

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman
Members: Paul Arena, John Butitta,
Valerie Hanserd, Joe Hoffman,
Jaime Salgado, Michael Thompson

DATE: THURSDAY, JULY 20, 2023
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 Minutes – Special Meeting June 29, 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 Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services
- F. Future Agenda Items
- G. Adjournment

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



Resolution Executive Summary

Prepared By: Finance Department
Committee: Operations and Administrative Committee
Committee Date: July 20, 2023
Board Meeting Date: July 27, 2023
Resolution Title: Resolution Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services

Was item budgeted? N/A	Appropriation Amount: N/A
If not, explain funding source:	
ORG/OBJ/Project Code: N/A	

Background Information: The Forest Preserves of Winnebago County and the County have had a longstanding agreement whereby the County provides certain administrative services on behalf of the Forest Preserves. The current agreement has been renegotiated with the new agreement reflecting an increase in the fees paid to the County for these services. The new agreement is for a one (1) year term with the option to renew for four (4) one-year terms. The County provides services through Finance, Treasurer, Purchasing and Human Resources departments.

Recommendation: Administration recommends approval of this agreement.

Legal Review: State's Attorney's Office has reviewed, revised and approved the agreement.

Follow-Up: Forest Preserve Board will review the agreement at their August meeting.

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

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

2023 CR

**RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN
THE FOREST PRESERVES OF WINNEBAGO COUNTY AND THE COUNTY OF WINNEBAGO FOR
ADMINISTRATIVE SERVICES**

WHEREAS, the County of Winnebago offices have performed, over the years, certain administrative services for the Forest Preserves of Winnebago County; and,

WHEREAS, the Forest Preserves of Winnebago County has established a payment for services rendered by the Winnebago County offices; and,

WHEREAS, an Intergovernmental Agreement has been prepared to outline the duties and responsibilities of the various County offices that assist in the administration of Forest Preserves of Winnebago County functions; and,

WHEREAS, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Agreement, Resolution Exhibit A, for the aforementioned services; and,

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an Intergovernmental Agreement, similar in language to Resolution Exhibit A.

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 Executive Director of the Forest Preserves of Winnebago County, Director of Purchasing, Board Office, Finance Director and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

KEITH McDONALD, CHAIR

KEITH McDONALD, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

PAUL ARENA

PAUL ARENA

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

JAIME SALGADO

JAIME SALGADO

MICHAEL THOMPSON

MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this ____ day of _____ 2023.

ATTESTED BY:

JOSEPH CHIARELLI
CHAIR OF THE COUNTY BOARD
OF THE COUNTY OF WINNEBAGO, ILLINOIS

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

**Intergovernmental Agreement
between the County of Winnebago, Illinois
and the Forest Preserves of Winnebago County
for the Performance of Administrative Services**

THIS Intergovernmental Agreement (“Agreement”) is made and entered into this ____ day of _____, 2023, by and between the County of Winnebago, Illinois (“County”); and the Forest Preserves of Winnebago County, hereinafter referred to as (“Preserves”). ~~The County and Preserves are collectively referred to herein as “Parties” or individually as a “Party”.~~

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WHEREAS, the parties are authorized to enter into this Agreement pursuant to the authority of the Intergovernmental Cooperation Act (5 ILCS 220/1, et seq.) and the Constitution of the State of Illinois (Article 7; Section 10; 1970); and

WHEREAS, the parties wish to define and clarify their agreement for the provision of and acceptance of administrative services.

NOW, THEREFORE, IT IS MUTUALLY AGREED by the County and the Preserves as follows:

1. SERVICES TO BE PROVIDED BY COUNTY.

• Finance Department –

- a. Process accounts payable, payroll, and assist with payroll related questions. The County will not be responsible for internal controls surrounding these processes, including appropriate approvals, and the County will provide a processing function only. ~~The Preserves agrees to appoint their own IMRF Authorized Agent and administrator for any employee benefit programs.~~
- b. Financial accounting, year-end financial statements, audit preparation and coordination. The Preserves will be responsible for all internal controls surrounding financial reporting and the County will provide a processing function only.

