

**PUBLIC SAFETY COMMITTEE
COUNTY BOARDROOM
WEDNESDAY, OCTOBER 10, 2018
AGENDA
4:00 PM**

- 1. Call to Order**
- 2. Roll Call** – Jason Jording (ch), Russell Cotton, Randy Roethler, Barry Logan, Donald Tolan
- 3. Approval of Minutes**
 - a. Approval of September 10, 2018 minutes
- 4. Public Input**
- 5. Approval of Claims**
- 6. Coroner**
- 7. ESDA**
- 8. Sheriff**
 - a. Annex 3 Asbestos Abatement Project Discussion / Action
 - b. Verdin Clock Co Clock / Bell Repair Discussion / Action
 - c. Sheriff Vehicle Insurance Claim Discussion
 - d. County Buildings Maintenance Discussion
 - e. Courthouse / Public Safety Building Masonry Repair Project Update Discussion
 - f. Woodford County Opioid Problem - Informational
- 9. Animal Control**
- 10. New Business**
 - a. Tort Fund Budget #70 (Work Comp, General Liability)
 - b. Property/Liability /Work Comp renewal – Eric Snedeker
- 11. Unfinished Business**
 - a. **Liability**
 - b. **Workers' Compensation**
- 12. Other**
- 13. Executive Session – Roll Call Vote**
 - a. 5 ILCS 120/2(c)(1) Discussion of performance review of employee
- 14. Any action coming out of Executive Session**
- 15. Adjournment**

**PUBLIC SAFETY COMMITTEE
COUNTY BOARDROOM
MONDAY, SEPTEMBER 10, 2018
MINUTES
4:00 PM**

1. Call to Order

2. Roll Call – Jason Jording (ch), Russell Cotton, Barry Logan, Donald Tolan present. Randy Roethler absent

3. Approval of Minutes

a. Approval of August 13 , 2018 minutes

Motion to approve August 13, 2018 minutes made by Tolan, seconded by Logan. *Motion passed.*

4. Public Input

5. Approval of Claims

Motion to approve September claims made by Logan, seconded by Tolan. Discussion on what Otto Baum payment was for – it was for the inspection before a quote could be given for repair. Question of \$7,100 to Heartland Bank – it was the last payment on the jail. Discussion on Morton Community Bank \$900 for explorer conference – this is the credit card, the \$900 is the total credit card, then it is broken out into what was charged. Roll call vote – Jording – yes; Cotton – yes; Logan- yes; Tolan - yes. *Motion passed.*

6. Coroner

7. ESDA

8. Sheriff

a. Courthouse Bell Repair Project Discussion/Action

The Sheriff has sent the repair estimates to Jerry Smith. The repairs to the cradle and bolt need to be a priority. The Sheriff would like to take the money out of annex 3 to cover this repair. It was asked that the Sheriff get quotes to crib up the bell to hold it until it can be repaired. We could use money in contingency to repair. Sheriff is to check with the company and see if it can be fixed yet this year.

b. Courthouse Bell Tower Column Repair Bid/Proposal Discussion/Action

An RFP went out with four areas for consideration – 1) remove and replace the flashing, 2) waterproofing the bricks, 3) the limestone columns repair, 4) caulking above the flashing in the Public Safety Building. There were three bids, but only two met the RFP requirements. To fix item 1 – 80 feet of flashing on the East side of the Public Safety Building – Otto Baum’s bid was \$17,395, MR Mason’s bid was \$8,890. Chief Deputy Tipsword spoke with the lead man from MR Mason, who was the lead on the Public Safety Building when it was built. What was done when the building was built was the best practice at the time, but is not the best practice now. The same repair is being done by both companies, and we do not know why there is such a discrepancy in pricing. Number 2 is to spray a water sealant on all the brick, not the stone – Otto Baum bid is \$18,990 while MR Mason’s bid is \$14,185. Item number 3 is to repair the cracks in the limestone columns and replace the steel pins that hold the meshing up. The pins are not stainless steel and they should be. Otto Baum’s bid is \$15,735 and MR Mason’s bid is \$3,250. Item number 4 is to remove and replace caulking and flashing. Otto Baum’s bid is \$3,975 MR Mason bid is \$2,735. Both companies spent a lot of time on site looking at these issues. Discussion on what has to be done. Number one has to be done as there is a significant leak. The \$3,200 for the limestone repair is a bargain. While we believe we only have one leak, other places are showing weathering. Item’s 1, 3 & 4 need to be done. Discussion on why they decided just to seal the lower brick and not the upper stone. It was stated that the committee requested the brick, so the Sheriff did all the brick, not sections of the brick. Committee consensus is that 1, 3, & 4 need to be done. They are not sure if sealing the brick is worth the \$14,000. Discussion on if we could do the sealing ourselves. Motion to accept all four bids from MR Mason, to be paid out of contingency, and

**PUBLIC SAFETY COMMITTEE
COUNTY BOARDROOM
MONDAY, SEPTEMBER 10, 2018
MINUTES
4:00 PM**

sent to full Board made by Logan, seconded by Cotton. *Motion passed.* It was asked that in the future the Sheriff provide copies of quotes to the committee.

c. Public Safety Building Flashing Replacement/Sealing Project Bid/Proposal Discussion/Action
This was addressed in *b* above.

d. Annex 1 Carpet Replacement Project Bid Discussion/Action
They received bids from Knapp, Sauder, and Faulk's. They asked for carpet tiles and the entry way vinyl. It was felt that tiles could be replaced easier if a spill was made. Faulk's gave a quote on a roll of carpet. Their quote was \$5,646. Sauder was going to level the area between the concrete and wood and their bid was \$6,000. They were also going to remove the base around the room for \$1,241. Knapp's bid was for everything at \$8,402.27. This bid included sales tax, which we do not pay, so if you take the tax off, the bid is right around \$8,000. It was suggested that \$10,000 be put into the budget to replace the carpet. They will hold off acting on this until the Board decides about the building.

e. Annex 3 Asbestos Abatement Project Bid Discussion/Action
It was asked where the committee wants to go. They questioned if electrical needs to be put back in place after the asbestos removal. The cost would be approximately \$21,000 if they remove electrical and then put it back in. It was discussed that before we put money into that building, it needs to be decided what we are doing with it. The asbestos has to be removed and it was stated the Board wants to move forward with the removal of the asbestos. It was stated that the floor may be sticky and something would have to be done, along with duct work, and a few other things, so there are hidden costs that we don't know. Motion to send to the Board a resolution to remove the asbestos, not to exceed \$21,000 by Tolan, seconded by Cotton. *Motion passed with 1 nay vote.*

f. Document Storage and Disposal Discussion/Action
The basement of Probation building is full. We currently do not have a schedule for destroying documents. The Sheriff would like to put into the budget \$1,200 to \$1,500 for record disposal. Then he would set up a schedule for document disposal. There would be a schedule made of when documents would be disposed of. The other departments would be notified in enough time to get a certificate of disposal and let the Sheriff's department know which boxes can be destroyed. Discussion that this should not be part of Sheriff's budget, but in the miscellaneous budget. Discussion was also that fees could be divided between departments that use this service. Mr. Jording will take this to Finance tonight and discuss it there.

9. Animal Control

a. Animal Control Act – registration and vaccination of cats.
This is reported erroneously. Cats do not need to be registered and vaccinated. It was discussed that there were changes to the rabies section of the law, and we should probably check our policy to make sure it is up to date.

10. New Business

a. Board Room Use Policy
It was asked how much damage is done to the microphones or the room by outside use. It is felt that there is no reason to have a Board Room Use Policy.

b. Discussion on Opioid problem in Woodford County – per Russ Cotton
It was questioned on what the opioid problem is in Woodford County. It was reported that the biggest problem is Rx disposal. That is not to say there is not a heroin problem, as there is. But most of Woodford County goes to Peoria to purchase their drugs. Questioned on if we

**PUBLIC SAFETY COMMITTEE
COUNTY BOARDROOM
MONDAY, SEPTEMBER 10, 2018
MINUTES
4:00 PM**

need a program for disposing of Rx. We already have a box in the lobby of the Public Safety Building where people can bring in Rx at any time. We have been steady with where we are, we have a few opioid deaths a year. Deaths of Woodford County citizens from opioids usually happen in Peoria County. Next month the Sheriff will put together factual numbers to present to the Committee.

11. Unfinished Business

12. Other

There was an issue with the walk in freezer over the week-end. A couple fans blew up and they called to have it repaired. Also, the small courtroom on the third floor of the Courthouse fell down. They have someone coming to look at repairing it.

The sheriff did purchase a vehicle.

The Sheriff met with all the police chiefs, and town mayors to inform them of the StarCom system and how things will progress with StarCom. Motorola has done a study for us on vehicular repeaters versus non-vehicular repeaters. There are ways to get discounts on the fees. There are certain things that have to be done to get the discount, so Sheriff Smith will be meeting with the State StarCom person to see what needs to be done. The Sheriff hopes to have the RFP out by the middle of next month. The other agencies seem to be all on board.

