

**Winnebago County Board**  
**Special Operations and Administrative Committee Meeting**  
County Administration Building  
404 Elm Street, Room 510  
Rockford, IL 61101

Thursday, August 31, 2023  
5:30 PM

**Present:**

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

**Others Present:**

Steve Schultz, Chief Financial Officer  
Lafakeria Vaughn, Civil Bureau Chief, State's Attorney's Office  
Deanna Severson, Purchasing Specialist  
Shawn Franks, Director, Facilities  
Ross Chapman, Finance Department  
Jean Crosby, County Board Member  
Chris Dornbush, Director of Development Services  
Angie Goral, County Board Member  
Theresa Grennan, Treasurer's Office  
Carlos Molina, Highway Department  
John Sweeney, County Board Member  
Chris Petrus, IT Department

**Absent:**

Michael Thompson

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – August 3, 2023
- 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 Awarding Elevator Modernization for Courthouse and Old Courthouse using CIP 2023 PSST Funds  
Cost: \$1,392,000
- F. Resolution Establishing the Date, Time and Location of Each Meeting of the Winnebago County Board
- G. Resolution Awarding JDC Parking Lot Replacement Using CIP 2021 Funds  
Cost: \$86,800
- H. Resolution Awarding Energy Wheels Replacement with ARP Funds  
Cost: \$172,876
- I. Resolution Awarding Multi-Year Agreement for Permitting and Code Enforcement Software to Brightly Software, Inc. Using CIP 2024 Funds  
Cost: \$60,811.02 (Implementation) Plus Annual Maintenance of \$34,337.82

- J. Ordinance Amending Section 2-49 (Duties of The County Board Chairman) of The Winnebago County Code of Ordinances
- K. Discuss Public Safety Building – Family Court Center – ARP Phase 2 Project
- L. Future Agenda Items
- M. 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.

### **Approval of Minutes – August 3, 2023**

Chairperson McDonald called for a motion to approve the August 3, 2023 minutes.

Motion: Ms. Hanserd. Second: Mr. Hoffman.

Chairperson McDonald called for any discussion.

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 Awarding Elevator Modernization for Courthouse and Old Courthouse Using CIP 2023 PSST Funds**

**Cost: \$1,392,000**

Motion: Chairperson McDonald. Second: Mr. Salgado.

Chairperson McDonald called for any discussion on the resolution.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Establishing the Date, Time and Location of Each Meeting of the Winnebago County Board**

Motion: Chairperson McDonald. Second: Mr. Butitta.

Chairperson McDonald called for any discussion on the meeting agenda.

Motion passed by unanimous voice vote.

### **Resolution Awarding JDC Parking Lot Replacement Using CIP 2021 Funds**

**Cost: \$86,800**

Motion: Chairperson McDonald. Second: Ms. Hanserd.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Awarding Energy Wheels Replacement with ARP Funds**

**Cost: \$172,876**

Motion: Chairperson McDonald. Second: Mr. Hoffman.

- Discussion followed.

Motion passed by unanimous voice vote.

**Resolution Awarding Multi-Year Agreement for Permitting and Code Enforcement Software to Brightly Software, Inc. Using CIP 2024 Funds**

**Cost: \$60,811.02 (Implementation) Plus Annual Maintenance of \$34,337.82**

Motion: Chairperson McDonald. Second: Mr. Salgado.

- Discussion followed.

Motion passed by unanimous voice vote.

**Ordinance Amending Section 2-49 (Duties of The County Board Chairman) of The Winnebago County Code of Ordinances**

Motion: Chairperson McDonald. Second: Mr. Arena.

- Discussion followed.

Motion passed by unanimous voice vote.

**Discuss Public Safety Building – Family Court Center – ARP Phase 2 Project**

Discussion took place on the Family Court Center as part of the ARP Phase 2 Project.

**Future Agenda Items**

None reported.

**Motion to Adjourn**

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Ms. Hanserd. Second: Mr. Hoffman.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant