

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

June 13, 2008

NOTICE

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

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, June 17, 2008, at 5:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Earthquake Preparedness Pamphlet
 - 2. Stop sign request from Teeny Tots and Cut, Color & Create - Limited Parking.
 - 3. Employee status
- B. New Business
 - 1. PSIC Grant Obligation
 - 2. Police vehicle

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of 5/14/08 minutes
 - 2. Probation Period - update of ordinance
 - 3. Health insurance renewal
 - 4. Sexual harassment training
 - 5. Employee badges
 - 6. Employee morale
 - 7. Employee handbook
- B. New Business
 - 1. Accumulated sick days for administration
- 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)].

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, June 17, 2008 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, June 18, 2008 at 5:31 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Administrator Dennis Herzing, Chief Mel Woodruff and Office Manager Julie Polson.

POLICE DEPARTMENT:

A. OLD BUSINESS:

1. Earthquake Preparedness Pamphlet: Julie is waiting on pamphlets from the Red Cross. They have been requested twice.
2. Teeny Tots and Cut, Color & Create sign requests: Mel talked to Teeny Tots who said they would be happy with a stop sign or a do not enter sign placed on their barricades. Mel will talk to Ron and have that done before school starts back up. Officer Schutzenhoffer talked to Jill at Cut, Color and Create who would like 2-hour parking on the north side of the street by the park for half the block. The committee decided to wait until school starts and re-evaluate the problem then. A letter will be sent to Jill advising her of the decision.

EXECUTIVE SESSION 5:35 P.M.

Trustee Steve Smith motioned to go into Executive Session at 5:35 p.m. to discuss personnel issues and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to end Executive Session at 5:55 p.m. and return to regular session and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 5:55 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 5:56 p.m.

B. NEW BUSINESS:

1. PSIC Grant Obligation: Mel presented the information from St. Clair County for the PSIC equipment. The total cost of the equipment which includes programming, set-up and installation would be \$42,347.90 and our obligation amounts to \$11,963.33. Mel explained this equipment provides the ability to communicate with Cencom and provides for 6 mobile units in each marked squad car. Every officer will have a portable unit. The committee directed a check be cut as soon as possible and forward payment to St. Clair County.

2. Police vehicle: Mel has one police car in the budget for this year. He said it has been difficult to find a car and has only found one available. We would be replacing a 2003 Impala which had about \$12,926.59 spent on it from 1/06 - 6/08. This amount includes fuel, parts, labor and maintenance costs. Mel advised the car he located will cost approximately \$18,870. If we don't take that car, there would be a minimum 4-month wait for another 2008 car. Mel will call the vendor tomorrow and try to place the car on hold.

Trustee Steve Smith motioned to recommend to the full Board Chief Woodruff be authorized to purchase the 2008 Chevrolet Impala at a cost of \$18,870.22 and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Steve said he would like an ordinance to address instituting a curfew on noise since he has had several problems with parties in his neighborhood. Mel said they run into problems when citizens complain about the noise, they don't want to sign a complaint and rather remain anonymous.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of May 14, 2008 minutes: *Trustee Steve Smith motioned to approve the May 14, 2008 minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Probation Period: Dennis will get the ordinance revised.

3. Health insurance renewal: Julie has sent several email requests to Misty to see if we can get our renewal package earlier than December and has not received a response. Steve said he would like to see a Committee as a Whole meeting regarding this topic.

4. Sexual harassment training: Dennis said IMUA can offer the public works department a training session on this as part of their monthly seminars. The cost for this class would be \$300.00. Steve provided information on videos he found online ranging in price from \$179 - \$997.

6. Employee badges: Pictures were taken on Monday night, in process.

7. Employee handbook: Julie said she hasn't had a chance to start working on it yet.

B. NEW BUSINESS:

1. Accumulated sick days for administration: Julie said normally any requests granted to the public works department are granted to administration (i.e., holidays, vacation). Dennis said it really needs to be put in ordinance form to keep our code updated.

Trustee Steve Smith motioned to recommend to the full Board the accumulated sick days per year be increased from 65 days to 240 days for administrative workers and that the Code of Ordinances be amended to reflect the change and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to recommend to the full Board the Code of Ordinances be amended to reflect an increase in clothing allowance from \$125.00 to \$200.00 for the public works employees and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Trustee Smith questioned when Phil Borger was hired, was he required to attend the board meetings? He would like to see him attend at least one per month. Dennis will talk to him.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:33 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager



St. Clair County Emergency Telephone System Board

St. Clair County E-9-1-1 Coordinator • 101 South 1st Street • Belleville, IL 62220-2014
(618) 277-7316 • Fax: (618) 277-7668 • E-mail: norm911@sbcglobal.net • Webpage: www.911.co.st-clair.il.us

Mr. Darryl Elbe
CHAIRMAN

Retired Fire Chief
Donald R. Feher
VICE-CHAIRMAN

Sheriff Mearl J. Justus
SECRETARY/TREASURER

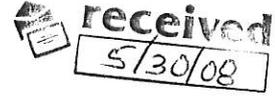
Mayor George Chance

Mr. Michael E. Sullivan

Mr. Edwin Cockrell

Chief Michael Baxton, Sr.

Mr. Norman H. Forshee
9-1-1 COORDINATOR



MEMORANDUM

TO: Participating PSIC Agency

FROM: Norman H. Forshee
9-1-1 Coordinator

DATE: May 29, 2008

SUBJ: PSIC Invoices

Attached is a Motorola Proposal for the PSIC equipment and installation as requested for your agency, as well as an invoice prepared by the St. Clair County Auditor detailing your agency's financial responsibility as agreed.

Please prepare a purchase order for the total amount on the lower right corner of the invoice and remit payment as listed as your agency's responsibility. The purchase order and your agency's responsibility must be returned to the St. Clair County 9-1-1 Coordinator's Office before the order can be placed.

Please return the Purchase order and payment by June 10, 2008.



MOTOROLA

Sales Quotation

Account Manager: David Lander

Prepared By: Ben Belvin, Wireless USA Phone: 618-233-0933

PREPARED FOR: Mike Schutzenhoefer

COMPANY: Freeburg Police Dept.

PHONE: 618-539-3132

EMAIL:

FAX: 618-539-9872

Date: 05/17/08

Quote #: PSIC

1307 E Algonquin Rd Schaumburg, IL 60196

Fax: 618-233-0747

Customer #:

Ship to St.Clair County ETSB

Address: 101 S. First St.

Belleville, IL 62220

Bill To St.Clair County

Address: 101 S. First St.

Belleville, IL 62220

Equipment Details and Pricing

| <u>Qty.</u> | <u>Model</u> | <u>Description</u> | <u>Unit Price</u> | <u>Extended Price</u> |
|-------------|--------------|---|-------------------|-----------------------|
| 10 | H46UCF9PW6BN | Motorola XTS2500 Model II Portable Radios | \$2,648.30 | \$26,483.00 |
| | Q574 | 9600 Baud Trunking | | |
| | Q696 | 1/2 Wave Antenna | | |
| | H207 | Del. Battery | | |
| | G996 | Programming over P25 | | |
| | Q947 | Radio Packet Data | | |
| | Q884 | 1 Year RSA | | |
| | NTN9858C | Impress NiMH Battery | \$51.17 | \$511.70 |
| 10 | NMN6193C | Remote Speaker/Mic. | \$96.77 | \$967.70 |
| 10 | WPLN4111AR | Impress Desktop Charger | \$35.19 | \$351.90 |
| 10 | NNTN4115 | Leather Swivel Case | \$64.52 | \$645.20 |
| 10 | NTN9858C | Impress NiMH Battery | | |

QUOTE PAGE TOTAL \$28,959.50

THIS QUOTE IS BASED ON THE FOLLOWING:

1 This quotation is provided to you for information purposes only and is not intended to be an offer or a binding proposal. If you wish to purchase the quoted products, Motorola will be pleased to provide you with our standard terms and conditions of sale (which will include the capitalized provisions below), or alternatively, receive your purchase order which will be acknowledged.

Thank you for your consideration of Motorola products.

2 Quotes are exclusive of all installation and programming charges (unless expressly stated) and all applicable taxes.

3 Prices quoted are valid for thirty(30) days from the date of this quote.

4 Unless otherwise stated, payment will be due within thirty days after invoice. Invoicing will occur concurrently with shipping.

5 STARCOM21 Master Contract TCYS-1500 between Motorola and the State of Illinois, dated September 28, 2001, as amended.

6 "Warranty Period" means two (2) years from the date of shipment of the Products.

MOTOROLA DISCLAIMS ALL OTHER WARRANTIES WITH RESPECT TO THE ORDERED PRODUCTS, EXPRESS OR IMPLIED INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

MOTOROLA'S TOTAL LIABILITY ARISING FROM THE ORDERED PRODUCTS WILL BE LIMITED TO THE PURCHASE PRICE OF THE PRODUCTS WITH RESPECT TO WHICH LOSSES OR DAMAGES ARE CLAIMED. IN NO EVENT WILL MOTOROLA BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES.

QUOTE GRAND TOTAL \$41,717.90



MOTOROLA

COMPANY : Freeburg Police Dept.

Page: 3

Date: 05/17/08

Equipment Details and Pricing

| Qty. | Model | Description | Unit Price | Extended Price |
|------|-------|-------------|------------|----------------|
| | | | \$1,497.00 | \$0.00 |
| | | | \$515.00 | \$0.00 |
| | | | \$1,500.00 | \$0.00 |
| | | | \$75.00 | \$0.00 |
| | | | \$300.00 | \$0.00 |
| | | | \$432.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | | | \$297.00 | \$0.00 |
| | | | \$38.00 | \$0.00 |
| | | | \$72.00 | \$0.00 |
| | | | \$60.00 | \$0.00 |
| | | | \$75.00 | \$0.00 |
| | | | \$10.00 | \$0.00 |
| | | | \$300.00 | \$0.00 |
| | | | \$432.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | | | \$297.00 | \$0.00 |
| | | | \$38.00 | \$0.00 |
| | | | \$72.00 | \$0.00 |
| | | | \$72.00 | \$0.00 |
| | | | \$60.00 | \$0.00 |
| | | | \$75.00 | \$0.00 |
| | | | \$10.00 | \$0.00 |
| | | | \$300.00 | \$0.00 |
| | | | \$432.00 | \$0.00 |
| | | | \$0.00 | \$0.00 |
| | | | \$297.00 | \$0.00 |
| | | | \$38.00 | \$0.00 |
| | | | \$60.00 | \$0.00 |
| | | | \$75.00 | \$0.00 |
| | | | \$10.00 | \$0.00 |
| | | | \$60.00 | \$0.00 |
| | | | \$75.00 | \$0.00 |
| | | | \$10.00 | \$0.00 |
| | | | \$10.00 | \$0.00 |

QUOTE PAGE TOTAL

\$0.00

Maintenance and Fuel

Fuel and Maintenance Records

Dates 01/01/2006 To 06/16/2008

| 98 | 2003 Chevrolet Impala | | Class | SQUAD CAR | | |
|----------|--|---------|--------|-----------|--------|------------|
| Date | Vendor/Desc | Gallons | Parts | Labor | Amount | Odom Miles |
| 01/12/06 | JIM Rpl Fan Motor & Shroud | | 442.18 | | 442.18 | 66207 |
| 01/17/06 | BERG Transmission Flush | | 133.93 | | 133.93 | 66809 |
| 03/22/06 | SHAFFER Oil Change & Lube | | 20.00 | | 20.00 | 73093 |
| 04/25/06 | SHAFFER Oil Change | | | 20.00 | 20.00 | 76589 |
| 06/01/06 | SHAFFER Oil change, filter, tire rotation | | | 40.00 | 40.00 | 80012 |
| 06/01/06 | SHAFFER Oil change | | | 20.00 | 20.00 | 28983 |
| 07/03/06 | JIM Fr & R Brakes, Rotor Fr & R Brake Calipers, Rotors | | | 503.02 | 503.02 | 82733 |
| 07/17/06 | JIM Alternator/Charge Battery Charge & Test Battery, Replace Alternator | | | 435.00 | 435.00 | 83604 |
| 09/01/06 | OTHER Statewide tire dist. Tires put on by Mick's Auto - Paid on seperate invoice. | | 226.40 | | 226.40 | |
| 09/05/06 | MICK Tires Mount & Bal. 4 new tires. State wide tires on seperate invoice. | | 137.00 | | 137.00 | 88551 |

Maintenance and Fuel

| | | | | |
|----------|---|--------|--------|--------|
| 09/06/06 | SHAFFER Oil change | 20.00 | 20.00 | 88752 |
| 09/08/06 | JIM Replace R. Brakes Replace r. brakes, clean caliper slides & pins Machine rear rotors | 210.65 | 210.65 | 88929 |
| 09/11/06 | JIM Battery Battery under warranty | 35.00 | 35.00 | 44883 |
| 10/17/06 | SHAFFER Oil Change | 20.00 | 20.00 | 94325 |
| 11/01/06 | JIM Replace Power steering Steering gear, Power steering fluid, Remove and replace steering gear assembly. | 648.48 | 648.48 | 96163 |
| 11/01/06 | MICK Rotate & Balance tires | 94.00 | 94.00 | 96167 |
| 11/29/06 | JIM Transm. repair/Oil change | 246.67 | 246.67 | 99771 |
| 01/29/07 | JIM Oil Change/Air Filter/Power Steering Line Repair | 115.87 | 115.87 | 103555 |
| 01/31/07 | GRNML Monthly Fuel Usage Total Miles for the Month 2127. | 130.21 | 284.07 | |
| 02/19/07 | JIM New Battery | 52.58 | 52.58 | |
| 02/28/07 | MOTO Monthly Fuel Usage Total Miles for the Month 1965. | 142.56 | 317.06 | |

Maintenance and Fuel

| | | | | |
|----------|--|--------|--------|--------|
| 03/07/07 | JIM | 390.47 | 390.47 | 106204 |
| | Oil Change, Replace Front Brakes Repalce front brakes and hoses. Clean calipers and machine rotors. Change oil. | | | |
| 03/31/07 | CASEY'S | 196.85 | 492.10 | |
| | Monthly Fuel Usage Total Miles for the Month 2869. | | | |
| 04/25/07 | SHAFFER | 20.00 | 20.00 | 110358 |
| | Oil Change | | | |
| 04/30/07 | GRNML | 125.17 | 357.87 | |
| | Monthly Fuel Usage Total Miles for the Month 2160. | | | |
| 05/01/07 | MICK | 137.50 | 137.50 | 110912 |
| | Mount and Balance 4 Tires, Aligned Vehicle | | | |
| 05/31/07 | MOTO | | 587.63 | |
| | Monthly Fuel Usage Total Miles for the Month 3210. | | | |
| 06/05/07 | OTHER | 256.00 | 256.00 | |
| | 4 New Tires Purchased from Statewide Tires | | | |
| 06/15/07 | SHAFFER | 20.00 | 20.00 | 115002 |
| | Oil Change | | | |
| 06/26/07 | JIM | 375.00 | 375.00 | 115516 |
| | Replace Wheel Bearing Right Side Assembly | | | |
| 06/30/07 | CASEY'S | | 316.68 | |
| | Monthly Fuel Usage Total Miles for the Month 1674. | | | |
| 07/18/07 | JIM | 529.94 | 529.94 | 116551 |
| | New Water Pump Replace Water Pump and Install New Drive Belt. | | | |

Maintenance and Fuel

| | | | | |
|----------|--|--------|--------|--------|
| 07/31/07 | GRNML Monthly Fuel Usage Total Miles for the Month 2566. | 151.11 | 445.89 | |
| 08/15/07 | SHAFFER Oil Change / Tire Rotation / Tire Repair | | 50.00 | 50.00 |
| 08/31/07 | MOTO Monthly Fuel Usage Total Miles for the Month 2950. | 176.23 | 476.12 | |
| 09/17/07 | JIM Repace Driver Door Window Switch | | 144.40 | 144.40 |
| 09/30/07 | CASEY'S Monthly Fuel Usage Total Miles for the Month 1512. | 97.67 | 272.31 | |
| 10/19/07 | SHAFFER Oil Change | | 20.00 | 20.00 |
| 10/31/07 | GRNML Monthly Fuel Usage Total Miles for the Month 1417. | 93.28 | 256.89 | |
| 11/30/07 | MOTO Monthly Fuel Usage Total Miles for the Month 2232. | 145.87 | 432.05 | |
| 12/31/07 | CASEY'S Monthly Fuel Usage Total Miles for the Month 1449. | 114.78 | 339.57 | |
| 01/15/08 | JIM Oil Change / Front Brakes Replace left front rotor. | | 306.12 | 306.12 |
| 01/30/08 | JIM Replace Wiper Blades | | 36.20 | 36.20 |

123158

128823

Maintenance and Fuel

| | | | | | |
|----------|--|--------|--------|--------|--------|
| 01/31/08 | GRNML Monthly Fuel Usage Total Miles for the Month 2115. | 162.49 | | 486.66 | |
| 02/29/08 | MOTO Monthly Fuel Usage Total Miles for the Month 1544. | 122.43 | | 372.52 | |
| 03/11/08 | MICK 4 New Tires No Alignment | | 346.00 | 346.00 | 132080 |
| 03/31/08 | CASEY'S Monthly Fuel Usage Total Miles for the Month 1734. | 140.39 | | 453.06 | |
| 03/31/08 | JIM Oil Change, New Thermostat Radiator has slow leak. | | 173.32 | 173.32 | 133307 |
| 04/28/08 | SHAFFER Tire Repair Repair right front tire. | | 12.00 | 12.00 | |
| 04/30/08 | GRNML Monthly Fuel Usage Total Miles for the Month 2095. | 130.48 | | 472.81 | |
| 05/14/08 | SHAFFER Oil Change | | 25.00 | 25.00 | 136421 |
| 05/20/08 | MICK Replace Headlight Dimmer Switch No Headlights. Replace Headlight. Replace Switch on Turn Signal. | | 637.00 | 637.00 | 136828 |
| 05/31/08 | MOTO Monthly Fuel Usage Total Miles for the Month 2194. | 145.93 | | 567.88 | |

| | | | | | |
|----------------------|-----------------|----------------|----------------|------------------|------------------|
| Total Gallons | Fuel Amt | Parts | Labor | Maint Amt | Total Amt |
| 2075.45 | 6026.86 | 2214.31 | 4685.42 | 6899.73 | 12926.59 |

Maintenance and Fuel

REPORT TOTALS:

| Total Gallons | Fuel Amt | Parts | Labor | Maint Amt | Total Amt |
|----------------------|-----------------|--------------|--------------|------------------|------------------|
| 2075.45 | 6026.86 | 2214.31 | 4685.42 | 6899.73 | 12926.59 |

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Charlie Mattern
Kevin Groth
Corby Valentine
Steve Smith
Tony Miller

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

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, May 14, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, May 14, 2008 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

POLICE DEPARTMENT:

- A. **OLD BUSINESS:** None.
- B. **NEW BUSINESS:**

EXECUTIVE SESSION 6:30 P.M.

Trustee Charlie Mattern motioned to go into Executive Session at 6:30 p.m. to discuss personnel issues and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to end Executive Session at 6:41 p.m. and return to regular session and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 6:41 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 6:42 p.m.

1. Light duty request: Discussed in closed session.
2. Earthquake Preparedness Pamphlet: The committee decided to table this until Gene has a chance to come to a committee meeting to discuss. Julie will check with the Red Cross to see if they have a pamphlet and how much it would cost. The cost for the Tribune to reprint the 1990 pamphlet would be \$438 for 1500 pamphlets and \$485 for 1800 pamphlets. This does not include postage or tabbing it for mail.

Rita asked that the grade school stop sign comment be addressed under the Police Dept. Mel advised he had not received any other concerns or complaints about the stop sign. Trustee Smith said he only has seen a backup on days with bad weather when parents are trying to turn into the

Personnel/Police Committee Meeting
Wednesday, May 14, 2008
Page 1 of 2

parking lot where the buses used to park. Rita commented that Dr. Hawkins has told her the bus drivers are happy with the stop sign. No action taken.

Another request received was from Teeny Tots. They would like to see a "Do not enter" or "Stop Sign" attached to their barricades. People are ignoring the barricades and driving around them. the committee decided to have Mel check out the situation and report back to them. Jill from Cut, Color & Create requested limited parking signs in front of her building. After committee discussion, it was decided to also have Mel check out her request and get back to the committee. Mel advised that it would be helpful when requests are called in to ask for them in writing to alleviate any confusion.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of April 9, 2008 minutes: *Trustee Charlie Mattern motioned to approve the April 9, 2008 minutes and Trustee Steve Smith seconded the motion.* All voting aye, the motion carried.
2. Probation Period: Dennis will get the ordinance revised.
3. Health insurance renewal: Julie will try to get the renewal process started in September rather than waiting on UHC to get the renewal package to us in December.
4. Sexual harassment training: Julie advised IML does not have this kind of training. Julie will check with IMUA. It would cost about \$450 for Attorney Wigginton to conduct the training. Steve said we might be able to find a video that would cover this.
6. Employee badges: Pictures will be taken of the trustees on June 16th before the board meeting. Julie will get busy on the other pictures!

B. NEW BUSINESS:

1. Grade school sign: Discussed under police committee.

C. GENERAL CONCERNS: Assistant Public Works Director Tolan requested the drug testing be reviewed with respect to the timing. The public works employees have also requested an employee handbook.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:12 p.m. and Trustee Charlie Mattern seconded the motion.* All voting aye, motion carried.



Julie Polson,
Office Manager

www.gneil.com

Sexual Harassment: A Common Sense Approach

\$ 179

Stop Sexual Harassment (2 hours)

\$ 997

www.enterprise-media.com

www.coastal.com/site/training

www.justclicklocal.com

www.atsmedia.com

www.trainingvideostore.com

26 min

\$ 359