13. Executive Session – Roll Call Vote

14. Any action coming out of Executive Session

15. Adjournment

Motion to adjourn made by Cotton, seconded by Tolan. *Motion passed.*

Submitted by: Deb Breyman

Jason Jording, Chairman
Public Safety

WOODFORD COUNTY, ILLINOIS
 TORT JUDGEMENT AND LIABILITY FUND #070
 STATEMENT OF ESTIMATED RECEIPTS AND DISBURSEMENTS
 Years Ending November 30, 2018 and 2019

	2015	2016	2017	2017	2017	2017	2018	2018	2019
	Actual	Actual	Original	Adjusted	Actual	Actual	Budgeted	Estimated	Budgeted
	Receipts	Receipts	Budgeted	Budget	Receipts	Receipts	Receipts	Receipts	Receipts
Estimated receipts									
4010 General Property Taxes	380,319	519,228	600,000	600,000	599,764	650,000	650,000	650,000	632,000
4651 TIF Settlements	513	672	-	-	630	-	-	500	-
4691 Insurance Proceeds	8,816	15,142	-	-	9,011	-	-	1,593	-
4710 Interest Income	151	116	100	100	326	100	500	500	500
Total estimated receipts	389,799	535,158	600,100	600,100	609,731	650,100	652,593	652,593	632,500
Estimated disbursements (Schedule N)									
	390,672	535,233	542,105	546,754	546,752	559,029	559,029	559,029	559,126
Estimated excess (deficiency) of receipts over disbursements	(873)	(75)	57,995	53,346	62,979	91,071	93,564	93,564	73,374

	2015	2016	2017	2017	2017	2018	2018	2019
	Actuals	Actuals	Original	Adjusted	Actuals	Appropriations	Disbursements	Appropriations
	Disbursements	Disbursements	Appropriations	Appropriations	Disbursements	Appropriations	Disbursements	Appropriations
Cash balance, beginning - actual and estimated based on Audit								
	188,441	323,960	312,595	312,595	312,595	312,064	312,064	282,467
	180,941	191,033	194,930	194,931	194,930	211,965	211,965	231,659
	21,290	20,240	29,580	39,228	39,227	30,000	35,000	35,000
	-	-	5,000	-	-	5,000	-	5,000
	390,672	535,233	542,105	546,754	546,752	559,029	559,029	559,126
Cash balance, ending - estimated								
							486,159	559,533

	2015	2016	2017	2017	2017	2018	2018	2019
	Actuals	Actuals	Original	Adjusted	Actuals	Appropriations	Disbursements	Appropriations
	Disbursements	Disbursements	Appropriations	Appropriations	Disbursements	Appropriations	Disbursements	Appropriations
Budget Classification								
070-200-5XXX-003								
087 Workers' Compensation	188,441	323,960	312,595	312,595	312,595	312,064	312,064	282,467
114 General Liability Insurance	180,941	191,033	194,930	194,931	194,930	211,965	211,965	231,659
115 TPA Fees	21,290	20,240	29,580	39,228	39,227	30,000	35,000	35,000
181 Judgements and Settlements	-	-	5,000	-	-	5,000	-	5,000
259 Insurance Deductibles	-	-	-	-	-	-	-	5,000
Total (Statement 14)	390,672	535,233	542,105	546,754	546,752	559,029	559,029	559,126

EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____

Job Title: _____

FLSA Status: _____

Current Salary/New Salary: _____

Department: _____

Reviewer Name: _____

Reviewer Title: _____

Rating Scale:

- 5 – Outstanding Performance
- 4 – Exceeds Expectations
- 3 – Satisfactory
- 2 – Marginal (needs improvement)
- 1 – Does not meet standards

Quantity:

Meets productivity level _____

Completes work in timely manner _____

Strives to increase productivity _____

Quality:

Demonstrates accuracy & thoroughness _____

Displays commitment to excellence _____

Looks for ways to improve quality _____

Monitors own work _____

Job Knowledge:

Competent in required skills and knowledge _____

Ability to learn and apply new skills _____

Requires minimal supervision _____

Understands how job relates to others _____

Uses resources effectively _____

EMPLOYEE PERFORMANCE EVALUATION

Teamwork:

Exhibits objectivity and openness to others views
Gives and welcomes feedback
Contributes to building positive team

Dependability:

Responds to requests for service and assistance
Follows instruction
Takes responsibility for own actions
Commits to doing the best job possible

Cooperation:

Establishes and maintains effective relations
Exhibits tact and consideration
Displays positive outlook and pleasant manner
Offers assistance and support to co-workers
Works cooperatively in group situations
Works actively to resolve conflicts

Judgment:

Willingness to make decisions
Sound and accurate judgment
Explains reasoning for decisions
Includes appropriate people in decision making process

Adaptability:

Adapts to change in work environment
Manages competing demands
Accepts criticism and feedback
Changes approach or method when needed

Attendance/Punctuality:

Schedules time off in advance
Begins work on time
Keeps absences within guidelines
Ensures work responsibilities are covered when absent
Arrives at meetings/appointments on time

EMPLOYEE PERFORMANCE EVALUATION

Summary:

1. _____

2. _____

Employee Acknowledgement:

I have reviewed this document and discussed the contents with my supervisor. By signing this document I acknowledge that I have been informed of my performance status.

I **agree** or **disagree** with this evaluation. (Please circle one)

Employee Signature/Date

Reviewer Signature/Date

Reviewer Signature/Date

Employee Comments:
