

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

March 7, 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, **Tuesday, March 11, 2008, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Public safety notices via email
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of 2/13/08 minutes
 - 2. Probation Period - update of ordinance
 - 3. Health insurance renewal - HRA plan
- 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 BOARD OF TRUSTEES MEETINGS ARE HELD ON THE FIRST AND THIRD MONDAY OF EVERY MONTH

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Tuesday, March 11, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Tuesday, March 11, 2008 at 6:45 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford (came in late), Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson. Guests Present: Greg Toensing and Joe Meyer of United Healthcare and Janet Baechle.

PERSONNEL COMMITTEE:

Chairperson Baker asked for Item number 3 under Old Business, Health insurance renewal, to be addressed first. Greg Toensing gave a brief summary of our renewal with United Healthcare. Our premium had increased approximately 24% from \$19,000 to \$23,000. At that time, Julie and Dennis requested Greg to provide quotes from other companies. After the employees completed applications, it was determined that United Healthcare is very competitive with the other companies and the Village decided to stay with United Healthcare. As part of their renewal package, United Healthcare provided information about two additional benefits available, the HRA (Health Reimbursement Arrangement and the HSA (Health Savings Account). Joe gave a detailed explanation of both plans. With the HRA, United Healthcare would be considered a third-party administrator. The employer would be responsible for determining the amount they wish to contribute to the plan. It is a way to reimburse the employee for eligible medical related expenses on a nontaxable basis. Qualified medical expenses would be submitted to UHC and would be automatically processed by them. The employee would not have the option to pick and choose what bills they would want reimbursed if they are on the automatic system. The manual system allows the employee to submit bills by fax or mail.

The HSA program differs in that the federal government caps the employer's contribution to these accounts of \$2,900 for an individual and \$5,800 for family. This plan's family deductible is non-embedded meaning an individual has to meet the \$6,000 deductible before their medical expenses are reimbursable. The Village would contribute a yearly amount and that money belongs to the employee. If the money in that account is not used, it rolls over from year to year on a tax-deferred basis. After retirement, that money can be used for long-term living expenses, medical expenses, etc. Another advantage to the HSA account is the individual can also contribute money to that account. Joe also said another option we could offer is a dual option plan meaning the employee could choose which plan they want to be on, be it our current healthcare coverage or possibly a HSA plan.

Dennis asked Greg to gather more information about the HSA plan as that is the plan that we are most interested in. Greg will compile that information and get it to us.

Personnel/Police Committee Meeting

Tuesday, March 11, 2008

Page 1 of 3

POLICE DEPARTMENT:

A. OLD BUSINESS:

1. Public safety notices via email: Dennis advised that Jean has been working on this and only needs a general disclaimer to put on the website. We will also put on the disclaimer that we won't be responsible if the website is not up. The committee decided to make the name and address optional information and only the email address a required field.

Mel provided a copy of his commendation for Sergeant Burrows on the Ashley Reeves investigation. Mel advised he had nothing new to report on the stop signs on Belleville Street other than the school has rerouted three buses and that has helped with the congestion. Chairperson Baker said she talked to Dr. Hawkins who says the bus drivers are very happy with the stop signs.

B. NEW BUSINESS:

Mel said he had no new business but if anyone had any questions about the budget, he would be happy to address them. He said his biggest issue with the budget is the salaries, it is over because of the part-time and overtime expenses. He said there is money placed in the budget each year to replace one of the older police cars. He has a 2003 Impala with over 131,000 miles. He also has one Crown Vic still in service, a 1998, that will probably last one more year. Dennis said we try to keep a car in the budget every year because we don't want to have to purchase more than 1 in any year. Trustee Smith asked Mel what his thoughts were on the 2011 expansion of the municipal center. Mel said he is out of space now but not desperate yet. He would like to work together with the administrative side on the growth issue.

A. OLD BUSINESS:

1. Approval of February 13, 2008 minutes: *Trustee Steve Smith motioned to approve the February 13, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Probation Period: Nothing new.

3. Health insurance renewal: Dennis said the HRA plan is not worth it for us because we already have a system in place which is working quite well. We will get a HIPPA form to all the employees for their execution. Charlie requested other renewal options from United Healthcare. Julie will get that information to the trustees.

B. NEW BUSINESS:

The public works department employees submitted their annual request, a copy of which is attached. Their requests include: 1. an increase of accumulated sick days to a total of 240 days (this would allow the retiring employees to be able to take advantage of IMRF's unpaid sick leave credit plan); 2. increase clothing allowance to \$200.00; 3. additional personal day; and 4. assurance

that they would get 100% paid health insurance after retirement (retirement meaning those individuals with no less than 20 years of service). Dennis explained that IMRF limits the amount of sick days to 240 days which equals one year. You cannot use your accumulated sick time to get to your 8 years of service. Charlie asked if this would be an expense to the Village. It could if you have an employee get sick and actually use up those days instead of banking them. After much discussion by the committee, they decided not to make a decision on this request. Ron explained the clothing allowance was used to purchase boots, coveralls, etc. Ron needs to look into the issue of steel-toed safety boots being a requirement by the Department of Labor. The committee agreed not to grant requests number 3 and 4.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

ADJOURN: *Trustee Charlie Mattern motioned-to adjourn at 8:52 p.m. and Trustee Steve Smith seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager

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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

Health Reimbursement Arrangement (HRA)



Let this benefit plan help you with some of your medical expenses

Discover the benefits of an HRA plan

Your employer has chosen UnitedHealthcare Benefit ServicesSM to provide the administration of this benefit plan. UnitedHealthcare Benefit Services provides the following services:

- ▶ **Two-business day turnaround for claims processing** During the plan year, your HRA claims will be automatically processed after the corresponding medical claim is approved. Each reimbursement is sent to your home or can be sent to your bank via direct deposit. You have two claims submission options: toll-free fax or mail. In rare circumstances, you may need to manually submit a claim. Claim forms can be downloaded from the UnitedHealthcare Benefit Services website at www.uhcservices.com.
- ▶ **Direct deposit** If offered by your employer and you choose to sign up, claim reimbursements can be directly deposited into your checking or savings account. With direct deposit services you avoid any mail delay or lost checks. A direct deposit application form can be download from the UnitedHealthcare Benefit Services' website.
- ▶ **Online account access** just a mouse click away UnitedHealthcare Benefit Services' provides you with online access to your account information at www.uhcservices.com. This information includes account balance, detailed claims and reimbursement information as well as access to various forms.
- ▶ **Automatic e-mail notification** UnitedHealthcare Benefit Services' eStatus service will automatically send an email to you upon receipt of your claims and at the time any reimbursements are issued. This is yet another tool for you to obtain your account information.
- ▶ **Personalized customer service** You can speak to a Customer Care Center representative at UnitedHealthcare Benefit Services from 7:00am–5:00pm CT by calling toll-free at 877-797-7475.

In an effort to provide you with the best benefit package possible your employer is pleased to be able to offer the HRA program.

*Please note some of the above described options and plan parameters may not be offered under your employer's plan.



What is a Health Reimbursement Arrangement?

An HRA is a benefit plan set up by your employer used to reimburse employees for eligible medical related expenses on a nontaxable basis. An HRA plan is authorized under Treasury and IRS Notice 2002-45 and Revenue Ruling 2002-41.

How does the plan benefit you?

An HRA plan allows employees to be reimbursed for qualified medical related expenses identified by your employer. Reimbursements you receive through the HRA plan are not considered taxable income.

How does the plan work?

Qualified medical related expenses must be incurred by you while you are eligible and a participant in the HRA plan. Medical expenses incurred by your spouse or dependents may also be eligible for reimbursement.

Once you have incurred an eligible expense that is also processed through your UHC medical plan, an HRA reimbursement will be automatically processed. In rare circumstances, you may need to manually file a claim for reimbursement.

What are the basics of HRA plans?

- ▶ **Eligible expenses:** The expenses that qualify for reimbursement under the HRA plan are deductible, coinsurance and copay expenses associated with your UHC medical plan. Your employer may limit the specific type of eligible medical expenses.
- ▶ **Employer funded:** Your employer funds the HRA plan.
- ▶ **Unused funds:** Your employer determines the amount of reimbursement available for each eligible employee in the HRA plan. Unused funds may carry forward from year to year depending on how your HRA plan is designed.

UnitedHealthcare
Benefit Services
P. O. Box 1747
Brookfield, WI 53008-1747

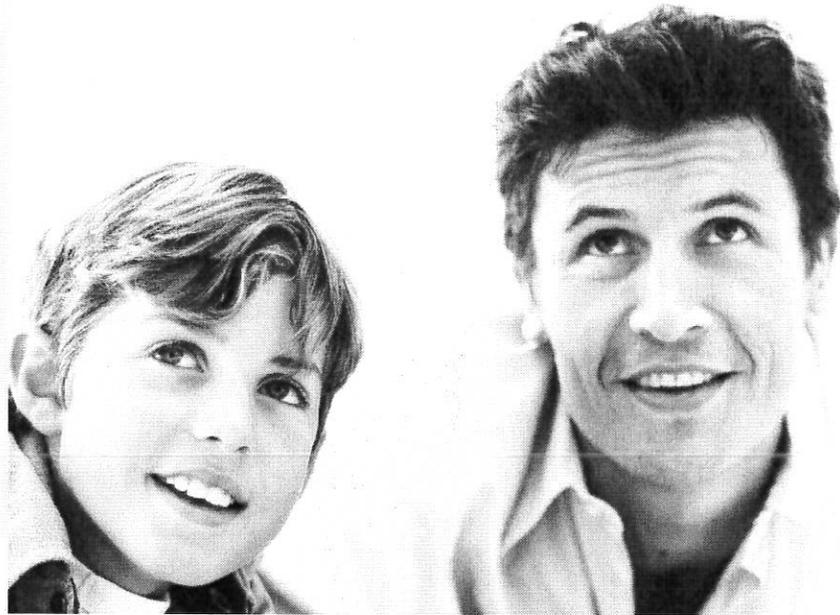
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Insurance coverage provided by or through United HealthCare Insurance Company or its affiliates.

