

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 11, 2008

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 13, 2008, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Public safety notices via email
 - 2. Burrows 6 month probation complete
- B. New Business
 - 1. \$500 Walmart grant
 - 2. ILEAS Dues - \$125.00
 - 3. SIPCA - Unit Citation - Burrows

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of 1/9/08 minutes
 - 2. Probation Period - update of ordinance
 - 3. Health insurance renewal
- B. New Business
 - 1. Unpaid sick leave at retirement
- 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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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Wednesday, February 13, 2008 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, February 13, 2008 at 5:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson. Guest Present: Janet Baechle.

POLICE DEPARTMENT:

A. OLD BUSINESS:

1. Public safety notices via email: Dennis advised Jean Schaefer has talked to Norcom and advised our system can handle this program. The resident would have the responsibility to go to the website and fill out the required information. Her cost to implement this would be approximately \$500.00. Trustee Mattern stated he does not see this as the only option. We can still look at other notification systems. The committee agreed that this is an inexpensive way to notify residents and agreed to go ahead with it. Rita will take this to the board meeting as a procedural issue.
2. Burrows 6-month probation complete: Chief Woodruff announced Steve Burrows has successfully completed his 6-month probation period and wanted Steve to be recognized for it.

B. NEW BUSINESS:

1. \$500 Wal-Mart grant. Mel advised when the new Wal-Mart store opened, they received a \$500 grant. It is typically used to help the police department buy something they normally would not have in the budget. The grant is targeted towards the Safe Neighborhood Program and Mel applied it to our Tobacco Compliance program.
2. ILEAS dues: Mel advised that ILEAS (Illinois Law Enforcement Alarm System) is now instituting dues. Based upon the number of officers we have, our dues would be \$125.00. Mel brought it to committee since we have not had to pay dues in the past. He explained that if we have a crisis here, he would activate ILEAS and they have a tactical response team and vehicle that would be sent out to us. The dues would go specifically to support our local tactical response team. The committee agreed to pay the \$125.00 fee.
3. SIPCA - Unit Citation for Burrows: Mel announced Steve Burrows was involved with the Ashley Reeves investigation and has received the Unit Citation. Mel stated that Steve deserves recognition of this award.

Personnel/Police Committee Meeting

Wednesday, February 13, 2008

Page 1 of 3

4. Kirkwood Incident: The safety of the office personnel and officials was discussed. Mel stated he will sit in a less conspicuous area when meetings are being conducted in the board room and stated he will have a police officer present at all board meetings. He also advised that he met with the grade school this morning and they are looking at installing a metal detector. The topic of bulletproof glass being installed at the front windows was briefly discussed and will be looked into.

5. Grade school 4-way stop complaints: A copy of Bryan Vogel's complaint was attached to the packet. Mel has had police officers stationed at the stop sign by the grade school. When the police cars are there, everyone behaves, when they aren't, people are running the stop sign. The traffic is getting backed up to Apple Street which, in turn, creates a backup from vehicles trying to turn left from W. Apple onto Belleville Street. Mel stated this was his concern when the issue of the stop sign was originally discussed. Alternate routes were discussed with one possibly purchasing the land behind the library and having that street go through to W. Apple (between Pizza Hut and Al Hicks). Mel advised the stop signs placed at St. Joseph's have worked great. Trustee Steve Smith said when they looked into a crossing with a guard, the approximate cost was \$2,000 in materials and the guard would be done on a volunteer basis. After much discussion, it was decided to give it some more time and see if the situation improves.

Trustee Steve Smith motioned to go into Executive Session at 6:39 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

**EXECUTIVE SESSION
6:39 P.M.**

Trustee Charlie Mattern motioned to end Executive Session at 7:03 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

**EXECUTIVE SESSION ENDED
7:03 P.M.**

Trustee Charlie Mattern motioned to reconvene the Personnel & Police Committee meeting at 7:04 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

A. OLD BUSINESS:

1. Approval of January 9, 2008 minutes: *Trustee Charlie Mattern motioned to approve the January 9, 2008 minutes and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

2. Probation Period: Nothing new.

3. Health insurance renewal: Julie advised that a meeting has been set up with Greg and Misty of Insurance Planning to review three quotes that have been received.

B. NEW BUSINESS:

1. Unpaid sick leave at retirement: Dennis advised that we have an employee nearing retirement and stated that our ordinance does not address how to handle unused sick time at retirement. Information was provided explaining IMRF's policy on unpaid, unused sick time. The sick leave cannot be used to meet the requirement of a minimum of eight years and one month of service is credited for every 20 days of sick time up to one year additional pension service credit. Dennis will check with Attorney Wigginton to see if there is a statute regarding unpaid sick leave at retirement. If we do want to reward the employee, we will need to change our ordinance. Julie will call Jean Parsons and have her run a quote to see how much the pension would change if the employee had 65 sick days to add to their pension and also see if she has an opinion on how other municipalities handle this issue.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Janet Baechle said she thinks the retiring employee just wants to be recognized. She also asked if there was any way to install an alarm system that would go to ESDA, and said the windows for the police department and administration should be bulletproof. Mayor Danford replied that he takes the safety of the office personnel and officials very seriously and is looking at security cameras and also bulletproof glass.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:29 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

✓ 1-23-08

Sheriff Mearl J. Justus

St. Clair County Sheriff's Department

700 N. 5th Street

Belleville, IL. 62220-4499

(618) 277-3504 X5715

www.sheriff.co.st-clair.il.us

sheriff@norcom2000.com

January 18th, 2008

Chief Mel Woodruff
Freeburg Police Department
14 Southgate Center
Freeburg, IL 62243

RE: Sergeant Steve Burrows, Unit Citation Award

Chief Woodruff,

The experience and knowledge by Sgt. Steve Burrows greatly contributed to the rescue of Ashley Reeves. Attached is a SILEC Award Sheriff Mearl Justus submitted for him and your department. SILEC voted on the award and issued it.

As always thank you for the professional service your department provides. Should you or your department ever need anything feel free to call anytime.



Capt. Steve Johnson
Chief Investigator
Criminal Investigative Section
618-277-3505 x5715

Certificate of Recognition

SOUTHWESTERN ILLINOIS
LAW ENFORCEMENT COMMISSION
AND SOUTHERN ILLINOIS
POLICE CHIEF'S ASSOCIATION

Tanit Award

Presented To

STEVE BURROWS

For exceptional performance which contributed significantly
toward the enhancement of professional law enforcement

this 16TH day of JANUARY, 2008

Wm C Braun

President, Southern Illinois Police Chief's Association

Robert J. Liberty

President, Southwestern Illinois Law Enforcement Commission



UNIT CITATION AWARD

The second award is presented to:

**Members of the St. Clair County Sheriff's Department
Freeburg Police Department
And
Members of the St. Clair County States Attorney's Office**

Nominated by: Sheriff Mearl Justus
St. Clair County

**Accepting the Award tonight is:
Capt. Steve Johnson from St. Clair County Sheriff's Department
And
Assistant St. Clair County States Attorney James Piper**

On April 27, 2007, the parents of 17-year-old Ashley Reeves reported her missing to the St. Clair County Sheriff's Department. Despite the fact the Sheriff's Department handles over 350 missing or runaway reports a year, Investigator Michael Hundelt fielded a phone call the next morning from Ashley's parents and he personally responded to a local park where her vehicle was found. He believed this was more than a teen who ran away from home, although it would have been easy to discount it. He contacted his supervisor, Lt. Steve Johnson, who sent several investigators to the scene including Investigator Brad Clossen, Investigator Bob Dickerson, Investigator Desmond Williams, and Sgt. Dan Stockett. All of the Investigators assisted with searching the park, contacting family and friends and interviewing people on the scene.

Investigators, through numerous phone calls, developed information that a Freeburg High School teacher might have some knowledge of Ashley's whereabouts. Freeburg Police Officer Steve Burrows was contacted and asked to talk with the teacher, Sam Shelton. Officer Burrows had a hunch that Shelton was not telling the truth, and immediately contacted the Investigators and told them they needed to immediately talk to this teacher. Burrows was persistent and offered to stay with the teacher until Investigators arrived.

Sgt. Stockett and Inv. Bob Dickerson volunteered to conduct the initial interview of the teacher. Throughout the next 16 hours, Lt. Johnson, Sgt. Stockett, and Inv. Hundelt interviewed the teacher Sam Shelton, over and over again about his involvement with the missing girl. As information was received through the interview with the suspect, Investigators Williams, Clossen, Mathis, Toth, and Dickerson continued the interviews of friends and many family members and also conducted several searches for the missing teen. After 16 hours of investigation, they were able to uncover numerous items of evidence ranging from corroboration statements to physical evidence of the crime found on a deserted roadway.

Almost 12 hours into the interviews, Shelton confessed he killed Ashley by yanking her neck and head sideways, then strangled her and placed her body in a wooded area. Shelton accompanied Lt. Johnson, Inv. Hundelt, and Sgt. Stockett to a densely wooded area in Citizens Park in Belleville to locate Ashley's body, followed by the rest of the investigations unit. After nearly an hour of searching, Ashley was found alive. The area was so thick with underbrush, that firefighters were called to use chainsaws to cut a path so Ashley could be brought out of the woods.

Although Ashley's life was saved and the suspect was in custody, the investigation did not stop there. Throughout the night of the investigation, Assistant States Attorney Joe Christ called Lt. Johnson to offer legal advice. Assistant States Attorney Christ did this on his own, without being asked. His advice was greatly needed and later proved crucial in the prosecution of the case.

The suspect was charged the next day with attempted murder. Throughout the next several days, Assistant States Attorneys Joe Christ and Beth Nester issued 5 warrants, in addition, Assistant States Attorney Nester also spent countless hours reviewing videos, insuring every legal step was carefully taken to protect the states case.

Review of this case was done by States Attorney Robert Haida and Assistant States Attorney James Piper. During the numerous legal hearings, Attorneys Piper, Christ and Haida were present to oversee each hearing and pre-trial conference. The defense attorneys could not overcome the talent and experience these three attorneys gave to this case. As a result the suspect pleaded guilty and is now serving 20 years in prison.

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, January 9, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, January 9, 2008 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Corby Valentine, Trustee Kevin Groth, Mayor Ray Danford, Village Clerk Jerry Menard, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson. Guests Present: Phil Borger and Janet Baechle.

POLICE DEPARTMENT:

A. OLD BUSINESS: Mel advised he checked the fence by the old Arts Corner and advised there is nothing from our standpoint that would require any changes to it.

B. NEW BUSINESS:

1. 4-way stop on Belleville Street by grade school and library. Steve said he has been working on the Safe Route to School program with the school officials trying to get some grant money. They would like to place a stop sign at the entrance to the grade school parking lot by the library. Mel was concerned about the possible backup of traffic to Apple Street. Charlie stated he would like to see the problem of kids being dropped off in the library parking lot eliminated. The crosswalks were discussed with possible crossing guards working them on a volunteer basis.

Trustee Steve Smith motioned to recommend to the full Board a 4-way stop sign be taken to the Street Committee pending elimination of the crossing guard option and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Attendance at annual conference: Mel requested approval to attend the yearly conference that would provide 16 of the required 20 hours of administrative training in Springfield on February 27 - 29th.

Trustee Steve Smith motioned to recommend to the full Board Chief Woodruff attend the administrative training conference in Springfield on February 27 - 29, 2008 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

3. Resignation of part-time police officer: Mel advised that Mike Haluch has resigned. Mel wants to keep the position open but does not need to hire anyone at the present time.

4. Public safety notices via email: Charlie would like to look into posting public safety notices being posted on the internet, i.e. village wide boil order. Kevin will bring an article in from the Town & Country magazine that addressed this issue. Dennis will talk to Jean Schaefer to see if our website has that capability.

Personnel/Police Committee Meeting

Wednesday, January 9, 2008

Page 1 of 3

5. Public Safety Interoperable Communications Grant: This federal grant provided money to St. Clair County to upgrade their radio systems from VHF to UHF onto the Starcom21 system. As of this date, Freeburg has not transitioned over to the new system. Mel said St. Clair County has come up with a grant package that would allow us to transition over to the new system at 20% of the cost or \$13,426.44. Mel further stated this system was designed to interchange with other communities. If we did not take advantage of this offer now, we wouldn't be able to receive the equipment at the 20% price and we would have to provide our own dispatching equipment, personnel, etc.

Trustee Charlie Mattern motioned to recommend to the full Board we enter into the Public Safety Interoperable Communications Grant program with St. Clair County in the amount of \$13,426.44 and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

A. OLD BUSINESS:

1. Approval of December 12, 2007 minutes: *Trustee Steve Smith motioned to approve the December 12, 2007 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Probation Period: Nothing new.

3. Zoning Administrator position: Phil Borger was present to express his interest in the zoning administrator position and answer any questions the trustees had. Phil is a lifelong resident of Freeburg and operates a business here. He stated he can change his hours around to accommodate 20 hours a week here. Ray advised there would some evening hours and he would have to attend the Zoning Board of Appeals and Plan Commission meetings. The committee asked if he had a problem being the nuisance officer and Phil did not have a problem with any of that.

Trustee Steve Smith motioned to go into Executive Session at 7:32 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION

7:32 P.M.

Trustee Steve Smith motioned to end Executive Session at 8:02 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

8:02 P.M.

Trustee Rita Baker motioned to reconvene the Personnel & Police Committee meeting at 8:03 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to change the ordinance for the Zoning Administrator to an appointed salaried position and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried. Kevin will check the statute on whether the zoning administrator position can be appointed.

Trustee Charlie Mattern motioned to recommend to the full Board Phil Borger be offered the position of Zoning Administrator pending revision of the Zoning Administrator ordinance, 20 hours per week at \$14 per hour to increase to \$15 per hour after successful completion of the 60-day probation period to be paid as a salaried position and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS:

1. Jacket/Uniform for Animal Control Officer: Our current animal control officer, Tim Cavanaugh, had requested a jacket to identify himself when working on behalf of the Village of Freeburg. The committee also discussed preparing an id badge.

Trustee Charlie Mattern motioned to recommend to the full Board an embroidered jacket and photo id be purchased for the Animal Control Officer position and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

2. United Healthcare Renewal: Informational packets were provided to the committee as well as a spreadsheet providing quotes from several other insurance companies. The committee decided there was not enough time to review the information. They directed Dennis to find out if we can renew on a 6-month basis with UHC. For next year's renewal, they would like this information provided at least 6 months in advance in order to properly review the material. Julie advised the committee that a meeting has been scheduled with Greg and Misty of Insurance Planning on Friday morning to review the renewal and quotes.

C. GENERAL CONCERNS: Kevin questioned whether Gene Kramer will have enough time to handle Freeburg's emergency concerns as he has taken a position with St. Clair County ESDA. Ray advised that Gene has not advised him of any conflicts.

D. PUBLIC PARTICIPATION: None

ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:28 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

	Original Year	Monthly Pension	Monthly Pension With Increase	Annual Payout
1	2004	700.00	700.00	8,400.00
2	2005	700.00	721.00	8,652.00
3	2006	700.00	742.00	8,904.00
4	2007	700.00	763.00	9,156.00
5	2008	700.00	784.00	9,408.00
6	2009	700.00	805.00	9,660.00
7	2010	700.00	826.00	9,912.00
8	2011	700.00	847.00	10,164.00
9	2012	700.00	868.00	10,416.00
10	2013	700.00	889.00	10,668.00
11	2014	700.00	910.00	10,920.00
12	2015	700.00	931.00	11,172.00
13	2016	700.00	952.00	11,424.00
14	2017	700.00	973.00	11,676.00
15	2018	700.00	994.00	11,928.00
16	2019	700.00	1,015.00	12,180.00
17	2020	700.00	1,036.00	12,432.00
18	2021	700.00	1,057.00	12,684.00

Total Pension Payout \$ 189,756.00

Single Sum Payment 3,000.00

*Surviving Spouse pension of \$528.50 \$ 71,984.40
Per month for 10 years with an annual
Increase of \$15.81

Total Cash Payout \$ 263,989.88

Please note: The total cash payout shown above does not include the supplemental retirement benefit ("13th check"). The supplemental retirement benefit is paid in addition to the pension and surviving spouse pension amounts.

*Surviving Spouse monthly pension equals 50% of member's monthly pension at time of death.

4. **Unused and Unpaid Sick Leave Service Credit**

Retiring IMRF members may qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated with their last employer. One month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year). Since elected officials generally do not earn sick leave, they are not entitled to additional pension service credit under this provision.

This sick leave must have been accumulated under an established sick leave plan available to all employees or a class of employees, and the effective date of the pension must be within 60 days of termination. This additional pension service credit provision applies solely to employees terminating for retirement purposes.

Please note that converted sick leave service **cannot** be used to meet the requirements of a minimum of eight years for an IMRF pension, the 35 years for a non-discounted pension under age 60, or the 20 years for an ERI.