

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

Thursday, January 5, 2023  
5:30 PM

**Present:**

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

**Others Present:**

Joseph Chiarelli, County Board Chairman  
Patrick Thompson, County Administrator  
Dave Rickert, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Karen Elyea, Sr. Executive Assistant  
Rick Ciganek, Sheriff's Office  
Shawn Franks, Facilities  
Brett Frazier, Animal Services  
Tom Jakeway, Trial Court Administrator  
Ann Johns, Purchasing  
Chris Scrol, County Board Member  
John Sweeney, County Board Member  
Dave Tassoni, County Board Member  
Jim Webster, County Board Member

**Absent:**

Valerie Hanserd, **Vice Chairperson**

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – Approval of September 22, 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. Discuss Animal Services ARPA Building Project
- F. Discuss Family Court Center (PSB) ARPA Building Project
- G. Future Agenda Items/Other Business
- H. Adjournment

Chairperson McDonald called the meeting to order at 5:31 PM.

**Roll Call**

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

### **Approval of Minutes - Approval of September 22, 2022 Minutes**

Chairperson McDonald called for a request to approve the September 22, 2022 minutes.

Motion: Mr. Hoffman, Second: Mr. Salgado

The committee unanimously approved the minutes of September 22, 2022.

### **Public Comment**

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

### **Discuss Animal Services ARPA Building Project**

Mr. Thompson brought the committee up to date on the work that has been done with Huffman Consulting for the Animal Services building project. The project began in discussion as a board in July 2021 to the present and is now ready for discussion with the Operations and Administrative committee and ultimately the Finance and the County Board. It was cleared with the financial consultant as eligible through the federal government ARPA plan and Baker Tilly reviewed and indicated it needs federal compliance in terms of reimbursement through federal funds. In July 2021, the county engaged Richard L Johnson & Assoc, an architect familiar with the Animals Service facility who did preliminary work and also met with Brett Frazier. In March 2022, the project was brought before the Finance committee and determined the project was feasible to move forward. The architect was given approval to proceed with construction documents, put out to bid and seven competitive proposals were received. Of the seven bids, Scandoli was identified as the lowest responsible bidder to proceed with the project if the board determines it is feasible. In the interim, Huffman Consulting was asked to look at this project and Public Safety Building and a potential project with the Highway department. Huffman Consulting provided input on the project. Huffman Consulting was introduced to the committee and gave an update on the project.

- Discussion followed on management of the Animal Services project and other projects.

### **Discuss Family Court Center (PSB) ARPA Building Project**

Mr. Jakeway reported touring the Public Safety Building, and gained a better understanding from Judge Lowry and his team for the needs of the department. The Family Court Center was working with an architect for space on the first floor and the second floor. Mr. Jakeway discussed the requirements for the Family Court Center related to ceiling heights and square footage requirements and in maximizing the available space. Based on the architect's findings and their estimates the cost is in the range but Mr. Jakeway advised a third party will be asked to put together the numbers for the building project.

- Discussion followed.

### **Future Agenda Items/Other Business**

None reported.

**Motion to Adjourn.** Moved: Mr.Salgado, Second: Mr. Butitta.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant