

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

November 7, 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, November 9, 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
 - 1. Approval of October 5, 2011 and September 14, 2011 Executive Session Minutes

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of October 12, 2011 Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Electric lineman position
 - 6. Supervisor training on dealing with unions
- 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, November 9, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, November 9, 2011 at 6:36 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Village Clerk Jerry Menard, 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 have mediation scheduled on Monday, November 14th on outstanding issues.

Chief Woodruff reported Kurt completed all testing and is now full-time. Kurt and Matt will be officially sworn in Monday at 2:00 p.m.

Chief Woodruff brought up the noise ordinance and he said we had decided in a previous committee meeting to take our current ordinance and improve it by putting time limits in there. He suggested we might also want to put a time limit on permits for special events. Dennis said we might want to give the board the approval on setting time limits for special events. Mel suggested 6:00 a.m. - 10:00 p.m. Monday through Thursday, 6:00 a.m. - 11:00 p.m. on Friday; 7:00 a.m. - 11:00 p.m. on Saturday and 7:00 a.m. - 10:00 p.m. on Sunday. Trustee Smith recommended this be sent to the Legal/Ordinance committee for them to review and present to the board.

B. NEW BUSINESS:

1. Approval of October 5, 2011 and September 14, 2011 Executive Session Minutes: Trustee Steve Smith motioned to approve the October 5, 2011 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the September 14, 2011 Executive Session minutes and Trustee Charlie Mattern seconded the motion. all voting aye, the motion carried.

Mel reported the police car that had been damaged by a fire department truck has been repaired and is back in service. Chief Woodruff left the meeting at 6:48 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of October 12, 2011 Minutes: Trustee Steve Smith motioned to approve the October 12, 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.

Personnel/Police Committee Meeting
Wednesday, November 9, 2011
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3. Job Descriptions: Nothing new.
4. Safety Policy: Nothing new.
5. Electric lineman position: The applicants were reviewed in the Electric Committee and we have two applicants we would like to interview. John suggested we hold them in the next couple of weeks and ask Ron if he would like to sit in on the interviews.
6. Supervisor training: Trustee Smith gave Julie the information on the supervisor training. It is sponsored by the Illinois Public Service Institute and costs \$1200 for one week.

EXECUTIVE SESSION at 6:52 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 7:10 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:10 p.m.

- B. **NEW BUSINESS**: None.
- C. **GENERAL CONCERNS**: None.
- D. **PUBLIC PARTICIPATION**: None.
- E. **ADJOURN**: *Trustee Steve Smith motioned to adjourn at 7:11 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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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 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.

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