



# WINNEBAGO COUNTY

— ILLINOIS —

## REVISED AGENDA

Winnebago County Courthouse  
400 West State Street, Rockford, IL 61101  
County Board Room, 8<sup>th</sup> Floor

Thursday, August 10, 2023  
6:00 p.m.

1. Call to Order ..... Chairman Joseph Chiarelli
2. Invocation and Pledge of Allegiance.....Board Member **Aaron Booker**
3. Agenda Announcements ..... Chairman Joseph Chiarelli
4. Roll Call ..... Clerk Lori Gummow
5. Awards, Presentations, Public Hearings and Public Participation
  - A. Awards – None
  - B. Presentation – None
  - C. Public Hearings – None
  - D. Public Participation – **Rev. Earl Dotson, Sr., West Side Development, Pro**  
**Denzil Wynter, Neighborhood Policing, Pro**
6. Approval of Minutes ..... Chairman Joseph Chiarelli
  - A. Approval of July 13, 2023 minutes
  - B. Layover of July 27, 2023 minutes
7. Consent Agenda.....Chairman Joseph Chiarelli
  - A. Raffle Report
  - B. Auditor’s Report
8. Appointments (Per County Board rules, Board Chairman appointments require a 30-day layover unless there is a suspension of the rule)
  - A. **Four Rivers Sanitation District, Annual Compensation: \$6,000**
    1. **Richard Mowris (New Appointment), Rockford, Illinois, to serve remainder of 3-year term, April 30, 2021 to April 30, 2024**
9. Reports of Standing Committees.....Chairman Joseph Chiarelli

- A. Finance Committee..... **John Butitta, Committee Chairman**
  - 1. Committee Report
  - 2. Ordinance for a Budget Amendment to Provide Funds for the Winnebago County Highway Department for the Riverside Boulevard Multi-Use Path Study to be Laid Over – ARP Phase 4
  - 3. Ordinance for a Budget Amendment to Fund Boys and Girls Club Addressable Fire Alarm System to be Laid Over – ARP Phase 4
  - 4. Ordinance for a Budget Amendment to Provide Funds for the Boys and Girls Club New HVAC System to be Laid Over – ARP Phase 4
  - 5. Ordinance for a Budget Amendment to Fund Zion West Enterprise Van Purchase to be Laid Over – ARP Phase 4
  - 6. Ordinance for a Budget Amendment to Fund Carpet Purchase for Inner City Reconstruction Group’s Building to be Laid Over – ARP Phase 4
  - 7. Resolution Adopting Fiscal Year 2024 Budget Policy
  
- B. Zoning Committee .....**Jim Webster, Committee Chairman**  
 Planning and/or Zoning Requests:
  - 1. Committee Report
  
- C. Economic Development Committee.....**John Sweeney, Committee Chairman**
  - 1. Committee Report
  
- D. Operations and Administrative Committee.....**Keith McDonald, Committee Chairman**
  - 1. Committee Report
  - 2. Resolution Establishing the County Holiday Schedule for 2024
  
- E. Public Works Committee .....**Dave Tassoni, Committee Chairman**
  - 1. Committee Report
  
- F. Public Safety and Judiciary Committee.....**Brad Lindmark, Committee Chairman**
  - 1. Committee Report
  
- 10. Unfinished Business .....Chairman Joseph Chiarelli**
  
- 11. New Business.....Chairman Joseph Chiarelli  
 (Per County Board rules, passage will require a suspension of Board rules).**
  
- 12. Announcements & Communications ..... Clerk Lori Gummow**
  - A. Correspondence (see packet)
  
- 13. Adjournment .....Chairman Joseph Chiarelli**

**Next Meeting: Thursday, August 24, 2023**

**Awards,  
Presentations,  
Public Hearings  
and Public Participation**

# **Approval of Minutes**

**REGULAR ADJOURNED MEETING  
WINNEBAGO COUNTY BOARD  
JULY 13, 2023**

1. Chairman Chiarelli Called to Order the Regular Adjourned Meeting of the Winnebago County Board for Thursday, July 13, 2023 at 6:00 p.m.
2. Board Member Thompson gave the invocation and led the Pledge of Allegiance.
3. Agenda Announcements: None
4. Roll Call: 15 Present. 5 Absent. (Board Members Booker, Butitta, Crosby, Fellars, Goral, Guevara, Hanserd, Hoffman, Lindmark, McCarthy, McDonald, Salgado, Sweeney, Thompson and Webster.) (Board Members Arena, Nabors, Penney, Scrol, and Tassoni were absent.)

Board Member Arena arrived at 6:03 pm.

**AWARDS, PRESENTATIONS, PUBLIC HEARINGS, PUBLIC PARTICIPATION, and PROCLAMATIONS**

5. Awards - None
- Presentations - None
- Public Hearings - None
- Public Participation- Rev. Earl Dotson, Sr., West Side Economic Development, Pro  
Mel Welch, Navy Club, Pro  
Denzil Wynter, Patrolling Neighborhoods, pro

**APPROVAL OF MINUTES**

6. Chairman Chiarelli entertained a motion to approve the Minutes. Board Member Guevara made a motion to approve County Board Minutes of June 8, 2023 and layover County Board Minutes of June 22, 2023, seconded by Board Member Thompson. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

**CONSENT AGENDA**

7. Chairman Chiarelli entertained a motion to approve the Consent Agenda for July 13, 2023. Board Member Hoffman made a motion to approve the Consent Agenda which includes the Raffle

Report and Auditor's Report, seconded by Board Member Thompson. Motion was approved by a voice vote. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

### APPOINTMENTS

8. **Appointments (Per County Board rules, Board Chairman Appointments require a 30 day layover unless there is a suspension of the rule).**

### REPORTS FROM STANDING COMMITTEES

#### FINANCE COMMITTEE

9. Board Member Butitta read in for the first reading of an Ordinance for a Budget Amendment for a Circuit Clerk Project Manager to be Laid Over. Board Member Butitta made a motion to suspend the rules, seconded by Board Member Crosby. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.) Board Member Butitta made a motion to approve the Ordinance, seconded by Board Member McCarthy. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
10. Board Member Butitta made a motion to approve a Resolution Authorizing an Increase in the Salary of the Winnebago County Public Defender, seconded by Board Member Booker. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
11. Board Member Butitta made a motion to approve a Resolution Authorizing Voya Retirement Insurance and Annuity Company as Winnebago County's 457(B) Deferred Compensation Plan Record Keeper, seconded by Board Member Hoffman. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
12. Board Member Butitta read in for the first reading of an Ordinance for Approval of a Budget Amendment to Change the County 457(b) Plan Vendor to be Laid Over. Board Member Butitta made a motion to suspend the rules, seconded by Board Member Thompson. Motion to suspend was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.) Board Member Butitta made a motion to approve the Ordinance, seconded by Board Member Hanserd. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
13. Board Member Butitta made a motion to approve a Resolution Authorizing Use of Winnebago County Health Department Surplus Funds to Pay Off the Bond on 555 N. Court Street, seconded by Board Member Thompson. Discussion by Board Members Goral and Butitta. Motion was approved by a voice vote. (Board Members McDonald, Lindmark, and Booker voted no.) (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
14. Board Member Butitta read in for the first reading of an Ordinance Providing for the Payment of Certain Outstanding Bonds of the County and Authorizing and Directing the Execution of an Escrow Agreement in Connection Therewith to be Laid Over. Board Member Butitta made a motion to suspend the rules, seconded by Board Member Sweeney. Motion to suspend was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol,

and Tassoni were absent.) Board Member Butitta made a motion to approve the Ordinance, seconded by Board Member Hanserd. Discussion by Board Member Butitta. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

15. Board Member Butitta read in for the first reading of an Ordinance for Approval of a Budget Amendment to Reimburse the General Fund for 555 Court Street Bond Payments to be Laid Over. Board Member Butitta made a motion to suspend the rules, seconded by Board Member Thompson. Motion to suspend was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.) Board Member Butitta made a motion to approve the Ordinance, seconded by Board Member Hanserd. Discussion by Board Member Butitta. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

### **ZONING COMMITTEE**

16. No Report.

### **ECONOMIC DEVELOPMENT COMMITTEE**

17. No Report.

### **OPERATIONS & ADMINISTRATIVE COMMITTEE**

18. Board Member McDonald made a motion to approve a Resolution Awarding Therapy Services at River Bluff Nursing Home, seconded by Board Member Hoffman. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
19. Board Member McDonald made a motion to approve a Resolution to Approve New Laundry and Linen Services at River Bluff Nursing Home, seconded by Board Member Butitta. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
20. Board Member McDonald made a motion to approve a Resolution Awarding Printing Services Bid, seconded by Board Member Thompson. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)
21. Board Member McDonald made a motion to approve a 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, seconded by Board Member McCarthy. Discussion by County Administrator Thompson, Chief of the Civil Bureau Vaughn, Chairman Chiarelli, and Board Members Goral, Sweeney, Arena, Fellars, Guevara, and Crosby. Motion was approved by a voice vote. (Board Member Crosby abstained.) (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

**PUBLIC WORKS COMMITTEE**

22.

