

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

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

May 4, 2013

NOTICE
MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE
(Personnel/Police/ESDA/Fire)
(Matchett/Trout/Blaies)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Wednesday, May 8, 2013, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

POLICE COMMITTEE

- A. Old Business
 - 1. Full-time officer hire
 - 2. K-9 training
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of April 10, 2013 and April 22, 2013 Minutes
 - 2. Employee handbook
 - 3. Job descriptions
- 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)]; 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)].

VILLAGE PRESIDENT
Seth Speiser

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Ray Matchett, Jr.
Steve Smith
Mike Blaies
Mathew Trout
Dean Pruett
Elizabeth Niebruegge

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
PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING
Wednesday, May 8, 2013 at 6:30 p.m.

VILLAGE ADMINISTRATOR
Tony Funderburg

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
John Tolan

POLICE CHIEF
Stanley Donald

VILLAGE ATTORNEY
Wendell Stiles Law Group, P.C.

Chairperson Ray Matchett called the meeting of the Personnel and Public Safety Committee to order on Wednesday, May 8, 2013 at 6:35 p.m. Those present were Chairperson Ray Matchett, Trustee Matt Trout, Trustee Mike Blaies, Mayor Seth Speiser, Trustee Dean Pruett, Trustee Elizabeth Niebruegge, Village Clerk Jerry Menard, Chief Stan Donald, Village Administrator Tony Funderburg, Public Works Director John Tolan and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Full-time officer hire:

EXECUTIVE SESSION 6:36 P.M.

Trustee Mike Blaies motioned to enter into Executive Session citing personnel, 5 ILCS, 120/2-(c)(1) and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:06 P.M.

Trustee Matchett reconvened the meeting at 7:07 p.m.

Trustee Mike Blaies motioned to recommend to the full Board Dan Turner and William Donald be hired as full-time police officers and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

Trustee Mike Blaies motioned to recommend to the full Board Mike Flake and Joel Boeving be hired as part-time police officers and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

Chief Donald advised that Officer Marquardt has requested a six-month unpaid of absence effective May 21st. He would like to cash out his comp time and leave his vacation in place.

Trustee Mike Blaies motioned to recommend to the full Board that Officer Marquardt's request for a 6-month unpaid leave of absence effective May 21, 2013 be granted and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

A Committee as a Whole meeting has been tentatively scheduled for Wednesday, May 15th at 7:30 p.m. Tony will check to see if Attorney Manion is available.

2. K-9 training: Chief Donald advised the dog has completed training and he will verify if Matt has completed his. Matt asked if the Matt is out with the dog and Stan said yes, he is.

B. NEW BUSINESS: Trustee Matchett gave Chief Donald a list of items he would like checked out to make sure Mel turned the items in.

Trustee Blaies asked if the vault has been audited and Stan verified that has been done. Stan has problems with the permanent evidence being stored in metal lockers.

Chief Donald left the meeting at 7:17 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of April 10, 2013 and April 22, 2013 Minutes: Trustee Mike Blaies motioned to recommend to the full Board the April 10, 2013 minutes be approved and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

Trustee Mike Blaies motioned to recommend to the full Board the April 22, 2013 minutes be approved and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

2. Employee handbook: a discussion was held on whether or not a handbook was needed since all the employees are under a union contract.

3. Job descriptions: Seth said there was a problem with the job descriptions that were presented at the last board meeting. Attorney Manion said they were not legal. We can't use specific requirements on where to obtain training. Seth said they've talked about having a head lineman and wants the position to be posted at the plant. The position would require 5 years lineman and power plant experience.

Trustee Mike Blaies motioned to recommend to the full Board the position of head lineman be posted internally and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

Seth asked for Julie to check into getting a plaque for Gene and Ron for their years of dedicated service to the Village. A discussion was held suggesting time clocks be installed for the public works, police and administrative departments.

Trustee Mike Blaies motioned to recommend to the full Board time clocks be installed in the Police, Public Works and Administration Departments and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

Seth asked Tony to get bids on cleaning the office.

- B. NEW BUSINESS:** John said he would like to hire two part time people to help in the public works department. He has placed an ad with the Tribune that will run this week and next. Kevin Polson would like to come back on a part-time basis.

Trustee Mike Blaies motioned to recommend to the full Board we advertise for a full-time crew worker in the Public Works Department and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: Trustee Mike Blaies motioned to adjourn at 8:28 p.m. and Trustee Matt Trout seconded the motion. All voting aye, the motion carried.



Julie Polson
Office Manager

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, April 10, 2013 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
Weinmeyer 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 Pruett, 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 Pruett 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.

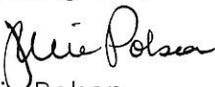
Dennis announced his retirement. With that being said, we need to appoint someone as the IMRF Authorized Agent for the Village of Freeburg. He suggested Julie and said he can prepare a resolution to go in Monday night's board packet.

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

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

Monday, April 22, 2013 at 7:00 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 Monday, April 22, 2013 at 7:06 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, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guests present: Elizabeth Niebruegge, Greg Eckels, Jim Beck and Matt Trout.

POLICE:

A. OLD BUSINESS:

B. NEW BUSINESS:

1. Executive Session to Discuss Pending Litigation and Personnel:

EXECUTIVE SESSION

7:07 P.M.

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

EXECUTIVE SESSION ENDED

7:20 P.M.

Trustee Baker reconvened the committee meeting at 7:21 p.m.

2. Ordinance #1455: This ordinance allows the village to enter into the yearly CENCOM agreement with St. Clair County.

Trustee Charlie Mattern motioned to recommend to the full Board Ordinance #1455 – An Ordinance of the Board of Trustees Authorizing the Village to Enter into and the Mayor to Execute a Contract between the Village of Freeburg Police Department and St. Clair County, Illinois for Coordinated Communication Services and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Baker read Chief Mel Woodruff's resignation letter effective May 6, 2013. He asked to be paid for vacation and holidays not taken and for all of the unused sick days to be converted to IMRF credit. Trustee Mattern asked if the numbers had been verified and Office Manager Julie Polson stated that she verified all the numbers. Rita asked that Mel's resignation be accepted.

Trustee Steve Smith motioned to recommend to the full Board Chief Mel Woodruff's resignation from the Village be granted and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Dennis updated the committee on the testing of the part-time officers and said the psychological evaluations have been completed and Mel has asked Dr. Eckert to get the final

Personnel/Police Committee Meeting

Monday, April 22, 2013

Page 1 of 2

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



reports done as soon as possible. He anticipates having them prior to the May 6th board meeting.

PERSONNEL:

A. OLD BUSINESS:

1. Job descriptions for Public Works Director, Assistant Public Works Director, Village Administrator and Chief of Police. Dennis advised the committee the ordinances were completed Friday and Attorney Manion has not had a chance to review them. We can recommend approval pending Attorney Manion's review of the ordinances. Steve had a typographical correction on the village administrator's position.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for the Chief of Police's job description for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for the Public Works Director's and Assistant Public Works Director's job description for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for the Village Administrator's job description for approval and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

B. NEW BUSINESS:

1. Executive Session to discuss personnel:

EXECUTIVE SESSION

7:27 P.M.

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

EXECUTIVE SESSION ENDED

8:08 P.M.

Trustee Baker reconvened the committee meeting at 8:09 p.m.

Trustee Steve Smith motioned to recommend to the full Board the Village Administrator, Public Works Director, Assistant Public Works Director and Chief of Police receive a 2% raise retroactive to April 1, 2013 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Charlie Mattern motioned to adjourn at 8:11 p.m. and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager