

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

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

DATE: THURSDAY, MAY 19, 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 March 2, 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 to Change Hours of the County Clerk’s Office on 2022 Election Days
- F. County Safety Initiative (ARP Phase 3) Security Cameras Discussion With Heartland Engineers
- G. Resolution Authorizing the County Administrator to Hire a Project Consultant for County Construction Projects
- H. Future Agenda Items
- I. Adjournment

Approval of Minutes

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

Wednesday, March 2, 2022
5:30 PM

Present:

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

Others Present:

Joe Chiarelli, County Board Chairman
Pat Thompson, County Administrator
Lafakeria Vaughn, State's Attorney's Office
Ann Johns, Purchasing Director

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of December 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 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
- F. Resolution Amending the Organizational Structure of the County Board of the County of Winnebago, Illinois
- G. Finalize County Administrator Annual Performance Form
- H. Other Matters
- I. Adjournment

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

Motion to approve the minutes of December 2, 2021

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

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 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.

- Mr. Butitta made an amendment by striking paragraph 4 on page 2 and inserting “Shall the County of Winnebago continue to own and operate the short term rehabilitative/long term skilled nursing facility for the residents of all incomes by increasing the amount levied by the County for the specific purpose of maintaining the River Bluff Nursing Home from 0.0445% to 0.1%? (i.e. The property tax increase on a home of \$150,000 assessed value result in an approximate \$25 increase for an annual tax bill).”

Mr. Butitta motions to amend and Ms. Crosby Seconds.

- Ms. Crosby made an amendment to add “Illinois” after “Winnebago.”
- Mr. Salgado made an amendment, “Shall the County of Winnebago, Illinois increase the River Bluff Nursing Home tax levy from 0.0445% to 0.1% for the purpose of maintaining the nursing home?”
- Mr. Arena made an amendment to the amendment to switch the next two phrases “By increasing the amount levied by the County from 0.0445% to 0.1% for the specific purpose of maintaining River Bluff Nursing Home.” Ms. Crosby moved.

Mr. Butitta and Ms. Crosby withdrew their previous amendments.

- Motion by Mr. Butitta, “Shall the County of Winnebago, Illinois continue to own and operate the short term rehabilitation/long term skilled nursing home facility for the residents of all incomes by increasing the amount levied by the County from 0.0445% to 0.1% for the specific purpose of maintaining the River Bluff Nursing Home? (i.e. The property tax increase on a home of \$150,000 assessed value result in an approximate \$25 increase for an annual tax bill).”

Ms. Crosby Seconded.

Mr. McDonald – All those in favor of the amendment.

- A discussion followed.

Motion passed by unanimous voice vote.

Mr. McDonald – All those in favor of the original Resolution as amended.

Motion passed by unanimous voice vote.

Resolution Amending the Organizational Structure of the County Board of the County of Winnebago, Illinois

Motion by Mr. McDonald and Seconded by Mr. Salgado.

- A discussion followed.

Motion passed by unanimous voice vote.

Finalize County Administrator Annual Performance Form

- A discussion followed.

Other Matters

- Mr. Thompson spoke about the County Board room being out of commission after March 10th for two Board meetings to replace audio visual equipment.

Motion to Adjourn. Moved: Mr. Butitta, Seconded: Mr. Arena.
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant



Resolution Executive Summary

Prepared By: Lori Gummow

Committee: Operations and Administrative

Committee Date: May 19, 2022

Resolution Title or Ordinance Title: Resolution to Change Hours of the County Clerk's Office on Election Day

County Code: 55 ILCS 5/3-2007

Board Meeting Date: May 26, 2022

Budget Information:

Was item budgeted?	Appropriation Amount:
If not, explain funding source:	
ORG/OBJ/Project Code:	Budget Impact: \$ 0

Background Information:

To facilitate Elections, the Clerk's Office will be closed to all other business. This is a customary practice on Election Day. All Deputy Clerks will be working behind the scenes to assist voters, poll workers and election staff.

Recommendation:

Contract/Agreement:

Legal Review: Lafakeria Vaughn

Follow-Up:

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

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

2022 CR

**RESOLUTION TO CHANGE HOURS OF THE COUNTY CLERK'S OFFICE
ON 2022 ELECTION DAYS**

WHEREAS, the County Board of the County of Winnebago, Illinois, may change the hours of operation of the office of the County Clerk by resolution passed at a regular meeting of the County Board pursuant to 55 ILCS 5/3-2007; and

WHEREAS, the County Clerk is an Election Authority pursuant to 10 ILCS 5/1-3; and

WHEREAS, the General Primary Election is June 28, 2022 and the General Election is November 8, 2022; and

WHEREAS, Public Act 98-1171 was signed into law effective June 1, 2015, requiring Election Authorities to allow same day voter registration in their offices on Election Day; and

WHEREAS, the County Board finds that the County Clerk's office shall be engaged in the duties of an Election Authority on June 28, 2022 and November 8, 2022; and

WHEREAS, the County Board finds that the County Clerk will not be able to perform its normal duties other than the primary duties of the Election Authority due to the elections held on June 28, 2022 and November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the County Clerk's office of the County of Winnebago shall not perform any duties other than those pertaining to the General Primary Election on June 28, 2022 and the General Election on November 8, 2022, and the County Clerk's office shall be closed to all other services on June 28, 2022 and November 8, 2022, with the exception of election-related services.

BE IT FURTHER RESOLVED, that the County Clerk shall publish and post notice of this change in services.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its full adoption and completion of the aforementioned.

Respectfully submitted,
Operations and Administrative Committee

AGREE

Keith McDonald, Chairman

John Butitta, Vice Chairman

Jean Crosby

Paul Arena

Joe Hoffman

Dorothy Redd

Jaime Salgado

DISAGREE

Keith McDonald, Chairman

John Butitta, Vice Chairman

Jean Crosby

Paul Arena

Joe Hoffman

Dorothy Redd

Jaime Salgado

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

Joseph V. 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**

2022 CR _____

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: PAUL ARENA

**RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO HIRE A
PROJECT CONSULTANT FOR COUNTY CONSTRUCTION PROJECTS**

WHEREAS, the Winnebago County Board is the statutory governing body of Winnebago County, Illinois, a body politic and corporate; and

WHEREAS, the County of Winnebago, Illinois plans various construction projects throughout the county, and these projects may involve architects, contractors, planners, consultants and other professional services; and

WHEREAS, the Operations and Administrative Committee desires to have the County Administrator hire a project consultant for these construction projects, which will include but not be limited to reviewing bids, plans and costs on materials and equipment submitted to the County; and

WHEREAS, the Operations and Administrative Committee and County Board recognizes the value of hiring an in-house project consultant who can oversee construction projects and assist with any cost-savings; and

WHEREAS, the final selection of the project consultant shall be subject to the advice and consent of the Winnebago County Board.

THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the County Administrator is authorized and directed to hire a project consultant for County construction projects, with the final selection subject to the advice and consent of the Winnebago County Board.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board is hereby directed to prepare and deliver certified copies of this Resolution to the County Administrator and Chief Financial Officer.

Respectfully submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

Keith McDonald, Chairman

Keith McDonald, Chairman

John Butitta, Vice Chairman

John Butitta, Vice Chairman

Jean Crosby

Jean Crosby

Paul Arena

Paul Arena

Joe Hoffman

Joe Hoffman

Dorothy Redd

Dorothy Redd

Jaime Salgado

Jaime Salgado

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

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