

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: John Butitta, Jean Crosby,
Paul Arena, Joe Hoffman, Dorothy
Redd, Jaime Salgado

DATE: THURSDAY, APRIL 7, 2022
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 December 16, 2021, January 6 and February 3, 2022 Minutes
- 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 Awarding Joint Seal Coating Services
- F. Family Court Center (PSB) Project - Discussion
- G. Other Matters
- H. Adjournment

Approval of Minutes

**Winnebago County Board
Operations and Administrative Committee Meeting**
County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Thursday, December 16, 2021
5:30 PM

Present:

Keith McDonald, **Chairman**
John Butitta
Paul Arena
Joe Hoffman
Dorothy Redd (remote)

Others Present:

Pat Thompson, County Administrator
Dave Rickert, Chief Financial Office
Lafakeria Vaughn, State's Attorney's Office
Steve Schultz, County Board Member
Melinda Macias, Purchasing Department
Chris Petrus, IT Department

Absent:

Jean Crosby
Jaime Salgado

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of September 2, 2021 Minutes
- 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 to Repurpose the Public Safety Building
- F. Define Process and Timeline for County Administrator Performance Review
- G. Resolution Adopting a Reapportionment Plan for the County of Winnebago, Illinois
- H. Other Matters
- I. Adjournment

Chairman McDonald called the meeting to order at 6:30 PM.

Motion by Chairman McDonald and Seconded by Mr. Arena to allow Dorothy Redd to participate via Zoom.

Motion passed by unanimous voice vote.

Motion to approve the September 2, 2021 Minutes

Moved: Mr. McDonald, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Public Comment

Chairman McDonald omitted reading the Public Comment section of the Agenda due to no one present to speak.

Resolution to Repurpose the Public Safety Building

Motion by Mr. McDonald and Seconded by Mr. Arena.

- A discussion followed.

Motion passed by unanimous voice vote.

Define Process and Timeline for County Administrator Performance Review

- A discussion followed.

Resolution Adopting a Reapportionment Plan for the County of Winnebago, Illinois

Motion by Mr. McDonald and Seconded by Mr. Arena.

- A discussion followed.
- Beginning December 5, 2022 Members of the County Board shall be paid an annual salary of \$9,600. In addition each Member of the County Board shall be entitled to an annual COLA (based on the Urban Consumer CPIU).

Motion to amend by Mr. Arena and Seconded by Mr. McDonald.

Motion to amend passed by unanimous voice vote.

- A discussion followed.

Mr. McDonald – All those in favor of adopting the reapportionment plan.

Motion passed by unanimous voice vote.

Other Matters

None

Motion to Adjourn. Moved: Mr. Arena, Seconded: Mr. Butitta.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

**Winnebago County Board
Operations and Administrative Committee Meeting**
County Administration Building
404 Elm Street, Room 510
Rockford, IL 61101

Thursday, January 6, 2022
5:30 PM

Present:

Keith McDonald, **Chairman**
John Butitta
Jean Crosby
Paul Arena
Joe Hoffman
Dorothy Redd (remote)
Jaime Salgado

Others Present:

Pat Thompson, County Administrator
Dave Rickert, Chief Financial Officer
Lafakeria Vaughn, State's Attorney's Office
Ann Johns, Purchasing Director
Debbie Crozier, HR Department
Lori Gummow, County Clerk & County Recorder
Dan Magers, IT Department
Shawn Franks, Facilities
Kris Hockison, County Clerk
Tom Jakeway, Trial Court Administrator
Hon. John Lowry, Circuit Judge of 17th Judicial Circuit Court
Chris Petrus, IT Department
Tim Hoffman

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of September 16 and October 7, 2021 Minutes
- 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 Establishing Precinct Boundaries for the County of Winnebago, Illinois
- F. Resolution Establishing an Ad Hoc Committee to Conduct a Performance Review of Winnebago County Administrator
- G. Discuss Plans for Public Safety Building (PSB)
- H. Discuss Emergency Rental Assistance Program (ERAP)
- I. Other Matters
- J. Adjournment

Chairman McDonald called the meeting to order at 5:30 PM.

Motion by Chairman McDonald and Seconded by Mr. Hoffman to include Dorothy Redd on Zoom.
Motion passed by unanimous voice vote.

Motion to approve the minutes of September 16 and October 7, 2021

Moved: Mr. McDonald, Seconded: Ms. Crosby.

Motion passed by unanimous voice vote.

Public Comment

- Tim Hoffman spoke about ERAP and the issue with his tenant.

Resolution Establishing Precinct Boundaries for the County of Winnebago, Illinois

Motion by Mr. McDonald and Seconded by Mr. Arena.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Establishing an Ad Hoc Committee to Conduct a Performance Review of Winnebago County Administrator

Motion by Mr. McDonald and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

Discuss Plans for Public Safety Building (PSB)

- A discussion followed.

Discuss Emergency Rental Assistance Program (ERAP)

- A discussion followed.

Other Matters

- Mr. McDonald spoke about possibly having the next meeting on the fourth floor of the Courthouse.

Motion to Adjourn. Moved: Mr. Hoffman, Seconded: Mr. Arena.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant

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

Thursday, February 3, 2022
5:30 PM

Present:

Keith McDonald, **Chairman**
John Butitta
Jean Crosby
Paul Arena
Joe Hoffman
Dorothy Redd

Absent:

Jaime Salgado

Others Present:

Pat Thompson, County Administrator
Dave Rickert, Chief Financial Officer
Lafakeria Vaughn, State's Attorney's Office
Ann Johns, Purchasing Director
Debbie Crozier, HR Department
Lori Gummow, County Clerk & County Recorder
Angie Goral, County Board Member
Shawn Franks, Facilities
Tom Jakeway, Trial Court Administrator
Hon. John Lowry, Circuit Judge of 17th Judicial Circuit Court
Nicole Ticknor, 17th Judicial Circuit Court
Chris Petrus, IT Department
Tom Hodges, Supervisor of Assessments
Chris Green, Rockford Register Star
Anthony Miceli, Machesney Park Deputy Chief
Ged Trias, Larson & Darby

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of November 4 and 18, 2021 Minutes
- 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 Appointing John Butitta to the Board of Trustees of the Northern Illinois Land Bank Authority
- F. Resolution Declaring Vacancy in Winnebago County Board District 20
- G. Resolution Submitting to the Electors by Referendum the Advisory Question of Increasing the Tax Levied by the County of Winnebago, Illinois for the Specific Purpose of Maintaining River Bluff Nursing Home
- H. PSB/Family Court Center Discussion
- I. Discussion About Annual Performance Evaluation Criteria of County Administrator

- J. Other Matters
- K. Adjournment

Chairman McDonald called the meeting to order at 5:32 PM.

Motion to approve the minutes of November 4 and 18, 2021

Moved: Ms. Crosby, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Public Comment

Chairman McDonald omitted reading the Public Comment section of the Agenda due to no one present to speak.

Resolution Appointing John Butitta to the Board of Trustees of the Northern Illinois Land Bank Authority

Motion by Mr. McDonald and Seconded by Ms. Crosby and Mr. Arena.

- A discussion followed.

Motion passed by unanimous voice vote with Mr. Butitta abstaining.

Resolution Declaring Vacancy in Winnebago County Board District 20

Motion by Mr. McDonald and Seconded by Mr. Arena.

- A discussion followed.

Motion passed by unanimous voice vote.

Resolution Submitting to the Electors by Referendum the Advisory Question of Increasing the Tax Levied by the County of Winnebago, Illinois for the Specific Purpose of Maintaining River Bluff Nursing Home

Motion by Mr. Butitta and Seconded by Ms. Crosby.

- A discussion followed.

Motion passed by unanimous voice vote.

PSB/Family Court Center Discussion

- A discussion followed.

Discussion About Annual Performance Evaluation Criteria of County Administrator

- A discussion followed.

Other Matters

None

Motion to Adjourn. Moved: Ms. Crosby, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant



Resolution Executive Summary

Prepared By: Facilities Maintenance
Committee: Operations and Administrative
Committee Date: April 7, 2022
Resolution Title: Resolution Awarding Joint Seal Coating Services
County Code: Winnebago County Purchasing Ordinance
Board Meeting Date: April 14, 2022

Budget Information:

Was item budgeted? Yes	Appropriation Amount:
If not, explain funding source:	
ORG/OBJ/Project Code: Multiple	Budget Impact: None was budgeted

Background Information:

Many Winnebago County owned facilities require seal coating services, which consists of cleaning, crack filing, sealing and striping of pavement for parking lots, roadways, paths and other surfaces.

The Rockford Park District and the County of Winnebago requirements were jointly included in RPD Bid #22-2275 for Joint Purchasing Seal Coating Services.

Recommendation:

Facilities Maintenance recommends awarding the project to Hastings Asphalt Services, Inc.

Contract/Agreement: The agreement is for one year.

Legal Review: Normal Bidding Standards.

Follow-Up:

Facilities Maintenance will work with successful vendor to obtain correct square footage for each location to be sealed. Facilities Maintenance will inspect lots before, during and after seal coat has been applied.

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

Sponsored by: Keith McDonald
Submitted by: Operations and Administrative Committee

2022 CR

RESOLUTION AWARDING JOINT SEAL COATING SERVICES

WHEREAS, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Chapter 2, Article VI, Division 3, Section 2-357, of the Winnebago County Code sets forth the guidelines for the County's participation in governmental joint purchasing agreements, and pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.) the County has reviewed the Rockford Park District's Invitation for Bid #22-2275 for Joint Purchasing Seal Coating Services; and,

WHEREAS, various County owned facilities need seal coating services; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bids received for the aforementioned project and recommends awarding the contract as follows:

**HASTINGS ASPHALT SERVICES, INC.
PO BOX 87
HARVARD, IL 60033**

See Bid Tab for Pricing (RESOLUTION EXHIBIT A)

WHEREAS, the Operations and Administrative Committee has determined that the funding for the aforementioned purchase shall be as follows:

VARIOUS ACCOUNTS

NOW, THEREFORE, BE IT RESOLVED, that the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute a contract award, on behalf of the County of Winnebago, with HASTINGS ASPHALT SERVICES, INC., PO BOX 87, HARVARD, ILLINOIS 60033.

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 Facilities Engineer, Director of Purchasing, Board Office, Finance Director and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIRMAN

KEITH McDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRPERSON

JOHN BUTITTA, VICE CHAIRMAN

PAUL ARENA

PAUL ARENA

JEAN CROSBY

JEAN CROSBY

JOE HOFFMAN

JOE HOFFMAN

DOROTHY REDD

DOROTHY REDD

JAIME SALGADO

JAIME SALGADO

The County Board of the County of Winnebago, Illinois this ____ day of _____ 2022,
adopted the above and foregoing Resolution.

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 EXHIBIT A

Summary Bid No. 22-2275 2022 Joint Purchase of Seal Coating Services at Various Rockford Park District and Winnebago County Locations Opening: Thurs., 2/2/22, 2:00 pm	SKC Construction, Inc. Jeffrey K. Bergquist PO Box 503 West Dundee, IL 60118 (847) 214-9800 jbergquist@skcconstruction.net	Herbig Blacktop Construction LLC Jessica may 900 Depot Ave. Dixon, IL 61021 (815) 234-8115 sjohnson@herbigblacktop.com	Hastings Asphalt Services Inc. Russ Hastings PO Box 87 Harvard, IL 60033 (815) 648-9099 frankie@hastingsasphaltservices.com
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Winnebago County Asphalt Seal Coating Base Bid	Unit Price	Total	Unit Price	Total	Unit Price	Total
1. Hot Rubber Crack Fill, 2,500 LF	\$0.67	\$1,675.00	\$0.75	\$1,875.00	\$0.59	\$1,475.00
2. Hot Rubber Crack Fill, 5,000 LF	\$0.64	\$3,200.00	\$0.75	\$3,750.00	\$0.59	\$2,950.00
3. Seal Coat – First Coat Squeegee, 50,000 SF	\$0.13	\$6,500.00	\$0.12	\$6,000.00	\$0.12	\$6,000.00
4. Seal Coat – First Coat Squeegee, 150,000 SF	\$0.12	\$18,000.00	\$0.12	\$18,000.00	\$0.12	\$18,000.00
5. Seal Coat – Second Coat Spray, 50,000 SF	\$0.11	\$5,500.00	\$0.12	\$6,000.00	\$0.07	\$3,500.00
6. Seal Coat – Second Coat Spray 150,000 SF	\$0.09	\$13,500.00	\$0.12	\$18,000.00	\$0.07	\$10,500.00
7. Parking Stall Single Line Striping, 100 priced per stall	\$11.00	\$1,100.00	\$13.00	\$1,300.00	\$6.00	\$600.00
8. Parking Stall Single Line Striping, 250 priced per stall	\$11.00	\$2,750.00	\$11.00	\$2,750.00	\$6.00	\$1,500.00
9. Stripe Solid Single Center Line, 500 LF	\$0.47	\$235.00	\$1.25	\$625.00	\$0.55	\$275.00
10. Stripe ADA Stall and Access Isle, 1 priced per stall	\$44.65	\$44.65	\$110.00	\$110.00	\$60.00	\$60.00
11. ADA Sign and Post, 1 priced per sign	\$700.00	\$700.00	\$450.00	\$450.00	\$350.00	\$350.00
Total:		\$53,204.65		\$58,860.00		\$45,210.00
Can meet completion date of October 9, 2022 for all locations?	Yes		Yes		Yes	
Statement of Warranty / Guarantee:	Material and workmanship		1 year material & labor		1 Year from date of service	
Addendum(s) acknowledged?	Yes		Yes		Yes	
References Provided?	Yes		Yes		Yes	