



# WINNEBAGO COUNTY

— ILLINOIS —

## AGENDA

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

**Thursday, March 28, 2024**  
**6:00 p.m.**

1. **Call to Order** ..... Chairman Joseph Chiarelli
2. **Invocation and Pledge of Allegiance**.....John Sweeney
3. **Agenda Announcements** ..... Chairman Joseph Chiarelli
4. **Roll Call** ..... Clerk Lori Gummow
5. **Awards, Presentations, Public Hearings and Public Participation**
  - A. Awards – None
  - B. Presentations – None
  - C. Public Hearings – None
  - D. Public Participation – None
6. **Approval of Minutes** ..... Chairman Joseph Chiarelli
  - A. Approval of February 22, 2024 minutes
  - B. Layover of March 14, 2024 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)**
9. **Reports of Standing Committees**.....Chairman Joseph Chiarelli
  - A. Finance Committee..... John Butitta, Committee Chairman
    1. Committee Report
    2. Resolution Adopting Fiscal Year 2025 Budget Policy
    3. Resolution Setting the Salaries and Other Benefits of the County Auditor, County Coroner, and County Board Chairman

4. Ordinance for Approval of Budget Amendment for Reimbursable Technology Expenditures to be Laid Over
  5. Resolution Authorizing Settlement of a Claim Against the County of Winnebago Entitled Kai McCoy versus Winnebago County
  6. Resolution Authorizing Settlement of a Claim Against the County of Winnebago Entitled William James versus Winnebago County
  7. Resolution Authorizing Settlement of a Claim Against the County of Winnebago Entitled Eric Beitel versus Winnebago County
- B. Zoning Committee .....**Jim Webster, Committee Chairman**  
 Planning and/or Zoning Requests:
1. SU-02-24 A Special Use Permit for a Wedding and/or Reception Facility (renewal) in the AG, Agricultural Priority District for the property that is commonly known as 3013 W. Rockton Road, Rockton, IL 61072 in Rockton Township, District 2, to be laid over
  2. SU-03-24 A Special Use Permit for a Vacation Rental (renewal) in the AG, Agricultural Priority District for the property that is commonly known as 3013 W. Rockton Road, Rockton, IL 61072 in Rockton Township, District 2, to be laid over
  3. 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 Awarding Purchase of X-Ray Equipment for Bomb Squad Using CIP 2024 Funds  
 Cost: \$59,975
  3. Resolution Awarding Purchase of Vehicles for Coroner’s Office Using CIP 2024 Funds  
 Cost: \$128,721
  4. Resolution Awarding Replacement of 2nd Floor Air Handlers at Adult Probation Center Using CIP 2024 Funds  
 Cost: \$81,340
  5. Resolution Awarding Replacement of Energy Recovery Ventilation Unit at Adult Probation Center Using CIP 2023 PSST Funds  
 Cost: \$54,530
  6. Resolution Regarding the Emergency Response to the Abandonment of Asylum Seekers in Winnebago County
- E. Public Works Committee .....**Dave Tassoni, Committee Chairman**
1. Committee Report
  2. (24-006) Award of Bid for Mowing and Vegetation Control  
 Cost: \$ 15,200 (2024), \$15,656 (2025) C.B. District: County Wide
  3. (24-007) Resolution Declaring as Surplus Highway Department Equipment and Authorizing Sale  
 Cost: \$ n/a C.B. District: N/A
  4. (24-008) Award of Bid for the 2024 County General Letting

- Cost: up to \$1,450,000 C.B. District: County Wide
  - 5. (24-009) Resolution Authorizing the Appropriation of Motor Fuel Tax (MFT) Funds for the Maintenance of County Highways  
Cost: \$ 5,894,000 C.B. District: County Wide
  - 6. (24-010) Award of Bid for the 2024 Township Seal Coat Program (Section 24-XX000-01-GM)  
Cost: \$915,113.39 (Misc. Townships' cost) C.B. District: County Wide
  - 7. (24-011) Award of Bid for Cherry Valley Township and Village of Cherry Valley for the S Mulford Rd Resurfacing Project (Section 24-02000-01-gm & 24-00000-00-GM)  
Cost: \$ 319,434.30 (Township & Village Cost) C.B. District: 11, 12
  - 8. (24-012) Resolution Authorizing a Phase 1 Engineering Services Agreement with Fehr Graham for Owen Center Road from Riverside Boulevard to Latham Road (Section 22-00712-00-SP)  
Cost: \$378,310 C.B. District: 1, 5
  - 9. (24-013) Resolution Authorizing a Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Improvement of East Riverside Boulevard from Material Avenue to Sage Drive (Section 21-00624-00-RS)  
Cost: \$ 747,113.80 C.B. District: 17, 20
  - 10. (24-014) Resolution Supporting Application to Rehabilitate the Meridian Road Bridge Over the Pecatonica River  
Cost: \$00.00 C.B. District: 2
  - 11. (24-015) Resolution Supporting Application for the Extension of the Baxter Road Water Main on the West Side of I-39  
Cost: \$00.00 C.B. District: 11
  - 12. (24-016) Resolution Supporting an Application to Address Per-And-Polyfluoroalkyl Substances (PFAS) Through Connection to Municipal Water Source  
Cost: \$00.00 C.B. District: 9, 12, 18
- F. Public Safety and Judiciary Committee.....**Brad Lindmark, Committee Chairman**
- 1. Committee Report
  - 2. Resolution Renewing the Annual Maintenance Agreement for X-Ray Scanners
  - 3. Resolution Supporting the Application for Funding of an Integrated Case Management Platform for the Winnebago County, Illinois Court System

**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, April 11, 2024**

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



# **Approval of Minutes**

**REGULAR ADJOURNED MEETING  
WINNEBAGO COUNTY BOARD  
FEBRUARY 22, 2024**

1. Chairman Chiarelli Called to Order the Regular Adjourned Meeting of the Winnebago County Board for Thursday, February 22, 2024 at 6:00 p.m.
2. Board Member Salgado gave the invocation and led the Pledge of Allegiance.
3. Agenda Announcements:  
  
County Administrator introduced Ashley Spohr as the Interim Director of the Community Development Department. Board Member Webster congratulated Ashley on her new position.
4. Roll Call: 18 Present. 2 Absent. (Board Members Booker, Butitta, Crosby, Fellars, Goral, Guevara, Hanserd, Hoffman, McCarthy, McDonald, Nabors, Penney, Salgado, Scrol, Sweeney, Tassoni, Thompson and Webster. (Board Members Arena and Lindmark were absent.)

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

5. Awards - None  
  
Presentations- None  
  
Public Hearings - None

Public Participation – Teresa Hill from the League of Women Voters spoke against the proposed Migrant Resolution.

**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 January 25, 2024 and layover County Board Minutes of February 8, 2024, seconded by Board Member Crosby. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)

**CONSENT AGENDA**

7. Chairman Chiarelli entertained a motion to approve the Consent Agenda for February 22, 2024. Board Member Thompson made a motion to approve the Consent Agenda which includes the Raffle Report and Auditor’s Report, seconded by Board Member Guevara Motion was approved by a voice vote. (Board Members Arena and Lindmark 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 ARP Revenue Replacement to be Laid Over. Board Member Butitta made a motion to suspend the rules, seconded by Board Member Sweeney. Motion to suspend the rules was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.) Board Member Butitta made a motion to approve the Ordinance, seconded by Board Member Guevara. Discussion by Board Members Goral and Butitta. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)
10. Board Member Butitta made a motion to approve a Resolution Authorizing Settlement of Litigation, Ponder v. County of Winnebago, seconded by Board Member Thompson. Motion was approved by a voice vote. (Board Members Tassoni and Guevara voted no.) (Board Member Hoffman abstained.) (Board Members Arena and Lindmark were absent.)

