

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

Thursday, June 1, 2023  
5:30 PM

**Present:**

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

**Others Present:**

Patrick Thompson, County Administrator  
Lafakeria Vaughn, State's Attorney's Office  
Ann Johns, Purchasing Director, Staff Liaison  
Shawn Franks, Facilities  
Rick Ciganek, Sheriff's Office  
Jean Crosby, County Board Member  
Debbie Jarvis, Adult Probation  
Chris Petrus, IT Department  
John Sweeney, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of May 4, 2023 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 Approve Administration Building Security Project
- F. Resolution Awarding Bid for WCAS Flat Roof Replacement Project
- G. Resolution Awarding Bid for HVAC Replacement at the Juvenile Detention Center Building
- H. Resolution to Approve Addition of HVAC Control to Air Handlers and Replacing Thermostats for River Bluff Nursing Home Using CIP 2023 Funds
- I. Resolution to Approve HVAC CPU Replacement Project Using CIP 23 General Funds
- J. Resolution to Approve Purchase of a Truck for Facilities with CIP 23 General Funds
- K. Resolution to Purchase New Car Pool Vehicle
- L. Discussion of the ARPA Phase 3 (Security Cameras) Project
- M. Future Agenda Items
- N. Adjournment

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

## **Roll Call**

Chairperson Keith McDonald yes, Paul Arena yes, John Butitta yes, Valerie Hanserd yes, Joe Hoffman yes, Jaime Salgado yes, Michael Thompson yes.

## **Approval of May 4, 2023 Minutes**

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

Motion passed by unanimous voice vote.

## **Public Comment**

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

## **Resolution to Approve Administration Building Security Project**

Motion: Chairperson McDonald. Second: Mr. Butitta.

Mr. Thompson reported the Resolution authorizes the County to proceed with implementing safety improvements in the Administration Building.

- Discussion followed.

Motion passed by unanimous voice vote.

## **Resolution Awarding Bid for WCAS Flat Roof Replacement Project**

Motion: Chairperson McDonald. Second: Mr. Thompson.

Mr. Thompson stated the Resolution is part of the Animals Services renovation project.

- Discussion followed.

Motion passed by unanimous voice vote.

## **Resolution Awarding Bid for HVAC Replacement at the Juvenile Detention Center Building**

Motion: Chairperson McDonald. Second: Mr. Thompson.

Mr. Thompson advised the Resolution is an ARPA project to replace the HVAC System at the Juvenile Detention Center building.

- Discussion followed.

Motion passed by unanimous voice vote.

## **Resolution to Approve Addition of HVAC Control to Air Handlers and Replacing Thermostats for River Bluff Nursing Home Using CIP 2023 Funds / Resolution to Approve HVAC CPU Replacement Project Using CIP 23 General Fund**

Motion: Chairperson McDonald made the motion to combine Item H. Resolution to Approve Addition of HVAC Control to Air Handlers and Replacing Thermostats for River Bluff Nursing Home Using CIP 2023 Funds and Item I. Resolution to Approve HVAC CPU Replacement Project Using CIP 23 General Funds. Second: Ms. Hanserd.

Mr. Thompson advised Item H. is for River Bluff Nursing Home and Item I. is for the identical equipment for the Administration Building, Courthouse and Juvenile Justice Center for replacement of HVAC Control Units and are CIP 2023 funded projects.

- Discussion followed.
- The consensus of the committee was to obtain additional bids for the projects.

Motion: Chairperson McDonald made the motion to Table Item H. and Item I to obtain additional bids. Second: Mr. Hoffman.

Motion to Table Item H. and Item I. passed by unanimous voice vote.

**Resolution to Approve Purchase of a Truck for Facilities with CIP 23 General Funds**

Motion: Chairperson McDonald. Second: Mr. Thompson.

Mr. Thompson reported the Resolution is a CIP 23 funded project to replace a truck for Facilities.

- Discussion followed.

Motion passed with a majority voice vote. Mr. Arena abstained from the voice vote.

**Resolution to Purchase New Car Pool Vehicle**

Motion: Chairperson McDonald. Second: Mr. Thompson.

Mr. Thompson reported the Resolution is to replace a Car Pool vehicle.

- Discussion followed.

Motion: Mr. Salgado made the motion to Table Item K. Resolution to Approve Purchase of a Truck for Facilities with CIP 23 General Funds. Second: Mr. Butitta.

Motion to Table Item K. passed with a unanimous voice vote.

**Discussion of the ARPA Phase 3 (Security Cameras) Project**

Mr. Thompson asked that the Discussion of the ARPA Phase 3 (Security Cameras) Project be deferred to the next Operations and Administrative committee meeting agenda.

**Future Agenda Items**

None reported.

**Motion to Adjourn**

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Hoffman. Second: Mr. Butitta.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant