

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Keith McDonald, Chairman

Members: Paul Arena, John Butitta,

Valerie Hanserd, Joe Hoffman,

Jaime Salgado, Michael Thompson

DATE: THURSDAY, SEPTEMBER 19, 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 15, 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. Resolution Establishing the Date, Time, and Location of Each Meeting of The Winnebago County Board
- F. Resolution Awarding Purchase of Winnebago County Animal Services Transit Van Using CIP 2024 Funds
Cost: \$60,265
- G. Discussion – Dumpster – Waste Collections Services
- H. Discussion – Juvenile Detention Center – Space Study Analysis Update
- I. Discussion – Public Safety Building Project Update
- J. Future Agenda Items
- K. Adjournment

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

Thursday, August 15, 2024
5:30 PM

Present:

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

Others Present:

Joseph V. Chiarelli, County Board Chairman
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
Gary Caruana, Winnebago County Sheriff
John Giliberti, State's Attorney Office
Dan Magers, Chief Information Officer
Rick Ciganek, WCSO
Kevin Ogdon, WCSO
Jean Crosby, County Board Member
John Sweeney, County Board Member
Ashley Spohr, Director, Community Development
Reanne Wells, WTVO
Jeff Duesterbeck, Project Development Mgr., Huffman Keel
Ray Montelongo, President, Montel Technologies, LLC

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 acknowledgment 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

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

Roll Call

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

Approval of Minutes – August 8, 2024

Motion: Chairperson McDonald. Second: Mr. Hoffman.

Motion: A motion was made by Chairperson McDonald to amend the August 8, 2024 minutes on page two, paragraph six replacing IMPOSE with EXTEND to read:

TO PAY FOR MENTAL HEALTH PURPOSES, SHALL THE COUNTY OF WINNEBAGO BE AUTHORIZED TO EXTEND AN INCREASE ON ITS SHARE OF LOCAL SALES TAXES BY ONE-HALF (½) PERCENT FOR A PERIOD NOT TO EXCEED FIVE (5) YEARS, EFFECTIVE JULY 1, 2026?

Second: Mr. Salgado.

Chairperson McDonald called for any discussion on amending the minutes.

Motion: Chairperson McDonald made a motion to accept the amended minutes.

Second: Mr. Hoffman.

The motion to approve the amended minutes was passed by unanimous voice vote.

Public Comment

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

Ordinance Amending Sections of Chapter 2 of the Winnebago Code of Ordinances Related to the Regional Planning and Development Department

Motion: Chairman McDonald. Second: Mr. Thompson.

Chairperson McDonald called for any discussion.

The motion was passed by a unanimous vote.

Resolution Establishing the County Holiday Schedule For 2025

Motion: Chairperson McDonald. Second: Mr. Hoffman.

Chairperson McDonald called for any discussion.

The motion was passed by a unanimous vote.

Vice Chairperson Ms. Hanserd arrived at 5:37 pm.

Discussion – Countywide Security Cameras & Integrator System

Discussion followed on selecting a vendor for Countywide Security Cameras and Integrator System.

Discussion – Public Safety Building Project Update

Mr. Duesterbeck, Project Development Manager at Huffman Keel, gave an update about the Public Safety Building Project.

- 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. Hoffman.

The motion was passed by a unanimous vote.

Respectfully submitted,

Nancy Bleile
Executive Assistant

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

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

2024 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 2025 at 6:00 pm., except as indicated hereunder (*):

- | | |
|---|---|
| October 10, 2024 | April 10, 2025 |
| October 24, 2024 | April 24, 2025 |
| November 14, 2024 | May 8, 2025 |
| November 26, 2024 (4th Tuesday) * | May 22, 2025 |
| December 12, 2024 | June 12, 2025 |
| | June 26, 2025 |
| January 9, 2025 | July 10, 2025 |
| January 23, 2025 | July 24, 2025 |
| February 13, 2025 | August 14, 2025 |
| February 27, 2025 | |
| March 13, 2025 | September 4, 2025 (1st Thursday)* |
| March 27, 2025 | September 25, 2025 |

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 _____ 2024.

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



Resolution Executive Summary

For ARPA or CIP Projects

Prepared By: Purchasing Department for Winnebago County Animal Services
Committee Name: Operations and Administrative Committee
Committee Date: September 19, 2024
Board Date: September 26, 2024
Resolution Title: Resolution Awarding Purchase of Winnebago County Animal Services Transit Van Using CIP 24 Funds

Budget Information

Budgeted? YES	Amount Budgeted? \$65,000
If not, originally budgeted, explain the funding source?	
If ARPA or CIP funded, original Board approved amount?	\$65,000
Over or Under approved amount? UNDER	By: \$4,735
Reason for ARPA or CIP increase? N/A	
If ARPA funded, was it approved by Baker Tilly? N/A	
ORG/OBJ/Project Codes: 82200-46430-C2422 Descriptor: CIP 24-Automobile	
Budget Impact? \$ 60,265	

Background Information: The Winnebago County Animal Services Department is requesting to replace their existing F250 Super Duty Truck using CIP 24 funds. The vehicle being replaced is no longer operable for heat or cooling when transporting animals. It is difficult to drive and poses functionality issues for the operation.

Purchasing and Animal Services worked to evaluate various options on purchasing new, used or direct order from the dealer. Ultimately, ordering direct from the dealership posed the best scenario. It will allow for better warranties and cost-effective pricing for additional outfitting necessary for the Animal Services operation.

Purchasing obtained three quotes to purchase a 2024 Transit 150 Van. Quotes include dealer discounted pricing and government GSA pricing for vehicles. Additional quotes were obtained for outfitting the vehicle. Please reference Resolution Exhibit A for a quote breakdown.

Brad Manning Ford presented the best offer for the 2024 Transit 150 Van. Animal Services would like to order the vehicle for \$54,346 and have the vehicle outfitted for \$5,919 (Resolution Exhibit B).

The vehicle being replaced will be sold by the Purchasing Department on govdeals.com when they become available.

Recommended By: Administrator, Jennifer Stacy

Follow-Up Steps: Purchasing Department will issue Purchase Orders to the various vendors.

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2024 CR

**RESOLUTION AWARDING PURCHASE OF WINNEBAGO COUNTY ANIMAL SERVICES
TRANSIT VAN USING CIP 24 FUNDS**

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 \$30,000 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, the Winnebago County Animal Services Department requested the purchase of a Ford Transit Van, using CIP 24 funds; and

WHEREAS, the Purchasing Department obtained quotes for price and delivery, resulting in the lowest price from Brad Manning Ford; and

WHEREAS, the Operations & Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the quotes for the Transit Van and Vehicle Outfitting, (Resolution Exhibit A and B) and recommends awarding the purchases to Brad Manning Ford, Charles Brown, DBA Rockford Communications, Cherry Valley Landscape and Grafix Shoppe, respectively.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue Purchase Orders in the amount of \$60,265, on behalf of the County of Winnebago, to Brad Manning Ford, 402 Manning Drive, Dekalb, Illinois 60115; Charles Brown, DBA Rockford Communications, 720 Lorden Court, Rockford, Illinois 61104; Grafix Shoppe, 3225 Neil Armstrong Blvd Suite 600, Eagan, Minnesota 55121; and Cherry Valley Landscape, 7711 Newberg Road, Rockford IL 61108

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, County Administrator, County Sheriff, County Board Office, County Animal Services Administrator 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 _____ 2024.

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

QUOTE TAB**24NB-2329****ANIMAL SERVICES TRANSIT VEHICLE USING CIP 2024 FUNDS**

	Brad Manning Ford	Rock River Ford	Morrow Brother's Ford
Ford 150 Transit Van	\$ 54,346	\$ 56,980	\$ 57,447
Outfitting	\$ 5,919	\$ 5,919	\$ 5,919
Total	\$ 60,265	\$ 62,899	\$ 63,366

Intent to Purchase

(For use with Government orders only)



Date:

Government Agency		Dealer	
Agency Name	Winnebago County	Dealership Name	Brad Manning Ford
Street Address	404 Elm St Ste #202	Street Address	402 Manning Dr
City, State, Zip Code	Rockford IL 61101	City State, Zip Code	DeKalb IL 60115
FIN Code	QG630	Dealer Code	41496

ORDER NUMBERS	VEHICLE DESCRIPTION (BODY CODE)		MSRP	Price
W150	E2Y	2024 T-150 Low roof AWD, 148' wheelbase, white, 3.5L v6 XL 101a package	\$57,700	\$53,615
		Delivery of vehicle and paperwork		\$200
		Doc Fee, title, M plates		\$531.03
<i>If needed, you may attach an additional list of order numbers</i>				
Quote is for attached vehicle build. Ordered under FIN code QG630. Build and delivery time is TBD		TOTAL PURCHASE		\$54,346.03

Government Agency Representative		Dealership Sales Representative	
Signature		Signature	
Printed Name/Title		Printed Name/Title	Eric Kilmer
Date		Date	9/12/24
Email		Email	eric.manningford@gmail.com
Telephone		Telephone	815-756-6325 815-762-5105

TO: ROGER WINNEBAGO CO ANIMAL SERVICES 3/6/2024

FROM: CHARLES BROWNE, ROCKFORD COMMUNICATIONS 815-742-2842

SUBJECT: QUOTES TO REMOVE ALL EQUIPMENT FROM UNIT 82 AND INSTALL INTO NEW TRANSIT
 REPURPOSE ALL EQUIPMENT EXCEPT PURCHASE NEW MINI LIGHT BAR, 2 FRONT GRILLE LIGHTS
 AND NEW ARROW STICK TO MATCH OTHER TRANSITS ,

REMOVE ALL EQUIPMENT FROM 82			\$ 280.00		
NEW EQUIPMENT FOR TRANSIT					
	BRAND			EXT	
1 FEDERAL SIGNAL MINI LIGHT BAR	FS	454101HL	\$ -		DISCONTINUED
1 STL MINI LIGHT BAR	STL	M-TKF27	\$ 400.00	\$ 400.00	WITH TAKE DOWN CLEAR
2 FRONT GRILLE LEDS AMBER	STL	Z12	\$ 78.00	\$ 156.00	
2 REAR GRILLE LEDS AMBER	STL	Z12	\$ 78.00	\$ 156.00	MULTI COLOR AMBERER/WHT
1 WHELEN TRAFFIC ADVISOR ARROW STICK AND CONTROL	WHELEN	TAL85	\$1,100.00	\$ 1,100.00	
1 WHELEN TA CONTROL HEAD	WHELEN	TACTL85	\$ -	\$ -	INCLUDED WITH ARROW STICK
1 RAM COMPUTER MOUNT IF NEEDED	RAM	RAM-VB-194-SW1	\$ 385.00	\$ 385.00	
1 PRINTER IF NEEDED POCKET JET 6 IF NEEDED			\$ 400.00	\$ 400.00	
1 PRINTER CRADLE POCKET JET IF NEEDED			\$ 180.00	\$ 180.00	
2 CARGO LED LIGHTS IF NEEDED W/GUTTER BRACKETS			\$ 50.00	\$ 100.00	
1 CONSOLE BOX IF WANTED	WEATHER GUARD		\$ 400.00	\$ 400.00	
	PARTS			\$ 3,277.00	
	INSTALLATION LABOR		\$1,200.00	\$ 1,200.00	
	TOTAL			\$ 4,477.00	

