

# 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 15, 2024  
**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 – August 8, 2024
- 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. Ordinance Amending Sections of Chapter 2 of the Winnebago Code of Ordinances Related to the Regional Planning and Development Department
- F. Resolution Establishing the County Holiday Schedule For 2025
- G. Discussion – Countywide Security Cameras & Integrator System
- H. Discussion – Public Safety Building Project Update
- I. Future Agenda Items
- J. Adjournment

**Winnebago County Board**  
**Special Operations and Administrative Committee Meeting**  
County Courthouse  
Conference Room 815  
Behind County Board Room  
400 West State Street  
Rockford, IL 61101

Thursday, August 8, 2024  
5:30 PM

**Present:**

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

**Absent:**

Valerie Hanserd, **Vice Chairperson**

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, County Chief Financial Officer  
Hope Edwards, Purchasing Director, (Staff Liaison)  
Lafakeria Vaughn, State's Attorney Office  
Chris Dornbush, Chief Operations Officer  
John Penney, County Board Member  
John Sweeney, County Board Member  
Jim Webster, County Board Member  
Ryan Brauns, Rockford Election Board

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – July 18 and 25, 2024
- 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 acknowledgment by the chair, please stand and state your name. Thank you.
- E. Resolution Submitting to the Electors by Referendum the Question of Imposing a One-Half (½) Percent Special County Retailers' Occupation Tax (Sales Tax) for Mental Health Purposes for a Period not to Exceed Five (5) Years, Effective July 1, 2026, for the County of Winnebago, Illinois
- F. Future Agenda Items
- G. Adjournment

Chairperson McDonald called the meeting to order at 5:30 PM.

## Roll Call

Chairperson Keith McDonald yes, Paula Arena yes, John Butitta yes, Joe Hoffman yes, Jaime Salgado yes, Michael Thompson yes.

## Approval of Minutes – July 18 and 25, 2024

Motion: Chairperson McDonald. Second: Mr. Salgado.

- Discussion followed.

The motion was passed by a unanimous vote.

## Public Comment

Chairperson McDonald omitted reading the Public Comment Section of the Agenda because no one was present to speak.

## Resolution Submitting to the Electors by Referendum the Question of Imposing a One-Half (½) Percent Special County Retailers' Occupation Tax (Sales Tax) for Mental Health Purposes for a Period not to Exceed Five (5) Years, Effective July 1, 2026, for the County of Winnebago, Illinois

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion: Mr. Salgado made the motion to amend the Resolution to include all County Board Members, with the exception of John Butitta as sponsors of the Resolution.

Page 1. Mr. Salgado proposed amending the title: "RESOLUTION SUBMITTING TO THE ELECTORS BY REFERENDUM THE QUESTION OF IMPOSING..." replacing **IMPOSING** with **EXTENDING**.

Page 2., Paragraph 4., Mr. Salgado proposed amending: "WHEREAS, the County Board wishes to place a referendum question regarding the imposition...", replacing **imposition** with **extension**.

Page 2., Paragraph 6., Mr. Salgado proposed amending the paragraph to remove the word **IMPOSED** and replacing it with the word **EXTENDED** to read:

TO PAY FOR MENTAL HEALTH PURPOSES SHALL THE COUNTY OF WINNEBAGO BE AUTHORIZED TO IMPOSE AN INCREASE ON ITS SHARE OF LOCAL SALES TAXES BY ONE-HALF (1/2) PERCENT FOR A PERIOD NOT TO EXCEED FIVE (5) YEARS, EFFECTIVE JULY 1, 2026?"

THIS WOULD MEAN THAT A CONSUMER WOULD PAY AN ADDITIONAL \$0.50 IN SALES TAX FOR EVERY \$100 OF TANGIBLE PERSONAL PROPERTY BOUGHT AT RETAIL. IF **EXTENDED**, THE ADDITIONAL TAX WOULD CEASE BEING COLLECTED AT THE END OF FIVE (5) YEARS, IF NOT TERMINATED EARLIER BY A VOTE OF THE COUNTY BOARD.

The State's Attorney has reviewed the requested amendments.

Second: Mr. Arena.

Chairperson McDonald called for any discussion on the amendment.

Chairperson McDonald called for a vote on the amendment.

The amendment was passed by a unanimous vote.

Motion: Chairperson McDonald made the motion to approve the Amended Resolution.

Second: Mr. Salgado.

Chairperson McDonald called for any discussion on the Amended Resolution.

- Discussion followed.

The motion to approve the Amended Resolution was passed by a majority vote.

Mr. Butitta voted no.

### **Future Agenda Items**

- Operations & Administrative Committee Meeting August 15, 2024
  - Agenda reviewed and approved by State's Attorney.

### **Motion to Adjourn**

Chairperson McDonald called for a motion to adjourn the meeting.

Motion: Mr. Salgado. Second: Mr. Thompson.

The motion was passed by a unanimous vote.

