

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: Paul Arena, John Butitta,
Valerie Hanserd, Joe Hoffman,
Jaime Salgado, Michael Thompson

DATE: THURSDAY, AUGUST 17, 2023
TIME: 5:30 PM

LOCATION: ROOM 303
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – July 20, 2023
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Discuss Elevator Modernization for Courthouse and Old Courthouse Using CIP 2023 PSST Funds
- F. Resolution Awarding JDC Parking Lot Replacement Using CIP 2021 Funds
- G. An Ordinance to Amend 2018 CO 092 [Section 50-15 of The Winnebago County Code] to Reduce the Coverage of the Prohibition of the Use of Groundwater as a Potable Water Supply by the Installation or Use of Potable Water Supply Wells or by Any Other Method
- H. Future Agenda Items
- I. Adjournment

**Winnebago County Board
Operations and Administrative Committee Meeting**
County Administration Building
404 Elm Street, Room 303
Rockford, IL 61101

Thursday, July 20, 2023
5:30 PM

Present:

Keith McDonald, **Chairperson**
Paul Arena
John Butitta
Joe Hoffman
Jaime Salgado
Michael Thompson

Others Present:

Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Lafakeria Vaughn, State's Attorney's Office
Melinda Macias, Purchasing Specialist
Chris Petrus, IT Department
Jean Crosby, County Board Member
John Sweeney, County Board Member
Carol Hartline, Attorney, Williams McCarthy LLP

Absent:

Valerie Hanserd, **Vice Chairperson**

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – Special Meeting June 29, 2023
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services
- F. Future Agenda Items
- G. Adjournment

Chairperson McDonald called the meeting to order at 5:37 PM.

Roll Call

Chairperson Keith McDonald yes, Paul Arena yes, John Butitta yes, Joe Hoffman yes, Jaime Salgado yes, Michael Thompson yes.

Approval of Minutes – Special Meeting June 29, 2023

Motion: Mr. Arena. Second: Mr. Thompson.

Chairperson McDonald called for any comments, corrections or discussion.
Motion passed by unanimous voice vote.

Public Comment

Chairperson McDonald omitted reading the Public Comment Section of the Agenda due to no one present to speak.

Resolution Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services

Motion: Chairperson McDonald. Second: Mr. Salgado.

The Resolution is an Intergovernmental Agreement between the Forest Preserves of Winnebago County and the County of Winnebago for administrative services effective October 1, 2023 for a one-year agreement.

- Discussion followed.

Motion passed by unanimous voice vote.

Future Agenda Items

- River Bluff Nursing Home Change in Leadership. An Interim Administrator is in place for 30 days. The recruitment process is underway. A closed session to discuss in more detail was added to the Finance Committee meeting, June 20, 2023.
- Update on the Animal Services Administrator Recruitment process. – A search is underway for a new Administrator through the end of July 2023. The Director is acting as the Interim Administrator.
- Resolution for RMTD Winnebago County Rural Transit Service

Motion to Adjourn

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Thompson. Second: Mr. Salgado.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant

**Discuss Elevator
Modernization for
Courthouse
and
Old Courthouse
Using CIP 2023
PSST Funds**



Resolution Executive Summary

For ARPA or CIP Projects

Prepared By: Purchasing Department for Facilities Department
Committee Name: Operations and Administrative Committee
Committee Date: August 17, 2023
Board Date: August 24, 2023
Resolution Title: Resolution Awarding JDC Parking Lot Replacement Using CIP 2021 Funds

Budget Information

Budgeted? YES	Amount Budgeted? \$200,000
If not, originally budgeted, explain the funding source?	N/A
If ARPA or CIP funded, original Board approved amount?	\$200,000
Over or Under approved amount?	UNDER By: \$113,200
Reason for ARPA or CIP increase?	N/A
If ARPA funded, was it approved by Baker Tilly?	N/A
ORG/OBJ/Project Codes: 82200-46310-C2113	Descriptor: CIP 2021 – Land Improvements
Budget Impact?	\$ 86,800

Background Information: The parking lot at the Winnebago County Juvenile Detention Center is in need of a complete replacement. The Purchasing Department went out for Bid for full depth asphalt removal and replacement, striping, concrete removal, concrete curb, gutter, and sidewalk installation. The project also includes replacing the service drive used for deliveries of food and other necessary supplies. Handicap stalls will be adjusted and striped to meet current ADA Standards. This project will also address the northeast corner of the parking lot that is sinking, leaving a manhole exposed and above the parking lot grade, presenting a hazard to vehicles and people.

The Purchasing Department sent the Invitation for Bid to 16 people, representing 16 companies, including Project FirstRate, posted the IFB in the Rockford Register Star and on the County website. The invitation resulted in five (5) companies represented at the Mandatory Pre-Bid Meeting and a total of three (3) Bids with the lowest Bid presented at \$86,800 by Norwest Construction, Inc., see Resolution Exhibit A.

Recommended By: Shawn Franks, Director of Facilities

Follow-Up Steps: The Purchasing Department will issue a County Purchase order to Norwest Construction, Inc.

R E S O L U T I O N
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2023 CR

**RESOLUTION AWARDING JDC PARKING LOT REPLACEMENT
USING CIP 2021 FUNDS**

WHEREAS, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

WHEREAS, Winnebago County Juvenile Detention Center needs to replace the facilities parking lot, sidewalk and service drive; and,

WHEREAS, the Purchasing Department received Bids from local vendors; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bid Tab for the aforementioned project and recommends awarding this project to:

NORWEST CONSTRUCTION, INC.
82 PRAIRIE HILL ROAD
SOUTH BELOIT, ILLINOIS 61080

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue a Purchase Order, on behalf of the County of Winnebago, to Norwest Construction, Inc., 82 Prairie Hill Road, South Beloit, Illinois 61080.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, Director of Facilities, County Board Office and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIR

KEITH McDONALD, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of
Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIR OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

LORI GUMMOW
CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

BID TAB

JUVENILE DETENTION CENTER PARKING LOT REPLACEMENT - 23B-2289

BID OPENING AUGUST 7, 2023 - 3:00 P.M.

VENDOR NAME	Rock Road Companies, Inc.	Norwest Construction, Inc.	Stenstrom
TOTAL PRICE FOR COMPLETE PROJECT <u>2276 Sq. Yd. Total</u> Includes 2036 Blacktop Sq. Yd., 50 Sq. Yd. Curb and 190 Sq. Yd. Sidewalk	\$87,451.32 - \$38.42 Sq. Yd.	\$86,800 - \$38.14 Sq. Yd.	\$89,327 - \$39.25 Sq. Yd.
NUMBER OF DAYS TO COMPLETE WORK	10 Working Days	60 Working Days	20 Working Days