

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

June 6, 2011

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, **Wednesday, June 8, 2011, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Police Contract
 - 2. Noise Ordinance
- B. New Business
 - 1. Request to close street

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of May 10, 2011 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
- B. New Business
 - 1. Pay reimbursement
- 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, June 8, 2011 at 6:33 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Wednesday, June 8, 2011 at 6:33 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern - absent, Chief of Police Mel Woodruff and Office Manager Julie Polson.

POLICE:

A. OLD BUSINESS:

1. Police Contract: An executive session is needed to discuss this topic.

EXECUTIVE SESSION 6:35 P.M.

Trustee Smith motioned to enter into Executive Session citing personnel 5 ILCS 120/2-(c)(1)a and Chairperson Baker seconded the motion. All voting aye, the motion carried

EXECUTIVE SESSION ENDED 6:55 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 6:55 p.m.

2. Noise Ordinance: Steve requested we obtain Cape Girardeau's noise ordinance. Julie will get it and put copies in everyone's mailbox.

Mel advised he would like to hire Kyle Whitworth as a part-time police officer. He currently works for Smithton and said he would like to work him into the part-time staff. He said Kyle has a good work history with Smithton. The part-time pay raise will be addressed once the contract has been settled.

B. NEW BUSINESS:

1. Request to close street: This was taken care of at the June 6, 2011 board meeting.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of May 10, 2011 Minutes: Trustee Steve Smith motioned to approve the May 10, 2011 Minutes and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.

2. Employee Handbook: Nothing at this time.
Personnel/Police Committee Meeting

Wednesday, June 8, 2011

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a. Public Works On Call Status: Nothing new.

3. Job Descriptions: Dennis will start working on the job descriptions for Mel, John and Ron.

4. Safety Policy: We are still working on this.

B. NEW BUSINESS:

1. Pay reimbursement: At the June 6, 2011 board meeting, the Board passed Mel's request to be reimbursed for working over and above his normal position in order to cover the schedule. He will be paid the same rate as a patrolman.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:15 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*



Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, May 10, 2011 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, May 10, 2011 at 6:32 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern - absent, Chief of Police Mel Woodruff and Village Administrator Dennis Herzing. Guests present: Officer Stan Ruhmann and Officer John Cappello.

POLICE:

A. OLD BUSINESS:

1. Police Contract: An executive session is needed to discuss this topic.

EXECUTIVE SESSION

6:50 P.M.

Trustee Smith motioned to enter into Executive Session citing personnel 5 ILCS 120/2-(c)(1)a and collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2) and Chairperson Baker seconded the motion. All voting aye, the motion carried

EXECUTIVE SESSION ENDED

7:45 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:45 p.m.

2. Noise Ordinance: Nothing new.

Mel advised the new car was put out on the street last Saturday. Mel said we will hold off on the other car until we have a budget in place. He received a request from Pete Vogel which stated New Athens is parking the police cars not in service at different banks because of the increases in bank robberies and would like to do the same here. Mel said he does not have a problem with the request and thinks we can justify it with the current conditions. Mel will check with the other banks to see if they would be interested in this and said Ray had no problems with it. The committee agreed to the request.

Mel said we had discussed an hourly part-time rate increase. They currently make \$12 per hour and said they made \$10 per hour when he was hired on 10 years ago. Mel received a grant program opportunity called Livescan. He said the fingerprint program would hook directly into the internet, the print is taken electronically. It's funded with 75% federal money/25% Village with a total cost of approximately \$20,000. Mel said we had \$20,000 in the budget for a police car and if we go with a pre-owned vehicle, we should have about \$5,000 left over to put towards the Livescan program. He

Personnel/Police Committee Meeting

Tuesday, May 10, 2011

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also said you can get a laptop with this for \$250. Dennis said we may have some leftover funds from the cameras to put towards the grant too. The deadline to file the grant is May 20th which will come through the Bureau of Justice.

B. NEW BUSINESS: Mel provided a request from Officer Cappello requesting a 60-day extension of 28 hours of vacation left from 2010 to use during his deployment.

Trustee Steve Smith motioned to recommend to the full Board Officer John Cappello be granted a 90-day extension of his vacation from 2010 and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of April 14, 2011 Minutes: *Trustee Steve Smith motioned to approve the April 14, 2011 Minutes and Chairperson Rita Baker 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: Dennis provided ordinances for the utility billing clerk position and police department administrative assistant. These will be placed on the Committee as a Whole meeting agenda on May 16th. Dennis will start working on ordinances for the other job descriptions.

4. Safety Policy: Dennis said we are still working on it. The correspondence from IMLRMA was provided to show the public works employees went through the training listed.

B. NEW BUSINESS:

1. Pay reimbursement: Phil never received his \$1 per hour raise after successful completion of his probation. It calculates out to approximately \$2400. The committee was fine with the request.

We will be discussing Mel's request at the next Board meeting.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:50 p.m. and Chairperson Rita Baker seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager