

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

May 10, 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, **Wednesday, May 12, 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
 - 2. Decision of Board on charging for event coverage
- B. New Business
 - 1. Lighthouse Learning Request to use park
 - 2. SILEC Training

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of March 10 2010 and April 6, 2010 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Compensation of officials
 - 5. Residency requirement
- B. New Business
 - 1. Public Works Employees' Unionization
- 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, May 12, 2010 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, May 12, 2010 at 5:40 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 and Mike Blaies.

POLICE:

A. OLD BUSINESS:

1. Police Contract: Dennis said he has not heard anything yet. He did send the union attorney a copy of the approved budget as requested.
2. Decision of Board on charging for event coverage: This was decided at the last board meeting. Chief Woodruff sent a letter to Judy Hand/Churches United for Concerts in the Park, Al Watters/Homecoming, Donna Arras/Relay for Life, Father Reyling/St. Joseph Church, Andrew Lehman/Freeburg High School and Tomi Diefenbach/Freeburg Elementary School explaining the new policy that any non-village function will be billed at \$50.00 per officer per hour. Mel stated he needs to make the decisions on how many officers would be required to cover an event. Mel said with respect to homecoming, officers will be utilized in a security capacity and not used for parking. Mel said he will continue to work homecoming.

B. NEW BUSINESS:

1. Lighthouse Learning Request to use Park: Mel advised they normally hold this event around noon. He is fine with the request.

Trustee Steve Smith motioned to recommend to the full Board Lighthouse Learning Preschool Graduation request to use the Village Park on Friday, May 21, 2010 be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. SILEC Training: Mel advised this is the annual invoice that covers all the training through them. They have nine full time officers and two part-time officers.

Trustee Steve Smith motioned to recommend to the full Board the SILEC Invoice in the amount of \$85 per officer for a total of \$935 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

With no further police business, Chief Woodruff left the meeting.

PERSONNEL: A. OLD BUSINESS:

1. Approval of March 10, 2010 and April 6, 2010 minutes: Julie told the committee Shane was not comfortable with the wording from the March 10, 2010 minutes where it stated, "Shane said they wanted to discuss the raise request and further said he does not think the trustees are willing to listen to them." Shane wanted the sentence to end at request.

Trustee Charlie Mattern motioned to approve the March 10, 2010 minutes as amended and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the April 6, 2010 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: This was not discussed due to the public works unionization issue.

a. Public Works On Call Status: Not discussed for the same reason.

3. Job Descriptions: It was decided at the last board meeting to have Julie contact other municipalities and obtain job descriptions for the Village Administrator, Chief of Police, Public Works Director and Office Manager.

4. Compensation of officials: Dennis will prepare the ordinance to be clean up our current code. It will be revised to state officials will be paid for meetings attended. Dennis will check with IML to see how to handle if more than 4 board meetings are missed and also verify with them if all officials will be affected immediately by this change or if it goes into effect upon expiration of their term.

5. Residency Requirement: The ordinance included in the packet was done to equal the residency requirements between the public works/administrative employees and the police officers.

Trustee Steve Smith motioned to recommend to the full Board the Ordinance establishing residency requirements as of June 1, 2010 be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to amend the agenda to hear General Concerns and Public Participation before New Business and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: Mike Blaies asked who the residency requirement applied to and Dennis said it is for the Village full-time employees.

B. NEW BUSINESS:

EXECUTIVE SESSION

6:02 P.M.

Trustee Steve Smith motioned to enter into Executive Session to discuss pending litigation, 5 ILCS 120/2(c)(11) and personnel, 5 ILCS, 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED

6:10 P.M.

Chairperson Baker reconvened the Personnel Committee meeting at 6:11 p.m. Village Administrator Herzing told the committee that Public Works Director Ron Dintelmann has requested to rehire summer employees Nick Price and Jared Kraus. Since they have been summer hire employees, a motion is not required. Dennis said there is a reduced amount of money in the budget for the summer hires and Ron will monitor that. The committee was in full agreement to hire Nick and Jared for the summer.

Village Clerk Jerry Menard asked Dennis how long Ray will be out and Dennis did not know. She asked if Ray would close the pharmacy at 7:00 p.m. for the two board meeting nights. Dennis will talk to Ray.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:13 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

April 26, 2010

Village of Freeburg
14 Southgate
Freeburg, IL 62243

To Whom It May Concern:

The school year is nearly over and we are planning graduation ceremonies for our preschool children to participate in. This is an important milestone for these children as well as a special event for family and friends. The graduation has been scheduled for Friday, May 21st.

Once again, we would like to request the use of the neighborhood park for this occasion. Just one block away, our children are familiar with this park which we visit often to explore nature and environmental activities throughout the school year. Therefore we feel this park would add the appropriate ending as well as a picturesque setting.

This year approximately fifteen 5 year-olds will graduate to be heading off to local kindergartens in the fall with the entire ceremony taking no longer than one hour.

Thank you for this consideration and we look forward to a short, simple meaningful celebration in our own neighborhood! Please address any further questions to Donna Smoker, ISBE Pre-K Teacher at 539-5849.

Sincerely,

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

Donna Smoker

SOUTHWESTERN ILLINOIS LAW ENFORCEMENT COMMISSION

INVOICE# 2011-63

DATE: April 7, 2010

Freeburg Police Department training assessment
for **FY'2011 - (July 1, 2010– June 30, 2011)**

_____ full/part-time officers @ **\$85.00** per person

_____ telecommunicators @ **\$85.00** per person.

TOTAL -----\$ _____

Please make check payable to the: **Southwestern Illinois Law Enforcement
Commission (SILEC), 700 North 5th Street, Belleville, IL 62220**

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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. 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.



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Office Manager

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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.

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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.

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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.



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Office Manager

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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