

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

September 8, 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, **Thursday, September 10, 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. H1N1 (swine flu)
 - 3. Limited parking request on W. St. Clair Street
- B. New Business
 - 1. Surplus police car
 - 2. Request to be paid for unused vacation time

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of August 12, 2009 minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
- B. New Business
 - 1. Executive Session to discuss personnel, 5 ILCS 120/2(c)(1)(a)
- 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 Thursday, September 10, 2009 at 6:30 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety to order on Thursday, September 10, 2009 at 6:30 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Police Chief Mel Woodruff, Village Administrator Dennis Herzing, Public Works Director Ron Dintelmann, Assistant Public Works Director John Tolan and Office Manager Julie Polson.

POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Dennis said the agreement has been signed. Ron has bought the wire for the security cameras for the recycling center. Mel said a space has been cleaned out in the storage room for the computer.
2. H1N1 Swine Flu: Mel said this topic was covered at the 9/8/09 board meeting.
3. Limited parking request on W. St. Clair St.: Dennis talked to Larry who could not make it to the meeting. The committee agreed to have him come to the next meeting to discuss the parking request. They want an unobstructed area for kids to be dropped off for Teeny Tots.

B. NEW BUSINESS:

1. Surplus police car: Mel said we have an old police car that has a bad heater core. Dennis said we had previously discussed giving Phil one of the older police cars. Mel said it would cost around \$700 - \$800 to get the car fixed. The committee agreed to have Jim's Automotive evaluate the car to see what would need to be done to get it fixed. Mel will explain to them it is going to be used on a limited basis.
2. Request to be paid for unused vacation time: Officer Schutzenhofer has 88 hours of unused vacation time that he would like to cash in. Mel said he will probably have a week to cash in as well.

Trustee Steve Smith motioned to recommend to the full Board Officer Schutzenhofer be paid for 88 hours of unused vacation and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Steve said there was an article in the IML Municipal Review that addressed safe driving and implementing a driver safety program. Steve asked if we have heard anything on the gloves for the swine flu and Julie said she has sent Gene an email but hasn't heard anything yet.

Personnel/Police Committee Meeting
Thursday, September 10, 2009
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PERSONNEL: A. OLD BUSINESS:

1. Approval of August 12, 2009 minutes: *Trustee Steve Smith motioned to approve the August 12, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Nothing new at this time.

a. Public Works On Call Status: Dennis did not talk to Attorney Wigginton on this topic. Ron said we need to talk to the employees about making on call mandatory. John said he has talked to some of the employees and they would rather take the pay. We will talk to Steve to see if it is legal to make on call mandatory and if so, can it be taken as comp time. This would become part of the employee handbook and everyone will sign off on it. Charlie said we need to address the situation where no-one wants to be on call and how we handle it. Ron said the lineman job description states they are subject to call out. Dennis thinks they are all subject to call out. Ron said the electric department will bear the brunt of it since there are only 3 linemen.

3. Job Descriptions: Nothing new. Dennis and Julie will work on the employee evaluation form. Steve wants to start the reviews in September.

B. NEW BUSINESS:

1. Executive Session to discuss personnel, 5 ILCS 120/2(c)(1)(a):

EXECUTIVE SESSION

7:02 P.M.

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

EXECUTIVE SESSION ENDED

7:20 P.M.

Trustee Steve Smith motioned to end Executive Session at 7:20 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Rita Baker reconvened the meeting at 7:22 p.m.

C. GENERAL CONCERNS: None.

D. PUBLIC PARTICIPATION: None.

ADJOURN: *Trustee Steve Smith motioned to adjourn at 7:33 p.m. and Trustee Charlie Mattern seconded the motion. All voting aye, motion carried.*



Julie Polson
Office Manager

To: Police Committee

From: Inv. Mike Schutzenhofer

Dear members of the Police Committee, Chief Mel Woodruff and Mayor Ray Danford, another year has flown by us again. Do to my work load and time I have failed to use any of my vacation this past year. With your consideration I would like to be paid for my unused vacation time, which is 88 hours. Thanks for taking time to consider this issue.

Respectfully,

A handwritten signature in cursive script that reads "Mike Schutzenhofer". The signature is written in black ink and is positioned below the word "Respectfully,".

**Inv. Mike Schutzenhofer
Freeburg Police Department**

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Wednesday, August 12, 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, Police Chief Mel Woodruff, ESDA Coordinator Gene Kramer, Village Administrator Dennis Herzing and Office Manager Julie Polson. Guests present: Shelley Harris, Sarah Favre and Janet Baechle.

Trustee Steve Smith motioned to amend the agenda to move the H1N1 Planning to the beginning of the meeting and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Gene explained the swine flu pandemic remains in effect due to the quantity of the people worldwide which have contracted this virus and how quickly it spread throughout the world. He explained we should have our own local pandemic plan. St. Clair County wants to know if Freeburg has the resources to receive the vaccine, store it in secure locations and assist with mass vaccinations. At this point, the two pharmacies advised they do have refrigeration facilities. Gene did ask if our family members will receive the vaccination since we are part of the first responder group and they advised Gene they should. The age group most at risk is 6 - 24 years of age. Shelley advised you will receive three vaccines, one for the regular flu and two doses for the H1N1. The CDC is projecting 30% of the workforce will contract the virus and another 30% will be off work caring for the sick family member. The public needs to be educated if they are infected, they should not go to the doctor or hospital and stay home. Shelley advised the committee St. Elizabeth's will be placing a bulk order for gloves, masks, etc. She will check to see if we can add an order onto that. The public needs to be educated on how the virus is spread. Gene passed out two informational fliers and asked the committee if the Village could put out a mass mailing to the residents about the H1N1 virus. Shelley and Sarah will work on putting together a flier for a bulk mailing to our residents. It will probably cost about \$1,000 and Dennis said we will find a place in the budget to pay for it. This information will also be posted on the website.

POLICE: A. OLD BUSINESS:

1. Security camera for lobby: Joe has the drawing and we are waiting for his price.
2. Executive Session to approve minutes: *Trustee Steve Smith motioned to approve the Executive Session minutes dated July 8, 2009, December 10, 2008 and November 13, 2008 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Personnel/Police Committee Meeting
Wednesday, August 12, 2009

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B. NEW BUSINESS:

1. Limited parking request on W. St. Clair Street: Rita talked to Larry and the request is to move the current no parking here to corner sign back to the sidewalk that leads into Teeny Tot but not all the way back to the alley.
2. H1N1 Planning: See above.
3. Belleville Street - no parking sign: Dennis prepared an ordinance which will post no parking from Apple Street on both the east and west sides of Belleville Street. Steve asked about the W. Washington and Belleville Street intersection and Dennis said no-one asked about that intersection. Mel said we would need to do the same thing that we did with the other intersections (no parking here to corner). He said with the new school parking, he would like to wait and see how that works out before we limit the parking around that intersection.

Trustee Steve Smith motioned to recommend to the full Board the ordinance for limited parking on S. Belleville Street be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Steve asked Mel if the businesses have complained about people speeding coming into town and Mel said no. Rita asked how old you have to be to drive a scooter on the street and Mel advised you have to have a driver's license and the scooter also has to be licensed and 50 breakhorse power or larger.

Mel advised he, Mike and Kent will have a request to be paid for unused vacation. The schedule has not allowed them to use it up since they are short staffed. Mel also advised Cappello will probably be deployed to Iraq next year.

Mel passed around the packet of information for homecoming stating every officer will be required to work. He advised the committee he would like to tell the Chamber of Commerce the police officers won't work the parking lot anymore. He said it is getting much more difficult to get help from the auxiliary officers. Mel said there are enough problems to deal with and we can't continue to have several officers tied up with parking. He would like to wait and talk to them after this year's homecoming. He asked the committee to think about this request.

We received a request from St. Joseph's Church for security assistance at the parish picnic on September 11th and 12th. *Trustee Charlie Mattern motioned to recommend we provide officer assistance at the St. Joseph Parish Picnic on September 11, 2009 and September 12, 2009 and Trustee Steve Smith seconded the motion. All voting aye, the motion carried.*

We received a request from the Freeburg Fire Department to have permission to use the intersection of Apple Street and State Street for collection of monies for the Muscular Dystrophy Association. *Trustee Steve Smith motioned to recommend to the full Board the Village grant the Fire Department's request to use the intersection of Apple and State Street for accepting donations for the Muscular Dystrophy Association on August 28, 2009 and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

Mel advised with respect to the concern over the sex offender, they investigated the situation, they visited the residence, no formal complaint was made.

PERSONNEL: A. OLD BUSINESS:

1. Approval of July 8, 2009 minutes: *Trustee Steve Smith motioned to approve the July 8, 2009 minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*

2. Employee handbook: Nothing new at this time.

a. Public Works On Call Status: Dennis advised there will be no impact on the employee's IMRF earnings. If it's comp time, eventually they get paid for that so there is no impact. Rita summarized we need to decide how much comp time the employee should receive, if it can be accumulated, when they can take it. Currently our ordinance provides the employee can keep comp time for two pay periods but there is no cap on the amount they can accrue. Ron said right now most of the guys don't take comp time. If they do, they usually take it within a day or two. The committee discussed having the employee use comp time for the hours they are on call. Dennis will check with our attorney to see if we can make that a policy or if it has to be voluntarily accepted by the employee.

3. Job Descriptions: Nothing new. Dennis and Julie will work on the employee evaluation form. Steve wants to start the reviews in September.

B. **NEW BUSINESS:** None.

C. **GENERAL CONCERNS:** None.

D. **PUBLIC PARTICIPATION:** None.

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


Julie Polson
Office Manager

(G) An employee may elect to accept compensatory time in lieu of overtime, vacation, or holiday pay pursuant to the provisions of this division. "Compensatory time" is defined as hours during which an employee is not working, which are not counted as hours worked during the applicable workweek or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee's regular rate. (29 USC 207 (o) (6) (B))

- (1) All compensatory time will be provided at rate of time and one-half for each hour of overtime, vacation, or holiday pay. (Examples: One hour of overtime payable at time and one-half would yield one and one-half hours of compensatory time. One hour of unscheduled Sunday or holiday time payable at double time or double time and one-half would also yield one and one-half hours of compensatory time with no additional compensation being paid.)
- (2) The employee shall notify the supervisor of his or her intent to select compensatory time no later than the day after the overtime was acquired or the day payroll is due to be submitted, whichever is earlier.
- (3) If the supervisor approves the request for compensatory time, such approval shall be in writing and a copy provided to the employee, payroll clerk, and the Village Administrator's office.
- (4) The employee must take the compensatory time within four weeks following the week in which the time was earned. Compensatory time may not be taken within the same week as earned. If the employee is unable to use the compensatory time within the allotted time frame, he or she will automatically receive the overtime, vacation, or holiday pay for the time earned and the requested compensatory time will be removed from the records.
- (5) The village is under no obligation to grant any requested compensatory time, and in the event that the supervisor, in his or her sole discretion, decides that the employee is needed on the job, the supervisor may so inform the employee and the employee shall remain on duty and shall receive payroll compensation as provided in this section or may request alternate day(s) to receive compensatory time within the allotted time period. The village shall have full discretion as to the approval and use of compensatory time and the decision of the village to have an employee available during regular working hours supersedes the right of an employee to claim any accumulated compensatory time in lieu of payroll compensation.
- (6) Any employee may not accumulate more than 16 hours of compensatory time.
- (7) Salaried employees of the village, being the Village Administrator, Office Manager, Public Works Director, Assistant Public Works Director and the Chief of Police, being executive or administrative positions, are not eligible for compensatory time.