

PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM

1. Call to Order

The meeting was called to order by Chairman Burditt at 5:08 PM

2. Roll Call –

Public Safety - Ansel Burditt (ch), Blake Parsons, Albert Durst, Donald Tolan present.
Justin Faulk was absent.

Finance - John Krug (ch), Chuck Nagel, Autumn Jones, Dave Meinhold, Ansel Burditt all present.

3. Approval of Minutes

a. Approval of August 8th, 2022 minutes (PS)
Motion to approve August minutes made by Parsons, seconded by Tolan. *Motion passed.*

b. Approval of August 9th, 2022 minutes (Fin)
Motion to approve August minutes made by Nagle, seconded by Jones. *Motion passed.*

4. Public Input

5. Approval of Claims

a. Approval of September 2022 Claims (PS)
Motion to approve September claims made by Tolan, seconded by Parsons. *Motion passed.*

b. Approval of September 2022 Claims (Finance)
Motion to approve September claims made by Nagle, seconded by Jones. *Motion passed.*

6. Coroner

7. Health Department

a. Continued discussion on MOU
Continued discussion from last month regarding the rent the Health Department pays. Discussion on how this payment affects grants. The Health Department has been able to use grants to help pay for utilities, and certain supplies. Some of those grants are no longer available. Most of Ms. Aggertt's time is spent doing grant work, which does not leave her time to do other things. The \$40,000 rent takes away from other programs that could benefit the community. This MOU expires in November. If the County takes over the Health Dept. there would be a slight increase in maintenance, cleaning, etc. to the Sheriff's budget. Chairman Burditt will work with State's Attorney Minger to write a new MOU without the rent payment and with the County taking over the maintenance, and have it ready for the October meeting.

8. Sheriff

Project Updates -

-Front Parking RLF Funding.

The Front Parking Lot project started the end of August and is expected to take about 4 weeks to complete. The concrete work has been completed and the project is waiting on Tazewell County Asphalt to complete that portion of the project.

-South Lot Retaining Wall Replacement.

This project has been fully completed.

PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM

-South Lobby Employee Entry Door

This project has been fully completed.

-Jail System Automation Controls.

The Jail Command staff have been working with the vendor on the system design and special functions for the Correctional Facility. The vendor has indicated that the project completion is planned for January or February 2023. **The Vendor has been on site to work on system functions and facility needs.**

-ARPA Funding HVAC CH/PSB.

Over the past month, the Sheriff has met with Keith on many occasions both in person and via phone conference calls. The plan is to move forward with the project in two phases starting with the PSB. The PSB project is in preparation for putting out for bid in the near future. The CH portion of the project is still in an engineering and design phase as of the start of September.

-Sheriff Patrol / EMA Vehicle Replacement Project

All vehicles are in and have been delivered to the County. One of the new vehicle has been completed and is ready for service. Another Sheriff's vehicle and the EMA vehicle are at the up-fitter shop and should be in service within the next few weeks. The two remaining Sheriff's vehicles are getting the graphics installed and waiting to get into the up-fitter for equipment installation. It is hoped that all will be completed and in service by mid-October.

-Sheriff Office (BWC) Body-Worn Cameras Project.

The Sheriff is still working with the selected vendor for the BWC equipment and storage requirements. We have included this in an ARPA request as by state statute this will be required by the end of 2025. They are looking at specific equipment, download function type, data storage, and data access. The final equipment amounts that have been submitted in an ARPA funding request

-Annex 4 1833 Polling Place

Painting has been completed as well as some cleanup of old equipment. The carpet has been installed and new lighting. We will be doing cleanup of the area and installing new vinyl lettering to the door and front window.

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

-IT Network Protection Network Upgrades.

The Sheriff has met with Heart Tech to discuss next year’s projects and funding. We have also discussed in depth the county need for cyber security upgrades to fully comply with the Cyber Insurance. Heart Tech is working on the needed changes and upgrades to the network system, user equipment and policies/directives for county users.

Below is an *information report for IT department ticket/service requests FY to date. Also included is the report from the past FY for IT department ticket/service requests.*

	2021		2022
January	54		53
February	58		49
March	61		52
April	49		41
May	42		54
June	39		50
July	44		28
August	33		50
September	62		
October	63		
November	38		
December	56		
Year End	599		388

AUGUST REPORT 2022	
Open IT Service Tickets	21
Tickets as of 9/8/22	11
YTD Tickets for IT Service	388

-PSB Domestic Hot water Boiler Replacement

The equipment for this project is being delivered and potentially installed in September. We hope to have this project fully completed by late September

-Staffing Sheriff’s Office and Maintenance Department Staffing.

The Maintenance Department is down 1 Full-Time and 1 Part-Time maintenance assistant.

The Sheriff’s Office is down 4 part-time Corrections Deputies, and 4 CROs in the Corrections Division.

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

Patrol Division is down 4 Part-Time patrol deputies. The patrol division has 2 deputies out on medical.

The Corrections Division has hired one full-time CO that formerly worked in Peoria Co and wanted to come to Woodford Co. The Patrol Division has hired one full-time that formerly worked for East Peoria and have interviewed another candidate that is working for another department that is interested in Woodford Co. The Corrections Division has completed the Sgt's promotions and have the newly promoted Sgts preparing to move into their new duties. The Corrections Division has also recently had two CO's graduate for the ILETSB County Correctional Officers Academy in DuPage County.

Sheriff's Office information for August 2022

August Calls Total 2144
(August Calls Total 2264)

Below is a partial list of calls for service for August

Assist other Agency	26	Noise Complaint	8
Business Checks	170	Open Door	13
Burglar Alarm	22	Paper Service	153**
Criminal Damage	12	Reckless Driver	38
Check Wellbeing	26	Road Hazard	17
Dispute	22	Suspicious Activity	21
Domestic Disturbance	24	Suspicious Person	10
Flag down	7	Suspicious Vehicle	24
Follow up	73	Thefts	16
Fraud	12	Threats	6
Keys Locked in Vehicle	11	Trespass	3
Motorist Assist	53	Traffic Stop	482
Motor Vehicle Accident	51*	Unknown Problem	6

August Total Calls 2144

(August Calls Total 2264)

*All Types

**Includes OP

Total Calls for Service as of the end of August 2022: 12,736 (adjusted for error in July report)

Total Calls for Service as of the end of August 2021: 9528

Below is information for the Corrections Facility May 2022

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

Jail Average Dailey Population August 2022: 75

Jail Average Dailey Population August 2021: 727

August 2022 Bookings:

Male- 64 Female- 32 Total Bookings August 2022: 96

August 2022 Inmate Transports Completed: 13

Bookings August 2021: 86

Below is information for the Corrections Facility July 2022

Jail Average Dailey Population August 2022: 75

Jail Average Dailey Population August 2021: 72

9. Treasurer's Report

The Treasurer has no concerns with any of the accounts. She included the payoff date for the one revolving loan – March 1, 2028. The end of the quarter reports are included. The first distribution of taxes has been made and the 2nd distribution will be made next week. The sales tax continue to come in strong. The 1 cent sales tax has past what was anticipated for the year and we still have two months to go.

10. Animal Control

a. Menssen Fund Contract

The copies of the Menssen trust contract were provided – the old contract, a red line version showing the changes, and a clean copy of the new contract with the changes. The Trust has increased our fees from \$2,000 to \$7,500 per month to help care for animals. There was some verbiage changes made. Motion to approve Menssen Agreement made by Parsons, seconded by Tolan. *Motion passed.*

b. Discussion/action on contract bids, direction

The committee is still working with the States Attorney on how to proceed.

Mr. Abney reported that it has been a good month. He broke out in his report the lost and at large dogs. 32 calls for at large dogs – 6 had tags and were returned, 10 lost dog calls – 6 had tags and were returned. He had one call to collect 25 abandoned cats that he did not pick up. He is still holding “Rosie” for a court case. Because of

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

the terrible condition she was found in, she has skin problems and has to be on special food along with an antibiotic. This case is still ongoing.

11. Budget

a. Coroner – General Fund # 040 Fund #103

The Treasurer present the Coroner's budget. His salary was set by resolution a few years ago. Fund 103 is a fee collected from cremations.

b. Animal Control – Contract #059, #107

Registration numbers are staying consistent. The Treasurer has shifted the salaries of two employees who were paid out of animal control to the general fund in order to help keep this fund solvent. Most of the expenses have stayed the same as last year. Postage has gone up so that line item was increased. The salary for the animal control administrator has been left the same per his contract. This year the fund started with a balance of \$63,750 and anticipate to end with \$31,000 and next year with \$29,000. If the fund continues to keep decreasing we will have to borrow from the general fund to cover the costs. The Menssen Trust covers vet bills, not boarding or food. If we get a long boarding court case, this fund could be broke. Chances of getting restitution for these boarding court cases are low. The past administrator paid for food and boarding out of her salary. The committee feels that this situation needs to be addressed. We cannot sustain this for future years. We are required by law to have animal control. The Menssen Trust is a pass through for vet fees.

c. Health Department - - Fund #057

Ms. Aggertt provided a chart with the breakdown of salaries, and expenses and how each is paid with either grant funds or county funds. Covid funding has helped to cover a lot of costs. Grants help to cover the day to day expenditures. 82% of Ms. Aggertt's time is focusing on grants. 50-60% of her salary is paid for through grants. Her cleaning costs were bid out and they doubled. Program expenses have been related to grants. They have to have oversight from a medical director to oversee their programs. She has included extraordinary expenses that are hoped to be covered by ARPA funds. Two extraordinary expenses that she had no included in ARPA fund requests were a sign and the front window glass. The committee would like to know how old the HVAC system is. It is original to the building - 2007. They have had issues with ventilation and temp control. It was also asked if she had bids for all her extraordinary expenses. She does have some, but because she couldn't give the vendor a time frame, these bids probably are not current or viable. Discussion on how eliminating rent expense would affect grant eligibility. It shouldn't have any effect on the grants we receive. There is a lengthy process to apply for the grants. Discussion on how she puts her budget together. Their current fund balance is \$1,081,358.

d. Probation – General Fund Department #230 Funds: #073

Mr. Noar's salary is 100% reimbursed, and the officers are almost 100% reimbursed. The clerical staff are paid through the County. He has added a car to his budget. The car he will replace has had some issues and has over 180,000 miles on it. He has estimated the cost of the Safety Act as there are many unknowns. He will do his due diligence this year and have a

PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM

better picture for next year. They currently have 3 vehicles and they run them until they die. Other than salaries the bottom line increase for the probation budget is just under 2%. He has kept line 5102 and 5103 steady. These two line items are for placing juveniles in detention. The States Attorney has done a good job in handling these cases and keeping them in courts other than what probation handles. So, while it looks like we don't use this fund, it is bases on juvenile court cases. The Probation Services line is used for assessment of anyone on probation. It also covers some office expenses, drug testing, electronic monitoring etc. They do charge adults for the electronic monitoring, but it is not always paid.

- e. Sheriff – EMA fund #050, General Fund Departments: #170, #175, #180, #190, #195, part of #210, #220, #225, #300. #320, #330 Funds: #067, #077, #078, #085, #087, #089, #090, #091, #092, #095, #096, #099, #108, #109

EMA – there is an increase to the warning system maintenance. Because we are a storm ready county, the EMA director's salary is reimbursed along with other expenses. It was asked about the pager system. This is a software program that converts messages over to text messages on the phone go notify people when they are needed.

#170 – This is the Courthouse budget. It is pretty flat. There is a grant that EMA has applied for. Should he get the grant, then it will be used to purchase a new generator for the Public Safety building. The generator at the Public Safety Building would then be moved over to the Courthouse. Should the grant go through, then the \$80,000 would not be used.

#175 - This is the merit commission. The committee had requested a 5 panel commission, but currently he has only been able to get three people. They do not have to have a law enforcement background, but do need to be an upstanding citizen. The commission has the authority to administer the test, interview the applicants and put together a list of candidates for hire or promotion.

#180 – Annex 1 – the old Board room. Nothing big here, just some basic repairs.

#210 – several line items in the 210 budget full under the Sheriff – 589, 590 are for the telephone system and it has been asked to use ARPA funds for an upgrade. 5250 is a fee that the County pays ETSB for dispatching. 5268 if the user fee for tower sites for StarCom.

#220 – This is the general operation budget for the Sheriff. The department head salary is reimbursed at 66 2/3%. There is an increase in the road and corrections over-time. Fuel prices have gone up, and training has increased because of the new Safety Act. The vehicle purchase is in line with the purchase plan. Since we have new vehicles, the repairs should be minor. Food and medicine are based on the contract. The Safety Act requires that a mental health screening be done on all new hires, and current employees. This is ball park figure as it depends on how many employees we have and what trauma they experience. If the trauma comes from law enforcement duties they will see this counselor. If it is a personal matter, they can use the EAP. 5149 is the jail control system 2nd payment. 5166 is for the office manager and is contingent on the ASCME contract – salaries are currently increased by 3%. 5170, 5171 & 5179 are road patrol, court security and corrections salary based on contract. We do get some reimbursement here. 5528 – Training and supplies. Ammunition has gone up. 5229 has gone up significantly due to bullet proof vest. Per contract every 5 years they get new vests. 5230 is the D.A.R.E and school resource officer for the safe school salary. 5237 is for supplies such at tickets, AED's for the vehicles, etc. 5238 is computer

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

maintenance for the ETSB manager to take care of the system. 5162 is for the MEG officer, and we anticipate receiving this amount from a grant.

We currently have 10 federal prisoners. The jail is full of county inmates, so we can't house anymore paying federal prisoners. 5160 is extraordinary. We were going to get a new dishwasher, and Hobart told us what we needed to fix it. We ordered an extra part to have on hand since the washer is old.

#225 – As mentioned earlier, if we do not receive the grant for the new generator, this amount will not be spent.

#300 – we have discovered that we need an in-house person to handle the day to day IT issues. We would still have Heart. This would be an entry level position. They would be on sight M-F 8 to 5. Discussion on whether we could hire someone for \$50,000. We do not know when we will be able to hire. It could also affect the Heart contract because we don't know how much work it would take away from Heart. We have a certain number of PC's figured into the Heart contract. If the IT tech handled it, it would take that amount out of the Heart Contract and could be put toward a salary if more is needed... We will need to have help in interviewing possible candidates as we do not know the questions to ask for qualifications. #5127 is county server maintenance. A lot of upgrades have been put on the list for ARPA funds.

#320 – This is for Annex 4. It is in pretty good shape with not a lot of repairs needed. The HVAC is functional but getting old. If we take over the Health Dept., we will have to increase costs here.

#330 – this is new line item for the shooting range. The numbers placed in the budget are a target range for things like grass seed, erosion issues, gravel, concrete, etc. They will move the skid there, but eventually want a building to house training.

Funds –

#067 – revenue comes from drug fines. Expenditures can be used on anything that has to do with drugs buys, drug equipment, test kits, etc.

#077 – DUI – revenue comes from court fees. Expenditures can be used for DUI equipment.

#078 – Arrestee medical – revenue comes from court fees and expenditures are for medical costs not covered by the medical contract.

#085 – Sheriff Forfeiture – revenue awarded through court.

#089 – Sex Offender – revenue comes from sex offender registration. Part of that fee then gets sent to State Police who run the program.

#090 – D.A.R.E – supported through school donations and used for D.A.R.E supplies.

#091 – Fees from court supervision. Used to purchase vehicle equipment.

#092 – Fees from vehicle that are impounded. Funds are used for vehicle equipment.

#095 – Fees are generated from the State licenses for pull tab and jar games. Used for K-9 program.

#096 – E citation fees from court. Spent on equipment that moves toward e-citation.

#099 – US Marshal Service Contract – We take in \$225-245,000 dollars. \$10,000 of that amount is transferred into this fund and used for new equipment for the jail.

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

#108 – Conceal Carry fees from fingerprinting and expenditures can be used for upkeep of the live scan.

#019 – Liquor Inspection Fund – part of pilot program and received grant funds. The Sheriff's Dept. works with the Health Department for tobacco and liquor inspections. Funds can be used for equipment.

f. Treasurer – Fund #053, #054, #070, Page 1 & 2

#053 is the retirement fund. Employees pay a portion and this is the county match. The rate has gone down from the last year. With the rate going down and the payroll going up, we should be in a good shape.

#054 is Social Security and Medicare fund. 7.65% is SS rate. The items was increased because of increase in salaries.

#070 – Tort fund – the numbers are in bold as they will need to be adjusted. Hopefully more solid numbers will be received by the end of the month. She anticipates it going up due to work comp.

It was asked if anyone has challenged Snedeker's on their increases such as liability. In the past the Public Safety Committee has worked with Snedeker's. Snedeker's is always willing to come to a meeting and explain any questions we may have.

Page 1 & 2 – some of the numbers have estimated. Anticipated revenue is \$11,300,001. Based on estimated receipts coming in thus far, we should receive over \$12,000,000. We have received a nice amount from Cures and housing inmates which helped the 2022 increase. Estimated 2023 revenue is \$12,946,448. Page 2 shows summary of disbursements. Estimate a reduction of \$938,410 but actually will add \$35,582 if some of extraordinary are paid using ARPA funds we could increase this to greater than \$150,000.

It was asked if the extraordinary were only showing up in one place. We have to appropriate for what will be spent. So what is put in extraordinary, if ARPA covers the cost, the reserves funds would go up. We can go all the way up to November to pull and item. Once the budget is put on display in October, it can only be decreased, not increased. It was asked for Mr. Nagle, Mr. Meinhold and Melissa to meet before the Board meeting next week to discuss the use of ARPA funds.

12. New Business

a. Approval of Knapp Concrete invoice

Motion to approve Knapp Concrete invoice made by Nagel, seconded by Jones. *Motion passed.*

b. Approval of GPEDC invoice

Motion to approve GPEDC invoice made by Nagel, seconded by Jones. *Motion passed.*

13. Unfinished Business

a. ARPA fund use

**PUBLIC SAFETY/FINANCE COMMITTEE JOINT MEETING
COUNTY BOARDROOM
MONDAY, SEPTEMBER 12, 2022
MINUTES
4:30 PM**

It was asked what ‘target hardening’ was. This is anything that would make the Courthouse less vulnerable to an attack of any kind – active shooter, bomb threat, etc. It would be things like adding shatter proof windows, setting up safe rooms, etc. The committee feels that they need more information regarding the items on the list before they can make a decision. We will put it on the Board agenda for discussion only.

b. U of I Extension Levy Discussion.

Ms. Sibley and Janice McCoy, Regional Director, attended last month’s meeting. The committee asked for information to be provided to them and for a meeting to be set up before this month. We have heard nothing with regard to our requests for information or setting of a meeting. We have a number of issues and are concerned about the leadership. There are a lot of unhappy people with the leadership. We have been in touch with McLean and Livingston counties, and they too are dissatisfied. We support the programs they offer, and many that they have discontinued to offer. One big concern is the money they have been stock piling. They state that U of I requires them to have 18 months of reserve. Even the county is not required to have that much reserve. It is suggested that the funds we offer be reduced by 90%. We are following the lead of McLean County. It is believed they will pack the boardroom with supporter of 4-H to try and get more money. The programs are not being distributed. We need to send a message of how unhappy we are. If we make the cut now, it gives them 30 days to reply. We will put this in front of the full board and let the whole board decide. It was asked what programs they have cut. At one point there was a Farm Extension Advisor. We were told that they were going to get rid of that advisor, so the County offered to up their contribution to help pay for the advisor. The County did just that and the advisor was still cut. However, we have continued to pay the increased amount. The office only has 3 people, and is not open but a few hours. We need to be logical, not emotional with our decision not to fund. We will discuss this at the Board meeting next week.

14. Other

15. Executive Session – Roll Call Vote

16. Any action coming out of Executive Session

17. Adjournment

Motion to adjourn made by Durst, seconded by Smith. *Motion passed.*

Meeting adjourned at 7:49 PM.

Submitted by: Deb Breyman


John Krug, Chairman
Finance Committee