

**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  
December 6, 2010

**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

## 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, December 8, 2010, at 6:30 p.m.**

### **PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING**

#### I. Items to be Reviewed

#### **POLICE COMMITTEE:**

- A. Old Business
  - 1. Police Contract
  - 2. Noise Ordinance
  - 3. Approval of Executive Session Minutes
- B. New Business
  - 1. Vacation Pay Request
  - 2. Stop Sign Request
  - 3. Executive Session to discuss personnel, 5 ILCS120/2-(c)(1)a

#### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of October 13, 2010 minutes and Executive Session minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  - 4. Overtime charges
  - 5. Safety Policy
- B. New Business
  - 1. Christmas Holiday
- 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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Weilmuenster Law Group, P.C.

## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Thursday, December 9, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, December 9, 2010 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, 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 spoke with Attorney Manion who has not heard anything. Chief Woodruff said he has heard they are waiting until after the holidays.
2. Noise Ordinance: There is nothing new on this topic.
3. Approval of Executive Session Minutes: *Trustee Steve Smith motioned to approve the July 12, 2010 Executive Session Minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the October 13, 2010 - First Executive Session Minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

### **B. NEW BUSINESS:**

1. Vacation Pay Request: Chief Woodruff submitted a request to be reimbursed for unused vacation. *Trustee Steve Smith motioned to approve Chief Woodruff receive 40 hours pay for unused vacation and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*
2. Stop Sign Request: We received a request from Dean Pruett to look at installing a stop sign on S. Cherry Street and also ones at the intersections of Emily Street and also Apple Street. Mel said he sees these areas are more an issue during the evening when Rt. 15 becomes congested. He does not have any problem with adding stop signs since he sees them as helping slow traffic on Cherry Street. Mel will check out the area and get the information to Dennis so he can prepare an ordinance and this request will be sent to the Streets committee.

John Tolan asked about the light at Edison and Woods Manor Drive that was discussed in a previous Streets committee meeting. Since Mel was unaware of the request, he will look at that area after the meeting tonight. John then left the meeting at 6:40 p.m.

3. Executive Session to discuss personnel, 5 ILCS 120/2-(c)(1)a.

**EXECUTIVE SESSION**  
**6:40 P.M.**

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

**EXECUTIVE SESSION ENDED**  
**7:46 P.M.**

*Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:46 p.m.*

**PERSONNEL: A. OLD BUSINESS:**

1. Approval of November 10, 2010 minutes and October 13, 2010 Second Session Executive Session Minutes: *Trustee Steve Smith motioned to approve the November 10, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the October 13, 2010 - Second Session Executive Session 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: Not discussed.

3. Job Descriptions: Not discussed.

4. Overtime charges: Item can be taken off the agenda.

5. Safety Policy: Not discussed.

**B. NEW BUSINESS:**

1. Christmas Holiday: Taken care of at last meeting. Item can be taken off the agenda.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:49 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager

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Stephen R. Wigginton

## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, November 10, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, November 10, 2010 at 6:45 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: Dennis had a call from Attorney Manion today advising they are trying to schedule the next meeting within the next week.
2. Noise Ordinance: There is nothing new on this topic.
3. Doctor's building for sale: This would not be an ideal location for the police department. Item can be taken off the agenda.
4. Approval of July 12, 2010 Executive Session Minutes: Will be taken care of at next month's meeting.

### **B. NEW BUSINESS: None.**

### **PERSONNEL: A. OLD BUSINESS:**

1. Approval of October 13, 2010 minutes: *Trustee Steve Smith motioned to approve the October 13, 2010 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: Not discussed.
3. Job Descriptions: Not discussed.
4. Overtime charges: Item can be taken off the agenda.
5. Safety Policy: Not discussed.

### **B. NEW BUSINESS:**

1. Christmas Holiday: The administrative office requested to close for the Christmas Holiday on Thursday, December 23rd and Friday, December 24th. The committee agreed with the request.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

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



Julie Polson  
Office Manager

**VILLAGE OF FREEBURG  
DEPARTMENT OF POLICE**

14 SOUTHGATE CENTER \* FREEBURG, ILLINOIS 62243 \* 618/539-3132 \* FAX: 618/539-9872

To: Village of Freeburg Police/Personnel C committee.

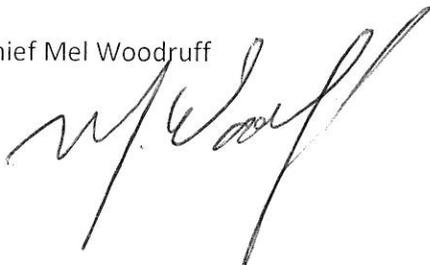
Attn: Chairperson Rita Baker.

Re: Unused Vacation Request.

Date: December 6, 2010

I have a remaining 40 hours of vacation, that I was unable to use, and will accrue three additional weeks of vacation on my anniversary December 18<sup>th</sup> 2010. At this time I am requesting your consideration for payment of the 40 remaining hours. As always thanks for your support.

Chief Mel Woodruff

A handwritten signature in black ink, appearing to read 'M. Woodruff', written in a cursive style.

November 10, 2010

Dear Sir or Madam,

I would like to ask for someone to look into placing a stop sign on South Cherry Street. I would also like you to place a sign at the intersections of Emily Street and at Apple Street.

In the mornings and in the evenings, it is especially dangerous at these intersections with motorists using Cherry to get around traffic on State Street. People travel at a high rate of speed all day long. There have been numerous "close calls" at these intersections. By placing these signs, maybe we can prevent someone from being seriously injured, and help give the residents along these streets some peace of mind.

Sincerely,

Dean Pruett  
Freeburg Towing  
202 East Emily St.