

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 10, 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, October 12, 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
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of September 14, 2011 and October 5, 2011 Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Electric lineman 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.]; 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 12, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, October 12, 2011 at 6:34 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, 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 this is ongoing. Not much progress has been made.

Rita asked Trustee Smith if he had any concerns with the full-time and part-time officers we plan to hire Monday night. He did not.

Mike asked Mel about our ordinance concerning commercial box vans being parked on residential streets. Mel said we haven't had limitations in the past but have recently adopted the nuisance abatement code. Both he and Dennis will look at the code to see if there are any restrictions on that. Chief Woodruff left the meeting.

B. NEW BUSINESS: None.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of September 14, 2011 and October 5, 2011 Minutes: Trustee Steve Smith motioned to approve the September 14, 2011 and October 5, 2011 Minutes and Trustee Charlie Mattern 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 advertised last week and also this week, the posting has been put on our website as well as IMEA's website. No applications have been received. We will advertise one more week and then possibly advertise in the Belleville and St. Louis papers.

B. NEW BUSINESS: Assistant Public Works Director John Tolan was present to discuss the applications for part-time leaf collection. Eight applications were reviewed and three people will be recommended to the board on Monday night.

Personnel/Police Committee Meeting

Wednesday, October 12, 2011

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



Trustee Steve Smith motioned to recommend to the full Board that David Beshars, Kevin Polson and Michael Peters be hired for the part-time leaf collection help and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Smith said he saw an article in an edition of the Municipal Review that offered supervisor training in dealing with unions. Steve asked John about it and John would be interested in attending. We'll get more information to the next committee meeting.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

E. **ADJOURN:** Trustee Steve Smith motioned to adjourn at 6:50 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.



Julie Polson
Office Manager

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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.

Personnel/Police Committee Meeting
Wednesday, September 14, 2011

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

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.



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Office Manager

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PUBLIC SAFETY COMMITTEE MEETING
Wednesday, October 5, 2011 at 5:00 p.m.

Chairperson Rita Baker called the meeting of the Public Safety Committee to order on Wednesday, October 5, 2011 at 5:00 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith - absent, Trustee Charlie Mattern - here, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

EXECUTIVE SESSION at 5:00 P.M.

POLICE:

- A. OLD BUSINESS: None.
- B. NEW BUSINESS:

EXECUTIVE SESSION ENDED at 5:46 P.M.

Trustee Mattern motioned to open the regular session of the Personnel/Police Committee meeting at 5:47 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: Trustee Charlie Mattern motioned to adjourn at 5:48 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.



Julie Polson
Office Manager