

**VILLAGE PRESIDENT**  
Ray Danford

**VILLAGE CLERK**  
Jerry Menard

**VILLAGE TRUSTEES**  
Mike Blaies  
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  
March 7, 2011

**VILLAGE ADMINISTRATOR**  
Dennis Herzing

**VILLAGE TREASURER**  
Bryan A. Vogel

**PUBLIC WORKS DIRECTOR**  
Ronald Dintelmann

**POLICE CHIEF**  
Melvin E. Woodruff, Jr.

**VILLAGE ATTORNEY**  
Weilmuenster Law Group, P.C

## 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 9, 2011, at 6:30 p.m.**

### **PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING**

#### I. Items to be Reviewed

##### **POLICE COMMITTEE:**

- A. Old Business
  - 1. Police Contract
  - 2. Noise Ordinance
- B. New Business

##### **PERSONNEL COMMITTEE:**

- A. Old Business
  - 1. Approval of February 8, 2011 minutes
  - 2. Employee handbook
    - a. Public Works On Call Status
  - 3. Job descriptions
  - 4. Safety Policy
- 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 9, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 9, 2011 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Clerk Jerry Menard and Village Administrator Dennis Herzing. Guest present: Utility Clerk Jane Kramper.

### **POLICE:**

#### **A. OLD BUSINESS:**

1. Police Contract: Dennis advised he would like to have an executive session to discuss this topic. Chief Woodruff left the meeting.

*Trustee Steve Smith motioned to amend the agenda in order to hear Jane Kramper and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

### **EXECUTIVE SESSION**

**6:32 P.M.**

*Trustee Smith motioned to enter into 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**

**6:55 P.M.**

*Trustee Rita Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:55 p.m.*

2. Noise Ordinance: Steve said he would like to discuss this at a Legal/Ordinance Committee meeting.

**B. NEW BUSINESS:** Mel advised we have a request from the St. Clair County Circuit Clerk's office stating they want to change their system of citations to an e-citation or electronic filing of citations. Mel said we will gain about \$2 per citation. They will install software on our computer which enables the officer to write the ticket on the computer, print out a copy roadside and give the party their copy and it will then be electronically filed with the circuit clerk's office. Mel said they have about 98% of the agencies on board. There is an agreement to sign but does not think there is any action that we need to take in order to proceed. Mel explained currently we submit the tickets by mail and we deposit the monies collected in a bank account at Regions. Mel was told we should see an increase in citation writing with this program and doesn't see any extreme costs with the program. We have two brand new laptops that were received by a grant and will now have three computer units.

Personnel/Police Committee Meeting

Wednesday, March 9, 2011

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Steve said someone approached him about not being able to get through the alley behind Wolf's Den because of parked cars and Mel said he will go down there and talk to them. Steve thinks it is going on anytime and may be an employee or patron of the bar. Chief Woodruff left the meeting.

**PERSONNEL:**

**A. OLD BUSINESS:**

1. Approval of February 8, 2011 Minutes: *Trustee Steve Smith motioned to approve the February 8, 2011 Minutes and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

2. Employee Handbook: Nothing at this time.

a. Public Works On Call Status: Dennis is working on incorporating this into the contract negotiations. He said there were no problems with anyone being called out during the recent storms.

3. Job Descriptions: Rita said on the Chief of Police description, it has a requirement of a Bachelor's degree in Public Administration, Criminal Justice or related field and she would like to add experience in there. The committee agreed to Associates degree rather than Bachelor's degree. Dennis said we could put in, "or equivalent experience." Rita asked if we could take a Bachelor's degree rather than Masters in the Village Administrator's position. Steve asked how many years and Rita thought 5. Dennis said if you leave it equivalent experience, you give the board the flexibility. The committee agreed to add in equivalent experience in the related field. With respect to the public works director, the committee discussed the requirement of having a degree. Dennis said the experience of doing that job for 25 years is better than a kid just out of college with a degree. The committee agreed to a Bachelor's degree or suitable or equivalent experience for the public works director. With respect to the office job descriptions, Dennis said we need to leave an entry level utility clerk position in and write a new job description for Laura and Jane and promote them into those positions. That leaves us the flexibility to hire an entry level position to fill that clerk's position in the future. Steve would like to see a new position for Debbie to work towards. Dennis said we wrote a detailed job description for Debbie as finance clerk which covers the tasks she is doing now. Steve said she could be an accounting supervisor if we expand. Right now, Jane and Debbie report to Julie as office manager. Dennis will get Mel's help on writing a specific job description for Laura. He will have those ready for next month's meeting. Mike asked where the money will come from and Dennis said we will have to work that out.

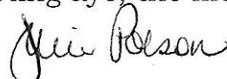
4. Safety Policy: We will continue to work on this as well.

**B. NEW BUSINESS:** None.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:25 p.m. and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.



Transcribed from tape by  
Julie Polson, Office Manager

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## PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, February 8, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, February 8, 2011 at 6:40 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

### **POLICE:**

#### **A. OLD BUSINESS:**

1. Police Contract: Dennis advised there is nothing new at this time.
2. Noise Ordinance: Steve said there was another neighborhood party and is ready to sign a complaint. Mel suggested he talk to the Fire Department Board to advise them of the continuing problem. He told Steve he would act on the complaint if signed.
3. Approval of 12/21/10 and 1/12/11 Executive Session Minutes: *Trustee Steve Smith motioned to approve the December 12, 2010 and January 12, 2011 Executive Session minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

**B. NEW BUSINESS:** Mel advised we received notification from St. Clair County Sheriff Justus providing a list of services they will no longer be providing, i.e. lockouts, alarm calls. Mel said we will respond to calls if the County calls us for assistance, but we won't take over the work that the County is no longer doing.

Mel advised he will be attending his annual training in Mt. Vernon on February 23rd and 24th. Mel also advised the committee that his department is cooperating fully with the subpoenas recently received. Mel left the meeting at 6:57 p.m.

### **PERSONNEL:**

#### **A. OLD BUSINESS:**

1. Approval of January 12, 2011 Minutes: *Trustee Steve Smith motioned to approve the January 12, 2011 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee Handbook: Nothing at this time.
  - a. Public Works On Call Status: Dennis is working on incorporating this into the contract negotiations. He said there were no problems with anyone being called out during the recent storms.

3. Job Descriptions: Julie provided copies of both Fairview Heights as well as our own descriptions. Steve said there is no residency requirement for the Chief of Police. Rita asked the trustees to review the information and discuss at next month's meeting.

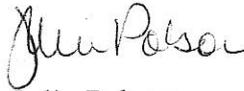
4. Safety Policy: We will continue to work on this as well.

**B. NEW BUSINESS:** None.

**C. GENERAL CONCERNS:** None.

**D. PUBLIC PARTICIPATION:** None.

**E. ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:05 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson  
Office Manager