**PUBLIC SAFETY AND JUDICIARY COMMITTEE**

23.

**UNFINISHED BUSINESS**

24. **Appointments read in On May 11, 2023**

Board Member Thompson made a motion to approve Items A. & B. (as listed below), seconded by Board Member Hanserd. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

A. Chicago Rockford International Airport Authority, Annual Compensation: \$1,800

1. Mike Schablaske (Reappointment), Rockford, Illinois, 5-year term, May 2023 to May 2028

B. Pecatonica Cemetery Association, Annual Compensation: None

1. Larry Holeton (Reappointment), Pecatonica, Illinois, 6-year term, June 2023 to June 2029
2. Gary Meyer (Reappointment), Pecatonica, Illinois, 6-year term, June 2023 to June 2029
3. Ron Larson (Reappointment), Pecatonica, Illinois, 6-year term, June 2023 to June 2029
4. Glen Wiegert (Reappointment), Pecatonica, Illinois, 6-year term, June 2023 to June 2029
5. Lori Finley (Reappointment), Pecatonica, Illinois, 6-year term, June 2023 to June 2029
6. Steve Van Vlect (Reappointment), Pecatonica, Illinois, 6-year term, June 2023 to June 2029

**Appointments read in On June 8, 2023**

Board Member Webster made a motion to approve Items C. & D. (as listed below), seconded by Board Member Booker. Motion was approved by a unanimous vote of all members present. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.)

C. Cherry Valley Cemetery Association, Annual Compensation: None

1. Pat Stegemann (New Appointment), Cherry Valley, Illinois, 6-year term, May 2023 to May 2029

D. Zoning Board of Appeals, Annual Compensation: \$1,200



1. David Daly (New Appointment), Pccatonica, Illinois, 5-year term, May 2023 to May 2028

### NEW BUSINESS

25. **(Per County Board rules, passage will require a suspension of Board rules).**

### ANNOUNCEMENTS & COMMUNICATION

26. County Clerk Gummow submitted the Items Listed Below as Correspondence which were “Placed on File” by Chairman Chiarelli:
  - A. County Clerk Gummow submitted from the United States Nuclear Regulatory Commission the following:
    - a. Summary of the June 1, 2023, Public Outreach to Discuss the NRC 2022 End-Of-Cycle Plant Performance Assessment of Braidwood Station, Units 1 and 2; Byron Station, Units 1 and 2.
    - b. Byron Station - Notification of NRC Fire Protection Team Inspection Request for Information.
    - c. Reassignment of the U.S. Nuclear Regulatory Commission Branch Chief in the Division of Operating Reactor Licensing for Plant Licensing Branch III.
  - B. County Clerk Gummow submitted from Theresa Grennan, Chief Deputy Winnebago County Treasurer the following:
    - a. Winnebago County Treasurer Bank Balances – May, 2023
    - b. Collateralization Report – May 31, 2023
    - c. Investment Report - as of May 31, 2023

Board Member Webster read a correspondence he received from a resident regarding Zoning staff and County Clerk Gummow.

Board Member Lindmark would like to keep Destiny Huggins, her family, and the first responders in our prayers.

### ADJOURNMENT

27. Chairman Chiarelli entertained a motion to adjourn. County Board Member Webster moved to adjourn the meeting, seconded by Board Member Thompson. Motion was approved by a voice vote. (Board Members Nabors, Penney, Scrol, and Tassoni were absent.) The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

*Lori Gummow*

Lori Gummow

County Clerk

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**REGULAR ADJOURNED MEETING  
WINNEBAGO COUNTY BOARD  
JULY 27, 2023**

1. Chairman Chiarelli Called to Order the Regular Adjourned Meeting of the Winnebago County Board for Thursday, July 27, 2023 at 6:00 p.m.
2. Board Member Webster gave the invocation and led the Pledge of Allegiance.
3. Agenda Announcements: None
4. Roll Call: 17 Present. 3 Absent. (Board Members Arena, Booker, Crosby, Goral, Guevara, Hanserd, Hoffman, Lindmark, McCarthy, McDonald, Penney, Salgado, Scrol, Sweeney, Tassoni, Thompson and Webster.) (Board Members Butitta, Fellars, and Nabors were absent.)

**AWARDS, PRESENTATIONS, PUBLIC HEARINGS, PUBLIC PARTICIPATION, and PROCLAMATIONS**

5. Awards - None
  - Presentations - None
  - Public Hearings - None
  - Public Participation- Rev. Earl Dotson, Sr., West Side Economic Development, Pro
- Board Member Nabors arrived at 6:05 p.m.

**APPROVAL OF MINUTES**

6. Chairman Chiarelli entertained a motion to approve the Minutes. Board Member Thompson made a motion to approve County Board Minutes of June 22, 2023 and layover County Board Minutes of July 13, 2023, seconded by Board Member Goral. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)

**CONSENT AGENDA**

7. Chairman Chiarelli entertained a motion to approve the Consent Agenda for July 27, 2023. Board Member Hoffman made a motion to approve the Consent Agenda which includes the Raffle Report and Auditor's Report, seconded by Board Member Booker. Motion was approved by a voice vote. (Board Members Butitta and Fellars were absent.)

## APPOINTMENTS

8. **Appointments (Per County Board rules, Board Chairman Appointments require a 30 day layover unless there is a suspension of the rule).**
- A. New Milford Fire Protection District, Annual Compensation: \$1,000
1. Greg Tucker (New Appointment), Rockford, Illinois, to serve remainder of 3-year term, May 2022 to May 2025
  2. Kurt Rodgers (Reappointment), Rockford, Illinois, 3-year term, May 2023 to May 2026

## REPORTS FROM STANDING COMMITTEES

### FINANCE COMMITTEE

9. Board Member Salgado made a motion to approve a Resolution Awarding Federal Lobbyist/Consulting Services, seconded by Board Member Guevara. Discussion by Board Member Salgado. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)
10. Board Member Salgado read in for the first reading of an Ordinance for a Budget Amendment to Establish a Police Training Center Fund to be Laid Over. Board Member Salgado made a motion to suspend the rules, seconded by Board Member Arena. Motion to suspend was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.) Board Member Salgado made a motion to approve the Ordinance, seconded by Board Member Arena. Discussion by Board Member Salgado. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)

### ZONING COMMITTEE

11. No Report.

### ECONOMIC DEVELOPMENT COMMITTEE

12. No Report.

### OPERATIONS & ADMINISTRATIVE COMMITTEE

13. Board Member McDonald made a motion to approve a Resolution Authorizing Execution of an Intergovernmental Agreement Between the Forest Preserves of Winnebago County and the County of Winnebago for Administrative Services, seconded by Board Member Lindmark. Discussion by Board Member Arena. Board Member McDonald moved to amend the Resolution, seconded by Board Member Lindmark. Further discussion by Board Members Scrol and Arena. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.) Board Member McDonald made a motion to approve the amended

Resolution, seconded by Board Member Lindmark. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)

### **PUBLIC WORKS COMMITTEE**

14. Board Member Tassoni made a motion to approve (23-025) Resolution Authorizing the Award of Bid for Best Road Resurfacing (Section: 23-00716-00-RS), seconded by Board Member Webster. Discussion by Board Member Tassoni. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)
15. Board Member Tassoni made a motion to approve (23-026) Resolution Authorizing a Structural Engineering Services Agreement with Willett Hofmann & Associates, Inc. for Replacing the Prairie Hill Road Bridge over the Rock River (Section: 18-00655-00-BR), seconded by Board Member Guevara. Discussion by Board Member Tassoni. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)
16. Board Member Tassoni made a motion to approve (23-027) Resolution Authorizing Intergovernmental Agreement with Region 1 Joint Planning Commission for the Development of a Safe Streets and Roads for All (SS4A) Transportation Safety Action Plan, seconded by Board Member Thompson. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)
17. Board Member Tassoni made a motion to approve (23-028) Resolution Authorizing the Approval of a Change in Plans for the Spring Creek Road Resurfacing Project, seconded by Board Member McCarthy. Discussion by Board Member Tassoni. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)

### **PUBLIC SAFETY AND JUDICIARY COMMITTEE**

18. Board Member Lindmark made a motion to approve a Resolution to Approve Execution of an Amendment to the Grant Agreement and Sub-Award Agreements under ICJIA Award #162204 (Deferred Prosecution Program), seconded by Board Member Crosby. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)
19. Board Member Lindmark made a motion to approve a Resolution Approving an Intergovernmental Agreement between the County of Winnebago and Harlem Consolidated School District No. 122 for School Resource Officer Program, seconded by Board Member Guevara. Motion was approved by a unanimous vote of all members present. (Board Members Butitta and Fellars were absent.)

### **UNFINISHED BUSINESS**

20. None.

### **NEW BUSINESS**

21. **(Per County Board rules, passage will require a suspension of Board rules).**

Board Member Lindmark reminded the Board about the Greg Lindmark Fundraiser at the Forest Hills Country Club on August 4<sup>th</sup>.

Board Member Sweeney recognized Chaplain Jesus Calvillo for giving counselling and comfort to numerous first responders, victims, and families.

Board Member Hanserd spoke of her experience with the Habitat for Humanity Service Project and gave a shout out to the County for their continuous support.

**ANNOUNCEMENTS & COMMUNICATION**

22. County Clerk Gummow submitted the Items Listed Below as Correspondence which were "Placed on File" by Chairman Chiarelli:

A. County Clerk Gummow submitted from the United States Nuclear Regulatory Commission the following:

a. Federal Register / Vol. 88, No. 131/ Tuesday, July 11, 2023/Notices

b. Information Request to Support Upcoming Problem Identification and Resolution (PI&R) Inspection at Byron Nuclear Plant.

B. County Clerk Gummow submitted from the United States District Court a letter regarding Emery Air, LLC v. RCS Logistics, Inc.

**ADJOURNMENT**

23. Chairman Chiarelli entertained a motion to adjourn. County Board Member Webster moved to adjourn the meeting, seconded by Board Member Thompson. Motion was approved by a voice vote. (Board Members Butitta and Fellars were absent.) The meeting was adjourned at 6:22 p.m.

Respectfully submitted,



Lori Gummow

County Clerk

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# **CONSENT AGENDA**

## RAFFLE APPLICATION REPORT

Presently the County Clerk's office has Raffle Applications submitted by  
8 different organizations for 8 Raffles.

All applying organizations have complied with the requirements of the Winnebago  
County Raffle Ordinance. All fees have been collected, bonds received and all  
individuals involved with the raffles have received the necessary Sheriff's  
Department clearance.

The Following Have Requested A Class A, General License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT
30944	1	CARPENTER'S PLACE	08/23/2023 - 08/23/2023	\$ 9,999.99
30945	1	MASTER BUILDERS MASONIC LODGE #33	08/12/2023 - 08/12/2023	\$ 300.00
30946	1	PATRIOTS GATEWAY COMMUNITY CENTER	08/12/2023 - 08/12/2023	\$ 500.00
30947	1	ROCKFORD DANCE COMPANY	09/12/2023 - 09/12/2023	\$ 2,000.00
30948	1	ROCKTON POLICE ASSOCIATION	09/06/2023 - 09/06/2023	\$ 4,500.00
30949	1	ST. ANTHONY ALTAR & ROSARY SOCIETY	09/01/2023 - 10/12/2023	\$ 225.00
30950	1	WHITE EAGLE CLUB OF ROCKFORD	08/11/2023 - 08/19/2023	\$ 2,000.00
30951	1	WINNEBAGO COUNTY 4-H & EXTENSION FOUNDATION	10/3/2023 - 10/03/2023	\$ 150.00

The Following Have Requested A Class B, MULTIPLE (2, 3 OR 4) LICENSE				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT

The Following Have Requested A Class C, One Time Emergency License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT



The Following Have Requested A Class D, E, & F Limited Annual License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT

This concludes my report,

Deputy Clerk 

LORI GUMMOW  
Winnebago County Clerk

Date 10-Aug-23

RESOLUTION

TO THE HONORABLE COUNTY BOARD OF WINNEBAGO COUNTY:

Your County Auditor respectfully submits the following summarized report of the claims to be paid and approved:

	<u>FUND NAME</u>		<u>RECOMMENDED FOR PAYMENT</u>
001	GENERAL FUND	\$	292,862
101	PUBLIC SAFETY TAX	\$	354,844
103	DOCUMENT STORAGE FUND	\$	4,073
106	RECORDERS DOCUMENT FEE FUND	\$	10,861
109	VICTIM IMPACT PANEL FEE	\$	800
114	911 OPERATIONS FUND	\$	11,992
115	PROBATION SERVICE FUND	\$	16,523
116	HOST FEE FUND	\$	103,000
123	STATE DRUG FORFEITURE ST ATTY	\$	1,526
126	LAW LIBRARY	\$	2,891
131	DETENTION HOME	\$	31,741
155	MEMORIAL HALL	\$	546
161	COUNTY HIGHWAY	\$	32,138
164	MOTOR FUEL TAX FUND	\$	539,027
165	TOWNSHIP HIGHWAY FUND	\$	4,059
181	VETERANS ASSISTANCE FUND	\$	995
185	HEALTH INSURANCE	\$	22,361
194	TORT JUDGMENT & LIABILITY	\$	13,631
196	MENTAL HEALTH TAX FUND	\$	1,170
301	HEALTH GRANTS	\$	36,061
302	SHERIFF'S DEPT GRANTS	\$	84
304	PROBATION GRANTS	\$	67,214
309	CIRCUIT COURT GRANT FUND	\$	87,767
313	AMERICA RESCUE PLAN	\$	21,722
314	CJCC GRANTS FUND	\$	16,477
401	RIVER BLUFF NURSING HOME	\$	255,507
410	ANIMAL SERVICES	\$	25,915
420	555 N COURT OPERATIONS FUND	\$	31,469
430	WATER FUND	\$	6,865
501	INTERNAL SERVICES	\$	10,453
	TOTAL THIS REPORT	\$	<u>2,004,574</u>

The adoption of this report is hereby recommended:

  
\_\_\_\_\_  
William Crowley, County Auditor

ADOPTED: This 10th day of August 2023 at the City of Rockford, Winnebago County, Illinois.

\_\_\_\_\_  
Joseph Chiarelli, Chairman of the  
Winnebago County Board of  
Rockford, Illinois

ATTEST:

\_\_\_\_\_  
Lori Gummow, Clerk of the Winnebago  
County Board of Rockford, Illinois

# Appointments



# Joseph V. Chiarelli

County Board Chairman

## County of Winnebago

### Executive Summary

Date: August 10, 2023

From: County Board Chairman Joseph V. Chiarelli

Topic: **Board Appointment**

**State of Illinois Public Act 099-0634** requires disclosure of appointments to local public entities. **County Code Chapter 2, Article II, Division 4, Section 2-88** states, “The chairman shall make all appointments to commissions, boards, authorities, or special districts with the advice and consent of the county board, or as otherwise provided by law.”

**Recommendation:** County Board Chairman Joseph V. Chiarelli recommends **Richard Mowris** of Rockford, IL 61114 to serve the remainder of 3-year term, April 30, 2021 to April 30, 2024 on the Four Rivers Sanitation Authority Board of Trustees.

<b>Four Rivers Sanitation Authority</b>	
<i>Location:</i>	<b>3501 Kishwaukee Street Rockford, IL 61109</b>
<i>Service Description:</i>	<b>Providing sanitary sewer services to the area under its jurisdiction including Rockford, Roscoe, Loves Park, Machesney Park, Winnebago, New Milford and unincorporated areas</b>
<i>Board Composition:</i>	<b>Five (5) members appointed by the County Board Chairman with the advice and consent of the County Board</b> <ul style="list-style-type: none"> <li>• Can't be from the same municipality if more than one municipality in district</li> <li>• No more than 3 of 5 in the same political party</li> <li>• Must reside in district</li> <li>• All term dates expire April 30th and must be filled within 60 days of expiration.</li> </ul>
<i>Origin of Entity:</i>	<b>Sanitary District Act of 1917 (70 ILCS 2405/)</b>
<i>Compensation:</i>	<b>\$6,000 per year</b>
<i>Bond:</i>	<b>\$1,000</b>
<i>Attorney:</i>	<b>Ed Fitzgerald</b>
<i>Meetings:</i>	<b>4th Monday of the month, 5:15 pm Four Rivers Sanitation Authority, Graceffa Administration Building, 3501 Kishwaukee St., Rockford</b>
<i>Property Tax/Funding:</i>	<b>Levies a property tax, assesses fees for sewer services and replacement tax</b>
<i>Consolidation/Dissolution Plans:</i>	<b>If applicable</b>

# Richard W. Mowris

Cell: (815) 262-8114, email: [rwmowris@gmail.com](mailto:rwmowris@gmail.com)

3638 Hermitage Trail, Rockford, IL 61114

## **Professional: President/CEO Rockford Products, LLC**

- 5 Years in H.R. Roles, Exec. Comp/Recruiting-2 Companies.
- 15 Years in Operations Roles- VP-GM, VP-Operations (3 plants)
- 5 Years- VP-International Operations and Sales, encompassed start-up factory/operations in Mexico and WOFE in China, strategic alliances-German and Asian (2) Manufacturers.
- 6 years President/CEO Rockford Products LLC moved (-7%) to 12% EBITDA and sales from \$65 million to \$125 million in 5 years.
- Significant Lean and Quick Response Manufacturing Experience installed Lean and QRM in multiple locations, extensive SIOP experience and fast proto-type product introduction.
- Currently Consulting with 3 companies and Implemented 2 start-ups, completed 1 Chinese transplant in plastics.

## **Education & Professional:**

- Bachelors Business Administration-UW-Madison
- MS Business and Industrial Relations-UW-Madison
- High School – Top 20 graduate, N.H.S. and Senior Class President
- Chair-Boone/Winnebago Counties/Rockford Workforce Investment Board

## **Professional & Community Organizations-Past and Present:**

- Member of YMCA Board, Member/Coach-YMCA Masters Competitive Swim Team.
- Member of United Way Board, Goodwill Industries Board, Area Council Boy Scout Board, MAPI, IFI, Chair-MartinHouse Board.
- Veteran, Honorable Discharge-Wisconsin Army National Guard.

# **Reports of Standing Committees**

# **FINANCE COMMITTEE**





# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** August 3, 2023  
**Ordinance Title:** Ordinance for a Budget Amendment to Provide Funds for the Winnebago County Highway Department for the Riverside Boulevard Multi-Use Path Study  
**Board Meeting Date:** August 10, 2023

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$100,000
If not, explain funding source: ARP Phase 4 Funds	
ORG/OBJ/Project Code: 61300 / 43190/ RP092 American Rescue Plan /Other Professional Services	
FY2023 Budget Impact: \$100,000	

**Background Information:** This is for Phase I Engineering Study for a multi-use path along Riverside Boulevard, connecting the Perryville Path to Sportscore Two, Javon Bea Hospital and other developments on the east side of I-90. This amount would be the County's share of a proposed IGA with the Cities of Loves Park and Rockford. Completion of this study, required when federal funds are used for construction, would facilitate the application for grants and other funds for construction of this multi-use path across I-90.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable

**2023 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: August 3, 2023  
Lay Over: August 10, 2023  
**Final Vote: August 24, 2023**

**2023 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**Ordinance for a Budget Amendment to Provide Funds for the Winnebago County Highway Department for the Riverside Boulevard Multi-Use Path Study**

**WHEREAS**, as part of proposed IGA with the Cities of Loves Park and Rockford, for the construction of a multi-use path across I-90, \$100,000.00 is Winnebago County's share of the cost of the study needed to facilitate the application for grants and other funds,

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2023 at its September 29, 2022 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-041 Riverside Blvd. Multi-Use Path Study**

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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JAIME SALGADO, VICE CHAIR

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JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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MICHAEL THOMPSON

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MICHAEL THOMPSON

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

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

2023  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>7/24/2023</b>			AMENDMENT NO: 2023-041			
DEPARTMENT:		American Rescue Plan Act			SUBMITTED BY: Steve Schultz			
FUND#:		0313 American Rescue Plan			DEPT. BUDGET NO. 61300 American Rescue Plan			
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61300	43190	RP092	Other Professional Services	\$0	\$0	\$0	\$100,000	\$100,000
<b>Revenue</b>								
TOTAL ADJUSTMENT:							\$100,000	
<b>Reason budget amendment is required:</b>								
This is for a Phase I Engineering Study for a multi-use path along Riverside Boulevard, connecting the Perryville Path to Sportscore Two, Javon Bea Hospital and other developments on the east side of I-90. This amount would be the County's share of a proposed IGA with the Cities of Loves Park and Rockford. Completion of this study, required when federal funds are used for construction, would facilitate the application for grants and other funds for construction of this multi-use path across I-90.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2023 budget: \$100,000</b>								
<b>Revenue Source: Fund 0313 American Rescue Plan Act Fund</b>								



# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** August 3, 2023  
**Ordinance Title:** Ordinance for a Budget Amendment to Fund Boys & Girls Club Addressable Fire Alarm System  
**Board Meeting Date:** Aug 10, 2023

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$11,660
If not, explain funding source: ARP Phase 4 Funds	
ORG/OBJ/Project Code: 61300 / 43204 / RO093 American Rescue Plan /ARP Comm Non-profit Grants	
FY2023 Budget Impact: \$11,660	

**Background Information:** The Boys & Girls Club of Rockford, Fairgrounds Unit, is looking to install a new Fire Alarm Panel, with enhanced notification and detection devices; updating their antiquated system. Their current system is not applicable with integrated monitoring. This will also cover permit fees which come with installing the new system.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable

**2023 Fiscal Year**

Finance: August 3, 2023

Lay Over: August 10, 2023

Sponsored by:

**Final Vote: August 24, 2023**

John Butitta, Finance Committee Chairman

**2023 CO**

**TO: THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**Ordinance for a Budget Amendment to Fund Boys & Girls Club  
Addressable Fire Alarm System**

**WHEREAS**, the Boys & Girls Club of Rockford, Fairgrounds Unit, has requested funds from ARP Phase 4 to help pay for a new Fire Alarm System to replace their outdated system,

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2023 at its September 29, 2022 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-038 Boys & Girls Club Addressable Fire Alarm System**

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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JAIME SALGADO, VICE CHAIR

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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MICHAEL THOMPSON

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MICHAEL THOMPSON

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

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

2023  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:			<b>7/24/2023</b>	AMENDMENT NO: 2023-038				
DEPARTMENT:			American Rescue Plan Act		SUBMITTED BY: Steve Schultz			
FUND#:			0313 American Rescue Plan		DEPT. BUDGET NO. 61300 American Rescue Plan			
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61300	43204	RP093	ARP Comm Non-profit Grants	\$0	\$0	\$0	\$11,660	\$11,660
<b>Revenue</b>								
TOTAL ADJUSTMENT:							\$11,660	
<b>Reason budget amendment is required:</b>								
The Boys & Girls Club of Rockford, Fairgrounds Unit, would like to install an addresssable Fire Alarm Panel, with enhanced notification devices and detection; replacing their antiquated system. The current system is not applicable with integrated monitoring. This will also cover permit fees which come with installing the new system.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2023 budget: \$11,660</b>								
<b>Revenue Source: Fund 0313 American Rescue Plan Act Fund</b>								





# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** August 3, 2023  
**Ordinance Title:** Ordinance for a Budget Amendment to Provide Funds for the Boys & Girls Club  
New HVAC System  
**County Code:**  
**Board Meeting Date:** August 10, 2023

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$200,000
If not, explain funding source: ARP Phase 4 Funds	
ORG/OBJ/Project Code: 61300 / 43204 / RP094 American Rescue Plan / ARP Comm Non-Profit Grants	
FY2023 Budget Impact: \$200,000	

**Background Information:** The Boys & Girls Club of Rockford, Fairgrounds Unit, is going to install a new high efficiency HVAC system to replace the current boiler (heat) and add air conditioning. This will allow the club to serve more members during the summer months and provide free flowing air which helps reduce the risk of Covid-19 transmissions.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable

**2023 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: August 3, 2023  
Lay Over: August 10, 2023  
**Final Vote: August 24, 2023**

**2023 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**Ordinance for a Budget Amendment to Provide Funds for the Boys & Girls Club  
New HVAC System**

**WHEREAS**, the Boys & Girls Club of Rockford, Fairgrounds Unit, has requested funds from ARP Phase 4 to help pay for a new HVAC system, which will allow them to serve more at-risk youth during the summer.

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2023 at its September 29, 2022 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-037 Boys and Girls Club HVAC System**

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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JAIME SALGADO, VICE CHAIR

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JEAN CROSBY

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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MICHAEL THOMPSON

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MICHAEL THOMPSON

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

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

2023  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>7/25/2023</b>			AMENDMENT NO: 2023-037			
DEPARTMENT:		American Rescue Plan Act Fund			SUBMITTED BY: Steve Schultz			
FUND#:		0313 American Rescue Plan Act			DEPT. BUDGET NO. 61300 American Rescue Plan			
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61300	43204	RP094	ARP Comm Non-Profit Grants	\$0	\$0	\$0	\$200,000	\$200,000
								\$0
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$200,000	
<b>Reason budget amendment is required:</b>								
The Boys & Girls Club of Rockford, Fairgrounds Unit, is going to install a new high efficiency HVAC system to replace the current boiler (heat), and add air conditioning. This will allow the club to serve more members during the summer months.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2023 budget: \$200,000</b>								
<b>Revenue Source: Fund 0313 American Rescue Plan Act Fund</b>								



# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** August 3, 2023  
**Ordinance Title:** Ordinance for a Budget Amendment to Fund Zion West Enterprise Van Purchase  
**Board Meeting Date:** August 10, 2023

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$54,530
If not, explain funding source: ARP Phase 4 Funds	
ORG/OBJ/Project Code: 61300 / 43204 / RP095 American Rescue Plan / ARP Comm Non-profit Grants	
FY2023 Budget Impact: \$54,530	

**Background Information:** Zion West Enterprise plans to purchase a van. The van will provide transportation for employees of Zion's Mowing Program and children who attend the After School Program. This request provides the means to addressing multiple effects of Covid-19 – employment, academic success, health and wellness, and job readiness.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable

**2023 Fiscal Year**

Finance: August 3, 2023

Lay Over: August 10, 2023

Sponsored by:

**Final Vote: August 24, 2023**

John Butitta, Finance Committee Chairman

**2023 CO**

**TO: THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**Ordinance for a Budget Amendment to Fund  
Zion West Enterprise Van Purchase**

**WHEREAS**, Zion West Enterprise’s Mowing Program and After School Program help serve Winnebago County’s underserved communities. Purchasing a van will allow Zion West Enterprise to provide continuous transportation to and from these programs. These programs provide the means to address multiple effects of Covid-19 – employment, academic success, health and wellness, and job readiness.

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2023 at its September 29, 2022 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-039 Zion West Enterprise Van Purchase**

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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JAIME SALGADO, VICE CHAIR

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JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

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

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

2023  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>7/24/2023</b>			AMENDMENT NO: 2023-039			
DEPARTMENT:		American Rescue Plan Act			SUBMITTED BY: Steve Schultz			
FUND#:		0313 American Rescue Plan			DEPT. BUDGET NO. 61300 American Rescue Plan			
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61300	43204	RP095	ARP Comm Non-Profi Grants	\$0	\$0	\$0	\$54,530	\$54,530
<b>Revenue</b>								
TOTAL ADJUSTMENT:							\$54,530	
<b>Reason budget amendment is required:</b>								
Zion West Enterprise plans to purchase a van. The van will provide transportation for employees working with Zion's Mowing Program, and children who attend After School Programs. This request provides the means to addressing multiple effects of COVID-19 - employment, academic success, health and wellness, and job readiness.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2023 budget: \$54,530</b>								
<b>Revenue Source: Fund 0313 American Rescue Plan Act Fund</b>								





# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** August 3, 2023  
**Ordinance Title:** Ordinance for a Budget Amendment to Fund Carpet Purchase  
For Inner City Reconstruction Group's Building  
**Board Meeting Date:** August 10, 2023

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$6,220
If not, explain funding source: ARP Phase 4 Funds	
ORG/OBJ/Project Code: 61300 / 43204 / RP095 American Rescue Plan / ARP Comm Non-Profit Grants	
FY2023 Budget Impact: \$6,220	

**Background Information:** Inner City Reconstruction Group is a non-profit organization. They purchased a building, where services are to be given to minority residents; addressing issues such as poverty and unemployment. The building is in need of carpeting. Funds to purchase, and installation of carpeting will allow the Group to open their building - to work with members of the community on these issues.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable

**2023 Fiscal Year**

Finance: August 3, 2023

Lay Over: August 10, 2023

Sponsored by:

**Final Vote: August 24, 2023**

John Butitta, Finance Committee Chairman

**2023 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**Ordinance for a Budget Amendment to Fund Carpet Purchase for Inner City Reconstruction Group's Building**

**WHEREAS**, Inner City Reconstruction Group, a non-profit, has purchased a building. The Group serves minorities - addressing issues such as poverty and unemployment. In order to operate out of their building, the Group needs to put in new carpet before it can start serving the community,

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2023 at its September 29, 2022 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-040 Inner City Reconstruction Group New Carpet**

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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JAIME SALGADO, VICE CHAIR

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

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

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

2023  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>7/24/2023</b>			AMENDMENT NO: 2023-040			
DEPARTMENT:		American Rescue Plan Act			SUBMITTED BY: Steve Schultz			
FUND#:		0313 American Rescue Plan			DEPT. BUDGET NO. 61300 American Rescue Plan			
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61300	43204	RP095	ARP Comm Non-Profit Grants	\$0	\$0	\$0	\$6,220	\$6,220
<b>Revenue</b>								
TOTAL ADJUSTMENT:							\$6,220	
<b>Reason budget amendment is required:</b>								
Inner City Reconstruction Group is a non-profit that has purchased a building, where they will work with minority residents, addressing issues such as poverty and unemployment. The addition of new carpeting will allow the site to open so services can begin to be offered.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2023 budget: \$6,220</b>								
<b>Revenue Source: Fund 0313 American Rescue Plan Act Fund</b>								



# Resolution Executive Summary

Prepared By: Steve Schultz  
Committee: Finance Committee  
Committee Date: August 3, 2023  
Resolution Title: Resolution Adopting Fiscal Year 2024 Budget Policy  
County Code: Not Applicable  
Board Meeting Date: August 10, 2023

## Budget Information:

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

**Background Information:** Annually, County Administration prepares the Budget Policy for the upcoming budget year to provide guidance to departments and establish the budget calendar for the County Board. Adjustments to the FY2024 Budget Policy include general formatting and reorganization of the policy with the following items amended or added:

- Definition of the County's Accounting Basis for Governmental and Proprietary Funds. The key change to this section is that purchases are required to be accounted for in the year they are received or completed per GAAP.
- Expanded the Fund Reserve section to include language requiring that special revenue fund budgets cannot exceed available fund balance and added language for the intention of maintaining three months of budgeted operating expenditures in the River Bluff Nursing Home fund.
- Added clarification and direction for the budget process from beginning to final board approval.
- Combined all previous revenue related policy in one section and added FY24 Revenue Assumptions.
- Added a section on Expense Estimations with departmental direction for completing salary budgets, grant budgets and other items to be considered when completing departmental budgets.
- Created a new section on Capital Improvement Projects (CIP). This section defines the budget process for CIP, defines projects that qualify, and give departments general instructions on completing their 5-year CIP planning documents.
- One change to the Accounting Policy to define the vendor remittance schedule at twice per month.
- Updated the calendar dates.

Recommendation: Administration concurs  
Contract/Agreement: Not Applicable  
Legal Review: Not Applicable  
Follow-Up: Not Applicable

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

2023 CR \_\_\_\_\_

SUBMITTED BY: FINANCE COMMITTEE

SPONSORED BY: JOHN BUTITTA

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**RESOLUTION ADOPTING FISCAL YEAR 2024 BUDGET POLICY**

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**WHEREAS**, the County Board wishes to adopt a budgetary process for use in the 2024 fiscal year; and

**WHEREAS**, the County Administration has created a process based on sound financial principals for use in the 2024 fiscal year.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it adopts the budgetary process presented by the County Administration for the 2024 fiscal year, a copy of which policy is attached to this Resolution as Exhibit A.

**BE IT FURTHER RESOLVED** that this Resolution shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Board Chairman and all County department heads.

**Respectfully Submitted,  
FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

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JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

\_\_\_\_\_  
JOHN F. SWEENEY

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JOHN F. SWEENEY

\_\_\_\_\_  
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 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

# Exhibit A





# WINNEBAGO COUNTY

Fiscal Year 2024

Budget Policy

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## INTRODUCTION

Winnebago County Government operates on policies designed to protect the County's assets and taxpayers' interests, provide guidance to employees, and serve the public efficiently. It is the intent that the policy statements be used to avoid conflicting goals or activities, which may have a negative impact on the overall financial position of the County. The County's system of internal accounting controls is designed to provide reasonable assurance that the financial records are reliable for preparing financial statements and maintaining accountability for assets and obligations.

The County's budget process is governed by Illinois Compiled Statutes (55 ILCS 5/6) and Winnebago County Board Policies (Sec. 2-38 Winnebago County Code of Ordinances). All operating funds (those funds that are presented in the County's Annual Comprehensive Financial Report) are appropriated in the "Official Budget". Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend.

In addressing concerns for maintaining financial strength while protecting the interest of the taxpayer, the County Board is implementing the following directives for the development of the fiscal year 2024 budget.

## ACCOUNTING BASIS

### **Governmental Funds**

The County prepares financial statements based on the modified accrual basis of accounting for all governmental funds in which the revenues are recorded when both measurable and available. The County considers revenue to be available if they are collected within 60 days of the end of the current fiscal period for property taxes, 180 days of the end of the current fiscal policy for certain health department and County reimbursable grants and 90 days of the end of the current period for all other amounts.

Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

### **Proprietary Funds**

The County has two proprietary funds. Expenditures for these funds are budgeted on a full accrual basis of accounting. As such, expenses are recognized when incurred and revenues are recognized when they are obligated to the County.

Under both methods of accounting, Generally Accepted Accounting Principles (GAAP) prescribe that purchases are required to be accounted for in the fiscal year in which the item is received or the service performed. Items ordered or services performed late in the fiscal year and not received or completed by the end of the fiscal year will be applied to the budget of the following year.

## BUDGETARY PRIORITIES

Direction is hereby given to the County Administrator and the Chief Financial Officer to create the fiscal year 2024 budget with the following priorities:

1. Debt service payments required
2. Contractual payments based on lease agreements, software agreements and other contractual agreements
3. Mandated services at affordable funding levels
4. All operating necessities (Utilities, IMRF, Health Insurance, Liability Insurance)
5. General operating costs to provide services
6. Non-Union employee compensation
7. Capital needs of the organization
8. Meeting the 25% unrestricted reserve requirement of the General Fund and PSST Fund (See Fund Reserves and Balanced Budgets Section)
9. Outside agency funding to include non-obligated Host Fee Grants and local matching grants

## FUND RESERVES AND BALANCED BUDGETS

The intent of the Finance Committee is the budget must balance expenditures against available revenues and fund balance by fund. Special revenue fund expenditure budgets cannot exceed available fund balance of the fund. Special revenue funds with a negative fund balance will not be allowed to submit an expenditure budget until the negative fund balance has been eliminated.

The County has developed a fund reserve policy in which it shall be the intent of the County Board to maintain an unrestricted (total of unassigned) fund balance equal to three months of budgeted operating expenditures in the General Fund and the Public Safety Sales Tax Fund. Surpluses in excess of the necessary reserve required by this policy shall be transferred to the Capital Projects Fund. In addition, it is the intent of the County Board to maintain an unrestricted fund balance equal to three months of budgeted operating expenditures in the River Bluff Nursing Home fund.

## BUDGET SUBMITTAL AND PRESENTATION PROCESS

Elected Officials and Department Heads shall be provided budget worksheets with existing levels of funding. Based on revenue estimates for the current and next fiscal year, funding levels may be reduced from the current year's appropriations. Elected Officials and Department Heads are encouraged to analyze all services and programs for the cost of the programs, citizen demand, and mandates by Federal, State or County law.

Exceptions may be considered by the County Administrator and the Chief Financial Officer on a case-by-case basis.

When an Elected Official/Department Head has completed the required budget forms, a meeting can be scheduled (if necessary) with the County Administrator and Chief Financial Officer to review and ensure budget policy compliance. Concerns and/or issues should be addressed by the Department Head/Elected Official at this time. Any resulting changes to submitted budgets will be communicated to the Finance Office for system entry and review. Upon review by County Administrator and Chief Financial Officer, the budget will be scheduled for presentation to the Finance Committee per the attached budget calendar. Meetings will be scheduled with the Finance Committee (if necessary) for individual departments/Elected Officials to address the Finance Committee regarding their individual budget requests.

Prior to the date the County Board places the budget on layover for public review, the Elected Official/Department Head will be required to review the budget as entered in the financial system and sign off that all entered information is correct.

Once the Finance Committee has reviewed departmental budgets, and the recommended supplemental requests have been approved, the budget is moved to the whole board to be placed on public display for a minimum of fifteen (15) days prior to final approval.

The Chief Financial Officer and the County Administrator during the normal course of the budget preparation process may make budget revisions prior to the final board approval of the budget. It should be noted that proposed budget revisions made after the first reading but before final passage shall be documented and presented to the County Board for approval as part of the final budget approval.

New for FY2024, Elected Official/Department Heads will be required to submit a five-year plan for capital improvements. Guidelines for these budgets are on page 7.

## REVENUE ESTIMATIONS

The County will project annual revenues on a conservative analytical basis to protect it from short-run fluctuations in any one revenue source. In instances where the County is providing non-mandated services and the revenue stream(s) is/are not covering the costs of said services, direction will be requested by County Administration from the reporting Liaison Committee (and if necessary, the full County Board) on whether said service should be allowed to continue and supplemented with County funds.

Property Tax Assumptions: Winnebago County is mandated to follow the Illinois Property Tax Extension Limitation Law (PTELL) by the State of Illinois. PTELL allows governing bodies the ability to cover the costs of inflationary increases incurred in their day-to-day operations by increasing their previous year's extension by the CPI or 5%, whichever is smallest. For fiscal year 2024 the CPI is 5.0%. During the budget process, County Administration will present the increases available if the County Board chooses to capture new growth and/or to utilize the CPI increase authorized under PTELL in the calculation of property tax revenues when developing the fiscal year 2024 budget. The Finance Committee will inform the Chief Financial Officer of the amount of the levy to include in the budget document.

User Fees and Charges: All user fees and charges should be reviewed by County Administration, Elected Officials and Appointed Department Heads on an annual basis to ensure the fee collected is covering the cost of service provided (subject to State Statutes).

The County charges user fees for items and services which benefit a specific user more than the general public. State statutes or an indirect cost study determines user fees. Fee studies based on costs are conducted as needed to determine the level of fees needed to equal the total cost of providing the service.

Other FY2024 Revenue Assumptions:

- Nonrecurring (one-time) revenue sources will be used for operations unless directed for a specific use by the County Board.
- Cannabis Sales and Excise Taxes support the General Fund.
- Gaming-related revenue, including off-track betting, casino, and video gaming revenues, support the Capital Projects Fund and County Road Projects using a 50/50 split.
- Sale of assets support the Capital Projects Fund.
- New funding sources with a restricted purpose will be reviewed by the County Board to ensure appropriate usage at the department level. Additionally, these funding sources will be identified by a designated project number to meet reporting requirements by the funding agency.

## EXPENSE ESTIMATIONS

Salary and Wage Estimates: Each department will be provided a budget document outlining the employees of the department with their rate of pay as of the date of the preparation of the document. It is the responsibility of the department to review the list including the position titles and employment status (FT, PT or seasonal). The department shall budget for any contractual obligations as outlined in respective bargaining contracts for the upcoming year. The department should include any vacant positions that are not included on the list if the intent is to fill that position in the upcoming year.

The Finance Committee will provide the County Administrator the non-union employee wage increase rate to include in the budget document. The Finance Committee will make a recommendation no later than the 1st Finance Committee meeting in June. Non-bargaining employees are eligible to receive the one-percent longevity pay in accordance with County policy and this should be included in the development of the salary and wage budgets.

Employees transferring from one County department to another will be allowed to retain their accrued vacation upon transfer. The new department will assume the liability should the employee terminate their employment while employed by said department.

Grant Budgets: Each department should submit a separate budget document for ongoing grant awards by the project (award) number. Grant revenue estimates should equal grant expenditure estimates for reimbursement-based grants. Grant award performance periods may not align with the County's fiscal year. In such cases, the department should estimate to the best of their ability the expenses that will be incurred for the grant program during the County's fiscal year. Grant budgets should include all applicable expenses as defined in the grant award and approved grant budget.

New grant awards will be budgeted at the time the County Board accepts the award. See further details in the Grant Policy and Grant Procedures documents.

Other FY2024 Expense Assumptions:

- In the event of loss of Federal or State funding and/or reimbursement for specific services, it is understood that Department/Elected Official will be expected to either reduce funded services or identify other reductions/revenue increases to offset the losses. Exceptions will be addressed on a case-by-case basis.
- Contractual obligations should be included in the budget request and, if applicable, noted as a supplemental request.
- Equipment needs and repairs that do not meet the criteria of a capital request as defined below should be included in the departmental operating budgets.
- All appropriations that have not been expended or appropriated to ongoing capital improvement projects shall lapse at the end of the fiscal year.

CAPITAL IMPROVEMENT PROJECTS (CIP) PLANNING AND BUDGETS

The CIP budgets are necessary to provide adequate consideration of the County's short-term and long-term needs and strategic goals and evaluate the options and timing availability of funds to address those needs. As noted in the Revenue Estimate section of this document, the CIP Fund will be funded through Gaming revenue, sale of assets and excess funds in the General and PSST funds. CIP includes major construction, expansion, purchase or major repair of buildings and other physical structures. CIP may also include fleet and equipment replacement needs. Per the County asset policy, capital projects should have a component value greater than \$12,000 and should have a useful life greater than three to five years. CIP does not include highway department projects or equipment funded by grant or other funding sources.

Each Department Head/Elected Official will submit a list of capital needs for the next five years on the document provided for capital requests. Requested projects should be prioritized by the departments. The requesting department should note the need for funding of the project. In addition to the cost of completing the project, the department should identify any costs to operate and maintain the asset over its useful life. These additional expenses would need to be included in the department's operating budget.

Only projects included in the first year of the plan will be considered for approval and funding. Projects presented for future years are shown for planning purposes only. Funding for a capital plan will be reviewed in conjunction with the annual budget. **Submission of capital needs does not guarantee funding.**

Approved CIP projects will be appropriated in the Capital Projects Improvement Fund. County Administration has developed a team. This team will meet regularly to review and discuss the progress of approved projects.

Capital project appropriations, unlike operating budget appropriations, are typically one-time in nature and the project may take multiple years to complete. Budgetary control for these projects will be at the fund and project level which differs from operating budgets. Due to the fact that capital projects may cross fiscal years, the County Administrator/Chief Financial Officer will have the authority to rollover available project balances to the next fiscal year during the budget preparation process. Each previously approved project will be reviewed with department heads prior to the calculation of the rollover amount. Factors Administration will consider when calculating the rollover amount would include the timing of any remaining payments and estimated completion percentage. The current year estimated actuals plus any amounts included in the rollover budget will not exceed

the amount of the original approved project budget. Administration will not rollover any capital project funds which have not had activity for two fiscal years. A listing of project budgets that are to be rolled over will be reviewed by the aforementioned Administration team and included in the final budget package as presented to the County Board.

CIP appropriations funding projects belonging to the two Enterprise Funds will be budgeted in those respective funds in order to properly track assets according to GAAP and financial reporting. Approval of CIP projects related to these funds will require a budget amendment including a plan to transfer funds from the CIP fund to the Enterprise fund and expenditures for the project in the Enterprise fund. Actual transfers will only be recorded by Finance as related projects are completed.

#### BUDGET AMENDMENT PROCESS (AFTER ADOPTION BY THE BOARD):

All requests for budget amendments must start with a completed Budget Amendment Form (available upon request from Finance) submitted to the Chief Financial Officer, who upon review, will work with the requesting department head in preparing an ordinance (if required) in the County Board approved format for committee and board presentation.

- The County Board must approve all transfers of budgets between departments or funds by a 2/3<sup>rd</sup> majority vote (14) of the County Board. (Transfers may not be made from certain special purpose funds to other funds).
- Additional (emergency) appropriations must also be approved by a 2/3<sup>rd</sup> majority vote (14) of the County Board.
- Budgetary control over expenditures exists at the object-class-level (character code). Line item transfers between object-class-level (character code) or object codes may be requested by the department and approved by the Chief Financial Officer, provided the total amount appropriated by the County Board for the respective department (org code) is not exceeded.

#### FINANCIAL POLICIES

The following pages include financial policies that have been approved by the County Board. These policies should be considered in addition to the Budget Development Guidelines in completion of budgets.

#### FISCAL YEAR

The County's fiscal year is October 1st through September 30th. (Set by County Board per 55 ILCS 5/6-1-001).

#### ACCOUNTING/ AUDITING

State statutes require an annual audit by independent certified public accountants (55 ILCS 5/6-31003). An Annual Comprehensive Financial Report shall be prepared according to the criteria set by the Government Finance Officers Association (GFOA). The County follows Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB).

#### ACCOUNTING AND FINANCIAL REPORTING POLICIES



The accounting policies of the County of Winnebago, Illinois will conform to generally accepted accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB). It shall be the intent of the County to maintain a self-balancing set of accounts on an on-going basis to be closed quarterly. The general ledger will be closed by the Finance department no later than 45 days after month end. The books shall remain open 90 days after the fiscal year end.

It shall be the intent of the County to maintain a program of internal controls to safeguard all assets and ensure effective and efficient use of all assets. It shall be the responsibility of the Finance Director to establish a formal set of "best practice" internal controls. In addition, the County Auditor shall ensure that all departments comply with those controls.

It shall also be the intent for the independent auditor to review the system of internal controls and report any weaknesses detected to the Board as part of the annual audit.

It shall be the intent of the County to utilize fund accounting principles and generally accepted accounting practices in the recording of all financial transactions. The general ledger shall be maintained on a cash basis, with the intent to move to an accrual basis on a quarterly basis. The Finance Committee will be provided with budget versus actual revenue and expenditure reports on a quarterly basis.

It shall be the intent of the County to prepare annually an Annual Comprehensive Financial Report to be presented to the Board no later than 180 days after year-end. The Annual Comprehensive Financial Report should be audited by an independent CPA firm experienced in governmental auditing. It shall be the further intent of the County to present its Annual Comprehensive Financial Report to the Government Finance Officers Association to receive the Certificate of Excellence award in financial reporting. If at any time the County will not receive an unqualified opinion from the CPA firm, the CPA firm and the Finance Director will notify the Board prior to the issuance of the report.

It shall be the intent of the County to maintain a capital asset ledger of all permanent assets acquired. The Finance department will maintain these asset records on an on-going basis to ensure proper controls and report annually regarding these records to the Board. No asset will be considered fixed unless its value or component value exceeds \$12,000 dollars or in the case of infrastructure assets purchased or acquired with an original cost of \$50,000 or more.

Depreciation will be charged on all capital assets. This policy is consistent with the requirements of GASB Statement No. 34. Depreciation will be recorded on a straight-line basis over the normal useful life of the asset.

It shall be the intent of the County to manage all accounts receivable. Accounts receivable are created by operations in certain departments and offices. In general, they arise at the renewal of a permit or license from departments such as Health, River Bluff Nursing Home or Transportation. The department or office that is responsible for the billing is responsible for collections and managing receivables. Consistent with good financial management, each department and office will age their receivables. Departments and Offices shall continue collection efforts.

The Finance department remits vendor payments on a regular schedule twice a month. Vendor payments are released by the County Clerk's office per the defined schedule. Emergency requests for payment are considered on a case-by-case basis. All remittances will be mailed unless there is a business purpose requiring a department to obtain the check at which time a release form will need to be signed.

It is the intent of the County to comply with the modified accrual basis of accounting, in which revenues are recorded when they are both measurable and available. The County considers revenue to be available if they are collected within 60 days of the end of the current fiscal period for property taxes, 180 days of the end of the current fiscal period for certain health department and County reimbursable grants, and 90 days of the end of the current fiscal period for all other amounts.

## GRANTS

The purpose of this policy is to ensure that all grant-funded programs or projects are managed according to the terms set forth in the grant agreement, Winnebago County Grant Administration Policies and Procedures and other applicable County policies and procedures. To inform the County Board of the value of a new grant program, the Board must have full knowledge of the total cost and/or impact of the program and its funding sources. It is a requirement that departments administering grants are familiar with the grant administration policies and procedures; in addition to individual grant requirements.

A grant is an amount of money that a government or other institution gives to an individual or to an organization for a particular purpose.

The following should be considered when applying for, accepting, and/or managing grant awards:

- A new grant is a grant awarded for a purpose that has not been previously supported by grant funding.
- Grant Award Agreement Federal/State/Local compliance requirements.
- If Indirect Costs are allowable, all new grant application budgets should include the County's 10% de minimis indirect cost rate. If not included, the explanation shall be included in the Grant Summary Worksheet.
- Departments who apply for grants that require a local match must find the local match within their budgets.
- Departments who apply for new grants must understand the special conditions associated with their funding and inform the County Board of the conditions in the Resolution, prior to approval. Upon Board acceptance and approval, the County Board Administration Staff will log each special condition into the Special Conditions System of Register.
  - The County Board's definition of a conflicting special condition is any special condition of funding (outside of standard state/federal conditions) that may prohibit another department's ability to apply for funding.

Departments will submit a budget amendment for new grant awards to the Chief Financial Officer to amend the respective budget. A 2/3rd vote of all members constituting the County Board is required to amend department budgets to reflect grant revenues and expenses (55 ILCS 5/6-1003).

- Grants will be controlled at the operating budget level based on the County's fiscal year.

- The grant budget will be periodically reviewed by the designated Grant Managers to ensure that the revenues and expenditures are consistent with the grant award's allowable costs.
- Designated Grant Managers will inform Finance Director of identified sub-award/sub-recipients.
- Grants will be reviewed quarterly, as needed, by the Grant Compliance Officer or Finance Director with the Department Head, Elected Official, or designated Grant Managers.

#### RISK MANAGEMENT

The County has an established program for unemployment, liability and workers compensation. To forecast expenditures, the County considers claims, retention levels, fixed costs, and fund reserves.

#### INVESTMENT POLICY

The County Treasurer is responsible for the investing of all Winnebago County funds (55 ILCS 5/3-11006). It is always prudent for any public unit to have an Investment Policy in place for the purpose of safeguarding funds, equitably distributing the investments, and maximizing income of the governmental unit. The following policy is adopted for the Winnebago County Treasurer's Office.

#### SCOPE OF INVESTMENT POLICY

This Investment Policy applies to the investment activities of all funds under the jurisdiction of the Winnebago County Treasurer. This Investment Policy will also apply to any new funds or temporary funds placed under the jurisdiction of the Winnebago County Treasurer. The Illinois Compiled Statutes will take precedence except where this policy is more restrictive, wherein this policy will take precedence.

#### OBJECTIVES

The purpose of this Investment Policy of the Winnebago County Treasurer is to establish cash management and investment guidelines for the stewardship of public funds under the jurisdiction of the Winnebago County Treasurer. The specific objectives of this investment policy will be as follows:

1. Safety of Principal.
2. Diversity of investment to avoid unreasonable risks.
3. The portfolio shall remain sufficiently liquid to meet all operating costs, which may be reasonably anticipated.
4. The highest interest rate available will always be the objective of this policy, combined with safety of principal. The Winnebago County Treasurer will require full collateralization of any deposits.
5. In maintaining its investment portfolio, the Winnebago County Treasurer shall avoid any transaction that might impair public confidence in the Winnebago County Treasurer's Office.
6. The Winnebago County Treasurer will give consideration to the financial institutions positive community involvement when consideration is given to the financial institution to be used as a depository.
7. All funds will be invested for a period of one day or longer, depending on the requirement for the disbursement of funds.
8. All funds shall be deposited within two working days at prevailing rates or better, in accordance with Illinois Compiled Statutes.

## RESPONSIBILITY

All investment of funds under the control of the Winnebago County Treasurer is the direct responsibility of the Winnebago County Treasurer. The Winnebago County Treasurer shall be responsible for all transactions and shall establish a system of controls of the activities of all subordinates who are directly involved in the assistance of such investment activities.

## PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent person," and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for any individual securities credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

## ACCOUNTING

All investment transactions shall be recorded by the Winnebago County Treasurer or the Winnebago County Treasurer's staff. A report will be generated, at least monthly, listing all active investments, including information regarding securities in portfolio by class or type, book value, interest earned and market value as of report date. This report will be made available to the Winnebago County Board and Winnebago County Treasurer.

## FINANCIAL INSTITUTIONS

The Winnebago County Treasurer will have the sole responsibility to select which financial institutions will be depositories for Winnebago County Treasurer funds. The Winnebago County Treasurer will take into consideration security, size, location, condition, service, fees and the community relations involvement of the financial institution when choosing a financial institution.

At no time will the Winnebago County Treasurer investments exceed 65% of the financial institution's capital and surplus.

All financial institutions having any type of financial relationships: deposit investments, loans, etc., are required to provide a complete and current "Call Report," required by their appropriate regulatory authority each calendar quarter within 30 days of the "Call" request date.

## INVESTMENT VEHICLES

The Winnebago County Treasurer will use investments approved for governmental units as set forth in the most current issue of the Illinois Compiled Statutes.

## COLLATERAL

In order to protect the funds of Winnebago County, it will be a standard practice of the Winnebago County Treasurer to require that all deposits in financial institutions be collateralized. Collateral shall be held under the name of Winnebago County. During the term of the deposit, at least 102% collateralization will be required whenever deposits exceed the insured limits of FDIC. The Winnebago County Treasurer will require a signed

Pledge Agreement between Winnebago County, the Financial Institution, and the Holding Company to be on file at all times.

102% of collateralization of the deposit will be required. Only the following collateral will be accepted:

- U.S. Government direct securities
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the County of Winnebago
- Obligations of municipalities located within the County of Winnebago, subject to acceptance by the Winnebago County Treasurer
- Acceptable Collateral as identified in the Illinois Compiled Statutes for use by the Treasurer of the State of Illinois

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the Winnebago County Treasurer's portfolio, pursuant to the Public Funds Investment Act at 30 Illinois Compiled Statutes 235/2.5 and other provisions included in that Act, along with all other Statutes and Constitutional provisions regarding conflicts of interest and ethical considerations.

#### SECURITY CONTROLS

Only the Winnebago County Treasurer is authorized to establish financial accounts for the office of Winnebago County Treasurer. At all times either the Winnebago County Treasurer, singly or signatories as designated by the Winnebago County Treasurer, should be authorized to sign on financial accounts of the office of the Winnebago County Treasurer.

#### ADOPTION

THIS INVESTMENT POLICY OR SIMILAR POLICY HAS BEEN IN EFFECT SINCE JANUARY 1, 2022.  
LAST REVISION MARCH 12, 2022.FISCAL YEAR 2024 BUDGET CALENDAR

Budget Task	Date
Chief Financial Officer and Finance Department to review budget process, refine budget requirements, determine budget calendar and prepare preliminary budget guidelines	Feb 1 <sup>st</sup> to March 10 <sup>th</sup>
Finance Committee to review Budget Calendar	March 16 <sup>th</sup>
Finance Committee to approve 2024 Budget Policy & Guidelines	April 6 <sup>th</sup>
County Board to approve 2024 Budget Policy & Guidelines	April 13 <sup>th</sup>
Budget preparation materials are distributed to departments	May 3 <sup>rd</sup>
Initial forecast of Fiscal Years 2023 and 2024 with tax levy options to be presented to the Finance Committee	June 15 <sup>th</sup>
Departments to submit all budget documents to the Chief Financial Officer	June 16 <sup>th</sup>

Departments to submit Budget & Outcome Goals to the Chief Financial Officer	June 21 <sup>st</sup>
Chief Financial Officer and Administrator to review all preliminary budgets with Departments	June 22 <sup>nd</sup> – 30 <sup>th</sup>
Recommended budgets are provided to Department Heads/Elected Officials	July 7 <sup>th</sup>
Finance Committee will review department budget presentations (if necessary)	July 20 <sup>th</sup>
Budget to be reviewed by Chairman, Administrator and Chief Financial Officer	July 25 <sup>th</sup>
County Administrator to present recommended budget to the Committee of the Whole	Aug 10 <sup>th</sup>
Finance Committee to make recommended budget changes (if necessary)	Aug 17 <sup>th</sup>
Truth in Taxation Hearing (we will schedule a date if needed)	
Department Heads and Elected Officials sign off sheet on budgets and capital requests due in the Finance Department	Aug 23 <sup>rd</sup>
Finance Committee to vote on County Budget Ordinance	Aug 31 <sup>st</sup>
County Board to place balanced Proposed Budget on public display	Sept 7 <sup>th</sup>
County Board to adopt the appropriation and tax levy ordinance/budget	Sept 28 <sup>th</sup>

**OPERATIONS &  
ADMINISTRATIVE  
COMMITTEE**

**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

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

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

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

\_\_\_\_\_  
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.

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

# **UNFINISHED BUSINESS**

**NEW BUSINESS**

# **ANNOUNCEMENTS & COMMUNICATIONS**



# WINNEBAGO COUNTY

— ILLINOIS —

## Announcements & Communications

Date: August 10, 2023

Item: Correspondence to the Board

Prepared by: County Clerk Lori Gummow

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**Governing Statute(s):** State of Illinois Counties Code [55 ILCS 5/Div. 3-2, Clerk](#)

**County Code:** [Ch 2. Art. II. Div. 4, Sec. 2.86 – Record Keeping & Communications](#)

**Background:** The items listed below were received as correspondence.

1. County Clerk Gummow received from the United States Nuclear Regulatory Commission the following:
  - a. Byron Station, Unit Nos. 1 and 2- Issuance of Amendments Nos. 233 and 233 RE: Technical Specifications 2.1.1 and 4.2.1 to Allow a Previously Irradiated Accident Tolerant Fuel Lead Test Assembly to be Further Irradiated in Unit No. 2 (EPID L-2022-LLA-0131)
  - b. Applications for Amendments to Facility Operating Licenses Involving Proposed No Significant Hazards Consideration(s) and Containing Sensitive Unclassified Non-Safeguards Information and Order Imposing Procedures for Access to Sensitive Unclassified Non-Safeguards Information.
  - c. Byron Station-Request for Information for the NRC Quadrennial Comprehensive Engineering Team Inspection: Inspection Report 05000454/2024010 and 05000455/2024010.
  - d. Federal Register/Vol. 88, No. 146/Tuesday, August 1, 2023/Notices
  - e. Byron Nuclear Power Station, Unit 2- Review of the Spring 2022 Steam Generator Tube Inspection Report (EPID: L-2022-Iro-0146)
2. County Clerk Gummow received a letter from the Federal Energy Regulatory Commission. Subject: Scoping Documents 1 for the Rockton Hydroelectric Project, P-



# WINNEBAGO COUNTY

— ILLINOIS —

2373-016; Dixon Hydroelectric Project, P-2446-052; Beloit Hydroelectric Project, P-2348-050; and Janesville Hydroelectric Project, P-2347-064.

3. County Clerk Gummow received from Theresa Grennan, Chief Deputy Winnebago County Treasurer the following:
  - a. Winnebago County Treasurer Bank Balances – June, 2023
  - b. Collateralization Report – June 30, 2023
  - c. Investment Report - as of June 30, 2023
  - d. Monthly Interest Report – as of June, 2023

**Adjournment**