

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

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

March 8, 2010

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, March 10, 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
- B. New Business
 - 1. Officer Marquardt request for vacation pay

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of February 10, 2010 minutes
 - 2. Employee handbook
 - a. Employee Requests
 - b. Public Works On Call Status
 - 3. Job descriptions
 - 4. Employee clothing reimbursements
- B. New Business
 - 1. Compensation of officials
 - 2. 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.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 10, 2010 at 7:20 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Clerk Jerry Menard, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Employees present: Greg Eckels, Gregg Blomenkamp, Clark Lucash, Bob Elden, Tim Kunkelmann and Shane Krauss. Guests present: Mike Blaies and Janet Baechle.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis was contacted by the union's attorney and he gave him Attorney Wigginton's contact information.

B. NEW BUSINESS:

1. Officer Marquardt request for vacation pay: Officer Marquardt was unable to use his vacation and has requested payment of twenty hours.

Trustee Steve Smith motioned to recommend to the full Board Officer Marquardt be paid for twenty (20) hours of unused vacation time and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL: A. OLD BUSINESS:

1. Approval of February 10, 2010 minutes: Trustee Steve Smith motioned to approve the February 10, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: Trustee Baker asked if anyone had any comments regarding the handbook. She told the committee Julie had made the changes suggested in last month's meeting. Copies of the handbook were provided to the trustees. There were no comments.

a. Employee Requests: The list of requests from the public works employees was again discussed, a copy of which is attached to the minutes. Raises: Shane said they wanted to discuss the raise request and further said he does not think the trustees are willing to listen to them. Dennis explained that the general fund is in bad shape. We spent \$80,000 less than budgeted this year but still ended up about \$60,000 over budget in the general fund. We are not receiving about \$140,000 from the state income tax and said the economy is in bad shape right now and doesn't look any better for the budget due 4/1/10. Dennis explained the general fund is made up of the Streets, Police,

Administration and Pool departments or anything other than the utility departments. The budget will be done by then end of the week and said once it is agreed upon, it will be passed retroactive to April 1, 2010. He also said we are trying to build up the reserves in our utility accounts. This money is used to replace equipment and make infrastructure improvements. Trustee Baker said we can't give an answer on the raises until the budget is done. Vacation: The public works employees requested to receive 3 weeks after the 7th year instead of the 9th; and receive 4 weeks after the 15th year instead of the 18th and no cap on days earned after 18 years. Clark said he didn't understand why the vacation would have to be capped. John told the committee in the public works department, we don't have someone cover while another employee goes on vacation. Dennis said he didn't think it would affect the budget too much because we don't have that many employees it would affect. Trustee Baker said she didn't have any problem with the suggested change and Trustee Smith said he did not agree with it. Health Insurance after retirement: Already have. Holiday Pay: Dennis told the committee that it doesn't happen often enough to have an impact on the budget. Birthday Holiday: Fine as long as approved by supervisor. Utilities at cost: Not discussed.

Steve said with respect to the employees' requests, he is coming from the perspective that he doesn't want to have to let any employees go and wants to review the budget before any decision on raises is made.

b. Public Works On Call Status: Not discussed.

3. Job Descriptions: Not discussed.

4. Employee clothing reimbursements: Not discussed.

B. NEW BUSINESS:

1. Compensation of officials: Not discussed.

2. Executive Session: Not done.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: Trustee Charlie Mattern motioned to adjourn at 8:03 p.m. and Trustee Steve Smith seconded the motion. All voting aye, motion carried.

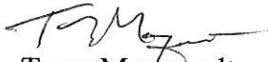


Julie Polson
Office Manager

To: Chief Woodruff

I have twenty hours of vacation time, which I was unable to use this past year. I am asking to be paid out for these hours.

Thank You,


Terry Marquardt

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

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

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, February 10, 2010 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Police Chief Mel Woodruff, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Jeff Mohr, Jane Kramper, Laura McGarry, Debbie Pierce, Greg Eckels, Gregg Blomenkamp, Clark Lucash, Bob Elden, Tim Kunklemann and Shane Krauss.

POLICE:

A. **OLD BUSINESS:** None.

B. **NEW BUSINESS:**

1. Police Contract: Dennis talked to Officer Cappello who said they won't be ready to start negotiations until April.

Chief Woodruff provided the monthly report to the committee for their review. With no further business, Chief Woodruff left the meeting.