NOTES ITEMS IN YELLOW YOU MAY NOT NEED OR WANT
 WE MAY BE ABLE TO USE COMPUTER MOUNT FROM 82 PROVIDED CONSOLE IS NOT TOO HIGH
 WE MAY BE ABLE TO USE PRINTER AND CRADLE FROM 82 OR YOUR STOCK BUT I QUOTED NEW JUST IN CASE
 GRILLE LIGHTS AND LIGHTBAR QUOTED ARE BRIGHTER THAN WHAT YOU ARE CURRENTLY USING
 THE LIGHTBAR ON THE TRANSIT I LOOKED AT IS NO LONGER AVAILABLE SO I PICKED A BRIGHTER ONE

PRICES ON SPOTLIGHT

1 UNITY 330CL-0002 SPOTLIGHT	\$ 150.00	\$ 150.00
1 UNITY INSTALL KIT FOR TRANSIT	\$ 85.00	\$ 85.00
INSTALL LABOR	\$ 80.00	\$ 80.00
		\$ 315.00



3225 Neil Armstrong Blvd, Ste 600
 Eagan, MN 55121
 888-683-9665 Toll free
 651-683-9740 Fax

Quotation

Date	Estimate #
3/15/2024	302427

Bill To
Winnebago County Animal Services (IL) Accounts Payable 4517 N. Main St. Rockford, IL 61103

Ship To
Winnebago County Animal Services (IL) Brett Frazier 4517 N. Main St. Rockford, IL 61103

Terms	Est. Delivery from art approval	Rep	Project Name
Net 30	2 weeks	Paul	20171214DDL007

Qty	Description	Price	Total
1	*Animal Services Graphics Custom Reflective Graphic Kit for a 2021 Ford Transit 250 Cargo Low Roof with the 130" wheel base. Unit # TBD (3 ea. for front fenders and rear doors/tailgate - same font/style/color as phone number in kit.)	695.00	695.00
	Estimated Shipping/Handling	35.00	35.00

This estimate is based on plans and specifications provided at the time the estimate was given. Changes requested by the customer may cause a change in the quoted price. Freight will be added to the invoice unless other arrangements are made. This quote is valid for 30 days.

Authorization Signature and Date

X _____

Subtotal	\$730.00
Sales Tax (0.00)	\$0.00
Total	\$730.00

Q U O T A T I O N

CHERRY VALLEY LANDSCAPE CENTER INC
 7711 NEWBURG RD
 ROCKFORD, IL 61108 USA
 Phone #: (815)977-5268
 Fax #: (815)977-5384

PHONE #: (815)319-4016
 CELL #:
 ALT. #: (815)519-6586 Ext: MIKE
 P.O.#:
 TERMS: Net 10th EOM
 SALES TYPE: Quote

DATE: 9/10/2024
 ORDER #: 72348
 CP: WilliamS
 LOCATION: 1
 STATUS: Active

BILL TO 100781

WINNEBAGO COUNTY HIGHWAY DEPT.
 424 N. Springfield Avenue
 ROCKFORD, IL 61101

SHIP TO

WINNEBAGO COUNTY HIGHWAY DEPT.
 424 N. Springfield Avenue
 ROCKFORD, IL 61101

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	NET	TOTAL
WG	89025	TRANSIT 148 IN WHEEL BASE FLOOR MAT	1	\$496.99	\$496.99
****	MISC	TRIM STRIPS REAR AND SIDE DOORS	1	\$35.00	\$35.00
****	SHP	SHIPPING/HANDLING- UNLESS PRICE EXCEEDS WILL ADJUST	1	\$30.00	\$30.00
****	LABOR	INSTALL MAT/TRIM STRIPS AROUND REAR AND SIDE DOORS AS NEEDED	1	\$150.00	\$150.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL: **\$711.99**
 TAX: **\$0.00**
ORDER TOTAL: \$711.99

Authorized By: _____

G. Discussion – Dumpster Waste Collections Services

**H. Discussion – Juvenile
Detention Center - Space
Study Analysis Update**

**I. Discussion – Public Safety
Building Project Update**