

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
Charlie Mattern
Ray Matchett, Jr.
Steve Smith
Mike Blaies

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

April 8, 2013

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, April 10, 2013, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Full-time officer hire
 - 2. Roger's Service & Towing Request
 - 3. K-9 training
- B. New Business
 - 1. Police salary negotiations
 - 2. Thank You

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of February 9, 2013 Minutes
 - 2. Employee handbook
 - 3. Job descriptions
 - 4. Public Works union contract issue
 - 5. Pickers on Wheels complaint
- B. New Business
 - 1. Raises for managers/zoning administrator
- 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)]; real estate transactions [5 ILCS, 120/2 – (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Wednesday, April 10, 2013 at 6:30 p.m.

VILLAGE ADMINISTRATOR
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Weinmuenster Law Group, P.C.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, April 10, 2013 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Trustee Ray Matchett, Trustee Seth Speiser, Trustee Mike Blaies, 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: Dean Pruet, Dave Masters, Sharon Marquardt and John Blomenkamp.

POLICE:

A. OLD BUSINESS:

1. Full-time officer hire: Chief Woodruff advised the physical and drug tests are complete for Dan Turner and William Donald. We have one of the polygraphs scheduled and are in the process of scheduling the second one. The psychological evaluation still needs to be completed on both officers.
2. Roger's Service & Towing Request: Dean Pruet was present regarding this issue. He said he understands how business works and isn't necessarily happy to share in the towing requests but he is okay with it. Trustee Smith asked if it will be a conflict of interest since Dean is going to be a trustee and we will be using his company to tow vehicles. Mel advised we don't pay Dean to tow the vehicles. The owner of the vehicle would pay for the tow. The committee was fine with using the towing companies on a rotation basis.
3. K-9 training: Mel reported Brian, the trainer, has asked us to commit to a 15-day training period and we did. Brian reported to Mel that Diggitt is doing very well. She should get certified by the end of the month.

B. NEW BUSINESS:

1. Police salary negotiations: Administrator Herzing said the police officers have agreed to a 2% raise for the year and an ordinance was prepared for this.

Trustee Steve Smith motioned to recommend to the full Board Ordinance #1454, the police officer 2% wage increase effective 4/1/13 – 3/31/14- for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Thank you: Chairperson Baker read the thank you note addressed the Police Secretary Laura McGarry to the committee.

Chief Woodruff requested an executive session to discuss personnel.

EXECUTIVE SESSION

6:37 P.M.

Personnel/Police Committee Meeting

Wednesday, April 10, 2013

Page 1 of 2

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

Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2 – (c)1 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 6:51 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:52 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 13, 2013 Minutes: Trustee Steve Smith motioned to approve the March 13, 2013 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee handbook: Nothing new.
3. Job descriptions: The revised job descriptions were discussed. Dennis said if they are approved by the committee, he will prepare an ordinance that would amend the code as needed. Rita asked Mel, Ron and John if they have seen the job descriptions and Mel advised he has. Steve had several suggestions and those will be incorporated into the descriptions. Dennis will then distribute the job descriptions to Mel, Ron and John for their review.
4. Public Works union contract issue: This has been addressed and item can be taken off the agenda.
5. Pickers on Wheels complaint: Dennis advised the committee that Phil gave them an April 15th deadline to have the fence installed. If Sanders does not comply, we can proceed with an ordinance violation.

B. NEW BUSINESS:

1. Raises for manager/zoning administrator: Dennis said we everyone except the managers and zoning administrator received a 2% raise. Jerry stated they can't receive a raise and has the information on that. she will give it to Rita.

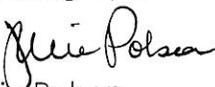
Dennis announced his retirement. With that being said, we need to appoint someone as the IMRF Authorized Agent for the Village of Freeburg. He suggested Julie and said he can prepare a resolution to go in Monday night's board basket.

Trustee Steve Smith motioned to recommend to the full Board Julie Polson be appointed as the IMRF Authorized Agent for the Village of Freeburg and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: Trustee Steve Smith motioned to adjourn at 7:15 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.


Julie Polson
Office Manager

ORDINANCE NO. 1454

AN ORDINANCE OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF FREEBURG, ILLINOIS,
AUTHORIZING THE VILLAGE TO ENTER INTO AND THE MAYOR TO EXECUTE
A LETTER OF AGREEMENT REGARDING WAGES BETWEEN THE VILLAGE OF
FREEBURG, ILLINOIS AND THE POLICEMEN'S BENEVOLENT LABOR
COMMITTEE

WHEREAS, the Policemen's Benevolent Labor Committee is the authorized bargaining representative for certain police officers employed by the Village of Freeburg;

WHEREAS, the Village of Freeburg and the Policemen's Benevolent Labor Committee are currently parties to a four year collective bargaining agreement;

WHEREAS, the collective bargaining agreement contained a re-opener, requiring the parties to meet and negotiate on wage increases for the final year of the collective bargaining agreement;

WHEREAS, representatives of the Village of Freeburg and the Policemen's Benevolent Labor Committee have reached an agreement as to wage increases for the final year of the Agreement (April 1, 2013 – March 31, 2014), which is fully set forth in the Letter of Agreement attached hereto and made a part hereof;

WHEREAS, the Letter of Agreement has been ratified by the membership of the bargaining unit, and;

WHEREAS, The Board of Trustees has determined that it is in the best interest of the Village to execute the Letter of Agreement.

NOW, THEREFORE, be it ordained by the President and Board of Trustees of the Village of Freeburg, St. Clair County, Illinois as follows:

SECTION 1. The Letter of Agreement between the Village of Freeburg and the Policemen's Benevolent Labor Committee, in substantially the form of the copy of said agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

SECTION 2. The Mayor of the Village of Freeburg, Illinois is hereby authorized and directed to execute the Agreement attached hereto and made a part hereof, and the Village Clerk is hereby authorized and directed to attest the same.

SECTION 3. The Village Board hereby authorizes disbursement of all retroactive pay as provided in the Agreement.

SECTION 4. This Ordinance shall be in full force and effect after its passage and approval as provided by law.

PASSED by the Board of Trustees and approved by the Mayor this 15 day of April, 2013.

AYES _____

NAYS _____

ABSENT _____

ABSTAIN _____

Jerry Menard, Village Clerk

Approved this 15th day of April, 2013.

VILLAGE OF FREEBURG, ILLINOIS

Raymond S. Danford, Village President

ATTEST:

Jerry Menard, Village Clerk

Approval as to Legal Form:

Village Attorney

Thanks
Freeburg
Police Department.

I enjoyed
working with you!

3/26/13

Dear Laura:

This is a small card to say,
"Thank You!" for the kindness
and hospitality you showed
to me that day. For the water,
office, and assistance, I
really appreciate it.

Thanks Again!

Kimberly
Swanson
DCFS - Belleville Office

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, March 13, 2013 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 13, 2013 at 6:34 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Trustee Ray Matchett, Trustee Seth Speiser, Trustee Mike Blaies, Chief Mel Woodruff, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Full-time officer hire:

EXECUTIVE SESSION 6:36 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2 – (c)1 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 6:50 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:51 p.m.

2. Roger's Service & Towing Request: Chief Woodruff said he has not done anything more with this since the last board meeting. Mayor Danford said he invited Dean to this meeting because Dean felt he was being treated unfairly. Dennis said we've never had anyone else complain in situations like this one. Mel said maybe this situation is different because Freeburg Towing has been the exclusive towing service in Freeburg for a long time. Mel said his normal practice is to call the closest towing service when there is an accident. The party to the accident has the option to choose their own towing company if they want to. Steve asked if there would be a conflict of interest if Dean gets elected trustee, and Seth said it is his mom who owns the company. We will make sure a letter goes out to Dean inviting him to the next committee meeting.
3. Patrol car pricing: Mel stated he would like to order a patrol car through state bid before the April 15th deadline. We have the money allocated in this year's budget for a new car. This will replace the old Ford that has 163,000 miles on it. We may surplus that car if public works does not want it.

Trustee Steve Smith motioned to recommend to the full Board we purchase a 2013 Chevrolet Impala under state bid pricing for a total cost of \$20,028.16 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

4. K-9 training: Mel reported Matt is participating in the bi-monthly training. There is going to be an academy in April where both Matt and the dog would be required to attend. The cost for the academy is \$1700. However, Stan is going to have surgery and will be out for 5 weeks which leaves us short. Mel would like to wait for the next academy. He also wants to talk to Brian since the academy is more for the beginners and Diggitt has experience. It might be that Matt and Diggitt would not have to attend the entire academy. He will bring more information to the next committee meeting.

NEW BUSINESS:

1. Shredder: Mel said we are looking at going in with Admin department and purchasing a cross-cut shredder. We are not in compliance with FOIA with our current strip shredder. We found one through Fellows that is just like the one we have now but is the cross-cut at a cost of \$1824. This will help us to meet the security requirements. We can still use the old shredder for common shredding.

Chief Woodruff left the meeting at 7:12 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of February 19, 2013 Minutes: Trustee Steve Smith motioned to approve the February 19, 2013 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.
2. Employee handbook: Nothing new.
3. Job descriptions: Revised job descriptions were passed around for the Village Administrator, Chief of Police, Public Works Director and a new job description for the Assistant Public Works Director. Dennis asked that the committee compare the revised descriptions with the old ones which were based off the job descriptions from Fairview Heights that were included in the packet. He made some changes on each of the job descriptions. With respect to the Chief of Police, sections .015, 017 and 018 were taken directly out of our current code and Dennis felt they needed to be kept in the job description. Also, under 34.016(2), he reviewed the qualification requirements with Mel. Mel believes if we keep the training in there as a requirement, it may be too much for a town our size and also limit the number of applicants we would receive. Dennis kept the training in there as preferred but not required.

For the public works director, Dennis said Fairview Heights wrote theirs around the public works director being a professional engineer with 7 years of experience. He changed Section B, #1 to not make the bachelor's degree mandatory. Other than that, he didn't make any major changes to the job description. The assistant public works director is a new job description. He took the public works director description and modified it. Some of the tasks he changed to say that person will assist the public works director. Dennis said he wrote the job description to how we currently

operating. Mayor Danford felt it might be beneficial to separate the special duties. Dennis said as we grow, the way he wrote it makes less sense. He said John is the only employee licensed as both a water and sewer operator. Trustee Smith asked Ron if he or John had reviewed the job descriptions and Ron said not yet.

B. NEW BUSINESS: Julie said we receive requests from various organizations wanting to be informed of new utility customers' names and addresses to send them information about Freeburg. Julie said we've never given out that information before. We would like to have that option available to the residents and have come up with an index card that the resident can fill out if they want to receive this information. The committee was fine with the request.

Administrator Herzing brought up an issue with the public works union contract. Dennis explained the sick time policy. Our current Village Code states an employee who has completed five years of employment with the village will receive their sick time at the beginning of the year. The office staff contract is written that way. The police contract is written where the officers receive 1 sick day per month. Dennis said Jim Beck wrote the public works contract that way and no-one caught it during negotiations. Mayor Danford said it was done unintentionally and didn't see it as precedent setting if we would change the contract now. The committee agreed to have Dennis advise the union steward we are amenable to the change but not until the next contract negotiation.

Trustee Baker asked about the Pickers on Wheels since she received a complaint about them. Ray said if we don't get their cooperation regarding our request to put up a fence, we may issue them a citation. Dennis will ask Phil to prepare a letter regarding this issue.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:40 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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MEMO:

To: Mayor Danford, Personnel Committee
From: Dennis R. Herzing, P.E., Village Administrator
CC:
Date: 04/10/13
Re: Retirement

Please be advised that I will be retiring effective May 6, 2013.

I have four days of vacation left from last year and my birthday holiday is April 30. It is my intention to use that vacation time up from April 29 through May 3. Thus my last day in the office will be April 26, 2013.

May 3 is also my anniversary date so I have this year's two weeks of vacation accrued which I request to be paid for along with my final pay for the period ending May 5, 2013. If there is a need for me to be in the office on May 6, I will be happy to do so without compensation to avoid having one day in the new pay period.

I have enjoyed the eight years I have served as Village Administrator and I appreciate the support of the staff and Trustees during my tenure with the village.