PERSONNEL: A. **OLD BUSINESS:**

1. Approval of January 12, 2010 minutes: Trustee Steve Smith motioned to approve the January 12, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: The committee discussed the handbook and several revisions were made. Julie will get it revised, printed out and to the trustees for their review prior to next month's meeting. The following issues were discussed:

- a) Greg Eckels said he doesn't like the language that states an employee may be fired at will (handbook, page 5). Chairperson Baker explained the language is necessary because the employee is not protected by contract. Dennis commented Attorney Wigginton has maintained that language needs to be in the handbook. Dennis pointed out that he "employee at will" status is not new. It is in our current personnel policy.
- b) Trustee Smith questioned whether the Village Administrator should have the authority to discharge an employee guilty of certain violations on page 16, Section C. Dennis agreed and felt the sentence should be deleted and the committee agreed.
- c) The committee deleted the last sentence in the "Non-Fraternization" section on page 17.
- d) On page 22, it states the Personnel Chairperson will review the personnel files from time and time and stated she has not been doing that and asked if she

Personnel/Police Committee Meeting
Wednesday, February 10, 2010
Page 1 of 3

needed to. The committee agreed to include "at the Personnel Chairperson's discretion."

- e) Shane did not feel it was necessary to submit a form in order to review his personnel file, see page 22. The paragraph will be reworded to delete the requirement to submit a form. The committee agreed to have the employee sign a form acknowledging when they reviewed their personnel file.
- f) Under the Residency Requirements section, the Assistant Public Works Director position will be added. The guys questioned why the residency requirements for the police officers are different from theirs. The police officers can live within 6 miles of the school district and the residency requirements for the Village of Freeburg employees states within the boundaries of the Freeburg High School district or within the boundaries of the Village, whichever is greater. Dennis said he would have to check the contract. He thought the police officers were under the same requirement.
- g) The employees were concerned with the language contained in the section, "Employee Work Rules," starting on page 32. Group A consisted of a listing of violations so serious the employee could be immediately discharged. For example, Shane said number 8 is failure to follow safety rules. He said if he forgot to wear his safety goggles, he could get fired then. The employees did not feel comfortable with the wording of some of the violations. Rita explained that a violation in Group A **may** result in discharge. You would still have a due process hearing in any possible discharge situation. The committee agreed to revisit Group A - C.
- h) Page 38 references vacations. Greg Eckels asked why the vacation is being capped. Trustee Smith said six weeks vacation is generous and you would have to work for the Village for 30 years to earn six weeks of vacation. Clark doesn't think it would affect that many employees and doesn't think it should be capped. Bob Elden commented the guys work very hard to get that vacation and said it is an incentive for longevity. Greg stated to cap the vacation would be a morale buster for them and asked if there was an underlying motive as to the change in policy. Julie compiled a list of vacation policies from other areas and will attach a copy to the minutes. Rita said we will look at the vacation policy again. Jane said our current vacation policy allows for no vacation the first year and would like to see the employee earn a day of vacation every two months the first year.
- i) On page 49, Steve asked that we assign a per diem amount for travel reimbursements. Ron said his expenses vary when traveling to Springfield, Illinois or Washington, D.C. The committee agreed to research federal guidelines.
- j) IMRF retirement information with regards to continuation of health insurance benefits will be added to the handbook.
- k) Normally, FMLA is available to businesses with more than 50 employees. John asked if we can offer it to employees. We will check on that.

a. Employee Requests: The list of requests from the public works employees was discussed, a copy of which is attached to the minutes. Shane said the raise request was self-explanatory. They are requesting the same raise the police officers received with their last contract. Shane also commented the pool managers are getting a 3.5% raise this year. They are requesting to receive three weeks after the completion of the seventh year instead of the ninth and receive four weeks after the completion of the fifteenth year and earn one day per year after the fourth week. They had asked for a health insurance

option after retirement and were advised they already receive that. They asked to receive two and one-half times their normal pay rate any time required to work outside of the normal 7:00 - 3:30 working day on holidays. They want to take their birthday holiday on any day of the week their birthday falls. Dennis commented that, if that policy is established, the selected day would have to be subject to supervisor's approval. The employees agreed. They would like to receive the Village rate for their utility bills. Both Charlie and Steve said they would have a problem explaining that to the taxpayers of Freeburg. Rita said these requests will be discussed in more detail at the next Personnel committee meeting.

b. Public Works On Call Status: Charlie summarized by stating we would institute the on call program based on a seniority list and having the employees fill in the dates from that or could have a lottery to determine the order. It would be the employee's responsibility to switch on their own as long as it was approved by their supervisor. Bob asked if it would just be one employee on call and John replied it would be 1 from water/sewer and 1 from electric. Greg Eckels asked what the parameters are? Do you have to stay in Freeburg when you are on call? John thinks we need to have a certain mileage limit assigned. John said it is problem finding guys to be on call on a holiday. Ron felt we should just start with assigning guys to be on call on a holiday and not every weekend. He said a possible compensation scenario would be for a guy to be on call Saturday and Sunday and would then get the following Friday off. Rita asked the employees if they have talked about it and they said they haven't. Rita said she would welcome their ideas and suggestions. Charlie said as we grow, this will become more of an issue and we can't continue to operate as we are currently. Mayor Danford indicated that this is a very important matter to him and he is concerned about service to the residents and safety of the Village employees. He indicated that it should be understood that some form of extra compensation for being on call will be considered.

3. Job Descriptions: Steve said he needs more detail but is not sure what that is. He said Ron's duties need to be more specific. Rita told the trustees to come back with some more ideas.

4. Employee clothing reimbursements: Not discussed.

B. NEW BUSINESS:

1. Employee status: Not discussed.

2. Approval of Executive Session Minutes: *Trustee Steve Smith motioned to approve the November 30, 2009 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Chairperson Baker thanked everyone for attending the meeting.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:32 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*

Julie Polson
Office Manager



ORDINANCE NO. 1002

AN ORDINANCE AMENDING SECTIONS OF THE REVISED CODE OF THE VILLAGE OF FREEBURG, ST. CLAIR COUNTY, ILLINOIS

POLICY ESTABLISHED

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

WHEREAS, the Village Board desires to effect changes to its existing Code Section listed below.

SECTION 1. CHAPTER 15, ARTICLE 1, SECTION 1, present language is hereby deleted in its entirety and amended to read as follows:

15-1-1 POLICY ESTABLISHED. This policy is established by the Village through the Board of Trustees, hereinafter termed the Board regarding employees of the Village.

Nothing contained herein should be construed as creating a contract for employment between employee and the Village of Freeburg. Employees of the Village of Freeburg serve as employees at will. The Village of Freeburg reserves the right to amend, modify, eliminate or terminate in part or in whole or repeal any ordinances, resolutions, motions, policies, regulations, guidelines related to benefits provided by the Village to its employees.

PASSED BY THE VILLAGE BOARD OF THE VILLAGE OF FREEBURG, ILLINOIS, ST. CLAIR COUNTY, AND APPROVED BY THE VILLAGE PRESIDENT THIS 18th DAY OF June, 2001.

Vote Recorded:

Ayes Roger Shoar
Steve Zauber
Paul Janssen
Rita Barber
Tom Gabry
Paul Jansary

Nays _____

Absent _____

Abstain _____

amended. The term of office shall be for four years or until their successors are elected and have qualified. (Former Code, § 1-2-1)

Statutory reference:

Similar provisions, see ILCS Ch. 65, Act 5, § 3.1-45-5 et seq.

Composition of Board, see ILCS Ch. 65, Act 5, § 3.1-50-5

30.41 COMPENSATION OF OFFICIALS.

(A) Mayor. The Mayor shall receive an annual salary of Three Thousand Dollars (\$3,000.00), plus Fifty Dollars (\$50.00) per regular, special or committee meeting; provided, however, that he shall not be paid for more than six (6) committee meetings per month. The Mayor, while acting as Local Liquor Control Commissioner, shall also receive an annual salary of One Thousand Dollars (\$1,000.00).

(B) Village Clerk. The Village Clerk shall receive an annual salary of One Thousand Eight Hundred Dollars (\$1,800.00), plus Fifty Dollars (\$50.00) per regular, special or committee of the whole board meeting.

(C) Trustees. Each Trustee shall receive Fifty Dollars (\$50.00) per regular, special or committee meeting. No Trustee shall receive compensation for more than six (6) committee meetings per month exclusive of any regular or special meetings. Committee and special board meetings must be attended by the Trustee to qualify for compensation. Each Trustee shall be permitted to miss up to four (4) regular board meetings per fiscal year, exclusive of meetings missed for valid medical reasons. If any Trustee misses more than four (4) regular meetings in a fiscal year, other than meetings missed for valid medical reasons as determined by the corporate authorities, that Trustee shall not receive compensation for any meetings attended thereafter, whether regular, special or committee, during the remainder of the fiscal year.

(D) Treasurer. The Village Treasurer shall receive an annual salary of One Thousand Eight Hundred Dollars (\$1,800.00).

(E) Attorney. The Village Attorney shall receive as an annual retainer, Three Thousand Six Hundred Dollars (\$3,600.00), plus the normal fees that are allowed by the Village Trustees and as hereinafter agreed to.

(Ord. No. 972; 09-05-00) (Former Code, § 1-2-2)

30.42 MEETINGS. The regular meetings of the Village Board of Trustees shall be held on the first and third Monday of each month at the hour of 7:30 p.m., provided that if the regular meeting falls on a legal holiday observed by the village, the meeting shall take place on the following day at the same hour and place. Adjourned meetings may be held at such times as the Board may determine. (Former Code, § 1-2-3) (Am. Ord. 956, passed 10-18-99)

Statutory reference:

Authority to prescribe time and place of meetings, see ILCS Ch. 65, Act 5, § 3.1-40-25 and 3.1-45-15

Requirements of the Open Meetings Act, see ILCS Ch. 5, Act 120, §§ 1 et seq.

Items to be discussed for Personnel Handbook

- Safety - verbiage that states we are instituting a formal safety program and that it is currently in progress
- Vacation - cap? Consider employees' request to shorten time to earn vacation
- Work Comp - add language that employee should minimize time spent away from work on doctor appointments by trying to schedule them early/late in the day and also to include language that the employee won't be charged sick time for work comp doctor appointments
- FMLA - do we want to offer to employees
- Clothing list - reimbursable clothing list for public works employees included in handbook
- Cellular phone - include language that the employee must sign agreement and that he/she agrees to the appropriate monthly fee be deducted from their paycheck
- Public works on call status - language in the handbook on policy once decided upon
- Health insurance - keep language in handbook that offers employee a higher rate of pay if he/she does not elect our insurance

REQUEST FROM GIRLS IN THE OFFICE

1. Would like to request that we are able to wear Capri's and jeans anytime.
2. Earn 3 weeks of vacation after 5 years of employment instead of after 9 years.
3. New employees to earn some vacation during the first year of employment.

Jane Karpen
Debbie Davis

JAN 22 2010

The Honorable Raymond S Danford
and Board of Trustees for the
Village of Freeburg, IL

Dear Mayor Danford and Trustees

Re: Benefits Requested by the Public Works Department

1 We would like to ask for another three year deal on our raise, we would like to propose, year one-4%, year two-4%, and year three-4.5%.

2 We would also like to revise Article 32.10 section C and ask that the vacation accrual time was lowered. For example, it takes two years to get two weeks, after that it takes until the completion of the ninth year to get three weeks. We would like to lower that to the completion of the seventh year to obtain three weeks and also lower the fourth week to the completion of the fifteenth year. We would then continue to earn one day per year after the fourth week was obtained.

3 We would like to ask for a health insurance option after retirement.

4 We would also like to revise Article 32.06 section A(2), Holiday Pay. As it states now: Any time required to work in **excess** of eight hours will be paid at two and one-half times the rate of normal pay. We would like to revise that to be worded as such: Any time required to work **outside of the eight hour working day** will be paid at two and one-half times the rate of normal pay.

5 We would also like to be granted the opportunity to take our birthday holiday on any day of that week of which the birthday falls.

6 We would also like to request that each employee's monthly utilities would be charged at the Village's rate.

7 The employees would appreciate your review of these requests. We await your response.

Thank you for your time.

Raymond S. Danford
Randy Kaspr
Bob [unclear]
Don [unclear]

[unclear]
[unclear]
[unclear]
Robert [unclear]
[unclear]

Carl Lusch