

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 5, 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 9, 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 March 7, 2012 Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Non-union 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 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 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

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Wednesday, March 7, 2012 at 6:30 p.m.

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

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, March 7, 2012 at 7:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Ray Matchett, Mayor Ray Danford, Village Clerk Jerry Menard, Chief of Police Mel Woodruff, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said the contract has not been signed. The concern is the memorandum of understanding. Dennis stated the union's position is Steve does not need to sign the memorandum and our attorney feels we need to be protected.
2. Vacation guidelines: Mel said this can be taken off the agenda.
3. Moeckel's status: Julie said Matt is scheduled for surgery either the week of 3/12 or 3/19. He is hoping to be back at work by summer.

B. NEW BUSINESS: None.

Chief Woodruff left the meeting at 7:32 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of February 9, 2012 Regular and Executive Session Minutes and December 12, 2011 Executive Session Minutes: Trustee Steve Smith motioned to approve the February 9, 2012 Regular and Executive Session Minutes and also the December 12, 2011 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 new.
3. Job Descriptions: Nothing new.
4. Safety Policy: Nothing new.

B. NEW BUSINESS: Dennis requested some guidance from the trustees with respect to preparing the budget. The police contract provides for a 3% raise in April and it looks likely the other contract will be the same. He had Debbie use the 3% raise for the non-union employees in the budget and asked the trustees their opinion on this. The committee was fine with this. Dennis also told the committee he is requesting that his raise be withheld and passed along to the other non-union employees.

C. **GENERAL CONCERNS:** Trustee Matchett was present to discuss the recent fire emergency in town and felt that we needed to have someone second in charge. One of our on-duty officers went to handle the fire and our street department employees were used to block streets. Dennis told the committee our public works employees are trained to block streets and have been used to do that for years. The correct procedure was not followed by one of the officers and Dennis has already reviewed that with Mel to address the issue of calling our street guys for help.

Chairperson Rita Baker expressed her concern over information coming out of executive sessions and said she has an issue with that. Mayor Danford said there may be some online training about that and we should look into it. Steve expressed his concern about it and would like to discuss this at the next Village Board executive session.

D. **PUBLIC PARTICIPATION:** None.

E. **ADJOURN:** *Trustee Steve Smith motioned to adjourn at 7:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager