

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

Thursday, June 29, 2023
5:30 PM

Present:

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

Others Present:

Joseph Chiarelli, County Board Chairman
Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Ann Johns, Purchasing Director, Staff Liaison
Rick Ciganek, Sheriff's Office
Shawn Franks, Facilities
Tom Lawson, Chief Deputy Circuit Clerk
Dan Magers, IT Department

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of May 18, 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. Discuss Court and Case Management Project RFP
- F. ARPA Phase 3 (County Safety Initiative) Project Discussion
- G. ARPA Phase 2 (PSB/Family Court Center) Project Discussion
- H. PSB/Police Training Center Project Discussion
- I. ARPA Phase 1 (Animal Services Building Addition) Project Discussion
- J. Future Agenda Items
- K. 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 18, 2023 Minutes

Motion: Mr. Salgado. 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.

ARPA Phase 3 (County Safety Initiative) Project Discussion

Mr. Thompson summarized the ARPA Phase 3 County Safety Initiative Camera Project. Mr. Magers reviewed the information for the project with committee members.

- Discussion followed.

The committee gave approval to prepare the bid and officially start the project.

Discuss Court Case Management Project RFP

Mr. Lawson updated the committee on the progress of the Court Case Management project. The Court Case Management committee has reformed to create an RFP for the project. Mr. Lawson advised he will keep the committee informed through each step in completing the project and invited the Operations and Administrative committee to attend Court Case Management committee meetings.

- Discussion followed.

ARPA Phase 2 (PSB/Family Court Center) Project Discussion

Mr. Thompson introduced Mr. Duesterbeck, Development Manager from Huffman Keel who discussed the ARPA Phase 2 PSB and Family Court Center projects. Mr. Duesterbeck received updated budget information for the Family Court Center from the Operations Work Group and Larson & Darby. An RFP was sent to design vendors to upgrade the central existing plan for the PSB project and expects to receive proposals by the end of July 2023.

- Discussion followed.

PSB/Police Training Center Project Discussion

Mr. Duesterbeck reported the Huffman Keel group met with Mr. Ciganek and his team and Operations Work Group to determine their needs. An RFP was sent to four architectural firms with Dewberry Architects Inc. chosen as the best value for cost components and experience. Dewberry provided a revised proposal included in the Operations & Administrative Committee packet for discussion.

- Discussion followed.

ARPA Phase 1 (Animal Services Building Addition) Project Discussion

Mr. Duesterbeck updated the committee on the Animal Services Building project and directed committee members to the Budget spreadsheet in the committee packet for discussion.

- Discussion followed.

Future Agenda Items

None reported.

Motion to Adjourn

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Thompson. Second: Mr. Butitta.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile
Administrative Assistant