

# OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

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

**DATE:** THURSDAY, AUGUST 3, 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 – July 6, 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 to Approve Boiler Replacements Using CIP PSST 2023 Funds
- F. Resolution to Approve Domestic Hot Water Source Replacements Using CIP PSST 2023 Funds
- G. Resolution Establishing the County Holiday Schedule For 2024
- H. Future Agenda Items
- I. Adjournment

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

Thursday, July 6, 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  
Lafakeria Vaughn, State's Attorney's Office  
Tom Lawson, Chief Deputy Circuit Clerk  
Dr. Sandra Martell, Health Department  
Chris Petrus, IT Department  
John Sweeney, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of June 1, 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 Awarding Therapy Services at River Bluff Nursing Home
- F. Resolution to Approve New Laundry and Linen Services at River Bluff Nursing Home
- G. Resolution Awarding Printing Services Bid
- H. Resolution Authorizing the Execution of an Attornment Agreement between Blackhawk Bank and the County of Winnebago, Illinois for the property located at 4505 North Main Street, Rockford, IL
- I. Future Agenda Items
- J. 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 June 1, 2023 Minutes**

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

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 Awarding Therapy Services at River Bluff Nursing Home**

Motion: Chairperson McDonald. Second: Mr. Thompson.

The Resolution authorizes a contract with Select Rehabilitation to provide therapy services at River Bluff Nursing Home. This is for a 1-year contract with options to extend in 1-year increments. The River Bluff Nursing Home Advisory Board reviewed and recommended for approval. Committee members were directed to Exhibit A and Exhibit B in the committee packet for details.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution to Approve New Laundry and Linen Services at River Bluff Nursing Home**

Motion: Chairperson McDonald. Second: Mr. Thompson.

The Resolution is a contract for providing laundry services at River Bluff Nursing Home. The selected vendor is Healthcare Linen Services Group to provide in house staff for in-house laundry and linen services. Committee members were directed to Exhibit A and Exhibit B in the committee packet for details. The River Bluff Nursing Home Advisory Board reviewed and recommended for approval.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Awarding Printing Services Bid**

Motion: Chairperson McDonald. Second: Mr. Thompson.

The Resolution authorizes the County to enter into a 2-year contract with 3 vendors for providing printing services for Winnebago County and the City of Rockford. Committee members were directed to Exhibit A in the committee packet for details.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Authorizing the Execution of an Attornment Agreement between Blackhawk Bank and the County of Winnebago, Illinois for the property located at 4505 North Main Street, Rockford, IL**

Motion: Chairperson McDonald. Second: Mr. Salgado.

The Resolution authorizes the execution of an Attornment Agreement between Blackhawk Bank and the County for the property located at 4505 North Main Street, Rockford, IL. The lease renewed automatically for a new 20-year term in June 2020. Stepping Stones of Rockford, Inc. currently owns the building. The Committee was directed to Exhibit A in the committee packet.

- Discussion followed.

Motion passed by unanimous voice vote.

**Future Agenda Items**

None reported.

**Motion to Adjourn**

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Butitta. Second: Mr. Salgado.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile

Administrative Assistant



# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Facilities Department  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** August 3, 2023  
**Board Date:** August 10, 2023  
**Resolution Title:** Resolution to Approve Boiler Replacements Using CIP PSST 2023 Funds

### Budget Information

<b>Budgeted? YES</b>	<b>Amount Budgeted?</b> \$200,000
<b>If not, originally budgeted, explain the funding source?</b>	
<b>If ARPA or CIP funded, original Board approved amount?</b>	\$200,000
<b>Over or Under approved amount?</b> UNDER	<b>By:</b> \$111,100
<b>Reason for ARPA or CIP increase?</b> N/A	
<b>If ARPA funded, was it approved by Baker Tilly?</b> N/A	
<b>ORG/OBJ/Project Codes:</b> 82200-46430-C2320 <b>Descriptor:</b> CIP PSST 2023-Machinery And Equipment	
<b>Budget Impact?</b> \$ 88,900	

**Background Information:** The boilers being replaced at the Juvenile Detention Center are original to the 1991 building, making them each 30+ years old. High efficiency condensing boilers have a life expectancy of 15-20 years. The two boilers have far exceeded their expected life, which has cost County Facilities numerous hours in servicing and repairs. JDC is a 24/7 facility and cannot be without heat. The current model is no longer supported by the manufacturer, which makes finding parts extremely difficult and often comes with lengthy lead times. Additionally, these boilers only meet 1980's energy efficiency standards.

Bid #23B-2297 Boiler Replacements was distributed to 54 potential bidders and local suppliers (including Local 23 Plumbers and Pipefitters, Project FirstRate and Northern IL Buildings Contractors), publicly advertised in RRStar, and advertised on the County website. The Mandatory Pre-Bid Meeting and Site Visit was attended by twelve (12) persons, representing eight (8) HVAC vendors, resulting in two (2) formal Bids (see Exhibit A). The lowest bidder for this project is LM Sheet Metal and Services, Inc.

**Recommended By:** Shawn Franks, Facilities Director

**Follow-Up Steps:** Purchasing Department will prepare and submit a Purchase Order to LM Sheet Metal and Services, Inc.

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

**2023 CR**

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**RESOLUTION TO APPROVE BOILER REPLACEMENTS USING CIP PSST 2023 FUNDS**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. 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 in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, Juvenile Detention Center is in need of replacing two (2) end of life boilers; and,

**WHEREAS**, the County went out for Bid #23B-2296 Boiler Replacements; and,

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bid Tab (see Exhibit A) for the aforementioned purchase and recommends awarding to:

**LM SHEET METAL & SERVICE, INC.**  
**6727 ELM AVENUE**  
**LOVES PARK, ILLINOIS 61111**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue a Purchase Order, on behalf of the County of Winnebago, to LM Sheet Metal & Service, Inc., 6727 Elm Avenue, Loves Park, Illinois 61111

**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 Director of Purchasing, Finance Director, Facilities Director, Director of Court Services, Juvenile Detention Center Administrator, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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KEITH McDONALD, CHAIR

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KEITH McDONALD, CHAIR

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VALERIE HANSERD, VICE CHAIR

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VALERIE HANSERD, VICE CHAIR

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PAUL ARENA

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PAUL ARENA

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JOHN BUTITTA

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JOE HOFFMAN

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JAIME SALGADO

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JAIME SALGADO

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MICHAEL THOMPSON

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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

<p align="center"><b>BID TAB</b></p> <p align="center"><b>JUVENILE DETENTION CENTER BOILER REPLACEMENTS - 23B-2296</b></p> <p align="center"><b>BID OPENING JULY 21, 2023 - 3:00 P.M.</b></p>		
<b>VENDOR NAME</b>	<b>LM SHEET METAL</b>	MILLER ENGINEERING COMPANY
<b>TOTAL FOR TWO (2) BOILERS</b>	\$88,900	\$200,964
<b>DAYS TO COMPLETE</b>	1-2 WEEKS	10 DAYS
<b>TWO BOILERS: BRAND OFFERED</b>	LOCHINVAR	AERCO
<b>OPTIONAL ADDITIONAL BID: REPLACE CIRULATING PUMPS #1 &amp; #2</b>	\$29,410	\$31,856
<b>DAYS TO COMPLETE</b>	1-2 WEEKS	4 DAYS
<b>OPTIONAL ADDITIONAL BID: REPLACE CIRULATING PUMPS #1 &amp; #2 BRAND OFFERED</b>	TACO	B & G
<b>WARRANTY INFO</b>	10 YR HEAT EXCHANGE WARRANTY 1 YR PARTS AND LABOR	1 YR PARTS AND LABOR





# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Facilities  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** August 3, 2023  
**Board Date:** August 10, 2023  
**Resolution Title:** Resolution to Approve Domestic Hot Water Source Replacements Using CIP PSST Funds

### Budget Information

<b>Budgeted?</b> YES	<b>Amount Budgeted?</b> \$45,000	CIP 23 PSST
<b>If not, originally budgeted, explain the funding source?</b> N/A		
<b>If ARPA or CIP funded, original Board approved amount?</b> \$45,000		
<b>Over or Under approved amount?</b> OVER <b>By:</b> \$182,012		
<b>If ARPA funded, was it approved by Baker Tilly?</b> N/A		
<b>ORG/OBJ/Project Codes:</b> 82200-46430-C2321 <b>Descriptor:</b> CIP PSST 23 - Machinery & Equipment		
<b>Budget Impact?</b> \$227,012		

**Background Information:** The Finance Committee approved several projects using 2023 CIP PSST funds for needed repairs and updates at the Juvenile Detention Center building. The Purchasing Department has begun bidding each of the Detention Center building projects. This Resolution is for the approval of Bid #23B-2297 for Domestic Hot Water Source Replacements. To prompt the Bid solicitation, the following methods were used.

- > Emailed to 54 potential bidders and local suppliers;
- > Publicly advertised Bid in the RRStar;
- > Advertised Bid on the County website;
- > Requested Paul Nolley promote bid to the Project FirstRate members;
- > Requested the Local 23 Plumbers and Pipefitters send to their members;
- > Sent to Northern IL Buildings Contractors organization to promote.

We know there was interest in the project because eight individuals, representing six HVAC vendors participated in the Mandatory Pre-Bid meeting and JDC Site Visit. Even with the extensive Bid promotion and large number of Pre-Bid meeting attendees Purchasing only received one formal bid from Miller Engineering Company, see Bid Tab (Resolution Exhibit A).

**Recommended By:** Shawn Franks, Facilities

**Follow-Up Steps:** Purchasing Department will issue County Purchase Order to Miller Engineering Company for the project. Work is estimated to take 10 days to complete.

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

**2023 CR**

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**RESOLUTION TO APPROVE DOMESTIC HOT WATER SOURCE REPLACEMENTS USING CIP PSST 2023 FUNDS**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. 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 in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, Juvenile Detention Center building is in need of replacing the Domestic Hot Water Sources; and,

**WHEREAS**, the County went out for Bid #23B-2297 Juvenile Detention Center Domestic Hot Water Source Replacements; and,

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the Bid Tab (Resolution Exhibit A) for the aforementioned purchase and recommends awarding to:

**MILLER ENGINEERING COMPANY**  
**1616 SOUTH MAIN STREET**  
**ROCKFORD, ILLINOIS 61102**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue a County Purchase Order, on behalf of the County of Winnebago, to Miller Engineering Company, 1616 South Main Street, Rockford, Illinois 61102

**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 Director of Court Services, Juvenile Detention Center Administrator, Director of Purchasing, Finance Director, Facilities Director, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
KEITH McDONALD, CHAIR

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KEITH McDONALD, CHAIR

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VALERIE HANSERD, VICE CHAIR

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VALERIE HANSERD, VICE CHAIR

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JOHN BUTITTA

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JOE HOFFMAN

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JOE HOFFMAN

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JAIME SALGADO

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JAIME SALGADO

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MICHAEL THOMPSON

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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

<p align="center"><b>BID TAB</b></p> <p align="center"><b>JUVENILE DETENTION CENTER DOMESTIC HOT WATER SOURCE REPLACEMENTS - 23B-2297</b></p> <p align="center"><b>BID OPENING JULY 21, 2023 - 2:00 P.M.</b></p>		
<b>VENDOR NAME</b>	<b>Miller Engineering Company</b>	
<b>TOTAL FOR OPTION 1</b>	\$227,012	
<b>OPTION 1 BRAND OFFERED</b>	Aerco	
<b>OPTION 1 # OF DAYS TO COMPLETE</b>	10	
<b>TOTAL FOR OPTION 2</b>	\$192,413	
<b>OPTION 2 BRAND OFFERED</b>	AO Smith	
<b>OPTION 2 # OF DAYS TO COMPLETE</b>	9	
<b>WARRANTY INFO</b>	1 yr. Parts and Labor	

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2023 CR

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**RESOLUTION ESTABLISHING THE COUNTY HOLIDAY SCHEDULE FOR 2024**

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**WHEREAS**, the County Board of the County of Winnebago, Illinois, pursuant to the Illinois Revised Statutes, Chapter 34, Paragraph 303, (12<sup>th</sup>), is authorized to fix the days and hours of opening and closing of the County offices and departments; and,

**WHEREAS**, the County Board, AFSCME Local 473 and FOP Lodge 50 have agreed that the County Board shall designate the date upon which certain holidays shall be observed for purposes of their collective bargaining agreements.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that, for the calendar year 2024, all county offices and departments subject hereto shall be closed for all Saturdays, Sundays, and the following holidays subject to adjustment, if necessary, based on collective bargaining negotiations:

DATE	DAY	HOLIDAY
January 1 <sup>st</sup>	Monday	New Year's Day
January 15 <sup>th</sup>	Monday	Martin Luther King Jr. Day
February 19 <sup>th</sup>	Monday	President's Day
May 27 <sup>th</sup>	Monday	Memorial Day
June 19 <sup>th</sup>	Wednesday	Juneteenth
July 4 <sup>th</sup>	Thursday	Independence Day
September 2 <sup>th</sup>	Monday	Labor Day
October 14 <sup>th</sup> (observed)	Monday	Columbus Day/Indigenous Peoples Day
November 11 <sup>th</sup>	Monday	Veteran's Day
November 28 <sup>th</sup>	Thursday	Thanksgiving Day
November 29 <sup>th</sup>	Friday	Thanksgiving Holiday
December 24 <sup>th</sup>	Tuesday	Christmas Holiday
December 25 <sup>th</sup>	Wednesday	Christmas Day

**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 copies of this resolution to the Chairman of the County Board, all elected and appointed County Officers, the Chief Judge of the 17<sup>th</sup> Judicial Circuit, the Staff Representatives of AFSCME Local 473, and the President of FOP Lodge 50.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

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KEITH McDONALD, CHAIRMAN

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VALERIE HANSERD, VICE CHAIRPERSON

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VALERIE HANSERD, VICE CHAIRPERSON

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JOE HOFFMAN

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JAIME SALGADO

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JAIME SALGADO

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MICHAEL THOMPSON

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MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago,  
Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS