

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
Steve Smith
Tony Miller
Rita Baker
Seth Speiser
Charlie Mattern

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
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Stephen R. Wigginton

October 9, 2010

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 13, 2010, at 5:30 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. Building for Sale
 - 2. New Athens Police Department Thank You

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of September 8, 2010 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Overtime charges
 - 5. Safety Policy
- B. New Business
 - 1. Overtime charges
 - 2. Safety Policy
- 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
Wednesday, October 13, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, October 13, 2010 at 5:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Police Contract:

EXECUTIVE SESSION 5:32 P.M.

Trustee Steve Smith motioned to enter into Executive Session at 5:32 p.m. citing personnel, 5 ILCS, 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 6:12 P.M.

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

2. Noise Ordinance: There is nothing new on this topic.

B. NEW BUSINESS:

1. Building for Sale: Dennis provided a flier of the old doctor's building for sale and said it might be a good site for the police department. He doesn't know where we would get the money for this purchase and stated it is something to think about. Charlie asked if it is in a good location and Chief Woodruff said ideally, you would like to be on a main road.

2. New Athens Police Dept. Thank You: New Athens requested the use of Diggitt and sent the Village of Freeburg a thank you note for a successful drug bust by Officer Marquart and Diggitt. They also sent a \$150 donation for the K-9 fund. Chief Woodruff left the meeting.

PERSONNEL: A. OLD BUSINESS:

1. Approval of September 8, 2010 minutes: Trustee Steve Smith motioned to approve the September 8, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Personnel/Police Committee Meeting
Wednesday, October 13, 2010
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Trustee Tony Miller, Public Works Director Ron Dintelmann and Assistant Public Works Director John Tolan entered the meeting at 6:17 p.m.

2. Employee handbook: This was not discussed due to the public works unionization issue. It was decided to hold a Committee as a Whole meeting to discuss the public works unionization contract.

a. Public Works On Call Status: Not discussed.

3. Job Descriptions: Rita had a few suggestions on these. She liked the qualifications found in our code for police chief. She also felt the degree requirement should be a minimum of an Associates Degree but state the Bachelor's Degree would be preferred. With respect to the Village Administrator, the position should have a minimum of a Bachelor's Degree and state that accounting experience is preferred.

4. Overtime charges: Not discussed.

5. Safety Policy: Not discussed.

B. NEW BUSINESS:

EXECUTIVE SESSION

6:29 P.M.

Trustee Steve Smith motioned to enter into Executive Session at 6:29 p.m. citing personnel, 5 ILCS, 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

6:37 P.M.

Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:37 p.m.

Trustee Steve Smith motioned to recommend Resolution #10-10 - A Resolution Approving the Specific Salaries for Full-Time Employees of the Village of Freeburg to the full Board for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:38 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

For Sale
OFFICE / MEDICAL

302 West Washington Street
Freeburg, IL 62243

3,828 Square Foot Office/Medical Building



- 3,828 Square Foot Building
- 12,100 Square Foot Site
- 7 Exam Rooms, 2 Offices, Break Room and Lab Area
- Excellent Location near State Route 13
- **SALE PRICE:** \$267,960 (\$70.00/SF)

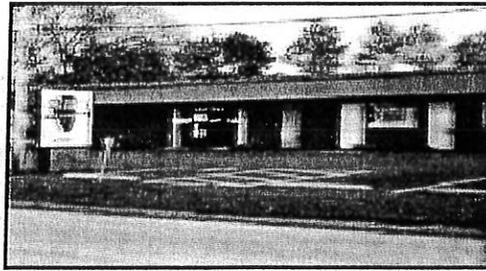


For more information and inspection please contact:

C. KEVIN GALLAGHER, CCIM, SIOR
(314) 584-6216
kgallagher@gateway-commercial.com

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NEW ATHENS POLICE DEPARTMENT

Tim Buehler, Chief of Police

905 Spotsylvania Street, New Athens, Illinois 62264

Phone (618) 475-2145 Fax (618) 475-9269

Chief Mel Woodruff,

On 08/17/10, I conducted a traffic stop in the Village of New Athens. Lt. Dallas Hill called Officer Terry Marquardt to assist with the deployment of his K-9 unit during the traffic stop. Officer Marquardt arrived without incident and deployed K-9 "Diggitt". K-9 "Diggitt" indicated inside the passenger interior area of the suspect vehicle. Lt. Hill removed six bags containing approximately 15.4 grams of cannabis. The suspect resides in Belleville, IL and admitted to being a drug dealer throughout the area.

With Officer Marquardt and K-9 Diggitt's assistance, a sizeable amount of drugs were removed from our venue. The drug seizure and subsequent arrest would have not occurred without the assistance from the Freeburg Police Department.

On behalf of the Village of New Athens Board of Trustees, Village President, Lt. Hill and myself **THANK YOU** for providing the assistance of Officer Terry Marquardt and the deployment of the K-9 unit. The Village of New Athens is proud to make a \$150.00 donation to the Freeburg Police Department K-9 fund.

If myself or the services of my officers could ever be of any assistance to the Freeburg Police Department do not hesitate to call. Thank you again.

CHIEF Tim Buehler

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, September 8, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, September 8, 2010 at 6:47 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Mike Blaies and Janet Baechle.

POLICE: A. OLD BUSINESS:

1. Police Contract: Dennis talked to Attorney Manion today and he will put into writing the suggestions agreed upon in the September 7th board meeting to the union attorney.
2. Noise Ordinance: Chief Woodruff advised he has nothing new.

B. NEW BUSINESS:

1. Halloween: The committee agreed to observe Halloween trick or treat hours on October 31st until 9:00 p.m.
2. Wedding in Village Park: A resident has requested use of the village park for a wedding on Halloween at 3:00 p.m. which won't be in conflict with the school parade or trick or treat. The committee agreed to the request.

Chief Woodruff left the meeting at 6:49 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of August 30, 2010 minutes: *Trustee Steve Smith motioned to approve the August 30, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee handbook: This was not discussed due to the public works unionization issue. Dennis commented it is important that we include language in the contract about this. He is still waiting on the proposed contract from the union attorney.
 - a. Public Works On Call Status: Charlie thinks the on call should be done on a rotation basis. John thought the consensus from previous meetings was to put everyone on the calendar and the employee is responsible to make sure his days are covered. John asked if the employee will receive comp time and if there will be a penalty if the employee is not available on their assigned day. Charlie said Maryville gets two

Personnel/Police Committee Meeting
Wednesday, September 8, 2010
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hours of comp time per day and Waterloo gets time off. Dennis said you can't force someone to take comp time but you can provide an incentive. For instance, you can offer 2 hours paid or 3 hours earned comp per day the employee is on call. Ron said the on call being discussed is just for weekends and holidays. The committee then discussed limiting the amount of comp to 16 hours per month.

3. Job Descriptions: Julie provided copies of the job descriptions from Fairview Heights. She said we do not have a job description for John's position. She will research some other towns to see if she can find one. She also copied the job descriptions in our current code when comparing them.

4. Overtime charges: Dennis will check with Attorney Manion to see what was decided.

5. Safety Policy: John said he wants to make sure this is included in the negotiations.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:13 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

JOB DESCRIPTION

PART 1 – GENERAL DESCRIPTION:

Title:	Engineering Assistant
Department:	Public Works
Reports to:	Director of Public Works

SUMMARY OF POSITION

Position involves assisting the Director of Public Works in the planning and implementation of Capital Improvement Projects, with oversight responsibilities as assigned, including on site inspection and testing for these projects. Assists with Technology Development for the Department as well as other engineering functions.

ESSENTIAL JOB DUTIES:

- Assist the Director of Public Works in the oversight of all Public Works Divisions as assigned.
- Assume the duties of the Director's position in the Director's absence.
- Assist in the planning and implementation of Capital Improvement Projects
- Respond to citizen complaints and emergency situations
- Inspect and manage Capital Improvement Projects
- Test materials on Capital Improvement and Public Works Projects
- Oversight of telephone systems for the Village

BASIC JOB QUALIFICATIONS

- Bachelor's Degree in Engineering, Civil Engineering preferred
- Two years project management experience
- One year experience in a supervisory capacity
- Valid Illinois Driver's License

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Demonstrated knowledge of governmental organization, rules, regulations and processes
- Working knowledge of public works services, methodologies and technologies and knowledge of relevant laws and regulatory agency requirements including federal, state and local laws, rules and regulations
- Working knowledge and demonstrated proficiency in sound and accepted engineering principles necessary to plan, develop, finance, operate and maintain major Village infrastructure facilities and capital projects

- Demonstrated working knowledge of the basic principles of effective organizational management and supervision
- Demonstrated skill in public relations activities to include public speaking before large groups, writing media releases, articulating department goals and projects to department staff, the media, and other governmental officials
- Ability to make critical decisions involving small to large, complex technical, financial, managerial or organizational issues, problems and transactions
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with Village officials, other local governmental officials, employees and the public
- Ability to effectively provide expert testimony at public hearings and trials
- Ability to work under stress and pressure and respond to crisis or emergency situations
- Ability to physically perform the essential functions of the position
- Ability to meet the travel requirements of the position
- Computer skills in CAD, EXCEL, WORD
- Basic surveying skills
- Concrete testing skills
- Civil engineering knowledge and experience
- Ability to read and interpret blueprints
- Street problem solution skills
- High level of mathematical skills

WORKING CONDITIONS:

Most work will be accomplished in an office environment but will include field visits to remote offices, work sites, projects and inspections including hiking in field terrain and in all weather.

OTHER JOB REQUIREMENTS:

Certifications in one or more of the following areas: testing of concrete, asphalt, soils, etc.

RESOLUTION NO. 10-10

A RESOLUTION APPROVING SPECIFIC SALARIES FOR FULL-TIME EMPLOYEES OF THE VILLAGE OF FREEBURG

WHEREAS, the Village of Freeburg, Illinois, has determined that it is necessary, desirable and in the best interest of the Village of Freeburg to set a specific salary increase for full-time employees of the Village of Freeburg; and,

WHEREAS, the Village Board of the Village of Freeburg, Illinois, has reviewed the proposed increase for said full-time employees of the Village of Freeburg.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF FREEBURG, STATE OF ILLINOIS, AS FOLLOWS:

1. That the Village of Freeburg Board of Trustees, does hereby approve a one percent (1%) increase for full-time employees. Said increase is to be effective as of and retroactive to and inclusive of date April 1, 2010, based on their present salary.
2. That this Resolution shall be in full force and effect immediately upon its passage by the Village Board of the Village of Freeburg, Illinois, and approval by the Village President thereof. Said salaries being set forth in Exhibit "A", which is hereto attached and herein incorporated by reference.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT THIS 18th DAY OF OCTOBER, 2010.

Vote Recorded:

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

Resolution #10-10 cont.

Approved by the Village President of the Village of Freeburg, St. Clair County, Illinois,
this 18th day of October, 2010.

Raymond Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form: _____
Village Attorney

Exhibit A to Resolution 10-10
Salaries for Full-Time Employees of the Village of Freeburg

Administration **2010 -11**

Village Administrator Dennis Herzing	\$74,160
Chief Mel Woodruff	\$65,299
Zoning Administrator Phil Borger	\$ 7,353
Office Manager Julie Polson	\$43,357
Clerk Debbie Pierce	\$37,900
Clerk Jane Kramper	\$33,828
Clerk Laura McGarry	\$33,828
Public Works Director Ron Dintelmann	\$71,452
Asst. Public Works Director John Tolan	\$59,096

Public Works Department

Greg Blumenkamp	\$43,980
Gregory Eckels	\$43,980
Robert Elden	\$45,739
Donald Gauch	\$43,980
Robert Jenkins	\$43,980
Randy Kasper	\$53,194
Shane Krauss	\$53,194
Tim Kunklemann	\$45,739
Clark Lucash	\$53,194
Jeff Mohr	\$46,291

Exhibit A to Resolution 10-10 cont.

<u>Police Department</u>	<u>2010 -11</u>
Kent Ahlers	\$43,291
John Blumenkamp	\$43,291
Steve Burrows	\$46,321
John Cappello	\$43,291
Terry Marquardt	\$43,291
Stan Ruhmann	\$43,291
Mike Schutzenhofer	\$43,291
Dave Unverferth	\$43,291