

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman

Members: Paul Arena, John Butitta,

Valerie Hanserd, Joe Hoffman,

Michael Thompson, Christina Valdez

DATE: THURSDAY, AUGUST 7, 2025

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 17, 2025

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 acknowledgment by the chair, please stand and state your name. Thank you.

E. Public Hearing for Rural Transit Program Funding for Fiscal Year 2026

F. Resolution Establishing the Date, Time, and Location of Each Meeting of The Winnebago County Board

G. Resolution Establishing the County Holiday Schedule For 2026

H. Resolution Reappointing John Butitta to the Board of Trustees of the Northern Illinois Land Bank Authority

I. Discussion of Architecture and Engineering Contract for Juvenile Detention Center Expansion Project

J. Future Agenda Items

K. Adjournment

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

Thursday, July 17, 2025
5:30 PM

Present:

Valerie Hanserd, Vice Chairperson
Paul Arena
John Butitta
Michael Thompson

Absent:

Keith McDonald, Chairperson
Joe Hoffman

Others Present:

Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Hope Edwards, Director, Purchasing (Staff Liaison)
Lafakeria Reuter, State's Attorney's Office
Chris Dornbush, Chief Operations Officer
Shawn Franks, Facilities Director
Dan Magers, Chief Information Officer
Julie McCray-Grotto, Juvenile Detention
Patrick Hastings, WCSO
Josh Gesner, WCSO
Rick Ciganek, WCSO
Tom Jakeway, Court Admin
Nicole Ticknor, Court Admin
John Sweeney, County Board Member
Christina Valdez, County Board Member
Jeff Duesterbeck, Huffman Keel Partners Inc.
Clayton Nelson, Huffman Keel Partners Inc.

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – June 5, 2025
- 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 acknowledgment by the chair, please stand and state your name. Thank you.
- E. Discussion – Public Safety Building Design-Build Project Update
- F. Resolution Awarding Purchase of Replacement Jail Transport Vehicle for Winnebago County Sheriff's Office Using CIP PSST 2025 Funds
Cost: \$67,156
- G. Resolution Awarding Purchase of a Boat Replacement for Sheriff's Office Using CIP 2025 Funds
Cost: \$88,543

- H. Resolution Awarding Architecture and Engineering Contract for Juvenile Detention Center Expansion Project
Cost: \$135,000
- I. Resolution Awarding Purchase of Email Archiving Software Using CIP 2025 Funds
Cost: \$49,521
- J. Resolution Awarding Purchase of Law Library Furniture Upgrades
Cost: \$132,408
- K. Future Agenda Items
- L. Adjournment

Vice Chairperson Hanserd called the meeting to order at 5:30 PM.

Roll Call

Vice Chairperson Hanserd yes, Mr. Arena yes, Mr. Butitta yes, Mr. Thompson yes.

A quorum is present.

Approval of Minutes – June 5, 2025

Vice Chairperson Hanserd called for a motion to approve the minutes of June 5, 2025.

Motion: Mr. Butitta. Second: Mr. Thompson.

The motion was passed by a unanimous voice vote.

Public Comment

Vice Chairperson Hanserd omitted reading the Public Comment Section of the Agenda because no one was present to speak.

Discussion – Public Safety Building Design-Build Project Update

Mr. Patrick Thompson provided an update on the construction of the Public Safety Building. Mr. Duesterbeck and Mr. Nelson, Project Consultants at Huffman Keel, summarized the project's progress and timeline, sharing their insights. The committee members received a handout for the project.

Resolution Awarding Purchase of Replacement Jail Transport Vehicle for Winnebago County Sheriff's Office Using CIP PSST 2025 Funds

Cost: \$67,156

Motion: Mr. Butitta. Second: Mr. Thompson.

Vice Chairperson Hanserd called for any discussion.

- Discussion followed.

Vice Chairperson Hanserd called for any further discussion.

- Discussion followed.

Vice Chairperson Hanserd called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

Resolution Awarding Purchase of a Boat Replacement for Sheriff's Office Using CIP 2025 Funds

Cost: \$88,543

Motion: Vice Chairperson Hanserd. Second: Mr. Thompson.

Vice Chairperson Hanserd called for any discussion.

- Discussion followed.

Vice Chairperson Hanserd called for any further discussion.

Vice Chairperson Hanserd called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

Resolution Awarding Architecture and Engineering Contract for Juvenile Detention Center Expansion Project

Cost: \$135,000

Motion: Vice Chairperson Hanserd. Second: Mr. Arena.

Vice Chairperson Hanserd called for any discussion.

- Discussion followed.

Vice Chairperson Hanserd called for any further discussion.

Vice Chairperson Hanserd called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

Resolution Awarding Purchase of Email Archiving Software Using CIP 2025 Funds

Cost: \$49,521

Motion: Vice Chairperson Hanserd. Second: Mr. Arena.

Vice Chairperson Hanserd called for any discussion.

- Discussion followed.

Vice Chairperson Hanserd called for any further discussion.

Vice Chairperson Hanserd called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

Resolution Awarding Purchase of Law Library Furniture Upgrades

Cost: \$132,408

Motion: Vice Chairperson Hanserd. Second: Mr. Arena.

Vice Chairperson Hanserd called for any discussion.

- Discussion followed.

Vice Chairperson Hanserd called for any further discussion.

Vice Chairperson Hanserd called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

Future Agenda Items

- None reported.

Motion to Adjourn

Vice Chairperson Hanserd called for a motion to adjourn.

Motion: Mr. Thompson. Second: Mr. Butitta.

A unanimous voice vote passed the motion to adjourn.

The meeting was adjourned at 6:21 p.m.

Respectfully submitted,

Nancy Bleile
Executive Assistant

**Public Hearing for
Rural Transit Program
Funding for Fiscal Year 2026**

**RESOLUTION
OF
THE COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

SUBMITTED BY: OPERATIONS & ADMINISTRATIVE COMMITTEE

2025 CR _____

**RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION OF EACH
MEETING OF THE WINNEBAGO COUNTY BOARD, ILLINOIS**

WHEREAS, under provisions of 5 ILCS 120/2.02, the County Board of the County of Winnebago, Illinois is required to provide public notice of the date, time, and location of its regularly scheduled meetings; and

WHEREAS, under provisions of 55 ILCS 5/2-5017, the County Board of the County of Winnebago, Illinois is required to hold regular meetings during the months of June and September and may hold additional regular meetings at such times as may be determined by the board.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Board shall conduct its regular meetings on the 2nd and 4th Thursdays of each month of Fiscal Year 2026 at 6:00 pm., except as indicated hereunder (*):

**October 9, 2025
October 23, 2025**

**April 9, 2026
April 23, 2026**

**November 13, 2025
November 25, 2025 (4th Tuesday)***

**May 14, 2026
May 28, 2026**

December 11, 2025

**June 11, 2026
June 25, 2026**

**January 8, 2026
January 22, 2026**

**July 9, 2026
July 23, 2026**

**February 12, 2026
February 26, 2026**

August 13, 2026

**March 12, 2026
March 26, 2026**

**September 3, 2026 (1st Thursday)*
September 24, 2026**

BE IT FURTHER RESOLVED, that all meetings scheduled shall be in the County Board Room, 8th floor, Winnebago County Courthouse Building, 400 West State Street, Rockford, Illinois.

BE IT FURTHER RESOLVED, that this Resolution shall be effective on its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board of the County of Winnebago is directed to prepare and deliver certified copies of this Resolution to the Winnebago County Chief Operations Officer, County Finance Director, County Administrator, Human Resources Director, Purchasing Director, and the County Auditor.

Respectfully submitted,
Operations & 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

MICHAEL THOMPSON

MICHAEL THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2025.

ATTESTED BY:

JOSEPH V. CHIARELLI
CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

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

Fiscal Year 2026 Board Calendar

October 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

November 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

December 2025						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

January 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

February 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

March 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

April 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

May 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

June 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

July 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

August 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

September 2026						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Key
Holiday
County Board
Weekends

Fiscal Year 2026 Board Calendar

October	
1	Thursday, October 9, 2025
2	Thursday, October 23, 2025
November	
1	Thursday, November 13, 2025
2	Tuesday, November 25, 2025
December	
1	Thursday, December 11, 2025
January	
1	Thursday, January 8, 2026
2	Thursday, January 22, 2026
February	
1	Thursday, February 12, 2026
2	Thursday, February 26, 2026
March	
1	Thursday, March 12, 2026
2	Thursday, March 26, 2026
April	
1	Thursday, April 9, 2026
2	Thursday, April 23, 2026
May	
1	Thursday, May 14, 2026
2	Thursday, May 28, 2026
June	
1	Thursday, June 11, 2026
2	Thursday, June 25, 2026
July	
1	Thursday, July 9, 2026
2	Thursday, July 23, 2026
August	
1	Thursday, August 13, 2026
September	
1	Thursday, September 3, 2026
2	Thursday, September 24, 2026

RESOLUTION
of the
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2025 CR

RESOLUTION ESTABLISHING THE COUNTY HOLIDAY SCHEDULE FOR 2026

WHEREAS, the County Board of the County of Winnebago, Illinois, pursuant to the Illinois Revised Statutes, Chapter 34, Paragraph 303, (12th), is authorized to fix the days and hours of opening and closing of the County offices and departments; and,

WHEREAS, the County Board, AFSCME Local 473 and FOP Lodge 50 have agreed that the County Board shall designate the date upon which certain holidays shall be observed for purposes of their collective bargaining agreements.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that, for the calendar year 2026, all county offices and departments subject hereto shall be closed for all Saturdays, Sundays, and the following holidays subject to adjustment, if necessary, based on collective bargaining negotiations:

DATE	DAY	HOLIDAY
January 1, 2026	New Year's Day	Thursday
January 19, 2026	Martin Luther King, Jr. Day	Monday
February 16, 2026	Presidents' Day (<i>Observed</i>)	Monday
May 25, 2026	Memorial Day	Monday
June 19, 2026	Juneteenth Independence Day	Friday
July 3, 2026	Independence Day (<i>Observed</i>)	Friday
September 7, 2026	Labor Day	Monday
October 12, 2026	Columbus Day/Indigenous Peoples Day (<i>Observed</i>)	Monday
November 11, 2026	Veterans' Day	Wednesday
November 26, 2026	Thanksgiving Day	Thursday
November 27, 2026	Day Following Thanksgiving Day	Friday
December 24, 2026	Christmas Holiday	Thursday
December 25, 2026	Christmas Day	Friday

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 copies of this resolution to the Chairman of the County Board, all elected and appointed County Officers, the Chief Judge of the 17th Judicial Circuit, the Staff Representatives of AFSCME Local 473, and the President of FOP Lodge 50.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

VALERIE HANSERD, VICE CHAIRPERSON

VALERIE HANSERD, VICE CHAIRPERSON

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

MICHAEL THOMPSON

MICHAEL THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago,
Illinois this ____ day of _____ 2025.

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

ATTESTED BY:

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

**RESOLUTION
OF THE
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2025 CR

**RESOLUTION REAPPOINTING JOHN BUTITTA TO THE BOARD OF TRUSTEES
OF THE NORTHERN ILLINOIS LAND BANK AUTHORITY**

WHEREAS, Section 5.01 of the Intergovernmental Agreement, the Northern Illinois Land Bank Authority requires that members of the Board of Trustees of the Land Bank to be reappointed by resolution of their respective governing bodies; and

WHEREAS, the Winnebago County Board approved the Intergovernmental Agreement becoming a member of the Board of Trustees of the Northern Illinois Land Bank Authority; and

WHEREAS, on February 10, 2022, the Winnebago County Board approved the appointment of John Butitta to be the Winnebago County representative to the Board of Trustees of the Northern Illinois Land Bank Authority; and

WHEREAS, the Winnebago County Board Chairman wishes to reappoint John Butitta as the Winnebago County representative to the Board of Trustees of the Northern Illinois Land Bank Authority.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that John Butitta shall be reappointed as the Winnebago County representative to the Board of Trustees of the Northern Illinois Land Bank Authority.

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon its adoption.

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

Michael Thompson

Michael Thompson

Christina Valdez

Christina Valdez

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this _____ day of _____, 2025.

Joseph V. Chiarelli, Chairman of the
County Board of the County of Winnebago,
Illinois

ATTEST:

Lori Gummow, Clerk of the
County Board of the
County of Winnebago, Illinois

**Discussion of Architecture
and Engineering Contract
for Juvenile Detention Center
Expansion Project**