

# FINANCE COMMITTEE AGENDA

**Called by:** John Butitta, Chairman  
**Members:** Jean Crosby, Joe Hoffman, Keith McDonald, Jaime Salgado, John F. Sweeney, Michael Thompson

**DATE:** THURSDAY, MARCH 7, 2024  
**TIME:** IMMEDIATELY FOLLOWING THE OPERATIONS AND ADMINISTRATIVE COMMITTEE MEETING AT 5:30 PM  
**LOCATION:** ROOM 303  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of February 15 and 22, 2024 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name.
- E. An Ordinance Authorizing the County of Winnebago, Illinois to Retain an Administrative Fee from the 2% Hotel Tax for the Administration and Enforcement of the Tax Pursuant to 55 ILCS 5/5-1030
- F. First Quarter FY24 Financial Report
- G. Finance Committee to Review FY25 Budget Calendar
- H. FY25 Levy Discussion
- I. Closed Session to Discuss Pending Litigation
- J. Other Matters
- K. Adjournment

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

Thursday, February 15, 2024  
Immediately following the Operations & Administrative Committee Meeting

**Present:**

John Butitta, **Chairperson**  
Jaime Salgado, **Vice Chairperson**  
Jean Crosby  
Joe Hoffman  
Keith McDonald  
John F. Sweeney

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Chris Dornbush, Director of Development Services  
Theresa Grennan, Treasurer's Office  
Carol Hartline, Attorney, Williams McCarthy LLP – via Zoom  
Charlotte Hoss, SAO  
Michael Iasparro, Hinshaw & Culbertson LLP

**Absent:**

Michael Thompson

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of January 18, 2024 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the Chairman, please stand and state your name. Thank you.
- E. Treasurer's Investment Report
- F. Ordinance for a Budget Amendment ARP Revenue Replacement
- G. Closed Session to Discuss Pending Litigation
- H. Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Tyler Rowan versus Winnebago County
- I. Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Kim Richards versus Winnebago County
- J. Other Matters
- K. Adjournment

**Call to Order**

Chairperson Butitta called the meeting to order at 7:30 PM.

### **Roll Call**

Chairperson Butitta yes, Ms. Crosby yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes.

### **Approval of January 18, 2024 Minutes**

Chairperson Butitta called for a motion to approve the January 18, 2024 Minutes.

Motion: Mr. Sweeney. Second: Ms. Crosby.

Motion passed by unanimous voice vote.

### **Public Comment**

Chairperson Butitta omitted reading the Public Comment Section of the Agenda due to no one present to speak.

### **Treasurer's Investment Report**

Theresa Grennan gave the Treasurer's Report.

- Discussion followed.

### **Closed Session to Discuss Pending Litigation**

Chairperson Butitta called for a motion to enter Closed Session.

Motion: Mr. Hoffman. Second: Mr. Salgado.

Motion passed by unanimous voice vote.

### **Roll Call**

Chairperson Butitta yes, Ms. Crosby yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes.

Chairperson Butitta – No action was taken in Closed Session.

### **Ordinance for a Budget Amendment ARP Revenue Replacement**

Motion: Chairperson Butitta. Second: Mr. Salgado.

Steve Schulz reviewed the Ordinance for a Budget Amendment ARP Revenue Replacement.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Tyler Rowan versus Winnebago County**

Motion: Chairperson Butitta. Second: Ms. Crosby.

Chairperson Butitta called for any comments or discussion.

Motion passed by unanimous voice vote.

### **Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Kim Richards versus Winnebago County**

Motion: Chairperson Butitta. Second: Ms. Crosby.

Chairperson Butitta called for any comments or discussion.

Motion passed by unanimous voice vote.

### **Other Matters**

None reported.

**Adjournment**

Chairperson Butitta called for a motion to adjourn.

Motion: Mr. Sweeney. Second: Mr. Salgado.

Motion to adjourn passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile

Administrative Assistant

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

Thursday, February 22, 2024  
5:45 PM

**Present:**

John Butitta, **Chairperson**  
Jaime Salgado, **Vice Chairperson**  
Jean Crosby  
Joe Hoffman  
Keith McDonald  
John F. Sweeney  
Michael Thompson

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Lafakeria Vaughn, Civil Bureau Chief, State's Attorney's Office  
Dave Tassoni, County Board Member  
Jim Webster, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes - None
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the Chairman, please stand and state your name. Thank you.
- E. Resolution Authorizing Settlement of Litigation, ponder v. County of Winnebago
- F. Other Matters
- G. Adjournment

**Call to Order**

Chairperson Butitta called the meeting to order at 5:45 PM.

**Roll Call**

Chairperson Butitta yes, Ms. Crosby yes, Mr. Hoffman yes, Mr. McDonald yes, Mr. Salgado yes, Mr. Sweeney yes, Mr. Thompson yes.

**Approval Minutes - None**

**Public Comment**

Chairperson Butitta omitted reading the Public Comment Section of the Agenda due to no one present to speak.

**Resolution Authorizing Settlement of Litigation, Ponder v. County of Winnebago**

Motion: Chairperson Butitta. Second: Mr. Thompson.

Motion passed with Mr. Hoffman abstaining.

**Other Matters**

None reported.

**Adjournment**

Chairperson Butitta called for a motion to adjourn.

Motion: Mr. Sweeney. Second: Mr. Thompson.

Motion to adjourn passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile

Administrative Assistant



# Ordinance Executive Summary

**Prepared By:** Steve Schultz

**Committee:** Finance Committee

**Committee Date:** March 7, 2024

**Ordinance Title:** An Ordinance Authorizing the County of Winnebago, Illinois to Retain an Administrative Fee from the 2% Hotel Tax for the Administration and Enforcement of the Tax Pursuant to 55 ILCS 5/5-1030

**County Code:** Chapter 78, Article IV, Section 78-100

**Board Meeting Date:** March 14, 2024

**Budget Information:**

<b>Was item budgeted?</b> N/A	<b>Appropriation Amount:</b> N/A
<b>If not, explain funding source:</b> N/A	
<b>ORG/OBJ/Project Code:</b> N/A	<b>Budget Impact:</b> Addition revenue to Treasurer

**Background Information:** The Winnebago County Board and Treasurer’s Office have determined that it is necessary for the effective administration of the hotel tax and in the best interests of the County for the County to retain an administrative fee in the amount of one thousand dollars (\$1,000.00) each month to cover its costs incurred in the tax collection, administration and enforcement of the ordinance, which amounts to less than 1% of the average monthly county-wide hotel tax collection.

**Recommendation:** Staff concurs

**Contract/Agreement:** N/A

**Legal Review:** Completed

**Follow-Up:** N/A