

**PUBLIC SAFETY COMMITTEE  
COUNTY BOARDROOM  
MONDAY, JUNE 8, 2020  
MINUTES  
4:30 PM**

**1. Call to Order**

**2. Roll Call** – Barry Logan (ch), Emily Barker, Justin Faulk present. Blake Parsons and Donald Tolan excused.

**3. Approval of Minutes**

Motion to approve May 11, 2020 minutes made by Barker, seconded by Faulk. *Motion passed.*

**4. Public Input**

None

**5. Approval of Claims**

Motion to approve June claims made by Faulk, seconded by Barker. *Motion passed.*

**6. Coroner**

**7. Sheriff**

a. Annex 4 Update

The new furnace is in. The construction company has completed the demo and will have the dry wall in place by the end of the week. The electrician is to be in on Wednesday to complete the wiring. Things are moving forward.

i. Final approval of desks, trim and desk colors, walls and carpet colors, and audio/video installation options

The desk options are 4 to 7 weeks out once ordered. The committee discussed if laminate or wood tops were preferred. It was noted that the tables we currently have are old, but you can see where people have pressed into the wood when writing, and the surface is no longer smooth. It was decided that laminate tops would be the most durable. The original cost from what we had anticipated has gone up. It was questioned why. The increase in price is due to the fact that we changed from having desks that were movable to have a more permanent desk to keep with a more professional look. The original quote also did not include installation. Since the tables are 24 x 66 it was felt that there needed to be an additional stabilizer in the middle of the 66 inches so it didn't sag. There were also decorative wood panels added to the desks. The top would also be continuous for a more custom look instead of broken into individual parts. There was a discussion and explanation on furniture grade plywood. There would be no plywood on the front of the panels. It was felt that we would be receiving a better product for the increase in price, and are still within budgeted amount.

It was questioned if we needed to put out a new RFP for wood desks. Discussion was that this was not what we expected, but once we saw what was proposed, it is what we want. We put out a bid for desks, and this was what was submitted along with the other proposals. We have three choices – rebid, accept this one, or go back to roll away desks. It was decided that this is the look they had envisioned, so they will proceed with this.

Discussion on having a front splash for AV wiring. The front splash would take away from the width of the desk, so less room. Holes will be in place for cords for AV, but the tech people will have to run the wiring for AV. Discussion on the urgency of picking colors, ordering desks, etc. In order to get the board room moved so that the current

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board room can be reconfigured for probation, within this budgeted year, we need to move forward as quick as possible. It was mentioned that rebidding would put Mr. Huber at a disadvantage in that his work and prices are out there. Anyone else bidding would under bid him.

It was decided that the panels would be wood grained with a laminate top. After looking at several stains and laminate choices, a dark stain with black laminate was chosen. The edging would be a round crescent laminate edge with a 1 inch overhang. The panels would have a decorative chamfered edge. This design would continue throughout the front panels and end panels. The rectangle panels will be wider than tall. It will be a flat decorative panel with base molding starting on the ends. The width of rails and style were discussed. Mr. Huber will bring in drawings so the committee can decided on what looks best.

The lectern will match the desks, with a wood top instead of laminate. There will be a stationary bottom shelf 8 inches up from the bottom. There will also be an adjustable shelf above that.

Discussion on the audio visual equipment. Heart Technology referred us to a professional who handles this type of equipment. He gave a price of \$34,000. This would include microphones in the ceiling, one at the lectern, and one portable microphone. We would need to have someone control the sound to turn up or down when needed. This price also would include three monitors. It was suggested that we need to have someone write scope of what we need and then put out an RFP. Question as to how to find person to write scope? This price has more equipment and is not far from what Ms. Kupfer received last year. The committee will look at what she received and compare to this quote. This will be discussed next month.

Chairman Logan has reached out to Mr. Cummings and Chuck Nagel to see if the audio visual equipment can be covered under the RLP grant. The audio could fall under ADA, however, the grant doesn't allow us to be reimbursed. We would have to receive the grant money then purchase the equipment. Mr. Cummings is working on this process and will have an answer at a later date.

b. Annex 1 Update

The time frame for annex 4 dictates this building. Sheriff Smith will go ahead and get bids for flooring, desks, and cubicles so when we are ready to move we have it all in place and to keep it in this year's budget.

c. Courthouse Roof Project Update

Kreiling has been here working on the roof. The tearing off of the old roof has taken longer than expected because there are so many layers of tar paper.

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d. State Mandate Voting Procedure Change

Initially it was thought that 15 days prior to the election the Courthouse would have to be open till 8PM at night and on weekends for the public to vote, which would require additional staffing. It was determined that since we have a population under 100,000 in the county we do not have to abide by those hours. However, we will offer voting on two Saturdays till noon and three evening till 7PM. This will only be a few hours for extra personnel.

e. Corrections Division Retirements/Replacements

There will 4 or 5 jail personnel that will be retiring at the end of this year, beginning of next year. There are part-time employees that will be stepping into those positions. However, those part time employees will need to go through the academy training. The Sheriff will have to send them through the academy at the same time the retirees are still working, so there will be an additional cost there. They will have to complete the training before the retirees retire.

f. Courthouse Judicial Opening

Per the Chief Justice the Courthouse opened for court on June 1<sup>st</sup> with restrictions. Masks must be worn in the courtroom. It has been busy trying to get through all the cases that were not heard during shutdown.

g. Projects FY 2020

Most of the projects for FY 2020 have been either started or completed. Annex 4, Annex 1, Courthouse roof top repairs, mortar joint repairs, water source heat pump are all underway or completed. A few other project will be starting such as replacing the carpet in the Public Safety Building, 2 retaining walls by the Sally Port will need to be removed, and tiling put in to fix the water drainage. These have been budgeted for and will be completed before end of year.

The patrol contracts we have automatically renew in May. There has been a reduction in hours in the Minonk contract, down 730 hours, but this brings them in line with the other patrol contracts. Germantown Hills has an increase of 340 hours in their contract. With the hour changes there will be an adjustment in revenue. And the tower in Metamora is now owned by the County for a purchase price of \$10.00. The tower, along with the shed with the radio equipment and generator will be added to the insurance.

**8. Animal Control**

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**9. Probation**

- a. Discussion and action on computer work station purchases

Probation currently has 6 work stations that are still on windows 7 and need to be upgraded. Two quotes have been received and are close in price. Heart can order the computer but will not install them because Probation is part of the judicial system and are excluded from the Heart contract. Viscon will need to install, therefor it was felt that the Viscon quote was the most advantageous. These will be paid for out of the IT equipment line item. Motion to accept the Viscon bid for 6 work stations at \$5,317.26 made by Faulk, seconded by Barks. *Motion passed.*

**10. Health Department**

Woodford County has 23 total cases. There are currently 2 in home isolation, 1 in the hospital and 2 have died. They have applied for a grant which will help offset the costs and help with contact tracing should they receive the grant. It was asked how the county was doing compared to other counties. We have a low rate of positives, but you also have to look at the health care side versus the hospital side, and again we are low. There is possibility of a resurgence with the summer, but they do not know how that will play out. They have the ability to track the testing numbers by zip code, but coming into contact with people from other counties can askew those numbers. They will keep monitoring but continue to encourage social distancing.

**11. New Business**

- b. Discussion on SB 1863

This was discussed on the Sheriff's topics.

**12. Unfinished Business**

**13. Other**

**14. Executive Session – Roll Call Vote**

**15. Any action coming out of Executive Session**

**16. Adjournment**

Motion to adjourn made by Barker, seconded by Faulk. *Motion passed.*

Meeting adjourned at 6:45 PM.

Submitted by: Deb Breyman

  
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Barry Logan, Chairman  
Public Safety Committee