

**PUBLIC SAFETY COMMITTEE
COUNTY BOARDROOM
MONDAY, JUNE 12, 2017
AGENDA
4:00 PM**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. June 12, 2017 Regular Meeting
- 4. Public Input**
 - a. Motion to Suspend Rules if Necessary
- 5. Approval of Claims—Role Call Vote**
- 6. Animal Control**
 - a. Discuss and Act on RFP Language for Animal Control Program
- 7. Sheriff**
 - a. Discuss and Act on Setting Public Safety Communications Special Meeting
 - b. Discuss and Act on Sherriff's Auxiliary
 - c. Discuss and Act on Sheriff's Merit Commission
- 8. Facilities**
 - a. Discuss and Act on Public Safety Building Brick/Flashing Repair Project
 - a. Discuss Public Safety Building Roof Project Warranty
 - b. Discuss Courthouse Window Repair and Paint Project
 - c. Discuss Annex 3 Plan For 2018 Budget
- 9. Budgets**
 - a. Discuss and Act on Sheriff's Operations Budget
 - b. Discuss and Act on Courthouse Budget
 - c. Discuss and Act on Public Safety Building Budget
 - d. Discuss and Act on Annex 1 Budget
 - e. Discuss and Act on Annex 2 Budget
 - f. Discuss and Act on Annex 3 Budget
 - g. Discuss and Act on Sheriff's Funds
 - h. Discuss and Act on Sheriff's Capital Projects
- 10. New Business**
 - a. Inventory of County Vehicles and Equipment for Liability Insurance
- 11. Unfinished Business**
- 12. Legal Claims Against County Insurance**
 - d. **Liability**
 - e. **Workers' Compensation**
- 13. Other**
- 14. Executive Session**
- 15. Any Action Coming Out of Executive Session**
- 16. Adjournment**

**PUBLIC SAFETY COMMITTEE
COUNTY BOARDROOM
MONDAY, JUNE 12, 2017
4:00 PM
MINUTES**

1. Call to Order

Meeting was called to order at 4:00 pm by the Chairman.

2. Roll Call

Present: Jason Jording (Chairman), Donald Tolan (Vice-Chairman), Russell Cotton, Barry Logan, Randy Roethler (Arrived at 4:30 pm). A quorum was declared present.

3. Approval of Minutes

a. May 8, 2017 Special Meeting

Motion to approve by Mr. Logan. Second by Mr. Cotton. Passed unanimously with Mr. Tolan abstaining due to absence.

b. May 8, 2017 Regular Meeting

Motion to approve by Mr. Cotton. Second by Mr. Logan. Passed unanimously with Mr. Tolan abstaining due to absence.

4. Approval of Executive Session Minutes

a. March 11, 2014 Session 1

Mr. Cotton moved to approve and release. Second by Mr. Tolan. Motion passed unanimously.

b. June 10, 2014

Mr. Cotton moved to approve and release. Second by Mr. Logan. Motion passed unanimously.

c. July 14, 2015 Session 2

Mr. Roethler moved to approve and release. Second by Mr. Cotton. Motion passed unanimously.

d. July 14, 2015 Session 3

Mr. Tolan moved to approve and release. Second by Mr. Logan. Motion passed unanimously.

e. June 14, 2016

Mr. Tolan moved to approve and release. Second by Mr. Cotton. Motion passed unanimously.

f. October 11, 2016

Mr. Tolan moved to approve and release. Second by Mr. Cotton. Motion passed unanimously.

g. December 13, 2016

Mr. Cotton moved to approve and keep confidential. Second by Mr. Tolan. Motion passed unanimously.

h. January 9, 2017

Mr. Cotton moved to approve and keep confidential. Second by Mr. Roethler. Motion passed unanimously.

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i. February 15, 2017

Mr. Cotton moved to approve and keep confidential. Second by Mr. Roethler. Motion passed unanimously.

j. April 10, 2017

Mr. Logan moved to approve and keep confidential. Second by Mr. Cotton. Motion passed unanimously.

5. Public Input

None.

Mr. Jording asked unanimous consent to keep public input open throughout the meeting. Mr. Logan objected. Mr. Cotton made a motion to suspend the rules. The motion failed to gain a second.

6. Approval of Claims—Roll Call Vote

Mr. Logan moved to approve the claims. Second from Mr. Cotton. Mr. Logan questioned the whether the invoices from Oldeen Roofing were the final invoices, which they were. A roll call vote was taken. Mr. Logan-yes. Mr. Cotton-yes. Mr. Tolan-yes. Mr. Jording-yes. Motion passed.

7. ESDA

a. Discuss Budget and Forward to Finance Committee

ESDA Director presented the proposed 2017/2018 budget. Mr. Jording explained the guidance from Finance was 1.5% or contract amount for employee adjustments and 0% growth for discretionary. The ESDA Director explained the growth in the budget was to purchase a new vehicle for the ESDA Director to use exclusively. ESDA Director explained he is on call 24/7 and it would be timelier for him to respond directly rather than need to go to Roanoke to get a vehicle. Mr. Jording clarified that, but for the \$35,000 for the new vehicle, the budget would meet the Finance Committee guidance.

Mr. Logan about the current vehicles. ESDA has a 2001 Excursion and 2014 Police Explorer. The Excursion is used to pull equipment and the Explorer is used for personnel. Mr. Jording clarified that ESDA is asking for an additional vehicle, not replacing an existing vehicle. ESDA wants the new vehicle to be Police Explorer as well. ESDA feels the need for the vehicle to be a four-wheel drive.

Mr. Jording asked about what would happen when the ESDA director was unavailable. Mr. Oltman takes the calls, but he lives in Roanoke so the vehicle location as the ESDA building is convenient for him.

Mr. Logan that the request was a large increase in the small budget. Mr. Jording agreed with Mr. Logan. Mr. Glazier stated there is a need for the vehicle. Mr. Jording asked whose budget the extra money is going to come out of and why ESDA's needs are greater than the other department's needs.

Mr. Roethler asked about the prior vehicle from ESDA that went to Highway and is now being used by animal control. That predated the ESDA Director's time. Mr. Logan explained the vehicle was not being used at the time. Mr. Logan asked whether an old police cruiser would work for ESDA.

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Mr. Logan moved to send the budget as submitted to Finance. Second by Mr. Cotton. Motion passed unanimously.

8. Facilities

a. Discuss and Act on Public Safety Building Roof Project Update and Final Invoice

Sheriff stated the roof project is complete. The overage above what the County Board previously approved totals \$3,286. The budget for the project was \$200,000 and the additional \$15,852 is coming out of Courthouse maintenance line item.

Mr. Cotton moved to send a resolution for the \$3,286 additional to the County Board. Second by Mr. Tolan. Mr. Logan questioned why we needed County Board approval. Mr. Jording stated the current ordinance limits the Committee authority to \$2,500 and the amendment to the ordinance giving priority to the Board rules which Mr. Logan referred to was not valid as it was not passed by ordinance. Mr. Logan disagreed.

Mr. Roethler asked whether there it was ensured the installation was correct. There is a one year installers warranty and the manufacturer will inspect the installation next year. Only after the manufacturer inspects the roof will the 20-year manufacturer's warranty begin.

Mr. Roethler asked about the flashing. There was a discussion about whether the contractor was to service the flashing or the cap. The flashing is installed in the brickwork. Mr. Roethler and Mr. Jording both recalled the Committee's prior discussion about the flashing. It was determined there was confusion between the flashing and the cap.

Motion passed with Mr. Jording, Mr. Tolan, Mr. Roethler, and Mr. Cotton voting yes. Mr. Logan voted no.

b. Discuss and Act on Public Safety Building Brick/Flashing Repair Project

Four companies were called for prices to address the brick and flashing leak issue. Two companies responded and both recommended caulking the flashing, sealing the brick, and some tuck pointing.

Otto Baum quoted \$18,775 and Triple J quoted \$24,100. This project is to be done immediately. There were no sealed bids.

Mr. Tolan asked about the difference in the quotes. Otto Baum will do more work for the price. Mr. Jording asked whether there is a guarantee with the work. The bricklayers will not guarantee that this work will stop the leaks. Both contractors came to the same conclusion.

Mr. Jording asked whether Sheriff would be willing to sign off on the project under the emergency procurement section of the Purchasing Ordinance. Sheriff indicated he did not have the money in his budget to do the project.

Mr. Cotton moved to approve the quote from Otto Baum and forward to the Board. Mr. Logan seconded. Mr. Logan stated he understood why they would not want to take the liability for the building. Mr. Roethler indicated that was wary about approving the project without knowing for sure what the

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problem is causing the leaks. Mr. Logan is in favor of the work to get the bricks sealed. Mr. Cotton asked about the life span for sealing. Mr. Logan stated it generally lasts for five years.

Motion passed with Mr. Logan, Mr. Cotton, Mr. Tolan, and Mr. Jording voting yes. Mr. Rothler dissented.

c. Discuss and Act on Entec Maintenance Performance Contracting

The Committee heard a presentation from Entec and performed question and answer about the performance maintenance contract. The proposal is to upgrade the existing HVAC system in the Public Safety Building and Courthouse. The costs can be paid upfront or on an annual contract. Entec provided the Committee materials showing the proposed energy savings.

It was determined that the proposal did not include a maintenance contracts. The proposed prices were only to upgrade the existing system. The current system is near end of life, or over life.

The Committee decided to take up the issue with its facilities budgeting.

d. Discuss Annex 3 ADA Compliance Estimates

The Committee was given estimates for making Annex 3 ADA compliant. It was discussed that the water has been shut off at the curb and there may be issues with the water line to the building. Mr. Logan stated the line was under concrete and would be expensive to fix if it broken. The ramp prices varied because Knapp Concrete proposed a ramp with footings, Lone Wolf proposed a floating ramp. Mr. Jording noted the asbestos abatement, ramp, and bathroom upgrade totaled \$33,075 to make the building usable as office space.

The Committee decided to take up the issue with its facilities budgeting.

e. Discuss Public Safety Building Generator Information

Information was provided regarding what it would take to upgrade the Public Safety Building generator to run the entire building, including HVAC. Sheriff's Department is investigating prices. Mr. Logan asked about the generator attached to the Mutual Building. It is maintained every year.

f. Discuss Facilities 2017/2018 Budget Projects

Sheriff requested that the \$230,000 he has in the 2017 facilities budget remain and that he be allowed to move it between the Public Safety Building and the Courthouse as needed for planned maintenance. There was unanimous consent on the Committee.

9. Animal Control

a. Discuss and Act on Replacing Animal Control Vehicle/Cage and Warden Pay or Contracting Program

The Committee reached a consensus to review Request for Proposal language to contract the entire program. Mr. Jording will bring language to the Committee to publish for requests for proposals.

b. Discuss County Relationship With Menssen Trust

No action pending Administrator's presentation.

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c. Discuss and Act on Ordinance Fee Structure

No action pending Administrator's presentation.

10. Sheriff

a. Presentation from Ragan Communications Regarding UHF Radio System

Sheriff invited the current County radio vendor to make a presentation about the current radio system and possible solutions. The County's system is 1970's technology and mandated narrowbanding has caused issues with communications.

Mr. Jording presented one of Mr. Roethler's concerns about whether there is an upcoming mandate from the government to upgrade the system. Ragan said there is no upcoming mandate, but they are pushing P25 standard. The original narrowbanding plan was meant to be two phases. Phase one has caused such "devastation" that the second phase may be delayed indefinitely. Ragan now suggests switching to digital because of the capabilities.

Mr. Logan asked about what the cost estimate is for the switch. Ragan stated the Peoria County system was \$14 million for a P25 simulcast system. Ragan could not estimate a cost for Woodford County.

The current problem with Woodford's system is that the current towers offer less than 57% coverage. Any grant will require 95% coverage. Ragan is researching whether there is money available for grants for P25 systems. Additional problems are that deputies have to select towers manually and the vehicular repeaters.

Mr. Cotton asked where most of the cost is for the upgrade. Ragan answered that the towers are the costliest portion. Each tower site has six transmitters. The County needs 9 tower sites. The current towers are lightweight and probably cannot be reused.

Ragan is putting together options for the County to review what it will take to get coverage. Mr. Tolan asked whether we can schedule a special meeting for the full presentation. The Committee reached a consensus that a special meeting was the best plan.

Mr. Logan raised his concern that the County did not have a funding source to upgrade. Ragan stated there would be grant money needed to do the project. Mr. Jording asked whether Ragan is solely proposing going digital which Ragan answered affirmatively. The best chance to get grant money is to get everyone in the County interoperable.

Mr. Logan asked about whether it is more cost effective to have more, smaller tower. Ragan stated the most cost is due to the six transmitters per tower. It is also impractical to use one tower because of the power loss.

Mr. Cotton asked about the interoperability. Currently, Woodford County does not have interoperability.

Mr. Logan stated we should do some planning, but that there is no current source of funding and he did not want to lead anyone on. Mr. Cotton agreed with doing the preliminary planning.

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The Committee decided to discuss the item on its July agenda to set a date for a full presentation.

b. Sheriff's Auxiliary

Sheriff explained to the Committee that he would like to restart the Woodford County Sheriff's Auxiliary. The County used to have an Auxiliary organization, but it was before the current Sheriff's time. Auxiliary deputies can perform functions allowed by statute which we currently do not do because of time and budget constraints. There would be little cost to the County; however, there may be liability and workers' compensation exposure while the Auxiliary is performing duties.

The Committee will ask the Board's opinion.

c. Sheriff's Merit Commission

Sheriff would like to reestablish a Merit Commission to validate the County's hiring process as well as potentially be involved with discipline and promotions. There are statutory guidelines for who can serve on the Commission. There would be a cost for member *per diem*, but it would be low, estimated below \$5,000 per year. The Commission could make a list of certified candidates for hire and Sheriff stated it would be a more transparent process for the public.

11. New Business

None.

12. Unfinished Business

None.

13. Legal Claims Against County Insurance

- a. Liability
- b. Workers' Compensation

None.

14. Other

None.

15. Executive Session

None.

16. Any Action Coming Out of Executive Session

None.

17. Adjournment

Motion to adjourn made by Mr. Cotton. Second by Mr. Tolan. Motion passed unanimously. Committee adjourned at 6:11 pm.

Woodford County
 Unposted General Ledger Transactions - CC - Bd Claims to Approve Special
 7/18/2017
 003 - Public Safety

Name	Fu... Code	Dept Code	GL ...	Debit	Transaction Description	Effective Date	Document Number
Advanced Correctional	051	220	5065	6,037.18	Medical Contract - August 2017	7/18/2017	66827
ATCO International	051	225	5073	182.50	Acct#:769004 Janitorial Supplies	7/18/2017	10487821
Batteries Plus	051	050	5326	17.95	Acct#:9236611 Batteries	7/18/2017	382-302328
Capital One Commercial/0274	051	225	5071	91.11	HVAC Project	7/18/2017	323717117078637
Capital One Commercial/0274	051	225	5072	34.90	Ceiling Tiles	7/18/2017	323717317048702
Clemmer Janitorial Service	051	170	5037	4,800.00	Monthly Cleaning Contract - June 2017	7/18/2017	1527
Clemmer Janitorial Service	051	170	5037	4,800.00	Monthly Cleaning Contract - July 2017	7/18/2017	1530
Consolidated Management	051	220	5064	8,472.09	Inmate Food	7/18/2017	16061417
Developmental Services Center	051	220	5228	130.00	Acct#:3W007 Range Supplies	7/18/2017	118522
Earlybird Feed and Fertilizer	051	170	5066	63.60	Acct#:2wcsd Grounds Upkeep	7/18/2017	7680
Eureka IGA	051	050	5073	43.28	Cleaning Supplies	7/18/2017	E.IGA-0617*2
Eureka NAPA	051	050	5061	37.65	Vehicle Cleaning Supplies	7/18/2017	055326
Getz Landscaping	051	170	5066	500.00	Grounds Upkeep	7/18/2017	1502
ILHIA	051	220	5055	195.00	Training	7/18/2017	ILHIA-Gillson
Kaeb Sanitary Supply Inc	051	225	5073	122.70	Janitorial Supplies	7/18/2017	154730
LCD Uniforms	051	220	5080	44.95	Clothing Part-time/Heiken	7/18/2017	3914
Legacy Lawn Care	051	170	5066	540.00	Lawn Care	7/18/2017	4253
Mangold Ford-Mercury Inc	051	220	5061	872.84	Converter Assembly, Vehicle Upkeep	7/18/2017	76919
Mangold Ford-Mercury Inc	051	220	5061	949.88	Converter Assembly, Gasket	7/18/2017	77416
Mangold Ford-Mercury Inc	051	220	5061	192.58	Brake Kit	7/18/2017	77507
Mangold Ford-Mercury Inc	051	220	5061	205.21	Fuel System	7/18/2017	78097
Mangold Ford-Mercury Inc	051	220	5061	23.08	Oil Change	7/18/2017	78136
Mangold Ford-Mercury Inc	051	220	5061	442.51	Oil Change	7/18/2017	78297
Mangold Ford-Mercury Inc	051	220	5061	23.08	Oil Change	7/18/2017	78889
Mangold Ford-Mercury Inc	051	220	5061	23.08	Oil Change	7/18/2017	79192
Mangold Ford-Mercury Inc	051	220	5061	23.08	Oil Change	7/18/2017	79378
Mangold Ford-Mercury Inc	051	220	5061	21.53	Oil Change	7/18/2017	80136
Mangold Ford-Mercury Inc	051	220	5061	94.96	Replaced Front End Link - Oil Change	7/18/2017	80580
Mangold Ford-Mercury Inc	051	220	5061	23.08	Oil Change	7/18/2017	80640
Mangold Ford-Mercury Inc	051	220	5061	23.08	Oil Change	7/18/2017	80745
Martin Sign Service, Inc	051	050	5071	20.00	Podium Decal	7/18/2017	14448

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Name	Fu... Code	Dept Code	GL ...	Debit	Transaction Description	Effective Date	Document Number
McKenna Veterinary Service	059	240	5001	1,666.67	Administrator - June 2017	7/18/2017	7085-0717
Midwest Repair Inc	051	220	5061	628.26	Tires	7/18/2017	32852
Midwest Repair Inc	051	220	5061	173.74	Tire	7/18/2017	33094
Midwest Repair Inc	051	220	5061	169.74	Tire	7/18/2017	33145
Midwest Repair Inc	051	220	5061	694.96	4 Tires	7/18/2017	33151
Morton Community Bank	051	050	5022	469.47	Toner, Training Materials, Training Supplies	7/18/2017	9170-0717
Morton Community Bank	051	050	5055	60.50	Toner, Training Materials, Training Supplies	7/18/2017	9170-0717
Morton Community Bank	051	050	5326	7.96	Toner, Training Materials, Training Supplies	7/18/2017	9170-0717
Morton Community Bank	051	170	5071	322.80	Replacement Lens, Repair Kit Motor Pump	7/18/2017	4574-0617
Morton Community Bank	051	220	5025	16.06	Clothing, Antenna, Batteries	7/18/2017	4582-0617
Morton Community Bank	051	220	5059	51.31	Clothing, Antenna, Batteries	7/18/2017	4582-0617
Morton Community Bank	051	220	5080	233.00	Clothing, Antenna, Batteries	7/18/2017	4582-0617
Morton Community Bank	051	225	5072	32.36	Replacement Lens, Repair Kit Motor Pump	7/18/2017	4574-0617
Quinton Arbuckle	051	225	5054	90.95	Mileage	7/18/2017	Arbuckle-0617
R.R. Brink Locking Systems	051	225	5072	247.46	Jail Door Repair Sally Port	7/18/2017	038250
Ragan Communications	051	050	5072	469.70	Acct#:561 Portable VHF Radio with Case	7/18/2017	18461
Ragan Communications	051	220	5025	1,700.74	Installed Repeater	7/18/2017	18541
Ragan Communications	051	220	5059	155.00	Microphone	7/18/2017	18530
Ragan Communications	051	220	5059	135.20	Radio Repair	7/18/2017	18539
Ragan Communications	051	220	5059	296.00	Jail Maintenance Contract	7/18/2017	18583
Ragan Communications	051	220	5059	857.89	Sheriff Dept. Maintenance Contract	7/18/2017	18584
Ragan Communications	051	220	5059	97.37	Monthly SMR Service	7/18/2017	18585
Ragan Communications	077	210	5025	306.70	Acct#:565 Install Camera	7/18/2017	18428
Ragan Communications	077	220	5025	763.80	Removed and Installed New Camera	7/18/2017	18543
RNS Electric, Inc	051	225	5072	1,572.00	Pod Lights	7/18/2017	3061
Roanoke Ford	051	220	5061	20.54	Acct#:2 Oil Change	7/18/2017	C151347
Schrock Repair Inc.	051	220	5061	49.10	Oil Change	7/18/2017	85845
Sprint 885152289	051	050	5226	65.19	Acct#:885152289 Cell Phones	7/18/2017	885152289-129
Staples Credit Plan	051	220	5022	62.16	Office Supplies - Minus Credit Inv #1821342731 (-129.99)	7/18/2017	1818293751
Staples Credit Plan	051	220	5025	26.71	Office Supplies	7/18/2017	1825282111
Staples Credit Plan	051	220	5055	129.99	Office Supplies	7/18/2017	1828820561
Staples Credit Plan	051	220	5225	109.99	Monitor	7/18/2017	1815904551
Staples Credit Plan	051	220	5225	56.38	Office Supplies	7/18/2017	1817915801
Staples Credit Plan	051	220	5225	99.99	Monitor	7/18/2017	1818099311

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<u>Name</u>	<u>Fu... Code</u>	<u>Dept Code</u>	<u>GL ...</u>	<u>Debit</u>	<u>Transaction Description</u>	<u>Effective Date</u>	<u>Document Number</u>
Staples Credit Plan	051	220	5225	349.99	Monitor Laptop	7/18/2017	1825728731
Staples Credit Plan	051	220	5225	89.99	Monitor	7/18/2017	1826414901
Staples Credit Plan	051	220	5225	14.79	Charger	7/18/2017	1826539751
Ted Taufer Plumbing	051	225	5037	390.00	Backflow Test	7/18/2017	Taufer-0617*1
Ted Taufer Plumbing	051	225	5037	65.00	Backflow Test	7/18/2017	Taufer-0617*3
Ted Taufer Plumbing	051	225	5072	55.00	Backflow Rebuild	7/18/2017	Taufer-0617*2
The Office of the State	051	225	5037	300.00	Certificate Boiler Fee	7/18/2017	9577489
WATTS COPY SYSTEMS, INC.	051	220	5070	181.72	Acct#:0121182280000 Standard/Usage	7/18/2017	20816056
Woodcom	051	210	5250	5,317.91	ESDA/Probation	7/18/2017	ESDA-0717
Woodcom	051	210	5250	21,265.00	Sheriff/911 Contract	7/18/2017	WOOD911-0717
Total 003 - Public Safety				68,919.99			

PUBLIC SAFETY COMMITTEE

APPROVED TO BE PAID AT THE 07/18/2017 COUNTY BOARD MEETING

_____ **Jason Jording**

_____ **Russell Cotton**

_____ **Randy Roethler**

_____ **Barry Logan**

_____ **Donald Tolan**