

# **OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA**

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

**DATE:** THURSDAY, SEPTEMBER 16, 2021  
**TIME:** 5:30 PM  
**LOCATION:** ROOM 510  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of July 1, 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 the County Holiday Schedule for 2022
- F. Resolution for the Emergency Purchase of a Food Steamer for River Bluff Nursing Home
- G. Resolution Awarding Bid for Veterans Memorial Hall Access and Accessibility
- H. Resolution Adopting Criteria for the Operation of the County's Delinquent Tax Program
- I. Other Matters
- J. Adjournment

**Winnebago County Board**  
**Operations and Administrative Committee Meeting**  
Virtual Meeting – Zoom  
(Winnebago County YouTube Live)

Thursday, July 1, 2021  
5:30 PM

**Present:**

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

**Absent:**

Joe Hoffman

**Others Present:**

Joe Chiarelli, County Board Chairman  
Pat Thompson, County Administrator  
Dave Rickert, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Deb Crozier, HR Department  
Carol Hartline, Williams McCarthy  
Angela Fellars, County Board Member  
Marlana Dokken, CJCC Administrator  
Tom Jakeway, Trial Court Administrator  
Dr. Sandra Martell, Public Health Administrator  
Brett Frazier, Animal Services Director  
Gus Gentner, IT Department  
Dan Magers, IT Department  
Michaela Bradley, IT Department  
Steve Schultz, County Board Member  
Todd Marshall, Health Department  
Melinda Macias, Purchasing Department  
Dave Kelley, County Board Member  
Debbie Jarvis, Adult Probation

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of April 15 and May 6, 2021 Minutes
- D. Public Comment
- E. Resolution Amending the Winnebago County Health Department Soil Boring Fee Schedule
- F. Resolution Approving an Intergovernmental Agreement between the County of Winnebago and Veterans Assistance Commission of Winnebago County
- G. Resolution Adopting Criteria for the Operation of the County's Delinquent Tax Program
- H. Other Matters
- I. Adjournment

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

**Motion to approve the April 15 and May 6, 2021 Minutes**

Moved: Mr. Salgado, Seconded: Mr. Butitta.

Roll call: Mr. Butitta yes, Ms. Crosby yes, Mr. Arena yes, Ms. Redd yes, Mr. Salgado yes and Mr. McDonald yes.

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 Amending the Winnebago County Health Department Soil Boring Fee Schedule**

Motion by Ms. Redd and Seconded by Ms. Crosby.

- A discussion followed.

Roll call: Mr. Butitta yes, Ms. Crosby yes, Mr. Arena yes, Ms. Redd yes, Mr. Salgado yes and Mr. McDonald yes.

Motion passed by unanimous voice vote.

### **Resolution Approving an Intergovernmental Agreement between the County of Winnebago and Veterans Assistance Commission of Winnebago County**

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

- A discussion followed.

Roll call: Mr. Butitta yes, Ms. Crosby yes, Mr. Arena yes, Ms. Redd yes, Mr. Salgado yes and Mr. McDonald yes.

Motion passed by unanimous voice vote.

### **Resolution Adopting Criteria for the Operation of the County's Delinquent Tax Program**

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

- Ms. Crosby made an Amendment to the Resolution under item #2 following the words "responsible property owner (emphasis added)" to say "responsible property owner as one who is or its corporate members are in good standing with municipalities of Winnebago County and not tax delinquent on any other parcels in Winnebago County."
- A discussion followed.

Mr. Butitta Seconded.

Roll call: Mr. Butitta yes, Ms. Crosby yes, Mr. Arena no, Ms. Redd no, Mr. Salgado no and Mr. McDonald no.

The Amendment failed.

Resolution Adopting Criteria for the Operation of the County's Delinquent Tax Program.

Roll call: Mr. Butitta yes, Ms. Crosby no, Mr. Arena yes, Ms. Redd yes, Mr. Salgado yes and Mr. McDonald yes.

The original Resolution passed.

### **Other Matters**

None

**Motion to Adjourn.** Moved: Ms. Crosby, Seconded: Mr. Arena.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant



# Resolution Executive Summary

**Prepared By:** Debbie Crozier/Human Resources

**Committee:** Operations and Administrative Committee

**Committee Date:** September 16, 2021

**Resolution Title:** Resolution Establishing the County Holiday Schedule for 2022

**Board Meeting Date:** September 30, 2021

## Budget Information:

<b>Was item budgeted?</b> N/A	<b>Appropriation Amount:</b> N/A
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> N/A	<b>Budget Impact:</b> N/A

**Background Information:** This is the annual holiday schedule for calendar year 2022, to be reviewed and approved by County Board.

**Recommendation:** Patrick Thompson and Human Resources have reviewed the resolution presented to the Board and recommend its approval.

**Contract/Agreement:** N/A

**Legal Review:** Reviewed with the States Attorney's Office.

**Follow-Up:** N/A

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2021 CR

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**RESOLUTION ESTABLISHING THE COUNTY HOLIDAY SCHEDULE FOR 2022**

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**WHEREAS**, the County Board of the County of Winnebago, Illinois, pursuant to the Illinois Revised Statutes, Chapter 34, Paragraph 303, (12<sup>th</sup>), 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 2022, 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
December 31 <sup>st</sup>	Friday	New Year's Day (Observed)
January 17 <sup>th</sup>	Monday	Martin Luther King Jr. Day
February 21 <sup>st</sup>	Monday	President's Day
May 30 <sup>th</sup>	Monday	Memorial Day
July 4 <sup>th</sup>	Monday	Independence Day
September 5 <sup>th</sup>	Monday	Labor Day
October 10 <sup>th</sup>	Monday	Columbus Day
November 11 <sup>th</sup>	Friday	Veteran's Day
November 24 <sup>th</sup>	Thursday	Thanksgiving Day
November 25 <sup>th</sup>	Friday	Thanksgiving Holiday
December 23 <sup>rd</sup>	Friday	Christmas Holiday (Observed)
December 26 <sup>th</sup>	Monday	Christmas Day (Observed)

**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 17<sup>th</sup> 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

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KEITH McDONALD, CHAIRMAN

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JOHN BUTITTA, VICE

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JOHN BUTITTA, VICE CHAIRMAN

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PAUL ARENA

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PAUL ARENA

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JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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DOROTHY REDD

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DOROTHY REDD

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JAIME SALGADO

\_\_\_\_\_  
AIME SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
**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 Executive Summary

**Prepared By:** Purchasing on behalf of Facilities

**Committee:** Operations and Administrative Committee

**Committee Date:** September 16, 2021

**Resolution Title:** Resolution for the Emergency Purchase of a Food Steamer at River Bluff Nursing Home

**County Code:** Winnebago County Purchasing Ordinance

**Board Meeting Date:** September 30, 2021

## Budget Information:

<b>Was item budgeted?</b> No	<b>Appropriation Amount:</b> \$34,610.00
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> FACILITIES 74500-43730	<b>Budget Impact:</b> N/A

## Background:

The food steamer at River Bluff Nursing Home had a catastrophic failure. The heat exchanger developed a crack. This allowed water to get into the burner and on all the circuit boards. There was an immediate need to get it replaced, so the kitchen could operate at full capacity to feed the residents.

## Recommendation:

Shawn Franks, Facilities Engineer, recommends the purchase of a new steamer from Top Shot Commercial Kitchen Repair for Thirty-Four Thousand Six Hundred and Ten Dollars (\$34,610.00).

**Contract/Agreement:** N/A

**Legal Review:** Not necessary, no agreement to review.

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

Sponsored by: Keith McDonald

Submitted by: Operations & Administrative Committee

2021 CR

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**RESOLUTION FOR THE EMERGENCY PURCHASE OF A FOOD STEAMER FOR  
RIVER BLUFF NURSING HOME**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Article VI, Section 2-341, that all purchases for and contracts for supplies, materials, equipment, and contractual services, the value of which is estimated to exceed \$25,000, shall be based on competitive proposals by the County Board; and

**WHEREAS**, in Section 2-332 of the Purchasing Ordinance, allowance is made for emergency purchases defined as procurement obtained in circumstances which include threats to public health or safety, where immediate repairs to county property are required to protect or prevent against further loss or damage, or where immediate action is needed to prevent or minimize serious disruption to County services; and

**WHEREAS**, an emergency situation occurred at River Bluff Nursing Home where the food steamer had a catastrophic failure; and

**WHEREAS**, the purchase of a new steamer from Top Shot Commercial Kitchen Repair was needed immediately, so the kitchen could operate at full capacity to feed the residents; and

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

**74500-43730**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute, on behalf of the County of Winnebago, a Purchase Order to TOP SHOT COMMERCIAL KITCHEN REPAIR, 5075 26<sup>TH</sup> AVE., ROCKFORD, ILLINOIS, 61109 for the aforementioned item in the amount of Thirty-Four Thousand Six Hundred and Ten Dollars (\$34,610.00),

**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, County Administrator, Director of Purchasing, Finance Director, and County Auditor.



Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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KEITH McDONALD, CHAIRMAN

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KEITH McDONALD, CHAIRMAN

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JOHN BUTITTA, VICE CHAIRMAN

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JOHN BUTITTA, VICE CHAIRMAN

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PAUL ARENA

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PAUL ARENA

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JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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DOROTHY REDD

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DOROTHY REDD

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JAIME SALGADO

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JAIME SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

ATTESTED BY:

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

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



## Resolution Executive Summary

**Prepared By:** Veterans Memorial Hall  
**Committee:** Operations and Administrative Committee  
**Committee Date:** September 16, 2021  
**Resolution Title:** Resolution Awarding Bid for Access & Accessibility Upgrades  
**County Code:** Winnebago County Purchasing Ordinance  
**Board Meeting Date:** September 30, 2021

**Budget Information:**

<b>Was item budgeted?</b> No	<b>Appropriation Amount:</b> \$196,100
<b>If not, explain funding source:</b> Funding will come from 2014 IDNR grant reimbursement funds	
<b>ORG/OBJ/Project Code:</b> 45500-46320-04553	<b>Budget Impact:</b> None

**Background Information:**

In March 2020, Veterans Memorial Hall was awarded a fully reimbursed grant from the Illinois Department of Natural Resources. The grant funds are for the removal and replacement of the existing accessibility walk path and walls, updating and widening the space to conform to current accessibility standards, as much as possible, within the perimeters of our building. This project will also include the addition of a ramp to allow access to the upper east side of our newly completed memorial. This funding will increase the use of Veterans Memorial Hall by visitors with all types of accessibility challenges, and improve access to the museum.

**Recommendation:**

- Veterans Memorial Hall Museum Director, Scott Lewandowski recommends approval
- Chief Financial Officer, Dave Rickert recommends approval
- County Administrator, Patrick Thompson recommends approval

**Contract/Agreement:** See Bid Tab for award details

**Legal Review:** N/A

**Follow-Up:** Veterans Memorial Hall will issue a County Purchase Order to Rockford Structures Construction Company.

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

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

2021 CR

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**RESOLUTION AWARDING BID FOR VETERANS MEMORIAL HALL  
ACCESS AND ACCESSIBILITY UPGRADES**

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**WHEREAS**, Veterans Memorial Hall is owned and operated by the County of Winnebago to honor local Veterans; and

**WHEREAS**, many local Veterans have accessibility needs and still would enjoy visiting Veterans Memorial Hall; and

**WHEREAS**, the County of Winnebago's Veterans Memorial Hall was awarded a grant from the Illinois Department of Natural Resources to upgrade the accessibility entrance to the building; and

**WHEREAS**, competitive bids were received for solicitation #21B-2217 on August 31, 2021 for the following;

**ACCESS AND ACCESSIBILITY UPGRADES TO VETERANS MEMORIAL HALL**

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois, has reviewed the bids received, see Bid Tab, for the aforementioned service and recommends awarding an agreement; and

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

**45500 – 46320 - 04553**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute, on behalf of the County of Winnebago, an Agreement and Purchase Order with ROCKFORD STRUCTURES CONSTRUCTION COMPANY, 10540 NORTH SECOND STREET, ROCKFORD, ILLINOIS 61115, in the dollar amount of One Hundred Ninety-Six Thousand and One Hundred Dollars (\$196,100).

**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 Veterans Memorial Hall Museum Director, Director of Purchasing, Finance Director, County Board Office, and County Auditor.

Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

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KEITH McDONALD, CHAIRMAN

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JOHN BUTITTA, VICE CHAIRMAN

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JOHN BUTITTA, VICE CHAIRMAN

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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DOROTHY REDD

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DOROTHY REDD

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JAIME SALGADO

\_\_\_\_\_  
JAIME SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2021.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH 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



# WINNEBAGO COUNTY

— ILLINOIS —

## BID TAB

### ACCESS AND ACCESSIBILITY UPGRADES TO VETERANS MEMORIAL HALL – 21B-2217

BID OPENING - AUGUST 31, 2021 - 2:00 PM

VENDORS	Ringland-Johnson, Inc.	Sjostrom & Sons, Inc.	Rockford Structures Construction Company
BASE BID	\$197,300	\$196,000	<b>\$173,000</b>
ALTERNATE #1- RECESSED WALL LIGHTS			
BASE BID/ALTERNATE BID	\$19,370	\$19,500	<b>\$20,500</b>
ALTERNATE #2- SECURITY GLASS IN DOOR & SIDELITE			
BASE BID/ALTERNATE BID	\$2,630	\$2,900	<b>\$2,600</b>
ALTERNATE #3- LANDSCAPING			
BASE BID/ALTERNATE BID	\$7,775	\$6,100	<b>\$11,500</b>

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

2021 CR \_\_\_\_\_

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

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**RESOLUTION ADOPTING CRITERIA FOR THE OPERATION OF THE COUNTY'S  
DELINQUENT TAX PROGRAM**

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**WHEREAS**, on October 24, 2019, the Winnebago County Board adopted Resolution 2019 CR 127, authorizing the execution of a contract between the County of Winnebago, Illinois (County) and Region 1 Planning Council (R1PC) for R1PC to act as the County's Agent in the operation of a Delinquent Tax Program; and

**WHEREAS**, pursuant to the contract, R1PC is responsible for marketing and selling the property to the highest, responsible buyer; and

**WHEREAS**, after reviewing the current operations of the delinquent tax program, the Operations and Administrative Committee finds it is in the best interests of the citizens and taxing bodies in Winnebago County, Illinois to create additional criteria when evaluating submitted bids on properties under the program; and

**WHEREAS**, the additional criteria will make prospective buyers ineligible for bidding on properties under the program if they are tax delinquent on other properties they own within Winnebago County, Illinois; and

**WHEREAS**, this criteria for the Delinquent Tax Program would further support the two specific goals of the County and taxing districts within Winnebago County, Illinois, which are as follows:

1. To recover delinquent real estate taxes for the benefit of all taxing districts having an interest in the particular parcel of real estate, and,
2. In the case of property to which the County of Winnebago, as Trustee, ultimately takes a tax deed pursuant to the Property Tax Code, it will aid in the expeditious transfer of ownership and the return of that property to **a responsible property owner** (*emphasis added*).

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board hereby adopts the criteria for the operation of the County's Delinquent Tax Program, in substantially the same form as set forth herein.

**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 a certified copy of this Resolution to the County Administrator, the County Treasurer, and Eric Setter, Land Bank Coordinator, 127 N. Wyman Street, Suite 100, Rockford, Illinois 61101,

Respectfully submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

\_\_\_\_\_  
Keith McDonald, Chairman

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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

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Joe Hoffman

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Dorothy Redd

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Jaime Salgado

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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