

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 1, 2022
TIME: 5:30 PM
LOCATION: ROOM 303
COUNTY ADMINISTRATION BLDG
404 ELM STREET
ROCKFORD, IL 61101

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of June 16, 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. Resolution Establishing the Date, Time and Location of Each Meeting of the Winnebago County Board
- F. Resolution Awarding Electricity Services
- G. Ordinance Amending Sections 2-65 (Limitation of Debate), 2-72 (Awards, Proclamations and Presentations) and 2-81 (Presiding Officer) of the Winnebago County Code of Ordinances
- H. Future Agenda Items
- I. Adjournment

Approval of Minutes

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

Thursday, June 16, 2022
5:30 PM

Present:

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

Absent:

John Butitta
Joe Hoffman

Others Present:

Pat Thompson, County Administrator
Dave Rickert, Chief Financial Officer
Lafakeria Vaughn, State's Attorney's Office
Ann Johns, Purchasing Director
Dan Magers, IT Department
Tami Goral, Sheriff's Office
Lori Gummow, County Clerk & Recorder
Shawn Franks, Facilities

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – None
- 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. Public Hearing for Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices
- F. Resolution Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices
- G. Future Agenda Items
- H. Adjournment

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

Public Comment

Chairman McDonald omitted reading the Public Comment section of the Agenda due to no one present to speak.

Public Hearing for Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices

- A public hearing is being held tonight pursuant to 50 ILCS 345/20 regarding authorizing acceptance of credit cards by the Winnebago County Clerk and Recorder of Deeds offices. Notice of this hearing was published in the Rock River Times informing the public of this hearing to be held on Thursday, June 16, 2022 at 5:30 pm.
- The hearing is now closed as there are no further comments.

Resolution Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices

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

- A discussion followed.

Motion passed by unanimous voice vote.

Future Agenda Items

None

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

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling
Administrative Assistant



Resolution Executive Summary

Prepared By: Purchasing Department
Committee: Operations and Administrative Committee
Committee Date: September 1, 2022
Resolution Title: Resolution Establishing the Date, Time and Location of Each Meeting of the Winnebago County Board
Board Meeting Date: September 8, 2022

Budget Information:

| | | | |
|--|-----|------------------------------|-----|
| Was item budgeted? | N/A | Appropriation Amount: | N/A |
| If not, explain funding source: | | | |
| ORG/OBJ/Project Code: | | Budget Impact: No | |

Background Information:

The County of Winnebago has always given the public notice of the date, time, and location of its regularly scheduled County Board meetings.

Recommendation:

The Operations and Administrative Committee, chaired by Keith McDonald, has reviewed the Resolution, and recommends its approval.

Legal Review:

Not necessary

Follow-Up:

Not necessary

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

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

2022 CR

**RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION OF EACH MEETING OF
THE WINNEBAGO COUNTY BOARD**

WHEREAS, under provisions of 5ILCS 120/2.02, the County Board of the County of Winnebago, Illinois is required to provide public notice of the date, time, and location of its regularly scheduled meetings; and,

WHEREAS, the County Board of the County of Winnebago is required to hold regular meetings during the months of June and September and may hold additional regular meetings at such times as may be determined.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Board shall conduct its regular meetings on the 2nd and 4th Thursdays of each month of Fiscal Year 2023 at 6:00 pm., except as indicated hereunder (*):

October 13, 2022
October 27, 2022

April 13, 2023
April 27, 2023

November 10, 2022
November 22, 2022 (4th Tues.)*

May 11, 2023
May 25, 2023

December 8, 2022
December 22, 2022

June 8, 2023
June 22, 2023

January 12, 2023
January 26, 2023

July 13, 2023
July 27, 2023

February 9, 2023
February 23, 2023

August 10, 2023
August 24, 2023

March 9, 2023
March 23, 2023

September 7, 2023 (1st Thursday)*
September 28, 2023

Respectfully Submitted,
OPERATIONS & ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH MCDONALD, CHAIRMAN

KEITH MCDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRMAN

JOHN BUTITTA, VICE CHAIRMAN

JOE HOFFMAN

JOE HOFFMAN

DOROTHY REDD

DOROTHY REDD

JAIME SALGADO

JAIME SALGADO

PAUL ARENA

PAUL ARENA

JEAN CROSBY

JEAN CROSBY

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2022.

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



Resolution Executive Summary

Prepared By: Purchasing Department
Committee: Operations and Administrative Committee
Committee Date: September 1, 2022
Resolution Title: Resolution Awarding Electricity Services
Board Meeting Date: September 8, 2022

Budget Information:

| | | | |
|--|---------------------|------------------------------|--------------------------------------|
| Was item budgeted? | YES | Appropriation Amount: | various by actual usage per building |
| If not, explain funding source: | | | |
| ORG/OBJ/Project Code: | Various by building | Budget Impact: | |

Background Information:

Rock River Energy Services is the energy broker currently engaged by the County. They work with over 120 municipalities including Boone, Ogle, Lee and Carroll counties plus Rockford, Loves Park and DeKalb. Their fee is .0005 per kWh and is paid by the supplier, not the County.

The broker has been working with the Purchasing Department to ensure all possible ComEd accounts are included. There are 20 separate electricity accounts countywide.

On the morning of the Committee meeting, Rock River Energy Services will receive a number of quotes. Those quotes will be presented to the Committee as a handout.

NOTE: Utility agreements **must** be executed and returned the same day as the quote, otherwise the quoted rate is not valid.

Recommendation:

Recommendations will be based on the final quotes obtained the morning of September 8. It will be a one, two or three-year agreement for the countywide accounts.

Staff Follow-Up:

Purchasing will work with the Broker to obtain new quotes for the morning of the County Board meeting September 8. Staff will obtain the Chairman's signature on the approved vendor's agreements immediately after the Board meeting and scan them to the vendor.

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

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

2022 CR

RESOLUTION AWARDING ELECTRICITY SERVICES

WHEREAS, the Code of Ordinances for the County of Winnebago, Illinois, provides that all procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided or as provided by state statute and,

WHEREAS, quotes were received from Rock River Energy Services Company, the County's energy broker, for all County locations, except the Highway Department, for the following:

ELECTRICITY SERVICES

WHEREAS, the Operations & Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the quotes received for the aforementioned service and recommends awarding a contract to the lowest responsible bidder:

(SEE BID TAB- COUNTYWIDE)

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

VARIOUS ACCOUNTS

NOW, THEREFORE, BE IT RESOLVED, the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute an agreement with the lowest responsible bidder for countywide electricity accounts.

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, Director of Purchasing, Board Office, Finance Director and County Auditor.

Respectfully Submitted,
OPERATIONS & ADMINISTRATIVE COMMITTEE

AGREE

KEITH MCDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRMAN

JOE HOFFMAN

DOROTHY REDD

JAIME SALGADO

PAUL ARENA

JEAN CROSBY

DISAGREE

KEITH MCDONALD, CHAIRMAN

JOHN BUTITTA, VICE CHAIRMAN

JOE HOFFMAN

DOROTHY REDD

JAIME SALGADO

PAUL ARENA

JEAN CROSBY

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____ 2022.

ATTESTED BY:

LORI GUMMOW

CLERK OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

JOSEPH CHIARELLI

CHAIRMAN OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

County Board Meeting
September 8, 2022

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

2022 CO ____

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD AND JIM WEBSTER

**ORDINANCE AMENDING SECTIONS 2-65 (LIMITATION OF DEBATE), 2-72
(AWARDS, PROCLAMATIONS AND PRESENTATIONS) AND 2-81 (PRESIDING
OFFICER) OF THE WINNEBAGO COUNTY CODE OF ORDINANCES**

WHEREAS, pursuant to Section 2-82 of the Winnebago County Code of Ordinances, amendments to the rules of order and rules of procedure may be amended at any regular meeting of the county board by the affirmative vote of three-fifths of the members present; and

WHEREAS, the Operations and Administrative Committee and the County Board of the County of Winnebago, Illinois, desires to amend the rules of order and rules of procedure related to the conduct of county board meetings and agenda items.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that Sections 2-65, 2-72, and 2-81 of the Winnebago County Code of Ordinances are hereby amended to read as follows:

Sec. 2-65. - Limitation of debate.

(a) No member shall speak a total of more than twice on the same question, unless permitted to do so by the chair.

(b) No member shall speak longer than three minutes upon recognition, unless permitted to do so by the chair. Any member called to order shall immediately cease speaking.

(c) Non-members may address the board if written request is submitted to the county board office **by 5:00 p.m. on the Tuesday prior to the upcoming** ~~noon on the day of the~~ county board meeting for which recognition is sought. The written request must identify the name of the speaker, specify the subject matter the speaker will address, and indicate the speaker's interest in the subject. **This information shall be included on the county board agenda.** Comments shall be limited to three minutes. Speakers may not address zoning matters which are pending before the ZBA, 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. Personal attacks or inappropriate language of any sort will not be tolerated.

(d) A maximum of 21 minutes shall be allowed for non-members to speak at each meeting. If a particular item is deemed by the chair to be controversial, the chair shall strive to allow all sides an equal amount of time within which to speak at each meeting, subject to the 21 minute time limit. The chair shall determine the sequential order in which non-members will be allowed to address the board.

Sec. 2-72. – Awards, Proclamations and Presentations.

(a) Awards or Proclamations. All proclamations or awards shall be presented by the chairman, or his or her designee. At the chairman's discretion, the presentation shall take place at the county board office or at the recipient's location. The presentation will be documented and recorded by the County's Communication Director, the chairman's assistant, or designee. This subsection shall not apply to proclamations or awards that are related to first responders, military and law enforcement, for actions, services, or in memorialization of individuals, or certain events, or for recognition of county youth or school groups for scholastic and/or sports related outstanding achievements.

(b) Presentations. All presentations to County Board members during for a county board meeting shall be permitted at the discretion of the chairman and be limited to units of government, which includes all county departments and limited to one presentation at each meeting. All other presentations shall be permitted at the discretion of the party caucus chairs at a time and place determined by the party caucus chairs.

Sec. 2-81. - Presiding officer.

The county board chairman shall act as the presiding officer at county board meetings. If the chairman is unable to attend a regular or special meeting of the county board, ~~the majority caucus leader shall act as the presiding officer in his or her absence. If the majority caucus leader is unable to attend the meeting, the minority caucus leader shall act as the presiding officer. and if he or she is able to do so, the chairman shall designate a member to act as the presiding officer in his or her absence. If the chairman is unable to so designate, If both caucus leaders are unable to attend the meeting,~~ the county clerk shall convene the meeting, and the county board shall choose a member by majority vote to preside as chairman pro tem.

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BE IT FURTHER ORDAINED, that this Ordinance shall be in full force and effect immediately upon signing.

BE IT FURTHER ORDAINED, that the Clerk of the County Board shall provide a certified copy of this Ordinance upon its adoption to the County Board Chairman, County Administrator and the Chairmen of the Republican and Democratic caucuses.

Respectfully submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

| <u>AGREE</u> | <u>DISAGREE</u> |
|--|--|
| <div>Keith McDonald, Chairman</div> | <div>Keith McDonald, Chairman</div> |
| <div>John Butitta, Vice Chairman</div> | <div>John Butitta, Vice Chairman</div> |
| <div>Jean Crosby</div> | <div>Jean Crosby</div> |
| <div>Paul Arena</div> | <div>Paul Arena</div> |
| <div>Joe Hoffman</div> | <div>Joe Hoffman</div> |
| <div>Dorothy Redd</div> | <div>Dorothy Redd</div> |
| <div>Jaime Salgado</div> | <div>Jaime Salgado</div> |

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois, this ____ day of _____, 2022.

ATTEST:

Joseph V. 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