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Introducing the UnitedHealthcare DefinitySM Select HRA*

Available now at no additional charge*

As the consumer-driven revolution continues to sweep the benefits marketplace, sophisticated brokers and employer groups are taking advantage of Health Reimbursement Accounts (HRAs) in record numbers as a long-term strategy for reducing health care costs. Now, UnitedHealthcare extends and expands its consumer-driven product by offering a flexible and robust HRA, the Definity Select HRA.

You now have additional flexibility in designing your HRA and can customize an HRA to meet the needs of your employees. The Definity Select HRA allows:

- HRA funds to be used for employee or for the whole family
- Individual HRAs up to a family maximum
- HRAs to run on a calendar or a policy year

First dollar HRA (Eligible expenses are paid from the HRA first, then the employee is responsible)

Second Dollar HRA (Employee pays first, then the HRA pays)
See example on page 2

Bridged HRA (Employee pays, then HRA pays, then employee pays)
Note: Only deductible expenses are reimbursable out of the Bridged HRA.

\$50

- 50% of deductible (when individual deductible is \$100-\$1000)
- Equal to Deductible (when individual deductible is \$1001-\$5000)
- \$5000 (when individual deductible exceeds \$5000)

* For Small Business group size 2-99.



Select HRA - Second Dollar Example

Assume an employee has single coverage, a \$2,000 deductible and 100% coinsurance, and a \$500 HRA. The employer has chosen an access point of \$1,500. Eligible expenses would be paid as follows:

\$0-1,500	Employee Pays
\$1,501-2,000	Employer-funded HRA Pays
\$2,001+	UnitedHealthcare Pays (note: co-pays may be excluded from the HRA, depending on the employer's elections at the point of sale)

After both the employee pays and the employer pays, then traditional health care coverage is provided by UnitedHealthcare.

The Definity Select HRA delivers the same great advantages of the Standard HRA plan – but with a greater emphasis on personal responsibility and smart decision making. Employees are in control with access to superior quality health care plus decision support tools that help them use health care wisely which ultimately lowers costs. For the employer this means:

- Maximum flexibility to customize the HRA in the best way to fit employees' needs
- Lower premiums (when paired with a higher deductible plan)
- Greater chance to offer coverage to more employees
- More employee engagement in true cost of health coverage

**For HRAs associated with non-embedded deductible medical plans, the Access Point – Family Deductible – Family HRA Contribution

**The UnitedHealthcare
Definity Select HRA
helps you and your
employees control
health care costs:**

- **Higher deductible / lower premium plan keeps employee costs stable**
- **Policy-year deductible plans for ease of use*****
- **Covers 100% of eligible expenses until depleted**
- **Available with medical plans with \$100 deductible or more (exceptions: HSA compatible High-Deductible Health Plans)**
- **Allowing you to decide how much to fund for employees vs. families**

How do I buy it?

To purchase a UnitedHealthcare Definity Select HRA, you have just a few steps to take: UnitedHealthcare will coordinate the rest

1. Review this and other UnitedHealthcare Definity HRA marketing materials.
2. Complete the Select HRA application available from your UnitedHealthcare representative.
3. Receive implementation materials directly from the HRA Administration Unit.
4. Submit enrollment and return the signed HRA Agreement for Service.
5. Begin using your new Select HRA. Processing of HRA transactions and reimbursements begins on your case effective date. All HRA administration customer service and account management is provided by the HRA Administration Unit. Please contact your UnitedHealthcare representative if you have questions about this product.

*Policy Year Deductible Plans are for groups with 2-99 employees, and they are not available in all states. Please confirm availability with your UnitedHealthcare representative.

It just makes sense.®

Reimbursing Eligible Expenses

Employees are responsible for submitting reimbursement requests directly to the HRA Administration Unit. Reimbursements requests must include a completed claim form and supporting documentation (i.e., Explanation of Benefits (EOB) form from UnitedHealthcare). EOBs are available via www.myuhc.com®. For additional claim forms, please contact your UnitedHealthcare representative.



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VILLAGE OF FREEBURG DEPARTMENT OF POLICE

14 SOUTHGATE CENTER * FREEBURG, ILLINOIS 62243 * 618/539-3132 * FAX: 618/539-9872

Sergeant Steve Burrows

March 6th 2008

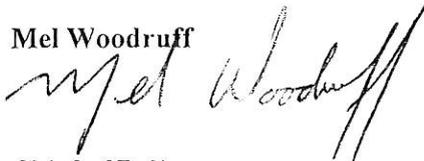
Re; Letter of Commendation

As your immediate supervisor I wish to provide you with this written commendation for your exceptional work involving the locating of Ashlee Reeves and the apprehension of Samson Shelton. Your actions, investigative skills and experience placed you in the vital role of assisting with the saving of Ashley Reeves life as well as detaining her attacker and seeing through his successful prosecution.

Actions such as these are examples of the standard of all your work, and instill a level of pride and honor from me and this Department. Your abilities truly set a great example for all to follow.

I again thank you for your efforts in this matter as well as your efforts on a daily basis to do your job above and beyond what is required, "JOB WELL DONE".

Mel Woodruff



Chief of Police

