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 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, March 11, 2009, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

A. Old Business
   1. Curfew ordinance

B. New Business

PERSONNEL COMMITTEE:

A. Old Business

   1. Approval of February 11, 2009 minutes
   2. Employee handbook

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)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, March 11, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, March 11, 2009 at 6:35 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: A. OLD BUSINESS:

1. Curfew Ordinance: Mel has nothing new on this. Item will stay on the agenda.

B. NEW BUSINESS: Mel advised the committee they currently have a generic police patch for their uniforms. They have been approached by an individual that would like to donate the cost of purchasing new individualized patches for the police department. Mel has talked to the high school art department and they have agreed to have their classes participate in designing a patch for Freeburg. This committee will pick the winner.

He said our police department was instrumental in catching one of the two brothers (he lived in Freeburg) that committed over 40 burglaries in the area.

Jerry was concerned about the safety of persons in the board room while meetings are going on and asked if one of the doors leading to the board room could be kept locked. The committee agreed with Jerry's concern and will have the one door locked.

PERSONNEL: A. OLD BUSINESS:

1. Approval of February 11, 2009 minutes: *Trustee Steve Smith motioned to approve the February 11, 2009 minutes and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

2. Employee handbook: Copies of the handbook had previously been passed out to the committee. Julie has inserted Steve's comments into the handbook. She and Dennis have not had time to sit down and compare the handbook to our existing code. They will start working on that as soon as possible. Steve questioned why grandparents weren't included in the bereavement leave. Julie will check the code. Rita said our employees shouldn't be reimbursed for lunch while on jury duty.

B. NEW BUSINESS: None.
C. GENERAL CONCERNS: None.
D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:53 p.m. and Trustee Rita Baker seconded the motion.* All voting aye, motion carried.

Julie Polson
Office Manager

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

FPP-13

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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.

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

Julie Polson