Respectfully submitted,

Nancy Bleile  
Executive Assistant



# Ordinance Executive Summary

**Committee Date:** Thursday, August 15, 2024  
**Committee:** Operations & Administrative  
**Prepared By:** Chris Dornbush & Ashley Spohr

**Document Title:** Ordinance Amending Sections Of Chapter 2 Of The Winnebago Code Of Ordinances Related To The Regional Planning And Development Department

**Board Meeting Date:** Thursday, August 22, 2024

**Budget Information:**

<b>Budgeted?</b> N/A	<b>Amount Budgeted?</b> N/A
<b>If not, originally budgeted, explain the funding source?</b> N/A	
<b>If ARPA or CIP funded, original Board approved amount?</b> N/A	
<b>Over or Under approved amount?</b> N/A <b>By:</b> \$	
<b>If ARPA funded, was it approved by Baker Tilly?</b> N/A	
<b>ORG/OBJ/Project Codes:</b> N/A	
<b>Descriptor:</b> N/A	
<b>Budget Impact?</b> \$0	

**Background Information:**

This is to change the name for Regional Planning & Economic Development Department to Community Development. Regional Planning & Economic Development Department (RPED) has recently had duties and responsibilities change. Planning, Zoning, and Building Divisions will remain together under the proposed department title of, “Community Development”. Economic Development Division will shift to the Board Office. These responsibility shifts are the reasoning for the name change, which will also lessen confusion for customers.

**Legal Review:**

Yes

**Follow-Up:**

Staff can provide updates to the Committee or entire Board as requested.

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

2024 CO \_\_\_\_\_

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD

**ORDINANCE AMENDING SECTIONS OF CHAPTER 2 OF THE WINNEBAGO CODE  
OF ORDINANCES RELATED TO THE REGIONAL PLANNING AND  
DEVELOPMENT DEPARTMENT**

**WHEREAS**, Chapter 2, Article IV, Division 3 of the Winnebago County Code of Ordinances (Code) established the Regional Planning and Development Department; and

**WHEREAS**, the County Board of the County of Winnebago, Illinois desires to amend Sections of Chapter 2 of the Code to effectuate the department name change from Regional Planning and Development Department to Community Development.

**NOW, THEREFORE, BE IT ORDAINED**, by the County Board of the County of Winnebago, Illinois, that Chapter 2 of the Winnebago County Code of Ordinances, is hereby amended to read as follows:

**Sec. 2-124. - Duties.**

The county administrator shall serve as a member of the county's leadership team and advise on a wide range of issues, including but not limited to strategy, policy, planning and provide communications.

(a) The county administrator shall be subject to the direction and control of the county board and shall supervise the administration of the following:

- (1) Purchasing;
- (2) Buildings and maintenance;
- (3) Functions of the supervisor of assessments;
- (4) Animal services;
- (5) Information technology;
- (6) Community development;
- (7) River Bluff Nursing Home;
- (8) County board office;
- (9) Veterans Memorial Hall;
- (10) Risk management program;
- (11) Chief financial officer. Budget and finance, under the direct supervision of the administrator; and
- (12) Human resources.

- (b) The county administrator shall have the authority to appoint an appropriate designee to assist in the supervision of the above departments.
- (c) The county administrator, or his or her designee, shall evaluate the performance of the directors and/or coordinators of the departments listed in subsection (a)(9) above.
- (d) The county administrator shall be responsible for managing operational budgets to achieve organizational strategic goals for the departments listed in subsection (a) above.
- (e) The county administrator shall:
  - (1) Maintain regular communication with all elected county officials as designated by the county board chairman.
  - (2) Notify the county board chairman of staff meetings convened for the purpose to discuss issues that may require legislative action by the county board.
  - (3) Assist the county board chairman and committee chairs in preparation of committee agendas, ordinances, resolutions and other business.
  - (4) Establish standard operational procedures or administrative policies.
  - (5) Serve as liaison to county board committees as assigned by the county board chairman.
- (f) Negotiate and enforce any collective bargaining agreements between the county and any employees governed by the state public employees labor relations act.
- (g) Assist the county board chairman in negotiating leases, contracts, and other agreements for goods or services, subject to the approval of the board;
- (h) Assist the county board to develop, install and maintain a centralized system for purchasing goods and services on behalf of county departments and functions; and
- (i) Perform other duties assigned by the county board.

(Ord. No. 92-CO-79, § 8(2-187), 11-24-92; Ord. No. 2007-CO-94, § II, 12-20-07; Ord. No. 2017-CO-067, 6-22-17; Ord. No. 2017-CO-110, 11-21-17; Ord. No. 2018-CO-075, 7-26-18; Ord. No. 2019-CO-005, 1-24-19; Ord. No. 2022-CO-059, 8-11-22)

### **DIVISION 3. - COMMUNITY DEVELOPMENT DEPARTMENT**

#### **Sec. 2-181. - Establishment.**

There is hereby established the department of community development which shall consist of the following divisions:

- (1) Planning and development.
- (2) Building.
- (3) Zoning.

(Ord. No. 92-CO-79, § 6(2-51), 11-24-92; Ord. No. 2007-CO-94, § V, 12-20-07; Ord. No. 2018-CO-075, 7-26-18)

#### **Sec. 2-182. - Director.**

The person in charge of the department of community development shall be known as the director of community development. The director of community development shall be

recommended, and appointed or dismissed, by the county administrator with the approval of the county board chairman.

(Ord. No. 92-CO-79, § 6(2-51), 11-24-92; Ord. No. 2007-CO-94, § V, 12-20-07; Ord. No. 2017-CO-110, 11-21-17; Ord. No. 2018-CO-075, 7-26-18)

Secs. 2-183—2-195. - Reserved.

**BE IT FURTHER ORDAINED**, that all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**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 is hereby directed to prepare and deliver a certified copy of this Ordinance to the County Administrator, the Chief Operations Officer, the Director of Community Development, and the County Board Office.



Respectfully submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Keith McDonald, Chair

\_\_\_\_\_  
Keith McDonald, Chair

\_\_\_\_\_  
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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John Butitta

\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Jaime Salgado

\_\_\_\_\_  
Jaime Salgado

\_\_\_\_\_  
Michael Thompson

\_\_\_\_\_  
Michael Thompson

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Joseph V. 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

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

2024 CO \_\_\_\_\_

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD

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- (4) Animal services;
- (5) Information technology;
- (6) ~~Community Regional planning or economic~~ development;
- (7) River Bluff Nursing Home;
- (8) County board office;
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(Ord. No. 92-CO-79, § 8(2-187), 11-24-92; Ord. No. 2007-CO-94, § II, 12-20-07; Ord. No. 2017-CO-067, 6-22-17; Ord. No. 2017-CO-110, 11-21-17; Ord. No. 2018-CO-075, 7-26-18; Ord. No. 2019-CO-005, 1-24-19; Ord. No. 2022-CO-059, 8-11-22)

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- (3) Zoning.

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The person in charge of the department of ~~regional planning and community~~ development shall be known as the director of ~~planning and community~~ development. The director of

| planning and community development shall be recommended, and appointed or dismissed, by the county administrator with the approval of the county board chairman.

(Ord. No. 92-CO-79, § 6(2-51), 11-24-92; Ord. No. 2007-CO-94, § V, 12-20-07; Ord. No. 2017-CO-110, 11-21-17; Ord. No. 2018-CO-075, 7-26-18)

Secs. 2-183—2-195. - Reserved.

**BE IT FURTHER ORDAINED**, that all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**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 is hereby directed to prepare and deliver a certified copy of this Ordinance to the County Administrator, the Chief Operations Officer, the Director of Community Development, and the County Board Office.

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

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

2024 CR

**RESOLUTION ESTABLISHING THE COUNTY HOLIDAY SCHEDULE FOR 2025**

**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 2025, 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, 2025	New Year's Day	Wednesday
January 20, 2025	Martin Luther King, Jr. Day	Monday
February 17, 2025	Presidents' Day ( <i>Observed</i> )	Monday
May 26, 2025	Memorial Day	Monday
June 19, 2025	Juneteenth Independence Day	Thursday
July 4, 2025	Independence Day	Friday
September 1, 2025	Labor Day	Monday
October 13, 2025	Columbus Day ( <i>Observed</i> )	Monday
November 11, 2025	Veterans' Day	Tuesday
November 27, 2025	Thanksgiving Day	Thursday
November 28, 2025	Day Following Thanksgiving Day	Friday
December 24, 2025	Christmas Holiday	Wednesday
December 25, 2025	Christmas Day	Thursday

**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

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

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIRPERSON

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIRPERSON

\_\_\_\_\_  
PAUL ARENA

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PAUL ARENA

\_\_\_\_\_  
JOHN BUTITTA

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JOHN BUTITTA

\_\_\_\_\_  
JOE HOFFMAN

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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 \_\_\_\_\_ 2024.

\_\_\_\_\_  
**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



## Winnebago County Holiday Schedule for 2025

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 1	Wednesday	New Year's Day
January 20	Monday	Martin Luther King Jr. Day
February 17 (Observed)	Monday	President's Day
May 26	Monday	Memorial Day
June 19	Thursday	Juneteenth Independence Day
July 4	Friday	Independence Day
September 1	Monday	Labor Day
October 13 (Observed)	Monday	Columbus Day/Indigenous Peoples Day
November 11	Tuesday	Veterans' Day
November 27	Thursday	Thanksgiving Day
November 28	Friday	Day Following Thanksgiving Day
December 24	Wednesday	Christmas Holiday
December 25	Thursday	Christmas Day

Have a fantastic year!

# **Discussion – Countywide Security Cameras & Integrator System**



**Discussion - Public Safety  
Building Project Update**