

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 20, 2012

NOTICE

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

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, **Monday, April 23, 2012, at 7:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE

- A. Old Business
 - 1. Police Contract
 - 2. Moeckel's status
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of April 9, 2012 Regular and Executive Session Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Employee Raises
- 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.]; 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 Monday, April 23, 2012 at 7:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, April 23, 2011 at 7:00 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Seth Speiser, Mayor Ray Danford, Village Clerk Jerry Menard (entered the meeting at 7:06 p.m.), Chief of Police Mel Woodruff and Office Manager Julie Polson. Guest present: Attorney Brian Manion.

POLICE:

A. OLD BUSINESS:

1. Police Contract:

EXECUTIVE SESSION 7:01 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing collective negotiating matters between the public body and its employees or their representatives, 5 ILCS 120/2-(c)(2) and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:30 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:31 p.m.

EXECUTIVE SESSION 7:31 P.M.

Trustee Steve 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 at 7:44 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:44 p.m.

2. Moeckel's status: Chief Woodruff said Matt should be released to return to work on May 24, 2012. He said he has been able to have the shifts covered mostly through overtime. He has given out two applications for part-time officers and had someone else contact him today for an application. Based on the applications received, Mel might want to add a couple of extra part-time officers.

Mel said we need to address the opening of the full-time police officer position and would like to open the position internally now so we can discuss any applications received at the next regular committee meeting on Wednesday, May 9th.

Trustee Charlie Mattern motioned to open the full-time police officer position internally for applications and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

- B. **NEW BUSINESS:** None. Chief Woodruff left the meeting at 7:50 p.m.

Personnel/Police Committee Meeting
Monday, April 23, 2012
Page 1 of 2

PERSONNEL:

A. OLD BUSINESS:

1. Approval of April 9, 2012 Minutes: *Trustee Steve Smith motioned to approve the April 9, 2012 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Trustee Steve Smith motioned to approve the April 9, 2012 Executive Session 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: Nothing at this time.

3. Job Descriptions: Nothing new.

4. Safety Policy: Nothing new.

5. Non-union employee raises: Julie raised the issue that Zoning Administrator Borger was not included in the raises recently received by the non-union personnel and the committee agreed that he should have been included and directed Julie to get that taken care of. Julie also stated that Gene Kramer has not received a raise since she has been here and the committee would like Gene's job description revised to accurately reflect his job duties. This needs to be reviewed by the committee prior to any decision on his raise.

B. NEW BUSINESS: Mayor Danford asked the committee to work on setting up new rules of decorum for the Village Board. Trustee Smith commented we need to do something. Attorney Manion said section 30.48 addresses the censure of trustees but does not specifically address executive sessions so we should make sure something is included in there to address that.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:58 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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Ray Danford

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Monday, April 9, 2012 at 7:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Monday, April 9, 2011 at 7:00 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Clerk Jerry Menard, Chief of Police Mel Woodruff and Village Administrator Dennis Herzing.

POLICE:

A. OLD BUSINESS:

1. Police Contract:

EXECUTIVE SESSION 7:01 P.M.

Trustee Steve 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 at 7:42 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:43 p.m.

2. Moeckel's status: Chief Woodruff said Matt had a successful surgery and is now going through physical therapy. He believes Matt will be back by the summer. Mel said there is another young man in town that is working part-time in Murphysboro and also in O'Fallon. He came in and picked up an application and Mel said he may be another that might be able to be utilized and increase our part-time staff. Smithton has hired Kyle Whitworth full time and his hours here have been limited.

- B. **NEW BUSINESS:** Mel said we might want to schedule another Police Committee after the next board meeting in case there are any other issues we need to deal with. The committee agreed to meet Monday, April 23, 2012 at 7:00 p.m. Chief Woodruff left the meeting at 7:46 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of March 7, 2012 Minutes: *Trustee Steve Smith motioned to approve the March 7, 2012 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 said we are almost in agreement on the language regarding on call status but they are not in agreement on the on call compensation. Dennis also stated we will probably go to mediation on the salaries and the committee said okay to the mediation. Dennis said if both the board and the public works employees are adamant about the salaries, he does not see the value of going to mediation. The mediator will try to find a happy medium and the arbitrator will be the one that actually makes the decision if either party is not willing to give. He can discuss this with Brian and get his opinion.

3. Job Descriptions: Nothing new.
4. Safety Policy: Nothing new.
5. Non-union employee raises: Dennis said the budget was put together based on the non-union employees receiving the same raises as the police officers. Dennis would like the committee to make a decision on them and they agreed.

Trustee Charlie Mattern motioned to recommend to the full Board the non-union employees receive a 2% raise retroactive from April 1, 2011 - March 31, 2012 and a 3% raise effective April 1, 2012 and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS: Village Clerk Jerry Menard said she was concerned over a situation where she had been overpaid and the auditors did not catch it. She also stated she did not want any money withheld until she hears back from the clerk's lawyer. Jerry stated she was also upset by the fact that she received this in her mailbox rather than being called in to discuss it. Mayor Danford said in all fairness, he is not sure there is anything here to discuss. Jerry feels she shouldn't have to pay back the money because it wasn't her fault. Mayor Danford said we are not entitled to monies we are not due. Dennis said we had a glitch with ADP who processes our payroll. The elected officials are coded as semi-monthly and should have not been paid the extra amount for the two months during the year when we have three payrolls. He can't answer why the auditors didn't catch it. Jerry said you aren't supposed to have the same auditor every three years. Dennis said we do go out for bids on the auditor.

Dennis said he is taking vacation the week of April 23rd and is 1.5 days short of vacation. He would like permission to take it unpaid or take a few days from his upcoming vacation he will be receiving the week he gets back from vacation. The committee agreed to grant 1.5 day of unpaid leave.

Rita asked if we are going to hire another lineman and Dennis said we've gotten a couple of applications in. He said we've been so busy with the pool but we should try to hire another lineman. We haven't had much luck finding a lineman but a few of the applicants to appear to be the same as Tyler. They are partially through the apprenticeship program and we may to go that route. The committee felt they should go ahead and set up some interviews.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 8:06 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager