

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

January 4, 2013

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

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, **Monday, January 7, 2013, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of December 12, 2012 Minutes
 - 2. Employee handbook
 - 3. Job descriptions
 - 4. Safety Policy
- B. New Business
 - 1. Employee request to be paid for comp time
- 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)] 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 Monday, January 7, 2013 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, January 7, 2013 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Trustee Seth Speiser, Village Clerk Jerry Menard, Chief Mel Woodruff and Village Administrator Dennis Herzing.

POLICE:

A. OLD BUSINESS: Chief Woodruff advised the committee Officer Moeckel has expressed an interest in training for the K-9 program. Mel stated maybe we could consider assigning the dog to him while he is on probation, go to the training by Brian, and then after he completes probation, consider sending him to the academy for further training. Mel doesn't believe Terry would have a problem keeping the dog while we decide what we want to do. If we are going to keep her, he doesn't want to put the dog in the next certification because that would be a lot to put on Matt during his probation. Matt will work with Brian on acclimating the dog to Matt. Mel said we would have to authorize that police vehicle to go outside Village limits to Matt's house which is located right next to the Village limits. Trustee Blaies asked if he could be annexed in and Dennis said yes, he could. The committee agreed to move forward with having Matt train.

Chief Woodruff said at some point we need to start thinking about filling our vacancies. In the past when we've had situations pending arbitration, Mel said he hasn't been in favor of replacing those positions, but he doesn't feel that is going to be the circumstance in this case. Mel stated he has an officer who will retire if either Blomenkamp or Burrows comes back to work.

Trustee Steve Smith motioned to post the internal notice to hire a full-time police officer in the Village of Freeburg Police Department and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

NEW BUSINESS: Administrator Herzing said we have received a request from the Area Agency on Aging to collect donations in March. They have done this several times and Mel asked Julie to make sure they collect during daylight hours and have safety vests on and an up-to-date insurance certificate. Dennis explained that we are now going to put the motions that come out of committee onto the board agendas.

Trustee Steve Smith motioned to grant the Area Agency on Aging's collection request at the January 22nd board meeting and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Administrator Herzing said it's time to negotiate the salary opener from the police union contract. The police agreed to 3 years of raises but then a reopener on only the raises which would be effective in April. The handout is the current salary but then Dennis

Personnel/Police Committee Meeting

Monday, January 7, 2013

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

added the 1, 2 and 3% numbers at the bottom of that sheet. He thinks Dave Unverferth is of the same opinion that they aren't going to bring their union rep in we aren't going to bring Brian in since we are only going to agree on a number and no language that needs to be changed. They have a union meeting coming up pretty soon and Dennis told him he would ask for some preliminary guidance on what the board might offer and go from there. The committee discussed the raise amount and agreed on 2% which is the same amount that public works received. Dennis will report that back to Dave.

Chief Woodruff left the meeting at 6:46 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of December 12, 2012 Minutes: *Trustee Steve Smith motioned to approve the minutes of December 12, 2012 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee Handbook: Not discussed.
3. Job Descriptions: Dennis has started working on the descriptions but isn't ready to bring them to committee yet.
4. Safety Policy: Nothing new.

Dennis reported the first negotiation session for the office staff union contract has been scheduled for Wednesday, January 23, 2013 at 4:30 p.m. Chairperson Baker said she will be at the meeting. Dennis has talked to Jim Beck and he is fine with just him and Dennis primarily sitting down on the negotiations. Dennis anticipates there to be much of the same language as in the public works contract. Obviously before he agrees to anything that isn't the same, he will have Attorney Manion to review it.

EXECUTIVE SESSION

6:48 P.M.

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

EXECUTIVE SESSION ENDED at 7:02 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:02 p.m.

Administrator Herzing asked the committee for their permission to have Juile transcribe the minutes and everyone was fine with the request.

Trustee Steve Smith motioned to recommend to the full Board we give John Tolan a bonus of \$3500 and Trustee Mattern seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS:

1. Employee Request to be paid comp time: Tyler Isaak requested to be paid for 7.5 hours of accumulated comp time. Dennis believes he would prefer to be paid for it rather than use the comp time. Steve thinks we need to cap the comp time and vacation time. Dennis said on comp time they can protect 40 hours that is not subject to buyout. He said it is more the case you want to buy the comp time to keep the employee from taking so many days off rather than this instance. The comp comes out of the same line item as the overtime. The comp time is a method to ask the employee to earn rather than being paid overtime.

Trustee Steve Smith motioned to recommend to the full Board we pay Tyler Isaak for 7.5 hours of comp time and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

- C. GENERAL CONCERNS:** Seth asked if Tyler has more than 7.5 hours of comp time and Dennis said no. Steve asked if he is still on probation and Dennis said no, he has been here over a year.

- 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, December 12, 2012 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, December 12, 2012 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Trustee Seth Speiser, Village Clerk Jerry Menard, Mayor Ray Danford, Chief Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

EXECUTIVE SESSION 6:38 P.M.

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

EXECUTIVE SESSION ENDED at 6:48 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:48 p.m.

B. NEW BUSINESS:

1. Unused vacation request: Chief Woodruff submitted a request to extend his 80 hours of unused vacation by six months.

Trustee Steve Smith motioned to grant Chief Woodruff's request to extend his 80 hours of unused vacation by six months and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

There being no further business for Chief Woodruff, he left the meeting at 6:50 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of November 14, 2012 Regular and Executive Session Minutes: Trustee Steve Smith motioned to approve the minutes of November 14, 2012 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to approve the November 14, 2012 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee Handbook: Not discussed.

3. Job Descriptions: Trustee Steve Smith motioned to recommend Ordinance #1447 revising the ESDA Coordinator's job description to the full Board for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
4. Safety Policy: Nothing new.

In the packet for approval is Ordinance #1444 which accepts the Public Works contract. Dennis advised the committee the public works employees agreed to the committee's decision on the outstanding issues.

Trustee Charlie Mattern motioned to recommend to the full Board Ordinance #1444 for approval and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS:

1. Employee Christmas Bonus: The bonus was missed at the last board meeting. Rita will bring it up at Monday night's meeting.

Included in the packet is the ordinance authorizing the village to enter into a Memorandum of Understanding with Jeff Mohr regarding the crew leader position.

Trustee Charlie Mattern motioned to recommend Ordinance #1446 to the full Board for approval and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Also included in the packet is an ordinance authorizing the village to renew its health insurance with Coventry Healthcare. The Health Insurance Committee met and agreed upon the alternative plan with a monthly premium of \$16, 840.98. The main difference with the alternative plan is if the employee reaches his/her deductible, there will be a \$20 co-pay for doctor visits and prescription drugs. There was an increase in overall costs and it was calculated to be approximately \$2.00 per employee per paycheck. The contract does state the employee may be responsible for an increase. The committee agreed not to pass that along to the employees. The health insurance committee would also like to see retirees represented in any of the meetings.

Trustee Charlie Mattern motioned to recommend Ordinance #1445 to the full Board for approval and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. 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

Village of Freeburg

December 17, 2012

14 Southgate Center

Freeburg ,Illinois 62243

Attn: Dennis Herzing

Re: Comp. Time

Dennis,

I would like to be paid for the 7.5 hours of comp. time I have accrued to date. According to Section 7.07 of our new contract this is possible if mutually agreed upon by employee and employer. Thank you for your consideration in this matter.

Sincerely,

Tyler Isaak

A handwritten signature in black ink, appearing to read "Tyler Isaak", written in a cursive style.



2365 Country Road • Belleville, IL 62221 • Tel: (618) 222-2561 • (800) 326-3221 • Fax (618) 222-2567 • E-mail ask@answersonaging.com
www.answersonaging.com

January 3, 2013

Mayor Dan Rayford
Village of Freeburg
14 Southgate Center
Freeburg, Illinois 62243

RECEIVED

JAN 03 2013

Dear Mayor and Committee Members,

Attached is our request for solicitation for Mar 4, 2013 at Route 15 and Apple Street, between the hours of 9:00am-3:00pm. The proceeds for the event will go to Christian Homecare Services, Inc. to benefit services for older adults.

The insurance certificate and 501 c letter are enclosed.

Thank you for the opportunity to host this fund raising event in your community. Should you have further questions do not hesitate to call me at 222-2561.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joy Paeth', with a large, stylized flourish.

Joy Paeth
Chief Executive Officer

Assistance • Advocacy • Answers on Aging



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, Illinois 62702
217 782-8881

October 1, 2010

AREA AGENCY ON AGING OF SOUTHWESTERN ILLINOIS INC
FISCAL OFFICER
2365 COUNTRY ROAD
BELLEVILLE IL 62221

We have received your recent letter; and based on the information you furnished, we believe

AREA AGENCY ON AGING OF SOUTHWESTERN ILLINOIS INC
of
BELLEVILLE, IL

is organized and operated exclusively for charitable purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9982-8464-06. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on November 1, 2015, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services
Illinois Department of Revenue

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID ES
AAASW-2

DATE (MM/DD/YYYY)
04/05/11

PRODUCER Yaekel & Associates, Inc. 1915 West Main Street Belleville IL 62226-7479 Phone: 618-233-0024 Fax: 618-233-3974	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Area Agency on Aging of Southwestern Illinois 2365 Country Road Belleville IL 62221	INSURER A: General Casualty Company	18821
	INSURER B: Liberty Mutual Insurance Compa	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	CCS0126207	01/24/11	01/24/12	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	CBA 0126207	01/24/11	01/24/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS				
<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC AGG \$
A	EXCESS/UMBRELLA LIABILITY	CCU 0512956	01/24/11	01/24/12	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input checked="" type="checkbox"/> RETENTION \$				\$
					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	WC7-34S-503956-010	01/24/11	01/24/12	WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 500000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 500000
					E.L. DISEASE - POLICY LIMIT \$ 500000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

FREE001

Village of Freeburg
 Village Administrator
 14 Southgate Center
 Freeburg IL 62243

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Jerry R. Yaekel, Jr.

Reopener solely on wage increases effective April 1, 2013

For the term of this contract, the sergeant's salary shall be set at \$3,000 per year above the annual salary for Patrolmen. Based on the above, the following salary schedule is agreed to:

	Probationary	\$38,542.98		
2010-2011	Patrolman	\$43,290.79		
	Sergeant	\$46,290.79		
	Probationary	\$39,313.84		
2011-2012	Patrolman	\$44,156.61		
	Sergeant	\$47,156.61		
	Probationary	\$40,493.25		
2012-2013	Patrolman	\$45,481.30		
	Sergeant	\$48,481.30		
	Percentage Increase	1%	2%	3%
	Probationary	\$40,898.18	\$41,303.11	\$41,708.05
2013-2014	Patrolman	\$45,936.11	\$46,390.93	\$46,845.74
	Sergeant	\$48,936.11	\$49,390.93	\$49,845.74

- Probationary employment shall be six (6) months.