

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

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

February 9, 2009

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, February 11, 2009, at 5:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Curfew ordinance
 - 2. Burrows work status update
- B. New Business
 - 1. Personnel issue

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of January 21, 2009 minutes
 - 2. Sexual harassment policy
 - 3. Employee handbook
 - 4. Rich Darmstatter's request to use sick days
 - 5. Residency requirement
- 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.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, February 11, 2009 at 5:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, February 11, 2009 at 5:13 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.
2. Burrows work status update: Mel advised Steve has returned to work with his first day back being today.

B. NEW BUSINESS:

1. Personnel issue: Mel requested an executive session.

EXECUTIVE SESSION 5:14 P.M.

Trustee Steve Smith motioned to enter 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 5:32 P.M.

Trustee Steve Smith motioned to reconvene the regular session of the Personnel and Public Safety Committee Meeting at 5:32 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of January 21, 2009 minutes: Trustee Steve Smith motioned to approve the January 21, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Sexual harassment policy: Dennis said much of what was going into this ordinance is being incorporated into the employee handbook.

Personnel/Police Committee Meeting
Wednesday, February 11, 2009
Page 1 of 2

3. Employee handbook: Julie is still working on it. Dennis advised Attorney Wigginton provided us with a copy of the employee handbook he prepared for the Village of Maryville. A copy of that handbook was passed out to the committee. The trustees will review it prior to next month's meeting.

4. Rich Darmstatter's request to use sick days: Dennis reviewed Rich's request to use accumulated sick days the last year of employment at the employee's discretion with Attorney Wigginton. Attorney Wigginton advised by allowing an employee to use sick days when not sick constitutes fraud. By increasing the amount of accumulated sick days to 240, we are trying to discourage this. Dennis confirmed Steve strongly urged the Village not do this. The committee agreed to adhere to its current sick leave policy.

5. Residency requirement: The issue of residency requirement had been brought up at the last month's meeting and after review of the Committee as a Whole minutes dated May 14, 2007, the committee had agreed to change the residency requirement for employees being able to reside in the Freeburg High School District. Dennis prepared an ordinance to accommodate this request and is included in the packet.

Trustee Charlie Mattern motioned to recommend to the full Board the ordinance changing residency requirements be approved and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS: Steve requested the January 21, 2009 minutes be changed under the motion for Laura McGarry to be reimbursed 48.5 unused vacation hours not days. Julie will get that fixed.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 5:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*

Julie Polson, Office Manager



VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, January 21, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, January 21, 2009 at 6:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Greg Eckels, Jeff Mohr, Gregg Blomenkamp and Janet Baechle.

POLICE:

EXECUTIVE SESSION 6:36 P.M.

Trustee Steve Smith motioned to enter 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 6:45 P.M.

Trustee Steve Smith motioned to reconvene the regular session of the Personnel and Public Safety Committee Meeting at 6:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.
2. Burrows work status update: Mel advised Steve has a targeted return to work date of February 9, 2009.

B. NEW BUSINESS:

1. Update on new radio system: Mel reported on the new mobile/portable radio system recently received. This radio system is a VHF system with the radios programmed to each officer that uses it. There are 6 portable units that will be placed in the marked patrol cars and we also have 11 radio units. It has about 40 federal, 20 state, 16 local and 15 ESDA channels. Mel also said this radio system is used about 70% nationwide. It provides a higher level of office safety. He kept the old units which could be used by the Public Works Department or ESDA.
2. Request for vacation time to be paid out: *Trustee Steve Smith motioned to recommend to the full Board Laura McGarry be paid her 48.5 unused vacation hours and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting
Wednesday, January 21, 2009
Page 1 of 2

3. FCHS letter regarding use of high school for emergencies: FCHS provided an updated copy of their commitment letter to be used as a shelter to ESDA.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of December 10, 2008 minutes: Trustee Steve Smith motioned to approve the December 10, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Sexual harassment policy: Dennis will put in ordinance form.
4. Employee handbook: Julie is still working on it.

B. NEW BUSINESS: Public Works Director Dintelmann advised Rich Darmstatter intends to retire on March 18, 2010. He has approximately 50 sick days and would like to be able to take more than 2 sick days off at one time. He is requesting a policy be established for an employee that wants to retire where they can announce their retirement and use sick days at their discretion in the last year of employment. Dennis advised we cannot obtain personal information from IMRF and have given Rich the contact information for Jean Parson. She will be able to provide him with more detailed numbers on how much money he will receive at retirement if he saves his sick days and turns those into service credit. IMRF does not allow you to use your accumulated sick time to qualify for retirement but can be added to service time. Dennis will review this with Attorney Wigginton to see if he has any suggestions.

Greg Eckels asked if you get extra time added to your IMRF Service Credit if you are a veteran, and Dennis advised he will look into that and get back to him. Gregg Blomenkamp asked about the proposal the public works employees had presented on creating a fund from the money saved by switching insurance companies. Since that was discussed in Finance, Dennis invited Gregg, Jeff and Greg to the next Finance meeting on January 28th.

The guys also questioned what was going with the Nextel phones and Dennis advised it is still being worked on. He told the committee he did not know there was a \$10 deduction for the phones being taken out from some of the employees. Dennis said that deduction has not been taken out of some of the newer employees and we need to do something about reimbursing the employees that have been paying the deduction. John said he had paid usage charges and thinks there are other employees that did too. Julie is now trying to get quotes on phones will cell phone minutes only and will bring those to the next Finance committee meeting. Another option might be is for the guys to get their own personal phones and have the Village reimburse them \$25 or \$30 a month. Greg questioned the residency requirement for the public works employees and Dennis said it was negotiated with the renewal of the police contract but not for the rest of the employees. Greg thought it had been passed and Dennis said he will go back and look to see if it had been passed by ordinance. Greg said he would like to see the handbook updated.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: Trustee Steve Smith motioned to adjourn at 7:22 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.


Julie Polson, Office Manager

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

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

COMMITTEE AS A WHOLE MEETING Monday, May 14, 2007 7:30 p.m.

The Committee As A Whole Meeting was called to order at 7:36 p.m. on Monday, May 14, 2007, by Mayor Ray Danford. Members present were Chairman Ray Danford, Trustee Tony Miller, Trustee Charlie Mattern, Trustee Kevin Groth, Trustee Rita Baker, Trustee Corby Valentine, Trustee Steve Smith, Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan, Treasurer Bryan Vogel and Office Manager Julie Polson. Guest present was Bob Koerber.

OLD BUSINESS: None.

NEW BUSINESS:

1. 2007 - 2008 Budget: Administrator Herzing provided a summary of the proposed budget. Attached is a copy of the Budget Summary and Analysis. He stated he felt better being on the more conservative side while preparing the budget.

Several line items were addressed, including electric sales (53-00-364); franchise licenses (01-00-325); building permits (01-00-331); grants/loan/sidewalk (01-00-344 -FEMA Recovery Costs); PD other prof services (01-21-539 - Megsi donation); ST prof services (01-41-539 - FEMA chipping); Electric bond generator purchase (60-40-831). Dennis advised any special MFT projects are not reflected in the budget and would need approval from IDOT. Ron stated we have over \$200,000 in MFT reserves. We do not expect to draw out of that reserve with this budget.

Dennis stated in his conversations with Attorney Wigginton, it would be advisable to have a line item for unexpected expenses in each fund and also to have the appropriation ordinance amounts put in as groups and not individual line items.

Mayor Danford questioned if anyone had any thoughts about the comprehensive plan. Dennis talked to Paul McNamara (Southwestern Illinois Planning Commission) about sending the Village updated numbers. We would essentially be our own consultants. Smithton is updating their plan at an approximate cost of \$15,000. Dennis advised this number is not included in the budget.

Trustee Smith wanted to delay the sprayground due to the cost. Trustee Groth wanted to keep it in the budget. A lengthy discussion was held concerning the funding of the sprayground.

Mayor Danford announced the budget is essentially balanced.

Trustee Rita Baker motioned to recommend to the full Board the proposed 2007-2008 budget with the adjustments addressed in this meeting and Trustee Kevin Groth seconded the motion. **ROLL CALL VOTE:** Trustee Rita Baker - aye; Trustee Kevin Groth - aye; Trustee Tony Miller - aye; Trustee Corby Valentine - aye; Trustee Steve Smith - aye; and Trustee Charlie Mattern - aye. 6 ayes, 0 nays, motion carried.

2. Employee Raises: Trustee Rita Baker motioned to go into Executive Session at 9:00 p.m. and Trustee Tony Miller seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION
9:00 P.M.

Trustee Charlie Mattern motioned to end Executive Session at 10:42 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED
10:42 P.M.

Trustee Rita Baker motioned to enter into the Committee As A Whole Meeting at 10:43 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Rita Baker motioned to recommend to the full Board a 3% raise for all employees for 2007-8; 3% raise for 2008-9 and a 3.75% raise for 2009-10. In addition, Administrator Dennis Herzing to receive a \$2,571 adjustment for 2007-8; Assistant Public Works Director John Tolan to receive a \$2,046 adjustment for 2007-8; Police Chief Mel Woodruff to receive a \$2,261 adjustment for 2007-8 and Utility Clerk Jane Kramper to receive a \$2,350 adjustment to become equal to the other administrative clerks for 2007-8 with the Board considering reasonable non-salary requests for the years 2008-9 and 2009-10; with regard to the public works department employees, the following requests were granted: Will be able to reside within the Freeburg High School District; an increase in safety boot allowance from \$100 to \$125; and an increase in meal allowance from \$5 to \$7.50; and Trustee Corby Valentine seconded the motion. **ROLL CALL VOTE:** Trustee Rita Baker - aye; Trustee Corby Valentine - aye; Trustee Steve Smith - aye; Trustee Charlie Mattern - aye; Trustee Kevin Groth - aye; and Trustee Tony Miller - nay. 5 ayes, 1 nay. The motion carried.

GENERAL CONCERNS: None.

ADJOURN: Trustee Rita Baker motioned to adjourn at 10:50 p.m. and Trustee Steve Smith seconded the motion. All voting aye, motion carried.



Julie Polson
Office Manager

REQUESTS FROM THE PUBLIC WORKS DEPT. FOR THE YEAR 2007

➤ \$1.25 PER HOUR INCREASE IN PAY. -NO

➤ CHANGE IN RESIDENCY POLICY : BE ABLE TO RESIDE WITHIN THE FREEBURG HIGH SCHOOL DISTRICT -OK

➤ RECEIVE MONTHLY UTILITIES AT INITIAL COST

➤ EDUCATION STIPENED FOR THOSE WHO CARRY LICENCSE AND OR CERTIFICATES TO RUN DAILY OPERATIONS -NO

➤ UNLIMITED ACCUMULATION OF SICK DAYS -NO

➤ INCREASE IN SAFETY BOOT ALLOWANCE FROM \$100.00 TO \$150.00 - \$125.00

➤ INCREASE IN MEAL ALLOWANCE FOR O/T FROM \$5.00 TO \$10.00 - \$7.00

➤ 100% HEALTH INSURANCE COVERAGE PAID FOR BY THE VILLAGE OF FREEBURG AT THE START OF RETIREMENT AFTER 20 YEARS OF SERVICE -NO

Ray Kasper
Tim Kuehn
Joe
J. Bl...
Greg E...

Rich Dammatta
Clark L...
...
Don B...
Robert ...

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE III, CHAPTER 32 OF THE REVISED
CODE OF THE VILLAGE OF FREEBURG, ST. CLAIR
COUNTY, ILLINOIS (Personnel Policies)

BE IT ORDAINED BY THE VILLAGE PRESIDENT AND VILLAGE BOARD OF
TRUSTEES OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS, THAT:

TITLE III, CHAPTER 32, Section 32.13, LIMITATION ON LOCATION OF
RESIDENCE, First Paragraph is hereby amended to read as follows:

**Effective April 1, 2009, all full-time village employees shall maintain their place of
residence within the boundaries of the Freeburg High School District or within the
boundaries of the village, whichever is greater, consistent with the provisions set
forth as follows.**

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG,
ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT THIS
_____ DAY OF FEBRUARY, 2009.

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

Jerry Menard, Village Clerk

Approved this _____ day of _____, 2009

Raymond S. Danford, Village President