a \$3500 bonus for 2011 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

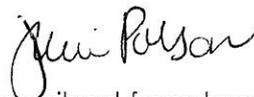
The committee talked about the new apprentice lineman and Trustee Blaies said that recommendation will come from the Electric Committee at the board meeting Monday night.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: Trustee Mattern said he will be out of town at Monday night's board meeting. Dennis is going to get that phone moved into the board room by the Mayor's seat.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:02 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager