

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Lisa Meehling
Mike Blaies
Tom Carpenter
Michael Heap
Robert Kaiser

VILLAGE TREASURER
Bryan A. Vogel

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

INTERIM
VILLAGE ADMINISTRATOR
Matt Trout

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Michael J. Schutzenhofer

ESDA COORDINATOR
Eugene Kramer

VILLAGE ATTORNEY
Weilmuenster Keck Brown, P.C.

THE PUBLIC CAN PARTICIPATE THROUGH THE ZOOM CLOUD MEETING APPLICATION AND CLICKING ON THE FOLLOWING LINK:

Join URL: <https://us02web.zoom.us/j/4478727673>

Meeting ID: 447 872 7673

We ask the public to mute their phone or mic until Public Participation
If you have any questions, please contact Matt Trout at mtrout@freeburg.com
Village Hall will be open to the public for this meeting

November 27, 2023

NOTICE MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Meehling/Blaies/Heap/Matchett)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, November 29, 2023, at 6:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING POLICE COMMITTEE

- A. Old Business
 1. Body Camera Update
- B. New Business
 1. Projects #23-10 and #23-11: Purchase of Toughbooks, Docking Stations and Microsoft Office License

PERSONNEL COMMITTEE:

- A. Old Business
 1. Approval of November 1, 2023 Minutes
 2. CDL Requirements
 3. Office Staff and Public Works Memorandum of Understanding Regarding Vacation
 4. Police Department Secretary and Office Manager Hire – Possible Executive Session to Discuss Personnel, 5 ILCS 120/2-(c)(1)
- 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)], collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) or discussion of executive session minutes, 5 ILCS, 120/2-(c)(21)]

VILLAGE OF FREEBURG

Project Request Form

Request Date:	<u>11-15-2023</u>	Priority:	Low / Medium / High / Urgent
Project Title:	<u>Computer's</u>	Project Sponsor:	<u>Schutzenhofer</u>
Project Address:		Budget Year:	

Funding Sources: (Circle One)

Tax Increase	Rate Increase	Requires Referendum	Grant	Bond Issue	MFT	Study Needed	Loan
Electric	Water	Sewer	Streets	<u>Police</u> ESDA	Other	Admin	Pool

Percentage:

Projected Construction Cost:	<u>10,335.98</u>	Proposed Start Date:	
Projected Design Engineering Cost:		Proposed Completion Date:	
Projected Construction Engineering Cost:		Need:	

Project Description:

2 new F2-55 Toughbook Computer's
6 new Docking Station
2 Microsoft Office Lic.

Requested IT Services:

Extra Information:

Vendor Information:

Requestor's Signature [Signature] Date 11-15-2023

Project Review Committee Only Below this Line

Project Review Committee: _____

Decision: Approved Rejected Date _____

Supervisor's Signature _____ Date _____

Comments:



6 Sunset Hills Prof. Centre
 Edwardsville, IL 62025
 US

Voice:
 Fax:

Quotation

Quote Number: 99329FR3F
 Quote Date: Nov 15, 2023
 Page: 1

Quotation For:
FREEBURG POLICE DEPARTMENT 14 SOUTHGATE CENTER FREEBURG, IL 62243

Reference:
NEW TOUGHBOOKS

Customer ID	Good Thru	Payment Terms	Sales Rep
FRE132	12/15/23	Net Due	LKB

Quantity	Item	Description	Unit Price	Amount
2	-	FZ-55 TOUGHBOOKS - MODEL# FZ-55FZ06UAM/ WITH CF-SVCLTNF3YR - PANASONIC PROTECTION PLUS INCLUDED	2,980.00	5,960.00
2	-	DELIVERY, INITIAL SETUP, WINDOWS UPDATES, ANTIVIRUS & BASIC CONFIGURATION	99.00	198.00
6	-	HA-55LVDLT2 - HAVIS DOCKING STATION	785.00	4,710.00
6	-	CF-LNDDC120HW- LIND 120W CAR ADAPTER	155.00	930.00
6	-	CF-LNDBRK120 - LIND MOUNTING BRACKET	13.00	78.00
		NOTE: PD WILL INSTALL		

Subtotal	11,876.00
Sales Tax	
TOTAL	11,876.00



6 Sunset Hills Prof. Centre
 Edwardsville, IL 62025
 US

Quotation

Quote Number: 99330FF
 Quote Date: Nov 15, 2023
 Page: 1

Voice:
 Fax:

Quotation For:
FREEBURG POLICE DEPARTMENT 14 SOUTHGATE CENTER FREEBURG, IL 62243

Reference:
MICROSOFT OFFICE PRO PLUS

Customer ID	Good Thru	Payment Terms	Sales Rep
FRE132	12/15/23	Net Due	LKB

Quantity	Item	Description	Unit Price	Amount
2	-	OPTION: MICROSOFT OFFICE 2021 PRO PLUS	229.99	459.98

Subtotal	459.98
Sales Tax	
TOTAL	459.98

VILLAGE OF FREEBURG

Project Request Form

Request Date:	<u>11-15-2023</u>	Priority:	Low / Medium / High / Urgent
Project Title:	<u>Computer's</u>	Project Sponsor:	<u>Schutzenhofer</u>
Project Address:		Budget Year:	

Funding Sources: (Circle One)

Tax Increase	Rate Increase	Requires Referendum	Grant	Bond Issue	MFT	Study Needed	Loan
Electric	Water	Sewer	Streets	<u>Police/ESDA</u>	Other	Admin	Pool

Department: (Circle All That Apply)

Percentage:

Projected Construction Cost:	<u>17,047.96</u>	Proposed Start Date:	
Projected Design Engineering Cost:		Proposed Completion Date:	
Projected Construction Engineering Cost:		Need:	

Project Description:

4 new F2-55 Toughbook Computer's
4 new Docking Stations
4 Microsoft Office Lic

Requested IT Services:

Extra Information:

Vendor Information:

Computer
6 Sunset Hills Prof. Centre
Edwardsville IL 62025

Requestor's Signature *mil. [Signature]* Date 11-15-2023

Project Review Committee Only Below this Line

Project Review Committee: _____

Decision: Approved Rejected Date _____

Supervisor's Signature _____ Date _____

Comments:



6 Sunset Hills Prof. Centre
 Edwardsville, IL 62025
 US

Quotation

Quote Number: 99329FR1
 Quote Date: Nov 13, 2023
 Page: 1

Voice:
 Fax:

Quotation For:
FREEBURG POLICE DEPARTMENT 14 SOUTHGATE CENTER FREEBURG, IL 62243

Reference:
NEW TOUGHBOOKS

Customer ID	Good Thru	Payment Terms	Sales Rep
FRE132	12/13/23	Net Due	LKB

Quantity	Item	Description	Unit Price	Amount
4	-	FZ-55 TOUGHBOOKS - MODEL# FZ-55FZ06UAM/ WITH CF-SVCLTNF3YR - PANASONIC PROTECTION PLUS INCLUDED	2,980.00	11,920.00
4	-	DELIVERY, INITIAL SETUP, WINDOWS UPDATES, ANTIVIRUS & BASIC CONFIGURATION	99.00	396.00
4	-	HA-55LVDLT2 - HAVIS DOCKING STATION	785.00	3,140.00
4	-	CF-LNDDC120HW- LIND 120W CAR ADAPTER	155.00	620.00
4	-	CF-LNDBRK120 - LIND MOUNTING BRACKET	13.00	52.00
		NOTE: PD WILL INSTALL		

Subtotal	16,128.00
Sales Tax	
TOTAL	16,128.00

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Seth Speiser

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING (Meehling/Blaies/Matchett) Wednesday, November 1, 2023 at 6:00 p.m.

Chairperson Lisa Meehling called the meeting of the Personnel and Public Safety Committee to order on Wednesday, November 1, 2023 at 6:42 p.m. Those present were Chairperson Lisa Meehling, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Seth Speiser, Village Clerk Jerry Menard, Trustee Tom Carpenter, Trustee Bob Kaiser, Chief Mike Schutzenhofer, Village Attorney Fred Keck (absent), Public Works Director John Tolan, Village Engineer Tim Pruet, Village Administrator Matt Trout and Office Manager Julie Polson (absent). Guest present: Janet Baechle. There were no guests present via Zoom.

POLICE:

A. OLD BUSINESS: Chief Mike Schutzenhofer summarized the 103 calls received since last meeting. Chief Schutzenhofer advised he and Fire Chief Hans Mueller presented a program to the 5th and 6th grade students on how to use 911 correctly. Our canine officer inspected the grade school last week, and this week he inspected the high school along with other canine officers. All of the body camera equipment is in, and next week they will start installing the cameras in the patrol cars. The law requires them to be operational in 2025, but Chief Schutzenhofer wants time for our officers to become comfortable using them before the mandatory start date. Trustee Meehling asked if we have guidelines in place on what and what not to do. Chief Schutzenhofer advised yes, they will be contained in our policy. Village Administrator Matt Trout advised we have reached out to surrounding communities, and they all are using the policy created by O'Fallon. Matt said this equipment ultimately provides our officers protection.

B. NEW BUSINESS:

1. Police Department Secretary Hire: This will be discussed under Personnel, New Business.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of September 27, 2023 Minutes: Trustee Mike Blaies motioned to approve the September 27, 2023 Minutes, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.
2. CDL: Public Works Director John Tolan advised SWIC does not offer the training. Lewis & Clark College in E. Alton does. They have an 8-week program from 8:00 a.m. – 4:30 p.m., and a 16-week program from 8:00 a.m. – noon at a cost of \$4,000. They have a class that starts January 16th. This would include the driving and taking their test with their truck. There is a training company in Belleville called 160 Driving Academy. They have a 4-week program 8:00 a.m. – 4:30 p.m. You take the test in their truck includes a DOT physical and drug testing at a cost of \$5,200. When you consider the cost of employee's overtime, mileage, and length of the class, the Belleville firm is the better option. John would like to start the training in January after the holidays. The committee agreed to use the Belleville firm.

Personnel/Police Committee Meeting
Wednesday, November 1, 2023

Page 1 of 3

3. Office Staff and Public Works Memorandum of Understanding Regarding Vacation: Nothing new to report.

B. NEW BUSINESS:

1. Office Manger Hire: Matt advised he, Trustee Meehling and Attorney Keck met on what needs to be done with the office manager and police secretary positions. The current police department secretary, billing clerk and finance clerk's hourly rate is \$25.84, administrative assistant is \$21.17 and the office manager is \$28.33. Matt emailed the updated job descriptions to everyone, and most of the revisions were specific to FOIA. Matt said Attorney Keck feels a good portion of the police department secretary's time will be handling FOIA requests regarding body cameras. The current process for a police FOIA is either Mike or Laura will pull the information, and then it goes to Julie to prepare the information in final form following the FOIA guidelines. Attorney Keck would like to see a person in both the police and admin departments familiar with FOIA. Attorney Keck would like the technical portion of that police department secretary position emphasized. FOIA was added to the office manager position. Trustee Meehling agreed that the body cam FOIAs are going to add a lot of work to that position that can't go to the office manager to handle. There are other FOIAs that will be handled by the office manager. Juile came to us with a legal background where she writes the ordinances, handles the FOIAs and is very familiar with the municipal matters. We need to look at this applicant not just as a straight administrative person but someone that has that depth of experience. Trustee Meehling feels we need the legal and FOIA experience. There is a lot that Julie handles that we don't have to pay our attorney to do. Since they are retiring 1/17, we would like to approve the updated job descriptions at Monday's board meeting and post the in-house position opening on Tuesday, 11/7. Attorney Keck said that billing clerk and office manager positions should not be in the code, only the appointed positions. Matt would like to see the job titles of police department secretary and office manager be updated.

Matt said the health insurance committee met, and the renewal will be included on the board agenda. Gene received the WRN 2023 Ambassador of Excellence Award presented to him by the National Weather Service. Please congratulate Gene!!!!

Trustee Mike Blaies motioned to amend the agenda in order to hear Public Participation, and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.

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

EXECUTIVE SESSION

7:10 P.M.

Trustee Ray Matchett motioned to enter executive Session to Personnel, 5 ILCS 120/2-(c)(1) and Trustee Mike Blaies seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

7:18 P.M.

Chairperson Meehling reconvened the regular committee session at 7:18 p.m.

Trustee Mike Blaies motioned to recommend to the full Board the removal of the Interim Administrator Title from Matt Trout to Village Administrator with a salary increase to \$85,000, and Trustee Bob Kaiser seconded the motion. All voting yea, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Janet congratulated Gene on his award.

E. ADJOURN: *Trustee Mike Blaies motioned to adjourn at 7:20 p.m., and Trustee Ray Matchett seconded the motion. All voting yea, the motion carried.*



Julie Polson
Office Manager