

**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 6, 2012

## 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, **Monday, January 9, 2012, 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. Vacation guidelines
- B. New Business
  - 1. Moeckel's status

#### PERSONNEL COMMITTEE:

- A. Old Business
  - 1. Approval of December 12, 2011 Minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  - 4. Safety Policy
  - 5. Supervisor training on dealing with unions
- B. New Business
  - 1. Executive Session to discuss personnel, 5 ILCS 120/2-(c)(1)a
- 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: Monday, January 9, 2012 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, January 9, 2012 at 6:30 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 and Village Administrator Dennis Herzing.

### POLICE:

#### A. OLD BUSINESS:

1. Police Contract: Chief Woodruff is aware the officers received the contract from Attorney Brian Manion and he knows that Terry, Stan and John have a copy of it. Dennis said we are waiting on them to ratify it. Dennis said he got an email today from Brian Manion who said Buddy has not heard from the group.

2. Vacation guidelines: Chief Woodruff said his memo stands. He doesn't think the leaders in the police department have any interest in bring this up and haven't said anything about sitting down to talk about it. Chief Woodruff said he will wait until the contract is settled before he addresses Burrows' request for 30 consecutive days off, and let him know that he is not going to approve anyone with that length of time off unless it is a special circumstance. Chief Woodruff said he was hoping to have an opportunity to meet with Buddy to put that on the unit to resolve because it also affects their vacation. Dennis asked Mel if the officers have had any meetings since they received the contract and Mel said no.

Chief Woodruff said Buddy was supposed to mail a copy of the contract to all of the officers, but Terry ended up with a email copy. Other staff members had access to it before Stan and John. It wasn't supposed to go that way and now there are issues.

#### B. NEW BUSINESS:

1. Matt Moeckel accident: Chief Woodruff said he placed Matt's status on here so the committee members know what is going on with him. Mel has the county's report with him if anyone needs to look at it. Chief Woodruff said he has been to see the general practitioner who scheduled him to see a specialist. Until then, he put him in a brace and crutches. Trustee Smith asked if he had his safety vest on. Mel said we don't have a policy where they are required to wear them like the public works employees have. Mel said it is a DOT mandate that requires you to wear the vest when you are within the right-of-way for federal highways. Mel said we purchased the vests for all full-time officers and one or two of the part-time officers. We also purchased an additional vest for every car and Matt's did have one in it.

Mel said he and Dennis have been talking about coming up with language that will encourage the officers to use it and also to make them use if they are on a accident scene. He would at least like to come up with some guidelines. Mel said he is going to try and get a sample policy and see how it is worded. Mel said Dennis suggested a memo be sent out to the officers reminding them to wear the vests when necessary.

Personnel/Police Committee Meeting  
Monday, January 9, 2012

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

PERSONNEL: A. OLD BUSINESS:

1. Approval of December 12, 2011 minutes: *Trustee Steve Smith motioned to approve the December 12, 2011 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee Handbook: Nothing new at this time.
3. Job Descriptions: Nothing new.
4. Safety Policy: Dennis said this is in limbo until the contract has been settled.
5. Supervisor training: Dennis said he's not too sure where we stand with this. Trustee Smith said this for John to get training one week in the summer. Steve said we need to start looking into this because we are already into January depending when it is scheduled. Steve said the way the article read, it was for one week a year for two or three years. It is held in Effingham and the cost was around \$1,200.

B. NEW BUSINESS:

**EXECUTIVE SESSION**

**5:52 p.m.**

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

**EXECUTIVE SESSION ENDED**

**6:03 p.m.**

*Chairperson Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:04 p.m.*

*Trustee Steve Smith motioned to recommend to the full Board to give Jane Kramper and Laura McGarry a \$3,000 raise and Debbie Pierce and Julie Polson a \$1,000 raise and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Trustee Mattern said he would support for us to go out and look for a new web page for our community to follow after more research has been done. Dennis suggested that the committee look on the internet at other municipality's websites and see what you like and then maybe we can contact them and see who designed it.

C. GENERAL CONCERN: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:07 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Jerry Lynn Menard  
Village Clerk

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING  
Monday, December 12, 2011 at 5:30 p.m.

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.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, December 12, 2011 at 5:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

## POLICE:

### A. OLD BUSINESS:

1. Police Contract: Dennis said we met with the mediator and are in agreement with everything so we should be done. Chief Woodruff stated once the contract has been executed, the terms of the contract will be followed.

### B. NEW BUSINESS:

1. Vacation guidelines: Mel provided a copy of a memo that was distributed to the patrol staff regarding revised vacation guidelines that was dated November 15th and effective immediately. In 2011, there were officers off for various reasons for extended periods of time and Mel said he had trouble fielding a team. He has decided not to approve vacation requests for lengthy time off. Mel said since the memo went out, it has started another firestorm. Mel said Buddy Parker is going to review the memo and compare it to the union contract and then meet with Stan and Terry about it. Mel feels this is a management rights issue and doesn't want to negotiate it. Mel also commented an officer requesting 30 days off in a row is not going to work for us. Dennis reminded the committee all vacation time has to be approved by the supervisor according to the contract.

2. Vacation payment request: Mel advised he was unable to use 80 hours vacation due to scheduling constraints.

*Trustee Steve Smith motioned to recommend to the full Board Chief Mel Woodruff be paid 80 hours vacation time and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Chief Woodruff left the meeting at 5:47 p.m.*

## PERSONNEL:

### A. OLD BUSINESS:

1. Approval of November 9, 2011 Regular and Executive Session Minutes: *Trustee Steve Smith motioned to approve the November 9, 2011 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Trustee Steve Smith motioned to recommend the November 9, 2011 Executive Session 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: Dennis said this is currently being discussed in the union negotiations and they disagree with the discipline language regarding callouts.

3. Job Descriptions:

**EXECUTIVE SESSION at 5:49 P.M.**

Personnel/Police Committee Meeting  
Monday, December 12, 2011  
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*Trustee Smith motioned to enter into Executive Session 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 at 6:12 P.M.**

*Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:13 p.m.*

4. Safety Policy: Nothing new.
5. Supervisor training: Julie has not done anything with this yet.

Clerk Jerry Menard passed out Section 11-1507: Lamps and other equipment on bicycles which states every bike used at nighttime shall be equipped with a lamp on the front. She said there is a group of kids riding bikes at night and are very hard to see and said Father Mark is also having a problem with this. Jerry said they don't wear any type of reflective clothing. Dennis said this is governed by state statute but will take a copy of this over to Mel. He said we have talked about this before and also said since it is a state statute, we don't need an ordinance. Clerk Menard left the meeting at 6:15 p.m.

**B. NEW BUSINESS:** None.

1. Executive Session to discuss personnel: Already taken care of tonight.

Administrator Herzing passed out a memo that discusses the recommendation from the Health Insurance Advisory Committee's second meeting held December 8th. Dennis advised our agent was able to find some alternative plans after that initial meeting with the committee. He explained the difference between the original recommended plan and the new plan is the original plan has an embedded deductible while the new plan has an aggregate deductible. With the aggregate deductible, for everyone except single employees, the entire family has a \$10,000 deductible which needs to be met before the insurance covers anything. The premium with the aggregate deductible plan is approximately \$36,000 lower than the recommended plan. With the premium savings, the maximum exposure decreases to \$456,443 which is less than last year's total exposure of \$463,480. After we add in the two new employees, the total exposure in 2012 will be \$472,425. Dennis said the committee is revising their recommendation to adopt the new aggregate deductible plan with GHP and also to match the new deductible to this plan (\$5,000 for single employees and \$10,000 per family) without limiting individual family members to the \$5,000 reimbursement cap. The committee agreed with the Health Insurance Advisory Committee's recommendations.

*Trustee Steve Smith motioned to recommend to the full Board the recommendation of the Health Insurance Advisory Committee to switch to GHP's \$5,000/\$10,000 aggregate deductible plan and Trustee Charlie Mattern 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 6:30 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager