

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Corby Valentine
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

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 31, 2010

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, April 6, 2010, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
- B. New Business
 - 1. Relay for Life Request

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of March 10, 2010 minutes
 - 2. Employee handbook
 - a. Employee Requests
 - b. Public Works On Call Status
 - 3. Job descriptions
 - 4. Compensation of officials
- B. New Business
 - 1. Residency requirement
- 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

Tuesday, April 6, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, April 6, 2010 at 5:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Clerk Jerry Menard, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guest present: Janet Baechle for second half of meeting.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said the union attorney and Attorney Wigginton are setting up dates to get the negotiations started. Mel advised the union attorney will be attending the Committee as a Whole meeting tonight.

B. NEW BUSINESS:

1. Relay for Life Request: Relay for Life is requesting we have police officers present on Bank Night for two hours and on the event day for eight hours. Chief Woodruff said this request would fall under the proposed policy change of not covering these events or charging \$50 per hour per officer. Chief Woodruff said he was not opposed to the Bank Night request since it is only two hours. Trustee Mattern said we need to tell them due to budget restraints we can no longer offer police coverage free of charge and to also let them know we are discussing a possible \$50 per hour fee for this. A decision needs to be made by the full Board on this issue.

Chief Woodruff passed out the monthly report and the committee agreed to have Chief Woodruff keep track of the information but it was not necessary to make multiple copies every month. Mel will give Trustee Smith a quarterly report.

Trustee Smith brought up the traffic coming from the north into town stating it is a racetrack. Chief Woodruff will have the officers patrol that area as much as they can.

PERSONNEL: A. OLD BUSINESS:

1. Approval of March 10, 2010 minutes: Trustee Steve Smith motioned to approve the March 10, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: This was not discussed.

a. Employee Requests: The list of requests from the public works employees was again discussed. Raises: Dennis advised that Mayor Danford believes the employees should not receive a raise because of the budget. Mayor Danford also believes that if the revenues from the state improve, a raise could be given later in the year. After

Personnel/Police Committee Meeting

Tuesday, April 6, 2010

Page 1 of 2

Dennis took the suggested cuts from the Committee as a Whole meeting on March 31st, we now have a \$16,000 surplus in the general fund. A 1% raise would amount to \$14,969. Dennis said the public works employees think they should get a raise because the utility funds are not in trouble. Trustee Smith said if we give the employees a raise, it should be capped at 1%. If we receive any extra money from the state, he doesn't think it would be prudent to give it all to the employees, it should be put into reserves. The trustees agreed to monitor the payments received from the state and if conditions improve, to give a 1% raise retroactive to April 1st. Dennis told the committee he talked to Phil about the proposal to cut his position in half. Dennis suggested to the committee that they cut it by 25% and the committee did not agree. They did say once building permits pick up, the hours could be increased at that time. Vacation: Dennis said a change in the vacation allotment would make much more of an impact on the police department. When a public works employee takes vacation, Ron does not fill that position with another person, whereas, Mel does have to have an officer fill the spot. Mel commented there is nothing in the police contract that says the public works/administrative employees have to be treated the same as the officers. Trustee Smith felt the employees received enough benefits, i.e. they receive 12 sick days and 14 holidays per year. The committee agreed to offer 3 weeks after 8 years and not change the remaining vacation schedule. Health Insurance after retirement: Already have. Holiday Pay: The committee agreed with this request. Birthday Holiday: Fine as long as approved by supervisor. Utilities at cost: The committee denied this request. The administrative personnel requests: Daily apparel: The committee granted the request to wear jeans or capris anytime. They asked that the girls don't wear pants with any holes in them. Vacation: Same as public works. New employees to receive some vacation during first year of employment: The committee denied this request.

b. Public Works On Call Status: Not discussed.

3. Job Descriptions: Not discussed.

4. Compensation of officials: Dennis is preparing the ordinance to be presented to the Legal/Ordinance Committee.

B. NEW BUSINESS:

1. Residency requirement: Dennis will prepare an ordinance on this. It had previously been agreed to match the residency requirement between the police officer contract and the public works/administrative employees.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: Trustee Steve Smith motioned to adjourn at 7:00 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.



Julie Polson
Office Manager

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Ray Danford

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, March 10, 2010 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 10, 2010 at 7:20 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Clerk Jerry Menard, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Employees present: Greg Eckels, Gregg Blomenkamp, Clark Lucash, Bob Elden, Tim Kunkelmann and Shane Krauss. Guests present: Mike Blaies and Janet Baechle.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis was contacted by the union's attorney and he gave him Attorney Wigginton's contact information.

B. NEW BUSINESS:

1. Officer Marquardt request for vacation pay: Officer Marquardt was unable to use his vacation and has requested payment of twenty hours.

Trustee Steve Smith motioned to recommend to the full Board Officer Marquardt be paid for twenty (20) hours of unused vacation time and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

PERSONNEL: A. OLD BUSINESS:

1. Approval of February 10, 2010 minutes: *Trustee Steve Smith motioned to approve the February 10, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Trustee Baker asked if anyone had any comments regarding the handbook. She told the committee Julie had made the changes suggested in last month's meeting. Copies of the handbook were provided to the trustees. There were no comments.

a. Employee Requests: The list of requests from the public works employees was again discussed, a copy of which is attached to the minutes. Raises: Shane said they wanted to discuss the raise request and further said he does not think the trustees are willing to listen to them. Dennis explained that the general fund is in bad shape. We spent \$80,000 less than budgeted this year but still ended up about \$60,000 over budget in the general fund. We are not receiving about \$140,000 from the state income tax and said the economy is in bad shape right now and doesn't look any better for the budget due 4/1/10. Dennis explained the general fund is made up of the Streets, Police,

Administration and Pool departments or anything other than the utility departments. The budget will be done by then end of the week and said once it is agreed upon, it will be passed retroactive to April 1, 2010. He also said we are trying to build up the reserves in our utility accounts. This money is used to replace equipment and make infrastructure improvements. Trustee Baker said we can't give an answer on the raises until the budget is done. Vacation: The public works employees requested to receive 3 weeks after the 7th year instead of the 9th; and receive 4 weeks after the 15th year instead of the 18th and no cap on days earned after 18 years. Clark said he didn't understand why the vacation would have to be capped. John told the committee in the public works department, we don't have someone cover while another employee goes on vacation. Dennis said he didn't think it would affect the budget too much because we don't have that many employees it would affect. Trustee Baker said she didn't have any problem with the suggested change and Trustee Smith said he did not agree with it. Health Insurance after retirement: Already have. Holiday Pay: Dennis told the committee that it doesn't happen often enough to have an impact on the budget. Birthday Holiday: Fine as long as approved by supervisor. Utilities at cost: Not discussed.

Steve said with respect to the employees' requests, he is coming from the perspective that he doesn't want to have to let any employees go and wants to review the budget before any decision on raises is made.

b. Public Works On Call Status: Not discussed.

3. Job Descriptions: Not discussed.

4. Employee clothing reimbursements: Not discussed.

B. NEW BUSINESS:

1. Compensation of officials: Not discussed.

2. Executive Session: Not done.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: Trustee Charlie Mattern motioned to adjourn at 8:03 p.m. and Trustee Steve Smith seconded the motion. All voting aye, motion carried.



Julie Polson
Office Manager

received
2/22/10



Celebrate. Remember. Fight Back.

Village of Freeburg
14 Southgate Center
Freeburg, IL 62243

February 17, 2010

Mayor Danford,

Hello. As Event Chair for the Relay for Life in Freeburg I am responsible for making sure our monies are secure for two of our upcoming events. Therefore I am requesting that a police office be present on Bank Night, May 25 from 6:00 pm to 8:30 pm at the Freeburg Community High School Cafeteria as well as the actual Relay event on June 11 from 6:00 pm to 2:00 am June 12 at the Concession Stand by the HS track.

If you have any questions please do not hesitate to contact me @ 558-8095.

Sincerely,

A handwritten signature in cursive script that reads "Donna Arras".

Donna Arras
Event Chair
Relay for Life Freeburg

cc: Chief Mel Woodruff

VILLAGE OF FREEBURG DEPARTMENT OF POLICE

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

Ruhmann 92 - '07
 Cappello 93 - '06
 Marquardt 94 - '01
 Blumenkamp 95 - '05
 Schutzen. 96 - '98
 Burrows 97 - '04
 Ahlers/Unver. 98 - '08
 Chief 99 - '07

Month: March 2010

CAR#	ON MILEAGE	OFF MILEAGE	TOTAL MILES	GALLONS	M.P.G.
92	65636	66978	1342	89.276	15.03
93	79128	80459	1331	85.668	15.53
94	105164	106110	946	150.610	6.28
95	98774	101013	2239	154.025	14.53
96	143251	144252	1001	79.540	12.58
97	68307	69090	783	94.794	8.26
98	37620	40259	2639	169.448	15.57
99	34319	35877	1558	65.700	23.71
					AVG. MPG
	XXX	XXX	11839	889.061	13.31



 Officer Stan Ruhmann, Jr. #26

Maintenance and Fuel

Fuel and Maintenance Records

Dates 03/01/2010 To 03/31/2010

92		2006 Chevrolet Impala			Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom	
03/17/10	SHAFFER Oil Change			25.00	25.00	66229	
03/31/10	CASEY'S Monthly Fuel Usage Total Miles for the Month 1342. Ending Vehicle Miles for the Month 66,978.	89.28			249.26		
Total Gallons		Fuel Amt	Parts	Labor	Maint Amt	Total Amt	
89.28		249.26		25.00	25.00	274.26	
93		2007 Chevrolet Impala			Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom	
03/09/10	JIM Head Lights Low Beam			30.48	30.48		
03/31/10	CASEY'S Monthly Fuel Usage Total Miles for the Month 1331. Ending Vehicle Miles for the Month 80,459.	85.67			238.00		
Total Gallons		Fuel Amt	Parts	Labor	Maint Amt	Total Amt	
85.67		238.00		30.48	30.48	268.48	
94		2001 Ford Expedition			Class	SQUAD CAR	
Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom	
03/03/10	MICK Oil Change / Repair Front End Replace Idler Arm Assembly, Pitman Arm and Sway Bar Links.			562.23	562.23	105320	

Maintenance and Fuel

03/31/10 CASEY'S 150.61 376.00
 Monthly Fuel Usage
 Total Miles for the Month 946.
 Ending Vehicle Miles for the Month 106,110.

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
150.61	376.00		562.23	562.23	938.23

95 2005 Chevrolet Impala Class SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom
03/09/10	SHAFFER Oil Change			25.00	25.00	99547

03/31/10 CASEY'S 154.03 426.11
 Monthly Fuel Usage
 Total Miles for the Month 2239.
 Ending Vehicle Miles for the Month 101,013.

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
154.03	426.11		25.00	25.00	451.11

96 1998 Ford Crown Victoria Class SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom
03/31/10	CASEY'S Monthly Fuel Usage Total Miles for the Month 1001. Ending Vehicle Miles for the Month 144,252.	79.54			222.00	

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
79.54	222.00				222.00

97 2004 Chevrolet Impala Class SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom
03/04/10	BERG Replace Instrument Cluster			335.50	335.50	67962

03/09/10	MICK Repalced Front Brakes			201.59	201.59	68234
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Maintenance and Fuel

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03/31/10 CASEY'S 94.79 259.40
 Monthly Fuel Usage
 Total Miles for the Month 783.
 Ending Vehicle Miles for the Month 69,090.

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
94.79	259.40		537.09	537.09	796.49

98 **2008 Chevrolet Impala** **Class** SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom
03/02/10	SHAFFER Oil Change			25.00	25.00	37620

03/31/10 CASEY'S 169.45 472.01
 Monthly Fuel Usage
 Total Miles for the Month 2639.
 Ending Vehicle Miles for the Month 40,259.

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
169.45	472.01		25.00	25.00	497.01

99 **2007 Chevrolet Impala** **Class** SQUAD CAR

Date	Vendor/Desc	Gallons	Parts	Labor	Amount	Odom
03/31/10	CASEY'S Monthly Fuel Usage Total Miles for the Month 1558. Ending Vehicle Miles for the Month 35,877.	65.70			180.75	

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
65.70	180.75				180.75

Maintenance and Fuel

REPORT TOTALS:

Total Gallons	Fuel Amt	Parts	Labor	Maint Amt	Total Amt
889.07	2423.53		1204.80	1204.80	3628.33

BUDGET YEAR 2011

DEPARTMENT	1%	2%	3%	4%
ADMINISTRATION				
SALARIES	378.88	757.76	1,136.64	1,515.52
PAYROLL TAXES	55.61	111.22	166.83	222.44
IMRF	42.55	85.10	127.65	170.20
	37,888.00			
	5,561.00			
	4,255.00			
ZONING				
SALARIES	72.80	145.60	218.40	291.20
PAYROLL TAXES	5.57	11.14	16.71	22.28
IMRF	0.00	0.00	0.00	0.00
	7,280.00			
	556.92			
	0.00			
POLICE DEPT				
SALARIES	4,476.75	8,953.50	13,430.25	17,907.00
OVERTIME	220.00	440.00	660.00	880.00
PAYROLL TAXES	396.63	793.26	1,189.89	1,586.52
IMRF	554.39	1,108.78	1,663.17	2,217.56
	447,675.00			
	22,000.00			
	39,663.00			
	55,439.00			
STREETS				
SALARIES	1,051.62	2,103.24	3,154.86	4,206.48
OVERTIME	40.00	80.00	120.00	160.00
PAYROLL TAXES	90.00	180.00	270.00	360.00
IMRF	122.60	245.20	367.80	490.40
	105,162.00			
	4,000.00			
	9,000.00			
	12,260.00			
	<u>7,507.40</u>	<u>15,014.80</u>	<u>22,522.20</u>	<u>30,029.60</u>
MFT				
SALARIES	80.00	160.00	240.00	320.00
OVERTIME				
PAYROLL TAXES				
IMRF				
	8,000.00			
	<u>80.00</u>	<u>160.00</u>	<u>240.00</u>	<u>320.00</u>

BUDGET YEAR 2011

DEPARTMENT	1%	2%	3%	4%
WATER DEPT				
SALARIES	154,321.00	3,086.42	4,629.63	6,172.84
OVERTIME	4,000.00	80.00	120.00	160.00
PAYROLL TAXES	12,200.00	244.00	366.00	488.00
IMRF	17,820.00	356.40	534.60	712.80
	<u>1,883.41</u>	<u>3,766.82</u>	<u>5,650.23</u>	<u>7,533.64</u>
SEWER DEPT				
SALARIES	125,988.00	2,519.76	3,779.64	5,039.52
OVERTIME	7,500.00	150.00	225.00	300.00
PAYROLL TAXES	10,000.00	200.00	300.00	400.00
IMRF	15,000.00	300.00	450.00	600.00
	<u>1,584.88</u>	<u>3,169.76</u>	<u>4,754.64</u>	<u>6,339.52</u>
ELECTRIC DEPT				
SALARIES	319,083.00	6,381.66	9,572.49	12,763.32
OVERTIME	10,000.00	200.00	300.00	400.00
PAYROLL TAXES	25,200.00	504.00	756.00	1,008.00
IMRF	37,100.00	742.00	1,113.00	1,484.00
	<u>3,913.83</u>	<u>7,827.66</u>	<u>11,741.49</u>	<u>15,655.32</u>
OVERALL TOTALS	14,969.52	29,939.04	44,908.56	59,878.08