

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

July 6, 2009

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, July 8, 2009, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Security camera for lobby
 - 2. Update on employee
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of June 10, 2009 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Update on employee
- B. New Business
 - 1. Living with wildlife in Illinois
- 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, July 8, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, July 8, 2009 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Police Chief Mel Woodruff and Village Administrator Dennis Herzing.

POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Dennis met with Joe Christ and will provide him with more detailed drawings to give us more accurate pricing for both the lobby camera and also the recycling camera.

EXECUTIVE SESSION 6:31 P.M.

Trustee Steve Smith motioned to go into Executive Session at 6:31 p.m. to discuss personnel issues, (5 ILCS 120/2-(c)(1)(a) and Trustee Charlie Mattern seconded the motion. ROLL CALL VOTE: Trustee Steve Smith - aye; Trustee Charlie Mattern - aye; Trustee Rita Baker - aye. All voting aye, the motion carried.

Trustee Charlie Mattern motioned to end Executive Session at 6:36 p.m. and return to regular session and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 6:36 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 6:36 p.m.

Mel updated the committee on the noise levels in Trustee Smith's neighborhood. The person who is creating the noise is a member of the Fire Department and the Fire Department has their annual summer fest (Labor Day) which will be at this member's home. Chief Smith did come into the Police Department and Stan talked to Dennis and Ray about it. According to our ordinance, we have nothing to prohibit holding this event as long as they don't vend alcohol. Our nuisance ordinance would apply. If someone wished to complain and not be anonymous, we would advise the resident holding the party to turn it down and if they didn't, the person could sign a complaint. Mel thinks

Personnel/Police Committee Meeting
Wednesday, July 8, 2009
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their plan is to have something outside until 9:00 p.m. and then move it inside. Mel wanted everyone to be aware of this. Charlie asked if the event could be moved to the Sportsman's Club. Steve said one of the events last year continued until 6:30 in the morning.

B. NEW BUSINESS: None.
Chief Woodruff left the meeting.

PERSONNEL: A. OLD BUSINESS:

1. Approval of June 10, 2009 minutes: *Trustee Steve Smith motioned to approve the June 10, 2009 minutes and Trustee Charlie Mattern seconded the motion.* All voting aye, the motion carried.

2. Employee handbook: Dennis and Julie have not had time to work on this.

a. Public Works On Call Status: Dennis does not have anything new on this. Charlie asked if any numbers had been put together and then said if the employees use comp time, it won't affect the budget but is more of a coverage issue. We need to check with IMRF to see if accumulated comp time can be put towards retirement. Charlie discussed capping the number of days the comp time can be accrued. Charlie said that would eliminate the issue of having accrued two months of comp time and putting that towards retirement. How and when they take it would be subject to Ron's approval.

3. Job Descriptions: Ray said the work log forms will be put in the trustee's boxes shortly.

4. Update on employee: Discussed in Executive Session. Dennis advised we have filed a Report Only worker's compensation claim on a potential injury for one of the office workers.

B. NEW BUSINESS:

1. Living with wildlife in Illinois: Ray stated he is trying to proactive with this issue as he has noticed an increase in complaints from residents. He said our animal control officer can't remove species listed under the State Upland Game Act. This was put on the Village of Freeburg's website to provide citizens with useful information on how to handle certain wildlife situations. Ray said in extreme situations, we can get a permit to take care of a nuisance animal but we haven't had to go that far yet. The east/northeast side of town seems to be where Ray has been getting most of the complaints. In years past, the west side of town had more complaints. Deer tend to be the biggest problem.

Charlie had a request from the swim team for a manager to be present when we have a swim meet. Dennis will take care of that.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:53 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Transcribed from tape by
Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, June 10, 2009 at 5:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, May 13, 2009 at 5:35 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Village Administrator Dennis Herzing and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Curfew Ordinance: Mel asked Steve if the problem had resolved and Steve said yes. Mel said he thinks the problem resolved through word of mouth and extra patrols.

B. NEW BUSINESS:

Mel said he would like to wait on the new police car. He is not desperate at this point but would like to wait and see if a really good deal comes along. He advised the committee of an incident that happened at Gallaghers the weekend before last that involved a resident of Freeburg. The resident (an officer elsewhere) treated ours in a disrespectful manner and after the incident went to Sergeant Burrows home and did a burnout in his driveway. Mel advised he left it up to Sergeant Burrows on whether or not he and his family wanted to prosecute him. The Burrows family decided not to prosecute as they did not want to cost the resident his job. Mel met yesterday with the resident who is very apologetic. The resident will write a letter of apology to the Burrows family as well as the Village.

Dennis advised we had an irate resident in Village Hall that made threatening comments to Jane. Jane expressed her concern about this resident knowing her name and where she lives. Mike has talked to the resident. Mel said we have talked in the past about placing a camera in the lobby. Mel said Jean Schaefer's son-in-law set up their system in his church. Dennis said we have \$4,000 in the recycling grant to put the camera in for that and we can use the same system for the lobby camera.

PERSONNEL: A. OLD BUSINESS:

1. Approval of May 13, 2009 minutes: Trustee Steve Smith motioned to approve the May 13, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

2. Employee handbook: The next section was attached to the committee packet. The paragraph on temporary modified duty was deleted. The committee agreed this could be revisited in the future if the need arises.

a. Public Works On Call Status: Dennis needs to work up the numbers for the impact on the budget. The issues to be decided are how many hours of comp time will they receive for being on call over the weekend, holiday comp time, having a minimum call out time, making it mandatory to work on call, sharing the on-call time equitably. Dennis suggested we offer 4 hours of comp time for being on call over the weekend and if the employee gets called out, he gets paid for what he works, in addition to the 4 hours of comp time. For holidays, maybe they could get 4 hours of comp time for the holiday. We will need one electrician and one street employee on call each weekend. It is a good idea to have a schedule in place so Ron and John don't have to worry who is going to be around to work on a weekend. As far as scheduling, if an employee can't be on call on a certain weekend, it is their responsibility to find someone to work for them. The committee agreed comp time will be taken upon approval of the manager. We have to check on retirement to see if comp time can be used towards it. We need to put something in the handbook that addresses retirement notification.

b. Job Descriptions: Ray said it might be more productive by starting with a problem list. Ray said has some problems with work flows and efficiencies but not any specific employee. The sample evaluation forms were passed out and Dennis said we haven't gotten to any revision of the forms. He said he wants to combine both forms because he likes the idea of both the supervisor and employee answering the same question. The evaluation process will be more of a discussion between the supervisor and employee. Ray said we need to decide how we are going to utilize evaluations. He said he still sees a problem with associating pay raises with the evaluation. Rita said education is an across-the-board raise. Steve thinks merit pay gives more incentive for an employee to do a better job. Ray said some of our new procedures for work orders checks the employee so that we know what he is doing. A copy of the current work order log, work order request and listing of job numbers was passed out for the committee's review. With the job numbers put on each timecard, we can track how much time is spent on each job and also be able to track time during storms, etc. The log will be provided to the trustees each Friday so they can see what is going on. We are also notifying each resident of the action taken on their request either by letter or email. The committee talked about eventually putting the work order request form on the website. Dennis said we have instituted weekly mandatory staff meetings with Mel, Ron, John, Dennis, Julie, Barb, Debbie and Jane. Dennis said since we've instituted the weekly staff meetings some of the areas in need of attention are getting better. Ray thinks the problems we have been discussing have to do with solving the problems that our various departments haven't been able to accomplish. He thinks this will give us the larger accountability that they are looking for that the work is being done that they want to be done. Ray said this also extends to the appointments. Ray said he sees Ron's workload as a problem and thinks we may be able to utilize Barb to help Ron in the afternoons.

B. NEW BUSINESS: Dennis advised the committee that the pool does not have a weather alert radio. Gene thought they should and took one down there. Dennis has provided the batteries they need and gave him the okay to get another one. Mel took one of the old VHF radios with the charger to the pool so if they have a power outage, they can use this one. Scott and Gene seemed to think the lightning detector wasn't working. Ron went out there this afternoon and it wasn't detecting anything (sunny outside), but Ron will look into it and see if it is working correctly.

Steve asked if we had a tornado watch Monday night and Julie said it went right to a tornado warning.

C. GENERAL CONCERNS: The new board picture will be taken at the Committee as a Whole meeting on June 29th since Corby will be out of town on the 15th.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 6:45 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

Living with Wildlife in Illinois

About This Site

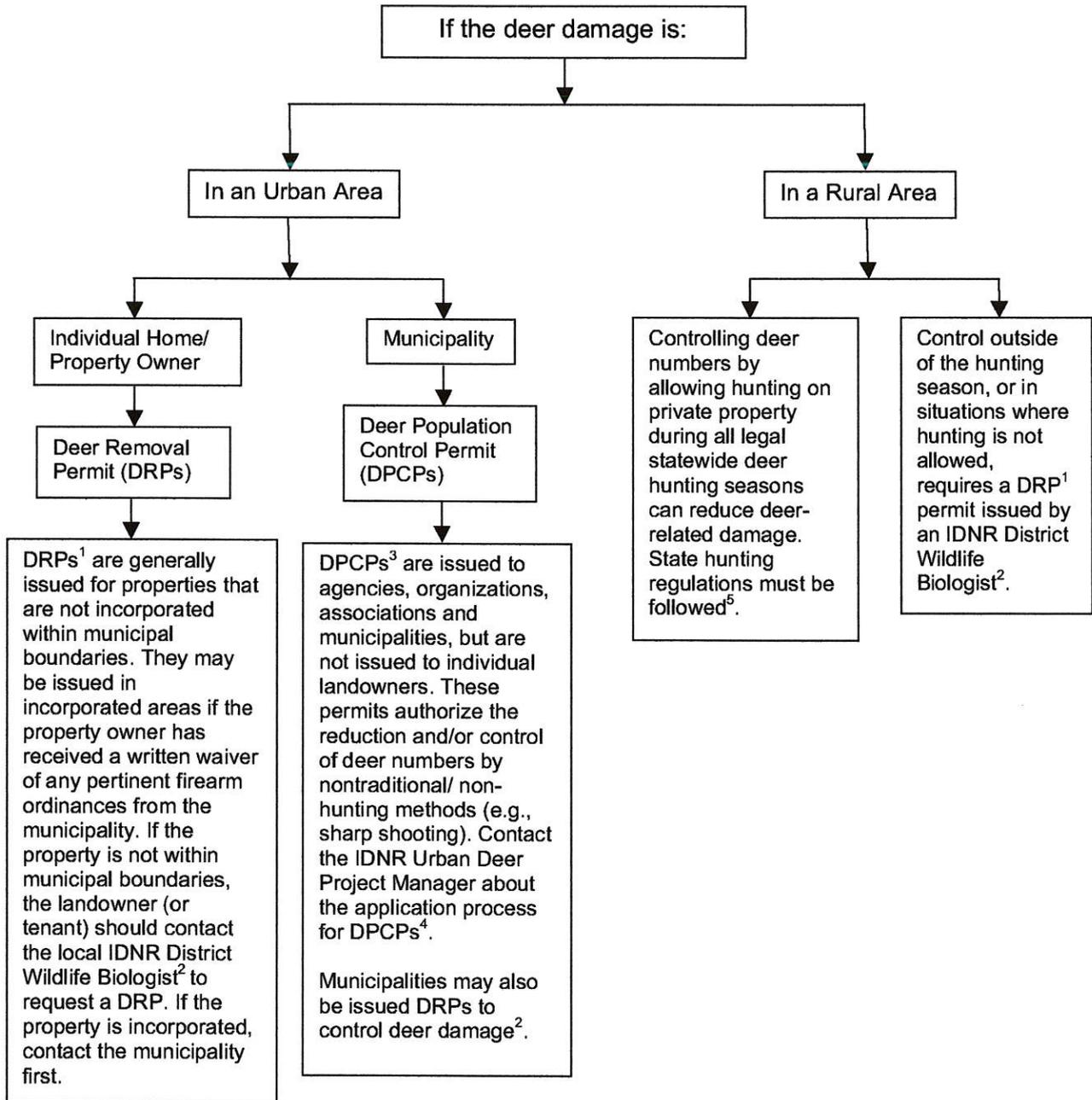
Welcome to Living with Wildlife in Illinois

This website was developed by the Illinois Department of Natural Resources (IDNR) and University of Illinois Extension in order to provide residents of Illinois with information about how to coexist with Illinois' wildlife, especially in urban areas. Many species of wildlife are welcome visitors to our properties, but some animals may wear out their welcome. Urban wildlife helps us maintain our connection with nature. However, sometimes wildlife end up in places that are not safe for them or for people and pets with whom they come in contact.

[Preventing problems with wildlife](#) is much simpler and less aggravating than dealing with the problems after they occur. Fortunately, taking a few simple steps can help you prevent many of the most common wildlife-related problems around your home. A number of proven methods can be used to [solve the problem](#) when it cannot be prevented. Sometimes [removal of an animal](#) is necessary. By Illinois law, an [animal removal permit](#) must be requested from the IDNR before most species of wildlife may be removed from private property by the resident or a [nuisance wildlife control operator](#). In other cases, you may have found [injured or orphaned wildlife](#). This site can help you with these and other wildlife situations. Use the menu on the left to guide you to the information you need.

Controlling White-tailed Deer Damage in Illinois

White-tailed Deer (*Odocoileus virginianus*) are protected under the Illinois Wildlife Code as a game species and can be hunted legally during deer seasons. It is illegal to kill or remove live deer from the wild unless you have received a permit from the Illinois Department of Natural Resources (IDNR) or are a wildlife rehabilitator who is licensed by the IDNR. A person who hits and kills a deer with a motorized vehicle can legally claim the deer to salvage the meat, hide and antlers. Sale of the meat, hide and antlers is illegal. If a vehicle-killed deer is to be mounted, a permit is needed from IDNR Law Enforcement. The Directory of Illinois Wildlife provides information on how to prevent and solve problems with deer.



¹ For more information about Deer Removal Permits go to: http://livingwithwildlife.extension.uiuc.edu/permit_deer_special.cfm#drp

² Contact an Illinois Department of Natural Resources District Wildlife Biologist: <http://livingwithwildlife.extension.uiuc.edu/professionals.cfm>

³ For more information about Deer Population Control Permits go to: http://livingwithwildlife.extension.uiuc.edu/permit_deer_special.cfm#dpcp

⁴ To contact Marty Jones, IDNR Urban Deer Project Manager call: (847) 798-7620

⁵ For more information on hunting regulations see: <http://dnr.state.il.us/admin/systems/index.htm#deer>; for the Illinois Department of Natural Resources Hunting Digest go to: <http://dnr.state.il.us/admin/systems/Digest/>

IDNR Special Deer Control/Removal Permits

Deer removal permits (DRPs) are issued to help landowners in their efforts to abate deer-related damage that is currently occurring. DRPs are **not** for deer population reduction or control. Deer Population Control Permits (DPCPs) are issued to help reduce or control deer numbers in a given area.

Deer Removal Permits (DRPs):

- DRPs are issued to individuals, organizations or agencies to authorize the removal of individual deer causing excessive damage at that time of year when damage is actively occurring. These permits are issued to assist landowners in abating deer-related damage. They are not issued for deer population reduction and control. DRPs are issued to augment other deer-damage abatement techniques currently used by the landowner.
- There is no application form for a DRP, but a site-evaluation must be performed by an IDNR biologist to document/verify the occurrence and extent of deer damage.
- DRPs are generally issued for properties not incorporated within municipal boundaries unless the municipality will grant the permittee a waiver of any pertinent firearm ordinances. However, DRPs can be issued to a municipality.
- DRPs are issued for a maximum of 30 days and 10 deer. Permit extensions are possible, but these permits are not for deer population control.
- Permittee can specify up to two shooters on a permit. Shooters must have a valid Illinois Firearms Owner's Identification (FOID) card and must carry a copy of the DRP when afield. There is no proficiency testing of shooters on a DRP, and the safe conduct by shooters is the responsibility of the permittee. The IDNR permit issuer may further restrict allowable removal activities to insure public safety. DRPs will not authorize the use of archery equipment, handguns or muzzle-loading rifles.
- IDNR recommends that deer collected under authority of a DRP be used for human consumption, but carcass disposition is at the discretion of the permittee. Disposition must comply with provisions of the Illinois Dead Animal Disposition Act (i.e., burial or incineration).
- Permittee must return the carcass disposition report form (on the back of the permit) and any unused leg tags within 10 days after permit expiration.

Deer Population Control Permits (DPCPs):

- DPCPs are issued to agencies, organizations, associations and municipalities, but are not issued to individual landowners. These permits authorize the reduction and/or control of deer numbers by non-traditional/non-hunting methods.
- There is an application process for DPCPs, and the application is essentially a deer management proposal which documents the need for deer herd reduction by nontraditional means such as sharp shooting. The prevailing objectives for most current deer control programs under DPCPs are to: reduce damage to native plant communities/ ecosystems, reduce deer-vehicle accidents on the property and/or adjacent roads, and reduce damage complaints from residents or neighbors.
- DPCPs are issued for a maximum of 90 days (time extensions are possible). There is no limit on the number of deer that can be taken, but the number proposed to be collected must be justified and documented.
- If the permit applicant is proposing to take deer at bait stations via sharpshooters, all sharpshooter candidates must be tested and seasonally-approved by IDNR prior to deer program implementation. There is no limit on the number of sharpshooters, but all sharpshooters, who are Illinois residents, must also have a valid Illinois Firearms Owner's Identification card (FOID). Also to insure public safety, all proposed shooting/bait sites must be viewed and approved by IDNR prior to their use.
- Lethal techniques authorized under DPCPs must be such that the resulting deer carcasses are suitable for human consumption. The permittee is required to have all usable deer carcasses processed at a State or Federally-licensed and inspected meat processing facility and to donate the processed venison to a bonafide charitable organization. Unusable deer carcasses must be disposed of in accordance with the Illinois Dead Animal Disposal Act.
- Since deer collected under DPCPs must be used for human consumption, most DPCP programs take place during the cooler late fall and winter months (November through March).
- DPCPs will not authorize the use of archery equipment, handguns, muzzle-loading rifles, etc. Only modern rifles or shotguns will be permitted for sharpshooting programs. DPCPs will not be issued for experimental techniques (e.g., sterilization or immunocontraception) or for the live-capture and translocation of deer.
- Permittee must return all unused leg tags along with a deer removal summary within 30 days after permit expiration. The removal summary must list the tag number, location, sex, age and physical condition of each animal collected as well as the total amount of processed venison donated to charity (and to which charities).
- The permittee is responsible for all costs associated with the deer reduction/control program.
- For more information about applying for a DPCP, contact Marty Jones, IDNR Urban Deer Project Manager, at (847) 798-7620.