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- Treasurer – Reconcile bank statements, perform wire transfer, data entry functions and certificates of deposit activity including accepting bids. The Preserves are responsible for all internal controls surrounding bank reconciliations, wire transfers, data entry functions and certificates of deposit awards. ~~The County will provide a processing function only.~~
- Purchasing – Assist with formal bid process as needed. The Preserves may also participate in the County’s purchasing card program and certain shared bids with the County. The Preserves will be responsible for all internal controls surrounding purchasing and purchasing cards including compliance with all federal and state laws and regulations. Additionally, the Preserves will be responsible for selecting the successful bidder and approving purchasing card charges.

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- Human Resources – Process changes to employee records for payroll and benefit changes. The Preserves will be responsible for internal controls surrounding payroll changes including appropriate approvals, all human resources functions. The County will provide a processing function only.

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The County currently uses MUNIS to provide the services described above to the Preserves and is not currently required to pay additional licensing fees or separate instances of MUNIS related to the Preserves. Should MUNIS require additional software licensing fees or separate instances of MUNIS to process the Preserves transactions, these costs will be paid by the Preserves.

3. COMPENSATION FOR SERVICES. As compensation for those functions, duties, and services performed for the Preserves in Fiscal Year 2023 - 2024, The Preserves will pay County \$140,000 payable in four (4) equal installments due on October 1, 2023, January 1, 2024, April 1, 2024, and July 1, 2024. For each succeeding fiscal year, the compensation shall be adjusted by the lesser of the rate of inflation as determined by the Property Tax Extension Law Limit (PTELL) inflation adjustment for the current tax year or 5%. Failure by the Preserves to make a payment within thirty (30) days of the date the payment is due shall constitute a material breach of this Agreement and the County may, in its sole discretion, terminate this Agreement, and no further services shall be provided to the Preserves.

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4. EFFECTIVE DATE. This Agreement shall be for one (1) year commencing on October 1, 2023, and ending on September 30, 2024, and may be renewed for an additional four (4) one-year terms subject to the terms of compensation and if not earlier terminated as set forth herein.

Deleted: As compensation for those functions, duties, and services performed for the Preserves in Fiscal Year 2018 - 2019, The Preserves will pay County \$100,000 payable in four (4) equal installments due on October 1, 2018, January 1, 2019, April 1, 2019, and July 1, 2019.

5. TERMINATION. This Agreement may be terminated at any time on 90 days, written notice to the other party. A party may terminate this Agreement for succeeding fiscal years by providing written notice to all other parties on or before May 1 of the preceding fiscal year. Amounts due and owing by the Preserves to the County at the time of termination shall be immediately payable.

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6. LIMITATION OF LIABILITY. The Preserves agrees to indemnify the County, the Chief Financial Officer, Director of Finance, Treasurer, and all other County agents and employees and save them harmless against any and all loss, damage, liability, judgements, costs, and reasonable attorney's fee arising out of any acts or omissions undertaken pursuant to this Agreement.

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7. EXTENT OF AGREEMENT. This Agreement represents the entire and integrated Agreement between the County and the Preserves, and supersedes all prior negotiations and representations, either written or oral. None of the provisions of this Agreement may be waived, changed, or modified except by an instrument in writing signed by the parties hereto.

8. COUNTERPARTS. This Agreement may be executed in more than one counterpart, each of which after execution shall be deemed an original.

**The County of
Winnebago, Illinois**

**The Forest Preserves of
Winnebago County,**

Deleted: Winnebago County

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BY: _____
Joseph V. Chiarelli, Chairman
of the County Board of the County of
Winnebago, Illinois

BY: _____
Jeffrey Tilly, President
The Forest Preserves of Winnebago County

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Deleted: Judy Barnard

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DATE: _____

DATE: _____

ATTEST: _____
Lori Gummow
Clerk of the County Board,
of the County of Winnebago, Illinois

ATTEST: _____
Audrey Johnson, Secretary
The Forest Preserves of Winnebago County

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