

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

August 11, 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, **Wednesday, August 13, 2008, at 6:30 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE:

- A. Old Business
 - 1. Earthquake Preparedness Pamphlet
 - 2. Curfew ordinance
- B. New Business

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of July 9, 2008 minutes
 - 2. Health insurance renewal
 - 3. Sexual harassment training
 - 4. Employee badges
 - 5. Employee morale
 - 6. Employee handbook
 - 7. Evaluation of Village Administrator position
- 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) a.]; or real estate transactions [5 ILCS, 120/2 - (c)(5)].

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, August 13, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, August 13, 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, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

A. OLD BUSINESS:

1. Earthquake Preparedness Pamphlet: Julie received every pamphlet but the Earthquake one from Red Cross. They are in the process of updating that pamphlet and most likely won't have any prices until next year.
2. Curfew ordinance: Mel reviewed the information provided to him by Steve. He said there is some information that we could pull out and use but felt we needed a legal opinion on that information. He will continue to research the noise measurement issue and see if any other area law enforcement departments have such an ordinance. Mel stated he is open to suggestions and also said he would like to be able to handle the situation without putting it into an ordinance form and prosecuting it.

B. NEW BUSINESS:

Mel reported that the car is still in process. Mel advised the annual MEGSI renewal is due and payable. The cost is \$4,500 and was budgeted. The committee agreed to pay the renewal fees.

POLICE DEPARTMENT and PERSONNEL COMMITTEE EXECUTIVE SESSION 6:47 P.M.

*Trustee Charlie Mattern motioned to go into Executive Session at 6:47 p.m. to discuss personnel issues (5 ILCS 120/2-(c)(1)(a) and also litigation (5 ILCS 120/2-(c)(11) and Trustee Steve Smith seconded the motion. **ROLL CALL VOTE:** Trustee Charlie Mattern - aye; Trustee Steve Smith - aye; Trustee Rita Baker - aye. All voting aye, the motion carried.*

Trustee Steve Smith motioned to end Executive Session at 7:08 p.m. and return to regular session and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:08 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 7:08 p.m.

Personnel/Police Committee Meeting
Wednesday, August 13, 2008
Page 1 of 2

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of July 9, 2008 minutes: *Trustee Steve Smith motioned to approve the July 9, 2008 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Health insurance renewal: Nothing new.
3. Sexual harassment training: Ron has set up a training session with IMUA on Monday, August 25, 2008. We will have Mel and some of the administrative employees attend the session.
4. Employee badges: Julie is in the process of getting the remaining pictures taken.
5. Employee handbook: Julie has not started on it yet. Steve has not gotten any job descriptions yet.
6. Evaluation of Village Administrator Position: Nothing new, Ray asked for suggestions on whether a change in direction is warranted.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

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



Julie Polson,
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, July 9, 2008 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Wednesday, July 9, 2008 at 6:52 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Mayor Ray Danford, Administrator Dennis Herzing, Chief Mel Woodruff, Public Works Director Ron Dintelmann and Office Manager Julie Polson.

POLICE DEPARTMENT: EXECUTIVE SESSION 6:52 P.M.

*Trustee Steve Smith motioned to go into Executive Session at 6:52 p.m. to discuss personnel issues 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 Steve Smith motioned to end Executive Session at 6:53 p.m. and return to regular session and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED 7:05 P.M.

Chairperson Rita Baker reconvened the regular session of Personnel/Police Committee Meeting at 7:08 p.m.

A. OLD BUSINESS:

- Earthquake Preparedness Pamphlet: Julie is waiting on pamphlets from the Red Cross. They have been requested twice. Prices from the Tribune were attached to the packet.
- Employee status: Nothing new to report.
- Curfew ordinance: Steve gathered some information and asked that it be copied to the committee. Mel said he would like to see an improvement on the ordinance.

B. NEW BUSINESS:

Mel reported that the car is in process. The updates to the car radios should be done in a few weeks.

PERSONNEL COMMITTEE:

A. OLD BUSINESS:

1. Approval of June 17, 2008 minutes: *Trustee Steve Smith motioned to approve the June 17, 2008 minutes and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*

2. Probation Period: A copy of the proposed ordinance was attached for the committee's review. It encompasses the increase in meal allowance to \$7.50, clothing allowance of \$200 and a total of 240 accumulated sick days. It also addresses the probation period stating the first 60 days after employment are considered the probation period and that the hourly rate during that time will be \$1.00 less per hour than the prevailing rate. If an employee's probation period falls during the annual rate adjustment, the employee won't receive a raise until the probation period is over. The employee would receive a raise at the end of the probation period after the \$1.00 per hour probationary reduction is eliminated.

Trustee Steve Smith motioned to recommend to the full Board the Ordinance Amending title III, Chapter 32 of the Revised Code (Personnel Policies) and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

3. Health insurance renewal: Julie advised we cannot get our renewal packet any earlier. Steve has scheduled a Committee as a Whole to discuss this on Monday, July 14, 2008.

4. Sexual harassment training: We are waiting to hear from Jerry on what she has found out from her village clerk contact.

5. Employee badges: Julie is in the process of getting the remaining pictures taken.

6. Employee morale: Steve would like everything to be documented.

7. Employee handbook: Julie has not started on it yet. Steve has not gotten any job descriptions yet.

B. NEW BUSINESS:

Ray asked if the trustees wanted to evaluate the Village Administrator's position for a new job description. He asked if you wanted the Village Administrator position to be geared more towards marketing or running the Village. He made an official request for information.

C. GENERAL CONCERNS: The IMAP Study was brought up and we will ask them about economic development and how that should be handled, i.e. internally or public relations firms.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:45 p.m. and Trustee Rita Baker seconded the motion. All voting aye, motion carried.*



Julie Polson,
Office Manager



**Metropolitan
Enforcement
Group of
Southwestern
Illinois**

JOSEPH R. BELIVEAU
DIRECTOR

1100 Eastport Plaza • Collinsville, Illinois 62234 • (618) 346-3750

July 29, 2008

Chief Mel Woodruff
Freeburg Police Department
14 South Gate Center
Freeburg, IL 62243

Dear Chief Woodruff:

July 1, 2008 was the start of our new fiscal year. Participating Departments' membership fees are due at this time. According to the By-Laws of MEGSI, to qualify as a voting member of the MEGSI Policy Board, the participating members with a population of over 12,500 residents must contribute personnel (either sworn or non-sworn) and said personnel must be assigned full time to MEGSI. If participating members have a population of less than 12,500 residents, they must contribute one (1) dollar per capita to MEGSI per year.

The MEGSI Policy Board is made up of the Chiefs and Sheriffs of the member departments. They have set policy that MEGSI must work cases in member departments' jurisdictions as its top most priority. The member departments are the suppliers of funding as well as our manpower.

You and your City are important members of MEGSI. We look forward to your attendance at the Policy Board Meetings and taking an active role in the direction of MEGSI. As Director, I am very proud of this unit and the cases that we have been involved in and I would ask for your continued support.

If you have any questions about your membership in MEGSI, please contact me.

Sincerely,


M/Sgt. Joseph Beliveau
Director, MEGSI

JB/djl