

COMMITTEE REPORT

COMMITTEE: Law Enforcement & Courts
CHAIRPERSON: Dane Jackson
DATE/TIME: September 21, 2009 @ 7:00 p.m.

PRESENT:

<input checked="" type="checkbox"/> Bill Cooper	<input checked="" type="checkbox"/> Marvin Schultz	<input checked="" type="checkbox"/> Don Zillig
<input checked="" type="checkbox"/> Bernece Hill	<input checked="" type="checkbox"/> Terry Stoffregen	
<input checked="" type="checkbox"/> Dane Jackson	<input checked="" type="checkbox"/> Gerald Bennett	

Other Board Members:

Others: Dan Reimer

Dane Jackson called the meeting to order at 7:00 pm. and read the 3rd floor evacuation policy.

- 1. Minutes** - Bill Cooper made a motion to approve the minutes of August 17, 2009 as presented. Terry Stoffregen seconded and the motion passed.
- 2. Citizens' Comments** – Christine Baxter with Jo Daviess County Court Watch provided the committee with a quarterly report of Court Watch and noted that one of the items identified in the observer recommendations report was the need for a working speaker/audio system in the courtroom. Court Watch is bringing this forward to the Law & Courts Committee to make them aware of the stress that is added to the experience that victims and their families have in court when they can't hear what is being said. It is the request of Court Watch that the Law & Courts Committee investigates this problem and reports their findings as an agenda item.

Dane moved forward item 4g – Interview HVAC Engineering Candidates. Dean Hiebert, Mechanical Engineer for Shive-Hattery, provided the committee with a handout and thanked the committee for the opportunity to interview and discuss the qualifications of Shive-Hattery. Hiebert gave an overview of the initial findings from his previous tour of the HVAC systems in the courthouse and public safety building and the approach that Shive-Hattery recommends for this project. The first item is to conduct a comprehensive study of the HVAC system by doing an extensive review of the current system and identify areas that maybe problematic. And then prepare a report listing any needed improvements and their associated costs. Included in the handout was a comprehensive list of HVAC projects that Shive-Hattery has completed or is in the process of completing. Hiebert informed the committee that his company has been in business for 110 years and they are not a project based firm they are a client base firm; they want to take time to learn who their clients; a unique feature of Shive-Hattery is they are not only an engineering firm they are also architects; so when they do work in historic buildings they have the architect and mechanical engineers to give them guidance. Dane Jackson asked if they could provide the committee with a timeline or if their process is to do the work in phases. Hiebert informed the committee that there are unique ways to package the project depending on how long the committee would like to extend the project or if they would like it to

be broken down to match the needs of the Counties fiscal year. There was discussion on possibilities of funding from grants, performance contracting and energy rebates to commercial customers. In Shive-Hattery's RFQ proposal they quoted \$10,100 for the first phase of the project which includes a comprehensive preliminary report. The design portion would typically run from approximately 9% to 10% of construction costs.

Jackson stated the second interview would be with KJWW Engineering Consultants. Kevin Magnuson, Senior Designer for KJWW Engineering Consultants introduced himself and Jeff Newcomb, Associate for KJWW Engineering Consultants also introduced himself. They provided a handout and discussed background information about KJWW Engineering Consultants. They are an employee-owned firm which was founded in 1961 and has grown to over 450 employees in seven office locations. Kevin explained that KJWW has acoustical consultants, technology consultants and structural consultants, the only thing that they do not do is architecture. Jeff informed the committee that they have experience in helping clients apply for grants and filling out required forms. Possibly funding sources were discussed. Magnuson explained that the essence of this project is to complete an evaluation and then to look at the grant process. There was discussion on the different types of systems available and the possibility of products that would be compatible to historic buildings such as the County Courthouse and Safety Building. There was discussion of the costs of the initial feasibility study and as part of the RFQ they supplied hourly rates and gave an approximate fee of \$12,000 for the phase I. Magnuson explained that they estimated this amount by calculating the hourly rate and the anticipated amount of time to complete Phase I. Dan Reimer discussed the proposal and the quote of \$12,000 which is not a not-to-exceed amount, rather an estimate. Kevin explained that if, while completing their initial feasibility report additional engineering services are identified that might increase the overall efficiency of the project and these services would not be included.

After the presentation Dan Reimer presented a spreadsheet which summarized the courthouse roof project budget, the remaining funds, and that the FY2009 budget was adopted with the provision that any remaining funds in the Phase II appropriation be allocated towards the HVAC feasibility study. The summary showed that approximately \$55,995 would be available for the Courthouse/Public Safety Building HVAC study in addition \$200,000 was appropriated in the FY2009 budget for the HVAC in the public safety building.

The Committee reviewed the requirements of the RFQ and discussed each of the consulting firms interviewed. **Bill Cooper made a motion to accept the proposal from Shive Hattery for Phase I HVAC Inspecting and Engineering services and enter into a professional service agreement at a cost not to exceed \$10,100. Seconded by Gerald Bennett and motion passed.**

Dane Jackson, Committee Chair, moved forward item 4c at this time. Circuit Clerk, Sharon Wand, discussed that Judge Kelly has submitted a letter to the County Administrator and the Committee asking that committee consider recommending to

the County Board the addition of Lincoln's Birthday, February 12, 2010 to the 2010 holiday schedule for Jo Daviess County employees. In the past, this was a regular holiday observed by Jo Daviess County and other Counties in the Fifteenth Judicial Circuit District. This year Lincoln's Birthday was eliminated by the Chief Judge from the 2010 holiday list. **Bill Cooper made a motion to add Lincoln's Birthday to the Jo Daviess County 2010 holiday schedule and forward to the Executive Committee for further discussion. Seconded by Bernece Hill and motion passed.**

3. Unfinished Business

a) **Strategic Goals & Plans.** Dane Jackson reported that County Highway Engineer Steve Keeffer has advertised for lettings for the Courthouse parking lot. Bids are due and will be opened on October 8th. A special Law & Courts Committee will be scheduled for October 13th before the County Board meeting to review the bids and possibly make a recommendation to the County Board. Dane Jackson commented that the committee will need to look at the goals for 2010 to be forwarded to the Executive Committee.

4. New Business

a) **Results of annual elevator inspection.** Dane Jackson reported that the inspection report showed that there was an item on the report about an electrical box in the equipment room and that this was the same item that was reported last year and that the County was given until 2013 to comply with the item. Kevin Turner reported that there is a possibility of having a grandfather clause for this item and that he has submitted the needed information to State's Attorney Terry Kurt to draft a letter to the State Fire Marshal asking to be considered for this grandfather clause.

b) **Discussion, recommendation and possible action of County cell phone policy.** Colin Fulrath reported that the Sheriff's Department does not currently have anything in their policy about cell phones and that whatever the County has for a cell phone policy that the Sheriff's Department would have to follow as well. Dan Reimer reported that the County Administrator's office has done some research and that the County is eligible for an upgrade or change of cell phone plan. **Dane Jackson made a motion to move the cell phone plan to the IT committee for recommendations. Seconded by Don Zillig and motion passed.** There was discussion that additions of cell phones to employees was currently done through the County Administrator's office and that adding cell phones or blackberries is a recurring expense that needs to be addressed during the annual budget process. In the future if new requests are not budgeted for the County Administrator's office will not approve them.

c) **Discussion, recommendation and possible action on the addition of Lincoln's Birthday to Jo Daviess County 2010 holiday schedule.** see above

d) **Discussion of Illinois law on video poker machines.** Colin Fulrath reported that on the law enforcement side it has been difficult to enforce the issue of video poker machines; there is a possibility of revenue for the County. Marvin Schultz reported that the legislation has passed and some are waiting for the rules to be written before making a decision. There are some Counties that have adopted ordinances objecting to these machines in their areas.

- e) **Discussion, recommendation and possible action on HB2455 allowing a County to pass a resolution to allow off-highway vehicle registration** Colin Fulrath reported that in this public act, it is stated that non-highway vehicles can only be operated on streets where the posted speed limit is 35 mph or less. The only County roads that are posted at this speed are located in the Galena Territory. Municipalities would have to have their own ordinance so he feels that because of this it would not be worth the County having this ordinance in place.
- f) **Discussion, recommendation and possible action of Energy Efficiency and Conservation Block Grant (EECBG)** This item will remain on the agenda for next month.
- g) **Interview HVAC Engineering Candidates** see above

5. Staff Reports –

- a) **Sheriff's Report.** No discussion
- b) **Circuit Clerk.** No discussion
- c) **Probation.** No discussion
- d) **Public Defender Reports.** No discussion

- 6. Board Member Concerns –** Bill Cooper reported that the Communication Upgrade Committee met on the 17th and there was discussion on funding sources and possibilities of grants. From this meeting it was recommended that Jo Daviess County look at hiring a professional grant writer, whether on a per diem basis or as a County employee, to help all of the different departments. The Communication Upgrade Committee is looking at hiring an engineer to look at the current communication system and give a report on what the committee should be looking at for a future communication system. Dane Jackson suggested that one of the goals for 2010 should be to compile a master list of all County grants including those applied for in all of the departments and maybe writing a policy to cover this. Marvin Schultz discussed that a possible goal for 2010 should be to include the Courthouse and Safety Building exterior maintenance. There are currently cracks and crevices in the brick and stone that water is entering and several downspouts are in need of repair. This might be an item that is considered for the unfunded request list for the 2010 budget.

Next regular meeting: Monday, October 19, 2009 @ 7:00 pm

Meeting adjourned at 9:18 p.m. following a motion by Bill Cooper and seconded by Don Zillig.