### ZONING COMMITTEE

11. Board Member Webster read in for the first reading of Z-01-24 A map amendment to rezone 27.782 +- acres from the AG, Agricultural Priority District to the RR, Rural Residential District (a sub-district of the RA District) for the property that is generally located on the west side of Mulford Road (approximately ¼ of a mile south of Linden Road), Rockford, IL 61109, in Cherry Valley Township, District 9, to be laid over.
12. Board Member Webster read in for the first reading of agenda items 2. and 3. (as listed below). Board Member Webster made a motion to suspend the rules on agenda items 2. and 3., seconded by Board Member Guevara. Motion to suspend was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.) Board Member Webster made a motion to approve agenda items 2. and 3., seconded by Board Member Crosby. Discussion by Board Members Goral and Webster. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)
  2. Z-02-24 A map amendment to rezone 6.34 +- acres from the AG, Agricultural Priority District to the A2, Agriculture-related Business District for the property that is commonly known as 9169 Forest Preserve Road, Durand, Il 61024, in Shirland Township, District 2, to be laid over.
  3. SU-01-24 A special use permit for small automotive (motor vehicle) service and repair to allow an antique auto restoration business in the A2, Agriculture-related Business District

for the property that is commonly known as 9169 Forest Preserve Road, Durand, IL 61024, in Shirland Township, District 2, (with conditions) to be laid over.

Board Member Webster announced the next ZBA Meeting will be Wednesday, March 13<sup>th</sup> and the next Zoning Committee Meeting will be Wednesday, March 27<sup>th</sup>.

### **ECONOMIC DEVELOPMENT COMMITTEE**

13. No Report.

### **OPERATIONS & ADMINISTRATIVE COMMITTEE**

14. Board Member McDonald made a motion to approve a Resolution Awarding Chiller Rebuild at Criminal Justice Center Using CIP 2023 PSST Funds, seconded by Board Member Hanserd. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)
15. Board Member McDonald made a motion to approve a Resolution Awarding Replace UPS/Batteries at Criminal Justice Center Using CIP 2021 Funds, seconded by Board Member McCarthy. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)

### **PUBLIC WORKS COMMITTEE**

16. Board Member Tassoni made a motion to approve a Resolution Authorizing the Award of Bid for Elevator Road Resurfacing and for Appropriating RBI Funds (Section: 23-00720-00-RS), seconded by Board Member Guevara. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)
17. Board Member Tassoni made motion to approve a Resolution Authorizing the Award of Bid for Latham Road Resurfacing (Section: 23-00709-00-RS), seconded by Board Member Hoffman. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)

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

18. Board Member Booker made a motion to approve a Resolution Authorizing the Execution of a Memorandum of Understanding Between the County of Winnebago, Illinois and City of Rockford, Illinois for 2021-2027 Edward Byrne Justice Assistance Grant (JAG) Program Award, seconded by Board Member Guevara. Discussion by Board Member Booker. Motion was approved by a unanimous vote of all members present. (Board Members Arena and Lindmark were absent.)

### **UNFINISHED BUSINESS**

19. None.

**NEW BUSINESS**

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

Board Member Sweeney spoke of a Resolution to submit to the Legislative & Lobbying Committee regarding the Regional Office of Education.

**ANNOUNCEMENTS & COMMUNICATION**

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

- A. County Clerk Gummow received from the United States Nuclear Regulatory Commission a letter regarding Byron Station-Integrated Inspection Report 05000454/2023004 and 05000455/2023004.
- B. County Clerk Gummow received from Charter Communications Quarterly Franchise Fee Payments for the following:
  - a. Town of Rockton
  - b. Harlem, IL
  - c. Town of Roscoe

Board Member Penney acknowledged residents in District 9 concerning loose animals.

**ADJOURNMENT**

22. 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 Arena and Lindmark were absent.) The meeting was adjourned at 6:21 p.m.

Respectfully submitted,



Lori Gummow  
County Clerk  
ar

**REGULAR ADJOURNED MEETING  
WINNEBAGO COUNTY BOARD  
MARCH 14, 2024**

1. Chairman Chiarelli Called to Order the Regular Adjourned Meeting of the Winnebago County Board for Thursday, March 14, 2024 at 6:00 p.m.
2. Board Member McCarthy gave the invocation and led the Pledge of Allegiance.
3. Agenda Announcements: None
4. Roll Call: 17 Present. 3 Absent. (Board Members Booker, Butitta, Crosby, Fellars, Goral, Hoffman, Lindmark, McCarthy, McDonald, Nabors, Penney, Salgado, Scrol, Sweeney, Tassoni, Thompson and Webster. (Board Members Arena, Guevara, and Hanserd were absent.)

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

5. Awards - None
- Presentations- None
- Public Hearings - None
- Public Participation – None

**APPROVAL OF MINUTES**

6. Chairman Chiarelli entertained a motion to approve the Minutes. Board Member Crosby made a motion to approve County Board Minutes of February 8, 2024 and layover County Board Minutes of February 22, 2024, seconded by Board Member Webster. Motion was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.)

**CONSENT AGENDA**

7. Chairman Chiarelli entertained a motion to approve the Consent Agenda for March 11, 2024. 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 Arena, Guevara, and Hanserd 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).**

Board Member Sweeney made a motion to suspend the rules on the Appointment (as listed below.), seconded by Board Member Goral. Discussion by County Administrator Thompson. Motion to suspend was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.) Board member Sweeney made a motion to approve the Appointment of Jennifer Stacy, seconded by Board Member Fellars. Discussion by Board Members Booker and Webster. Motion was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.)

Board Member Penney requested a ten-minute break.

Board Member Penney made a motion to reconvene, seconded by Board Member Webster. Motion was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.)

- A. Animal Services Administrator – Jennifer Stacy

### **REPORTS FROM STANDING COMMITTEES**

#### **FINANCE COMMITTEE**

9. No Report.

#### **ZONING COMMITTEE**

10. No Report.

#### **ECONOMIC DEVELOPMENT COMMITTEE**

11. No Report.

#### **OPERATIONS & ADMINISTRATIVE COMMITTEE**

12. Board Member McDonald made a motion to approve a Resolution Awarding Purchase of Patrol Vehicles for Sheriff's Office Using CIP 2024 Funds, seconded by Board Member Lindmark. Motion was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.)
13. Board Member McDonald made a motion to approve a Resolution Awarding Purchase of Portable Radios for Coroner's Office Using CIP 2024 Funds, seconded by Board Member McCarthy. Motion was approved by a voice vote. (Board Member McDonald voted no.) (Board Members Arena, Guevara, and Hanserd were absent.)

### **PUBLIC WORKS COMMITTEE**

14. Board Member Tassoni announced the next Public Works Committee will meet Tuesday, March 19, 2024.

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

15. No Report.

### **LEGISLATIVE AND LOBBYING COMMITTEE**

16. Board Member Salgado made a motion to approve a Resolution in Support of the Regional Office of Education (Boone and Winnebago Counties) Alternative Education Programs for K-5<sup>TH</sup> Grade Students, seconded by Board Member Sweeney. Discussion by Board Member Sweeney and Salgado. Motion was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.)

### **UNFINISHED BUSINESS**

17. Board Member Penney made a motion to approve all Appointments (as listed below.), seconded by Board Member Crosby. Motion was approved by a unanimous vote of all members present. (Board Members Arena, Guevara, and Hanserd were absent.)

#### **Appointments read in January 25, 2024**

- A. Winnebago County Sheriff's Merit Commission, Annual Compensation: \$55 per meeting, not to exceed \$600 per year
1. Michael Purin (Reappointment), Caledonia, Illinois, 6-year term, December 2020 to December 2026
  2. Michael Tulley (Reappointment), Rockford, Illinois, 6-year term, December 2020 to December 2026
  3. Ryan Fritz (Reappointment), Rockford, Illinois, 6-year term, December 2020 to December 2026
- B. Winnebago County Liquor Commission, Annual Compensation: none
1. Kevin McCarthy (Reappointment), Rockford, Illinois, 1-year term, January 2024 to January 2025
  2. Michael Thompson (Reappointment), Loves Park, Illinois, 1-year term, January 2024 to January 2025



C. Cherry Valley Fire Protection District, Annual Compensation: \$4,500

1. Steve Schwartz (New Appointment), Cherry Valley, Illinois, to fulfill the remainder of a 3-year reappointment, May 2021-May 2024

#### **Appointments read in February 8, 2024**

A. Winnebago County Administrative Hearing Officer – Kimberly A. Kovanda

B. Harlem Roscoe Fire Protection District, Annual Compensation: Not to exceed \$1,500 per year, plus 50% if ambulance service

1. Al Bach (Reappointment), Roscoe, Illinois, to serve a 3- year term, May 2024 to May 2027

C. Win-Bur-Sew Fire Protection District, Annual Compensation: Not to exceed \$1,500 per year, plus 50% if ambulance service

1. Mike March (New Appointment), Winnebago, Illinois, to fulfill the remainder of a term vacated by Loren Gambrel to expire May 2026

#### **Zoning Committee**

A. Board member Webster made a motion to approve Z-01-24 A map amendment to rezone 27.782 +/- acres from the AG, Agricultural Priority District to the RR, Rural Residential District (a sub-district of the RA District) for the property that is generally located on the west side of Mulford Road (approximately ¼ of a mile south of Linden Road), Rockford, IL 61109, in Cherry Valley Township, District 9, Laid Over from February 22, 2024 Meeting, seconded by Board Member Booker. Motion was approved by a voice vote. (Board Members McCarthy and Penney voted no.) (Board Members Arena, Guevara, and Hanserd were absent.)

Board Member Webster announced the next Zoning Board of Appeals committee will meet Tuesday, May 14, 2024 and the Zoning Committee will meet on Wednesday, March 27, 2024.

#### **NEW BUSINESS**

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

#### **ANNOUNCEMENTS & COMMUNICATION**

19. County Clerk Gummow reminded the Board that Tuesday, March 19<sup>th</sup> is Election Day.

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 a letter regarding Byron Station-Integrated Inspection Report 05000454/2023004 and 05000455/2023004.

- B. County Clerk Gummow submitted from Charter Communications Quarterly Franchise Fee Payments for the following:
- a. Town of Rockton
  - b. Harlem, IL
  - c. Town of Roscoe
- C. County Clerk Gummow submitted from Theresa Grennan, Chief Deputy Winnebago County Treasurer the following:
- a. Collateralization Report – January 31, 2024
  - b. Investment Report - as of January 31, 2023
  - c. Winnebago County Treasurer Bank Balances –January, 2024
- D. County Clerk Gummow submitted from Shock Rock Services a Notice of Application for Permit to Manage Clean Construction or Demolition Debris (CCDD) (LPC-PA26)

Captain Shahid Naseer, president of the Muslim Association of Greater Rockford gave a closing prayer.

#### ADJOURNMENT

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

Respectfully submitted,



Lori Gummow  
County Clerk  
ar

# **CONSENT AGENDA**

## RAFFLE APPLICATION REPORT

Presently the County Clerk's office has Raffle Applications submitted by  
 10\_ different organization for \_12\_ 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     |
|-----------|--------------|---------------------------|-------------------|------------|
| 31073     | 1            | Winnebago Co CASA         | 04/13/24-04/13/24 | \$4,999.00 |
| 31074     | 1            | IAFF Local 413            | 03/28/24-04/06/24 | \$1,200.00 |
| 31075     | 1            | Knights of Columbus #7624 | 04/13/24-06/23/24 | \$2,500.00 |
| 31076     | 1            | Kiwanis Club of Rockford  | 05/10/24-05/10/24 | \$2,550.00 |
| 31077     | 1            | Rockford Assoc of Clubs   | 05/05/24-05/05/24 | \$1,000.00 |

### 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     |
|-----------|--------------|-------------------------|-------------------|------------|
| 31078     | 1            | Rockford Police PBPA #6 | 03/29/24-04/25/24 | \$2,524.00 |

### The Following Have Requested A Class D,E, & F Limited Annual License

| LICENSE # | # OF RAFFLES | NAME OF ORGANIZATION          | LICENSE DATES     | AMOUNT     |
|-----------|--------------|-------------------------------|-------------------|------------|
| 31079     | 1            | SM & SF Club                  | 03/29/24-03/29/25 | \$5,000.00 |
| 31080     | 1            | Rockford Park Dist Foundation | 06/07/24-06/07/25 | \$4,999.00 |
| 31081     | 1            | Ross Pearson VFW Post 5149    | 04/01/24-04/01/25 | \$4,999.00 |
| 31082     | 1            | SM & SF Club                  | 03/29/24-03/29/25 | \$2,500.00 |
| 31083     | 1            | Venetian Club                 | 04/01/24-03/31/25 | \$5,000.00 |
| 31084     | 1            | Venetian Club                 | 04/01/24-03/31/25 | \$2,500.00 |

This concludes my report,

Deputy Clerk Lisa Nolley

LORI GUMMOW  
 Winnebago County Clerk

Date 28-Mar-24


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                 | \$ | 546,613                        |
| 101 | PUBLIC SAFETY TAX            | \$ | 465,127                        |
| 103 | DOCUMENT STORAGE FUND        | \$ | 32,746                         |
| 105 | VITAL RECORDS FEE FUND       | \$ | 999                            |
| 106 | RECORDERS DOCUMENT FEE FUND  | \$ | 7,531                          |
| 109 | VICTIM IMPACT PANEL FEE      | \$ | 2,400                          |
| 111 | CHILDREN'S WAITING ROOM FUND | \$ | 8,542                          |
| 114 | 911 OPERATIONS FUND          | \$ | 283,372                        |
| 115 | PROBATION SERVICE FUND       | \$ | 13,125                         |
| 116 | HOST FEE FUND                | \$ | 284,000                        |
| 120 | DEFERRED PROSECUTION PROGRAM | \$ | 7,986                          |
| 126 | LAW LIBRARY                  | \$ | 2,603                          |
| 131 | DETENTION HOME               | \$ | 69,104                         |
| 155 | MEMORIAL HALL                | \$ | 9,596                          |
| 158 | CHILD ADVOCACY PROJECT       | \$ | 2,697                          |
| 161 | COUNTY HIGHWAY               | \$ | 59,044                         |
| 162 | COUNTY BRIDGE FUND           | \$ | 590                            |
| 164 | MOTOR FUEL TAX FUND          | \$ | 12,268                         |
| 165 | TOWNSHIP HIGHWAY FUND        | \$ | 1,956                          |
| 185 | HEALTH INSURANCE             | \$ | 66,811                         |
| 194 | TORT JUDGMENT & LIABILITY    | \$ | 10,318                         |
| 196 | MENTAL HEALTH TAX FUND       | \$ | 1,906,276                      |
| 301 | HEALTH GRANTS                | \$ | 278,701                        |
| 302 | SHERIFF'S DEPT GRANTS        | \$ | 101,708                        |
| 304 | PROBATION GRANTS             | \$ | 77,957                         |
| 309 | CIRCUIT COURT GRANT FUND     | \$ | 74,253                         |
| 313 | AMERICA RESCUE PLAN          | \$ | 3,000                          |
| 314 | CJCC GRANTS FUND             | \$ | 1,665                          |
| 401 | RIVER BLUFF NURSING HOME     | \$ | 389,660                        |
| 410 | ANIMAL SERVICES              | \$ | 26,997                         |
| 420 | 555 N COURT OPERATIONS FUND  | \$ | 1,575                          |
| 430 | WATER FUND                   | \$ | 4,169                          |
| 501 | INTERNAL SERVICES            | \$ | 44,466                         |
| 743 | CAPITAL PROJECTS FUND        | \$ | 77,331                         |
|     | TOTAL THIS REPORT            | \$ | <u>4,875,186</u>               |

The adoption of this report is hereby recommended:

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

ADOPTED: This 28th day of March 2024 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

# **Reports of Standing Committees**



# **FINANCE COMMITTEE**



# Resolution Executive Summary

Prepared By: Steve Schultz  
Committee: Finance Committee  
Committee Date: March 21, 2024  
Resolution Title: Resolution Adopting Fiscal Year 2025 Budget Policy  
County Code: Not Applicable  
Board Meeting Date: March 28, 2024

## 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 FY2025 Budget Policy include general formatting and reorganization of the policy with the following items amended or added:

- 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**

2024 CR \_\_\_\_\_

SUBMITTED BY: FINANCE COMMITTEE

SPONSORED BY: JOHN BUTITTA

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**RESOLUTION ADOPTING FISCAL YEAR 2025 BUDGET POLICY**

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**WHEREAS**, the Winnebago County Board wishes to adopt a budgetary process for use in the 2025 fiscal year; and

**WHEREAS**, the County Administration has created a process based on sound financial principals for use in the 2025 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 2025 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

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

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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

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 2025

Budget Policy

## TABLE OF CONTENTS

|   |    |
|---|----|
| Introduction .....  | 3  |
| Accounting Basis.....   | 3  |
| Budgetary Priorities.....                                     | 4  |
| Fund Reserves and Balanced Budgets.....                       | 4  |
| Budget Submittal and Presentation Process.....                | 4  |
| Revenue Estimations.....                                      | 5  |
| Expense Estimations.....                                      | 6  |
| Capital Improvement Projects (CIP) Planning and Budgets ..... | 7  |
| Budget Amendment Process (After Adoption By The Board): ..... | 8  |
| Financial Policies .....                                      | 8  |
| Fiscal Year .....   | 8  |
| Accounting/ Auditing.....                                     | 8  |
| Accounting and Financial Reporting Policies.....              | 9  |
| Grants.....   | 10 |
| Risk Management.....  | 11 |
| Investment Policy.....  | 11 |
| Scope of Investment Policy .....                              | 11 |
| Objectives.....   | 11 |
| Responsibility .....  | 12 |
| Prudence .....  | 12 |
| Accounting.....   | 12 |
| Financial Institutions .....                                  | 12 |
| Investment Vehicles.....                                      | 12 |
| Collateral .....  | 12 |
| Security Controls .....                                       | 13 |
| Adoption.....   | 13 |
| Fiscal Year 2025 Budget Calendar .....                        | 13 |

## 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 2025 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 2025 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 FY2025, 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 2025 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 2025 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 FY2025 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 FY2025 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 5/6-1001).

#### 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.

The Chairman is authorized, on behalf of the County Board to execute the renewal, continuation or modification of any previously awarded grant, without further Board action.

#### 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 2025 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> -<br>March 1 <sup>st</sup> |
| Finance Committee to review Budget Calendar  | March 7 <sup>th</sup>                          |
| Initial forecast of Fiscal Years 2024 and 2025 with preliminary tax levy options to be presented to the Finance Committee  | March 7 <sup>th</sup>                          |
| Finance Committee to approve 2025 Budget Policy & Guidelines   | March 21 <sup>st</sup>                         |
| County Board to approve 2025 Budget Policy & Guidelines  | March 28 <sup>th</sup>                         |

|   |  |
|---|--|
| Budget preparation materials are distributed to departments   | April 19 <sup>th</sup> -April 30 <sup>th</sup> |
| Departments to submit all budget documents to the Chief Financial Officer   | May 31 <sup>st</sup>                           |
| Chief Financial Officer and Administrator to review all preliminary budgets with Departments                        | June 7 <sup>th</sup> – 14 <sup>th</sup>        |
| Recommended budgets are provided to Department Heads/Elected Officials  | June 20 <sup>th</sup>                          |
| Budget to be reviewed by Chairman, Administrator and Chief Financial Officer  | June 20 <sup>th</sup>                          |
| Budget changes made as needed due to unforeseen items   | June 21 <sup>st</sup> -July 18 <sup>th</sup>   |
| County Administrator to present recommended budget to the Committee of the Whole                                    | Aug 8 <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 1 <sup>st</sup>                            |
| Finance Committee to vote on County Budget Ordinance  | Aug 29 <sup>th</sup>                           |
| County Board to place balanced Proposed Budget on public display  | Sept 5 <sup>th</sup>                           |
| County Board to adopt the appropriation and tax levy ordinance/budget   | Sept 26 <sup>th</sup>                          |

## Exhibit B



# WINNEBAGO COUNTY

Fiscal Year 20254

Budget Policy

TABLE OF CONTENTS

Introduction .....3  
    Accounting Basis.....3  
    Budgetary Priorities.....4  
    Fund Reserves and Balanced Budgets.....4  
    Budget Submittal and Presentation Process.....4  
    Revenue Estimations.....5  
    Expense Estimations.....6  
    Capital Improvement Projects (CIP) Planning and Budgets .....7  
    Budget Amendment Process (After Adoption By The Board): .....8  
Financial Policies .....8  
    Fiscal Year.....8  
    Accounting/ Auditing.....8  
    Accounting and Financial Reporting Policies.....9  
    Grants.....10  
    Risk Management.....11  
Investment Policy .....11  
    Scope of Investment Policy .....11  
    Objectives.....11  
    Responsibility .....12  
    Prudence .....12  
    Accounting.....12  
    Financial Institutions .....12  
    Investment Vehicles .....13  
    Collateral .....13  
    Security Controls .....13  
    Adoption.....13  
Fiscal Year ~~2024~~2025 Budget Calendar .....14

## 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~~2025 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 2025~~4~~ 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 FY [20242025](#), 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 [20242025](#) 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 [20242025](#) 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 FY20242025 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 FY20242025 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. **Submittal 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.

*The Chairman is authorized, on behalf of the County Board to execute the renewal, continuation or modification of any previously awarded grant, without further Board action.*

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#### 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.

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FISCAL YEAR ~~2024~~2025 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> -<br><del>to</del><br>March 1 <sup>st</sup> <del>10<sup>th</sup></del>                |
| Finance Committee to review Budget Calendar  | March 7 <sup>th</sup> <del>16<sup>th</sup></del>  |
| <del>Initial forecast of Fiscal Years 20232024 and 20242025 with preliminary tax levy options to be presented to the Finance Committee</del>                             | <del>March 15<sup>th</sup> - June 7<sup>th</sup></del>  |
| Finance Committee to approve <del>2024</del> 2025 Budget Policy & Guidelines   | <del>March 21<sup>st</sup> - April 6<sup>th</sup></del>   |
| County Board to approve <del>2024</del> 2025 Budget Policy & Guidelines  | <del>March 28<sup>th</sup> - April 13<sup>th</sup></del>  |
| Budget preparation materials are distributed to departments  | <del>April 19<sup>th</sup> - May 3<sup>rd</sup></del><br>April 30 <sup>th</sup> <del>3<sup>rd</sup></del> |
| Departments to submit all budget documents to the Chief Financial Officer  | <del>May 31<sup>st</sup> - June 16<sup>st</sup></del>   |
| <del>Departments to submit Budget &amp; Outcome Goals to the Chief Financial Officer</del>   | June 21 <sup>st</sup>   |
| Chief Financial Officer and Administrator to review all preliminary budgets with Departments   | June 22 <sup>nd</sup> - <del>14<sup>th</sup></del> <del>30<sup>th</sup></del>                             |
| Recommended budgets are provided to Department Heads/Elected Officials   | June 20 <sup>th</sup> - July 20 <sup>th</sup>   |
| <del>Budget to be reviewed by Chairman, Administrator and Chief Financial Officer</del>  | June 20 <sup>th</sup>   |
| <del>Budget changes made as needed due to unforeseen items Finance Committee will review department budget presentations (if necessary)</del>                            | June 21 <sup>st</sup> - July 18 <sup>th</sup> - July 20 <sup>th</sup>                                     |
| <del>Budget to be reviewed by Chairman, Administrator and Chief Financial Officer</del>  | June 20 <sup>th</sup> - July 5 <sup>th</sup>  |
| County Administrator to present recommended budget to the Committee of the Whole   | Aug 8 <sup>th</sup> <del>10<sup>th</sup></del>  |
| <del>Finance Committee to make recommended budget changes (if necessary)</del>   | 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 12 <sup>th</sup> <del>31<sup>st</sup></del> <del>4<sup>th</sup></del>                                 |
| Finance Committee to vote on County Budget Ordinance   | Aug 29 <sup>th</sup> <del>31<sup>st</sup></del>   |
| County Board to place balanced Proposed Budget on public display   | Sept 5 <sup>th</sup>  |

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County Board to adopt the appropriation and tax levy ordinance/budget

Sept 26<sup>th</sup>



# Resolution Executive Summary

**Prepared By:** Steve Schultz - Chief Financial Officer  
**Committee:** Finance Committee  
**Committee Date:** March 21st, 2024  
**Resolution Title:** Resolution Setting the Salaries and Other Benefits of the County Auditor, County Coroner, and County Board Chairman  
**County Code:** Not Applicable  
**Board Meeting Date:** March 28<sup>th</sup>, 2024  
**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted?</b> No   | <b>Appropriation Amount:</b> Not Applicable |
| <b>If not, explain funding source:</b> This will be budgeted in 2025 |   |
| <b>ORG/OBJ/Project Code:</b> Not Applicable                          | <b>Budget Impact:</b>                       |

**Background Information:**

The County Board of the County of Winnebago, Illinois is required to fix the salaries and other benefits to be paid to certain elected officials at least 180 days before the beginning of the term of those elected offices whose compensation is to be fixed. The next term of office for the County Auditor, County Coroner, and County Board Chairman are scheduled to commence on December 1, 2024, and the County Board must fix the compensation for these officers on or before June 3, 2024.

**Recommendation:**

Staff has conducted a salary review of similar counties in Illinois (a copy of the report is attached). Based on the salary review report, staff recommends the attached ordinance.

**Contract/ Agreement:** Not Applicable

**Legal Review:** Not Applicable

**Attachments:** County Salary Comparison  
2020 Salary Resolution

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

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2024 CR

---

**RESOLUTION SETTING THE SALARIES AND OTHER BENEFITS OF THE  
COUNTY AUDITOR, COUNTY CORONER, AND COUNTY BOARD CHAIRMAN**

---

**WHEREAS**, the County Board of the County of Winnebago, Illinois is required to fix the salaries and other benefits to be paid to certain elected officials at least 180 days before the beginning of the term of those elected offices whose compensation is to be fixed; and

**WHEREAS**, the term of office for the County Auditor, County Coroner, and County Board Chairman are scheduled to commence on December 1, 2024, and the County Board must fix the compensation for these officers on or before June 3, 2024; and

**WHEREAS**, no elected officer of any unit of local government may have his or her salary or other benefits increased or decreased during the term for which he or she is elected.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the following schedule of salaries be, and the same is, hereby adopted:

|                | Start Date | End Date   | Salary                        | Stipend   |
|----------------|------------|------------|-------------------------------|-----------|
| County Auditor | 12/1/2024  | 11/30/2025 | \$92,298 plus a COLA*         | \$6,500** |
|                | 12/1/2025  | 11/30/2026 | The salary above plus a COLA* | \$6,500** |
|                | 12/1/2026  | 11/30/2027 | The salary above plus a COLA* | \$6,500** |
|                | 12/1/2027  | 11/30/2028 | The salary above plus a COLA* | \$6,500** |
|                |            |            |                               |           |
| County Coroner | 12/1/2024  | 11/30/2025 | \$98,414 plus a COLA*         | \$6,500** |
|                | 12/1/2025  | 11/30/2026 | The salary above plus a COLA* | \$6,500** |
|                | 12/1/2026  | 11/30/2027 | The salary above plus a COLA* | \$6,500** |
|                | 12/1/2027  | 11/30/2028 | The salary above plus a COLA* | \$6,500** |

|                       | Start Date | End Date   | Salary  | Stipend |
|-----------------------|------------|------------|---|---------|
| County Board Chairman | 12/1/2024  | 11/30/2025 | \$104,527 plus a COLA* and a vehicle for all four years | N/A     |
|                       | 12/1/2025  | 11/30/2026 | The salary above plus a COLA*                           | N/A     |
|                       | 12/1/2026  | 11/30/2027 | The salary above plus a COLA*                           | N/A     |
|                       | 12/1/2027  | 11/30/2028 | The salary above plus a COLA*                           | N/A     |

\* The cost-of-living adjustment (COLA) (shall be based on the most current All Urban Consumers (CPI-U) available on November 1<sup>st</sup> for the year being adjusted) published by the U.S. Bureau of Labor Statistics, not to exceed 4%.

\*\* The annual stipend shall be in addition to, but separate and apart from the salary and shall be paid by the Illinois Department of Revenue out of the Personal Property Tax Replacement Fund. [55 ILCS 5/4-6001 and 55 ILCS 5/4-6002].

**BE IT FURTHER RESOLVED**, that the County Auditor, County Coroner, and County Board Chairman shall be eligible for any Health Plan and shall pay the same cost for individual, dependent and retiree health insurance coverage as County employees covered under AFSCME Local 473 Collective Bargaining Unit beginning in December 2024.

**BE IT FURTHER RESOLVED**, that the cost-of-living adjustment (COLA) (shall be based on the most current All Urban Consumers (CPI-U) available on November 1<sup>st</sup> for the year being adjusted) published by the U.S. Bureau of Labor Statistics, not to exceed 4%.

**BE IT FURTHER RESOLVED**, that the annual stipend for the County Auditor and County Coroner shall be in addition to, but separate and apart from the salaries and shall be paid by the Illinois Department of Revenue out of the Personal Property Tax Replacement Fund. [55 ILCS 5/4-6001 and 55 ILCS 5/4-6002].

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption, and the compensation shall take effect upon commencement of office of the County Auditor, County Coroner, and County Board Chairman after the November 2024 general election.

**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 Auditor, County Coroner, and County Board Chairman.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

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

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

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

**Recommended Salaries**

| County Official    | Current Salary |
|--------------------|----------------|
| Coroner            | 98,414         |
| Auditor            | 92,298         |
| County Bd Chairman | 101,483        |
|                    | <u>292,195</u> |

**2024 Salary Comparison**

| County    | Population | Coroner Base Salary | Auditor Base Salary | Cty Bd Chairman Base Salary |
|-----------|------------|---------------------|---------------------|-----------------------------|
| Kane      | 532,403    | 88,214              | 88,214              | 105,328                     |
| Winnebago | 282,572    | 95,548              | 89,610              | 92,582                      |
| Peoria    | 179,179    | 94,210              | 94,210              | 24,500                      |
| DeKalb    | 104,897    | 123,065             | N/A                 | 12,550                      |
| Boone     | 53,544     | 62,252              | N/A                 | 13,800                      |
| Ogle      | 50,634     | 75,766              | N/A                 | 25,000                      |



West's Smith-Hurd Illinois Compiled Statutes Annotated

Chapter 55. Counties

Act 5. Counties Code (Refs & Annos)

Article 4. Fees and Salaries (Refs & Annos)

Division 4-6. County Officers' Salaries in Counties of Less than 2,000,000 Inhabitants

55 ILCS 5/4-6001

Formerly cited as IL ST CH 34 ¶ 4-6001

5/4-6001. Officers in counties of less than 2,000,000

Effective: July 28, 2023

Currentness

§ 4-6001. Officers in counties of less than 2,000,000.

(a) In all counties of less than 2,000,000 inhabitants, the compensation of Coroners, County Treasurers, County Clerks, Recorders and Auditors shall be determined under this Section. The County Board in those counties shall fix the amount of the necessary clerk hire, stationery, fuel and other expenses of those officers. The compensation of those officers shall be separate from the necessary clerk hire, stationery, fuel and other expenses, and such compensation (except for coroners in those counties with less than 2,000,000 population in which the coroner's compensation is set in accordance with Section 4-6002) shall be fixed within the following limits:

To each such officer in counties containing less than 14,000 inhabitants, not less than \$13,500 per annum.

To each such officer in counties containing 14,000 or more inhabitants, but less than 30,000 inhabitants, not less than \$14,500 per annum.

To each such officer in counties containing 30,000 or more inhabitants but less than 60,000 inhabitants, not less than \$15,000 per annum.

To each such officer in counties containing 60,000 or more inhabitants but less than 100,000 inhabitants, not less than \$15,000 per annum.

To each such officer in counties containing 100,000 or more inhabitants but less than 200,000 inhabitants, not less than \$16,500 per annum.

To each such officer in counties containing 200,000 or more inhabitants but less than 300,000 inhabitants, not less than \$18,000 per annum.

To each such officer in counties containing 300,000 or more inhabitants but less than 2,000,000 inhabitants, not less than \$20,000 per annum.

(b) Those officers beginning a term of office before December 1, 1990 shall be compensated at the rate of their base salary. "Base salary" is the compensation paid for each of those offices, respectively, before July 1, 1989.

(c) Those officers beginning a term of office on or after December 1, 1990 shall be compensated as follows:

- (1) Beginning December 1, 1990, base salary plus at least 3% of base salary.
- (2) Beginning December 1, 1991, base salary plus at least 6% of base salary.
- (3) Beginning December 1, 1992, base salary plus at least 9% of base salary.
- (4) Beginning December 1, 1993, base salary plus at least 12% of base salary.

(d) In addition to but separate and apart from the compensation provided in this Section, the county clerk of each county, the recorder of each county, and the chief clerk of each county board of election commissioners shall receive an award as follows:

- (1) \$4,500 per year after January 1, 1998;
- (2) \$5,500 per year after January 1, 1999; and
- (3) \$6,500 per year after January 1, 2000.

The total amount required for such awards each year shall be appropriated by the General Assembly to the State Board of Elections which shall distribute the awards in annual lump sum payments to the several county clerks, recorders, and chief election clerks. Beginning December 1, 1990, this annual award, and any other award or stipend paid out of State funds to county officers, shall not affect any other compensation provided by law to be paid to county officers.

(e) Beginning December 1, 1990, no county board may reduce or otherwise impair the compensation payable from county funds to a county officer if the reduction or impairment is the result of the county officer receiving an award or stipend payable from State funds.

(f) The compensation, necessary clerk hire, stationery, fuel and other expenses of the county auditor, as fixed by the county board, shall be paid by the county.

(g) The population of all counties for the purpose of fixing compensation, as herein provided, shall be based upon the last Federal census immediately previous to the election of the officer in question in each county.

(h) With respect to an auditor who takes office on or after the effective date of this amendatory Act of the 95th General Assembly, the auditor shall receive an annual stipend of \$6,500 per year. The General Assembly shall appropriate the total amount required for the stipend each year from the Personal Property Tax Replacement Fund to the Department of Revenue, and the Department of Revenue shall distribute the awards in an annual lump sum payment to each county auditor. The stipend shall be in addition to, but separate and apart from, the compensation provided in this Section. No county board may reduce or otherwise impair

the compensation payable from county funds to the auditor if the reduction or impairment is the result of the auditor receiving an award or stipend pursuant to this subsection.

For State fiscal years beginning on or after July 1, 2023, the Department shall remit to each county the amount required for the stipend under this Section. That money shall be deposited by the county treasurer into a fund dedicated for that purpose. The county payroll clerk shall pay the stipend to the auditor within 10 business days after those funds are deposited into the county fund. The stipend shall not be considered part of the auditor's base compensation and must be remitted to the auditor in addition to the auditor's annual salary or compensation. Beginning July 1, 2023, the county shall be responsible for the State and federal income tax reporting and withholding as well as the employer contributions under the Illinois Pension Code on the stipend under this Section.

**Credits**

P.A. 86-962, Art. 4, § 4-6001, eff. Jan. 1, 1990. Amended by P.A. 86-1028, Art. II, § 2-17, eff. Feb. 5, 1990; P.A. 90-713, § 5, eff. Dec. 1, 1998; P.A. 95-782, § 5, eff. Aug. 5, 2008; P.A. 97-72, § 20-10, eff. July 1, 2011; P.A. 103-318, § 10, eff. July 28, 2023.

**Formerly** Ill.Rev.Stat.1991, ch. 34, ¶ 4-6001.

Notes of Decisions (17)

55 I.L.C.S. 5/4-6001, IL ST CH 55 § 5/4-6001

Current through P.A. 103-583 of the 2023 Reg. Sess. Some statute sections may be more current, see credits for details.

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End of Document

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West's Smith-Hurd Illinois Compiled Statutes Annotated

Chapter 55. Counties

Act 5. Counties Code (Refs & Annos)

Article 4. Fees and Salaries (Refs & Annos)

Division 4-6. County Officers' Salaries in Counties of Less than 2,000,000 Inhabitants

55 ILCS 5/4-6002

Formerly cited as IL ST CH 34 ¶ 4-6002

5/4-6002. Coroners in counties of less than 2,000,000

Effective: July 28, 2023

Currentness

§ 4-6002. Coroners in counties of less than 2,000,000.

(a) The County Board, in all counties of less than 2,000,000 inhabitants, shall fix the compensation of Coroners within the limitations fixed by this Division, and shall appropriate for their necessary clerk hire, stationery, fuel, supplies, and other expenses. The compensation of the Coroner shall be fixed separately from his necessary clerk hire, stationery, fuel and other expenses, and such compensation shall be fixed within the following limits:

To each Coroner in counties containing less than 5,000 inhabitants, not less than \$4,500 per annum.

To each Coroner in counties containing 5,000 or more inhabitants but less than 14,000 inhabitants, not less than \$6,000 per annum.

To each Coroner in counties containing 14,000 or more inhabitants, but less than 30,000 inhabitants, not less than \$9,000 per annum.

To each Coroner in counties containing 30,000 or more inhabitants, but less than 60,000 inhabitants, not less than \$14,000 per annum.

To each Coroner in counties containing 60,000 or more inhabitants, but less than 100,000 inhabitants, not less than \$15,000 per annum.

To each Coroner in counties containing 100,000 or more inhabitants, but less than 200,000 inhabitants, not less than \$16,500 per annum.

To each Coroner in counties containing 200,000 or more inhabitants, but less than 300,000 inhabitants, not less than \$18,000 per annum.

To each Coroner in counties containing 300,000 or more inhabitants, but less than 2,000,000 inhabitants, not less than \$20,000 per annum.

The population of all counties for the purpose of fixing compensation, as herein provided, shall be based upon the last Federal census immediately previous to the election of the Coroner in question in each county. This Section does not apply to a county which has abolished the elective office of coroner.

(b) Those coroners beginning a term of office on or after December 1, 1990 shall be compensated as follows:

- (1) Beginning December 1, 1990, base salary plus at least 3% of base salary.
- (2) Beginning December 1, 1991, base salary plus at least 6% of base salary.
- (3) Beginning December 1, 1992, base salary plus at least 9% of base salary.
- (4) Beginning December 1, 1993, base salary plus at least 12% of base salary.

“Base salary”, as used in this subsection (b), means the salary in effect before July 1, 1989.

(c) In addition to, but separate and apart from, the compensation provided in this Section, subject to appropriation, the coroner of each county shall receive an annual stipend of \$6,500 to be paid by the Illinois Department of Revenue out of the Personal Property Tax Replacement Fund if his or her term begins on or after December 1, 2000.

For State fiscal years beginning on or after July 1, 2023, the Department shall remit to each county the amount required for the stipend under this subsection. That money shall be deposited by the county treasurer into a fund dedicated for that purpose. The county payroll clerk shall pay the stipend to the coroner within 10 business days after those funds are deposited into the county fund. The stipend shall not be considered part of the coroner's base compensation and must be remitted to the coroner in addition to the coroner's annual salary or compensation. Beginning July 1, 2023, the county shall be responsible for the State and federal income tax reporting and withholding as well as the employer contributions under the Illinois Pension Code on the stipend received under this subsection.

#### **Credits**

P.A. 86-962, Art. 4, § 4-6002, eff. Jan. 1, 1990. Amended by P.A. 86-1028, Art. II, § 2-17, eff. Feb. 5, 1990; P.A. 91-908, § 5, eff. July 7, 2000; P.A. 97-72, § 20-10, eff. July 1, 2011; P.A. 103-318, § 10, eff. July 28, 2023.

**Formerly** Ill.Rev.Stat.1991, ch. 34, ¶ 4-6002.

55 I.L.C.S. 5/4-6002, IL ST CH 55 § 5/4-6002

Current through P.A. 103-583 of the 2023 Reg. Sess. Some statute sections may be more current, see credits for details.

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

Submitted by: Personnel and Policies Committee  
Finance Committee

2020 CR

---

**RESOLUTION AFFIXING COMPENSATION AND OTHER BENEFITS  
FOR CERTAIN ELECTED COUNTY OFFICIALS**

---

**WHEREAS**, the County Board of the County of Winnebago, Illinois is required to fix the salaries and other benefits to be paid to certain elected officials at least 180 days before the beginning of the term of those elected offices whose compensation is to be fixed; and,

**WHEREAS**, the term of office for the County Auditor, County Coroner, and County Board Chairman are scheduled to commence on December 1, 2020, and the County Board must fix the compensation for these officers on or before June 3, 2020; and

**WHEREAS**, no officer may have his or her salary or other benefits increased or decreased during the term for which he or she is elected.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the following schedule of salaries be, and the same is, hereby adopted:

**COUNTY AUDITOR**

|                                      |  |
|--------------------------------------|--|
| December 1, 2020 – November 30, 2021 | \$87,000   |
| December 1, 2021 – November 30, 2022 | \$87,000   |
| December 1, 2022 – November 30, 2023 | Above plus cost of living increase up to max of 3% |
| December 1, 2023 – November 30, 2024 | Above plus cost of living increase up to max of 3% |

**COUNTY CORONER**

|                                      |  |
|--------------------------------------|--|
| December 1, 2020 – November 30, 2021 | \$92,765 Plus vehicle                              |
| December 1, 2021 – November 30, 2022 | \$92,765 Plus vehicle                              |
| December 1, 2022 – November 30, 2023 | Above plus cost of living increase up to max of 3% |
| December 1, 2023 – November 30, 2024 | Above plus cost of living increase up to max of 3% |

**COUNTY BOARD CHAIRMAN**

|                                      |  |
|--------------------------------------|--|
| December 1, 2020 – November 30, 2021 | \$95,658   |
| December 1, 2021 – November 30, 2022 | \$95,658   |
| December 1, 2022 – November 30, 2023 | Above plus cost of living increase up to max of 3% |
| December 1, 2023 – November 30, 2024 | Above plus cost of living increase up to max of 3% |

**BE IT FURTHER RESOLVED**, that the County Auditor, County Coroner, and County Board Chairman shall be eligible for any Health Plan and shall pay the same cost for individual, dependent and retiree health insurance coverage as County employees covered under AFSCME Local 473 Collective Bargaining Unit beginning in December 2020.

**BE IT FURTHER RESOLVED**, that the cost of living percentage increase shall be based on the Consumer Price Index, provided by the State of Illinois Department of Revenue for Property Tax Extension Limitation (PTELL).

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption, and the compensation shall take effect upon commencement of office of the County Auditor, County Coroner, County Board Chairman, after the November 2020 general election.

**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 Auditor, County Coroner, and County Board Chairman.

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2020.

ATTESTED BY:

---

**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

---

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

Respectfully Submitted,  
**PERSONNEL AND POLICIES COMMITTEE**

**AGREE**

**DISAGREE**

---

DAVID FIDUCCIA, CHAIRMAN

---

DAVID FIDUCCIA, CHAIRMAN

---

ANGIE GORAL

---

ANGIE GORAL

---

JOE HOFFMAN

---

JOE HOFFMAN

---

DAVID KELLEY

---

DAVID KELLEY

---

DOROTHY REDD

---

DOROTHY REDD

---

JIM WEBSTER

---

JIM WEBSTER



Respectfully Submitted,  
**FINANCE COMMITTEE**

**(AGREE)**

**(DISAGREE)**

---

JAIME SALGADO, CHAIRMAN

---

JAIME SALGADO, CHAIRMAN

---

DAVID FIDUCCIA

---

DAVID FIDUCCIA

---

JOE HOFFMAN

---

JOE HOFFMAN

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BURT GERL

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BURT GERL

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STEVE SCHULTZ

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STEVE SCHULTZ

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KEITH McDONALD

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KEITH McDONALD



# Ordinance Executive Summary

**Prepared By:** Circuit Court – Thomas Jakeway

**Committee:** Finance Committee

**Committee Date:** March 21, 2024

**Ordinance Title:** Ordinance for Approval of Budget Amendment for Reimbursable Technology Expenditures

**County Code:** N/A

**Board Meeting Date:** March 28, 2024

## Budget Information:

|  |                                  |                              |           |
|--|----------------------------------|------------------------------|-----------|
| <b>Was item budgeted?</b>              | No                               | <b>Appropriation Amount:</b> | \$235,000 |
| <b>If not, explain funding source:</b> | Pre-Approved State Reimbursement |                              |           |
| <b>ORG/OBJ/Project Code:</b>           | 32000-42290                      | <b>Budget Impact:</b>        | Neutral   |

## Background Information:

The Administrative Office of the Illinois Courts (AOIC) is administering a Court Technology Modernization Program for court technology needs. The Court and County were jointly awarded specified reimbursable expenses totaling \$215,520.18, albeit said amount is fluid as the AOIC may adjust the award amount to account for cost increases. Thus, the total appropriation amount is set at \$235,000 with express understanding that actual expenses are not to exceed those amounts as current or may hereafter be approved for reimbursement by the AOIC. Approved goods and services will support operations in the following departments: circuit court, court services, jury commission, and self-help center.

**Recommendation:** Good/resources were selected in consultation with the Department of Information Technology and Winnebago County Facilities.

**Contract/Agreement:** See attached.

**Legal Review:** Not necessary

**Follow-Up:** Process necessary reimbursement paperwork.

**2024 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: March 21, 2024  
Lay Over: March 28, 2024  
**Final Vote: April 11, 2024**

**2024 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, 2024 and recommends its adoption.

---

**ORDINANCE FOR APPROVAL OF BUDGET AMENDMENT FOR  
REIMBURSABLE TECHNOLOGY EXPENDITURES**

---

**WHEREAS**, preapproved reimbursement funds from the Administrative Office of the Illinois Courts have been awarded to the Winnebago County Circuit Court for court technology expenses to support operations in the circuit court, court services, jury commission and self-help center; and

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriations Ordinance” for the fiscal year ending September 30, 2024 at its September 28, 2023 Board Meeting; and

**WHEREAS**, 55 ILCS 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 the provisions as set forth in 55 ILCS 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 **#2024-004 Reimbursable Technology Expenditures**.

**BE IT FURTHER ORDAINED** that this Ordinance shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Ordinance to the Office of the Chief Judge, Director of Purchasing, Finance Director, County Board Office and County Auditor.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIR

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

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

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

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

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

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

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

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

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

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

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

2024  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

| DATE SUBMITTED:   |                               | 3/18/2024                       |                   | AMENDMENT NO: 2024-004               |                               |                        |  |
|---|-------------------------------|---------------------------------|-------------------|--------------------------------------|-------------------------------|------------------------|--|
| DEPARTMENT:   |                               | Circuit Court                   |                   | SUBMITTED BY: Thomas Jakeway         |                               |                        |  |
| FUND#:  |                               | 32000                           |                   | DEPT. BUDGET NO.                     |                               |                        |  |
|   |                               |                                 |                   |                                      |                               |                        |  |
| Department<br>Org Number  | Object<br>(Account)<br>Number | Object (Account) Description    | Adopted<br>Budget | Amendments<br>Previously<br>Approved | Revised<br>Approved<br>Budget | Increase<br>(Decrease) | Revised<br>Budget after<br>Approved<br>Budget<br>Amendment |
| 32000   | 42290                         | Other Dept. Supplies            | \$5,000           | \$0                                  | \$5,000                       | \$235,000              | \$240,000  |
| 32000   | 32240                         | Revenue                         | (\$109,000)       | \$0                                  | (\$109,000)                   | (\$235,000)            | (\$344,000)  |
|   |                               |                                 |                   |                                      |                               |                        |  |
|   |                               |                                 |                   |                                      |                               |                        |  |
|   |                               |                                 |                   |                                      |                               |                        |  |
|   |                               |                                 |                   |                                      |                               |                        |  |
|   |                               |                                 |                   |                                      |                               |                        |  |
| TOTAL ADJUSTMENT:   |                               |                                 |                   |                                      |                               | \$0                    | (\$104,000)  |
| Reason budget amendment is required:  |                               |                                 |                   |                                      |                               |                        |  |
| <p>The Administrative Office of the Illinois Courts (AOIC) is administering a Court Technology Modernization Program for court technology needs. The Court and County were jointly awarded specified reimbursable expenses totaling \$215,520.18, albeit said amount is fluid as the AOIC may adjust the award amount to account for cost increases. Thus, the total appropriation amount is set at \$235,000 with express understanding that actual expenses are not to exceed those amounts as current or may hereafter be approved for reimbursement by the AOIC. Approved goods and services will support operations in the following departments: circuit court, court service, jury commission, and self-help center.</p> |                               |                                 |                   |                                      |                               |                        |  |
| N/A   |                               |                                 |                   |                                      |                               |                        |  |
| Impact to fiscal year 2024 budget:  |                               |                                 |                   |                                      |                               |                        |  |
| N/A   |                               |                                 |                   |                                      |                               |                        |  |
| Revenue Source:   |                               | <u>AOIC State Reimbursement</u> |                   |                                      |                               |                        |  |



# Resolution Executive Summary

**Prepared By:** Tanya Harris

**Committee:** Finance Committee

**Committee Date:** March 21, 2024

**Resolution Title:** Resolution authorizing settlement of a claim against the County of Winnebago entitled Kai McCoy versus Winnebago County

**Board Meeting Date:** March 28, 2024

**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted?</b> Yes            | <b>Appropriation Amount: \$92,269.93</b>        |
| <b>If not, explain funding source:</b>   | <b>Budget Impact: \$92,269.93</b>               |
| <b>ORG/OBJ/Project Code:</b> 49400-43535 | <b>Tort Judgement Fund/Worker's Comp Claims</b> |

**Background Information:** Settlement for Eric Beitel in the amount of \$92,269.93.

**Recommendation:** The Finance Committee, chaired by John Butitta, has reviewed the settlements presented to the Board. The Board is asked to approve this settlement in favor of the Committee's recommendations at its March 28, 2024 meeting.

**Contract/Agreement:**

**Legal Review:** Carol Hartline with Williams McCarthy LLP negotiated these settlements on behalf of Winnebago County.

**Follow-Up:** N/A

**RESOLUTION**  
**of the**

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

Sponsored by: John Butitta

Submitted by: Finance Committee

2024 CR

---

**RESOLUTION AUTHORIZING SETTLEMENT OF A CLAIM  
AGAINST THE COUNTY OF WINNEBAGO ENTITLED  
KAI MCCOY VERSUS WINNEBAGO COUNTY**

---

**WHEREAS**, the County of Winnebago, Illinois, is involved in having a claim asserted against it by Kai McCoy for injuries allegedly sustained while in the employment of the Sheriff's Department, and,

**WHEREAS**, the Plaintiff has offered to settle the above claims against the County of Winnebago for consideration payable in the amount of \$92,269.93 for the settlement funding for his Workers Compensation case; and,

**WHEREAS**, counsel for the County of Winnebago recommends that it is in the best interest of the County of Winnebago to settle the above referenced claims upon the terms of the proposed settlement.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it does hereby authorize settlement of the claim entitled Kai McCoy versus County of Winnebago for injuries allegedly sustained by Kai McCoy while in the employment of the Sheriff's Department by payment of the amount of \$92,269.93 for the settlement for permanent disability for a Workers Compensation case.

**BE IT FURTHER RESOLVED**, that this Resolution for Kai McCoy in the amount of \$92,269.93 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 Auditor, Director of Purchasing, Human Resources Director, and Williams & McCarthy.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

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

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

ATTESTED BY:

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

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





# Resolution Executive Summary

**Prepared By:** Tanya Harris

**Committee:** Finance Committee

**Committee Date:** March 21, 2024

**Resolution Title:** Resolution authorizing settlement of a claim against the County of Winnebago entitled William James versus Winnebago County

**Board Meeting Date:** March 28, 2024

**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted?</b> Yes            | <b>Appropriation Amount: \$96,558.44</b>        |
| <b>If not, explain funding source:</b>   | <b>Budget Impact: \$96,558.44</b>               |
| <b>ORG/OBJ/Project Code:</b> 49400-43535 | <b>Tort Judgement Fund/Worker's Comp Claims</b> |

**Background Information:** Settlement for William James in the amount of \$96,558.44.

**Recommendation:** The Finance Committee, chaired by John Butitta, has reviewed the settlements presented to the Board. The Board is asked to approve this settlement in favor of the Committee's recommendations at its March 28, 2024 meeting.

**Contract/Agreement:**

**Legal Review:** Carol Hartline with Williams McCarthy LLP negotiated these settlements on behalf of Winnebago County.

**Follow-Up:** N/A

**RESOLUTION**  
**of the**

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

Sponsored by: John Butitta

Submitted by: Finance Committee

2024 CR

---

**RESOLUTION AUTHORIZING SETTLEMENT OF A CLAIM  
AGAINST THE COUNTY OF WINNEBAGO ENTITLED  
WILLIAM JAMES VERSUS WINNEBAGO COUNTY**

---

**WHEREAS**, the County of Winnebago, Illinois, is involved in having a claim asserted against it by William James for injuries allegedly sustained while in the employment of the Sheriff's Department, and,

**WHEREAS**, the Plaintiff has offered to settle the above claims against the County of Winnebago for consideration payable in the amount of \$96,558.44 for the settlement funding for his Workers Compensation case; and,

**WHEREAS**, counsel for the County of Winnebago recommends that it is in the best interest of the County of Winnebago to settle the above referenced claims upon the terms of the proposed settlement.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it does hereby authorize settlement of the claim entitled William James versus County of Winnebago for injuries allegedly sustained by William James while in the employment of the Sheriff's Department by payment of the amount of \$96,558.44 for the settlement for permanent disability for a Workers Compensation case.

**BE IT FURTHER RESOLVED**, that this Resolution for William James in the amount of \$96,558.44 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 Auditor, Director of Purchasing, Human Resources Director, and Williams & McCarthy.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

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JOHN F. SWEENEY

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

ATTESTED BY:

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

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



# Resolution Executive Summary

**Prepared By:** Tanya Harris

**Committee:** Finance Committee

**Committee Date:** March 21, 2024

**Resolution Title:** Resolution authorizing settlement of a claim against the County of Winnebago entitled Eric Beitel versus Winnebago County

**Board Meeting Date:** March 28, 2024

**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted?</b> Yes            | <b>Appropriation Amount: \$76,407.13</b>        |
| <b>If not, explain funding source:</b>   | <b>Budget Impact: \$76,407.13</b>               |
| <b>ORG/OBJ/Project Code:</b> 49400-43535 | <b>Tort Judgement Fund/Worker's Comp Claims</b> |

**Background Information:** Settlement for Eric Beitel in the amount of \$76,407.13.

**Recommendation:** The Finance Committee, chaired by John Butitta, has reviewed the settlements presented to the Board. The Board is asked to approve this settlement in favor of the Committee's recommendations at its March 28, 2024 meeting.

**Contract/Agreement:**

**Legal Review:** Carol Hartline with Williams McCarthy LLP negotiated these settlements on behalf of Winnebago County.

**Follow-Up:** N/A

**RESOLUTION**  
**of the**

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

Sponsored by: John Butitta

Submitted by: Finance Committee

2024 CR

---

**RESOLUTION AUTHORIZING SETTLEMENT OF A CLAIM  
AGAINST THE COUNTY OF WINNEBAGO ENTITLED  
ERIC BEITEL VERSUS WINNEBAGO COUNTY**

---

**WHEREAS**, the County of Winnebago, Illinois, is involved in having a claim asserted against it by Eric Beitel for injuries allegedly sustained while in the employment of the Sheriff's Department, and,

**WHEREAS**, the Plaintiff has offered to settle the above claims against the County of Winnebago for consideration payable in the amount of \$76,407.13 for the settlement funding for his Workers Compensation case; and,

**WHEREAS**, counsel for the County of Winnebago recommends that it is in the best interest of the County of Winnebago to settle the above referenced claims upon the terms of the proposed settlement.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it does hereby authorize settlement of the claim entitled Eric Beitel versus County of Winnebago for injuries allegedly sustained by Eric Beitel while in the employment of the Sheriff's Department by payment of the amount of \$76,407.13 for the settlement for permanent disability for a Workers Compensation case.

**BE IT FURTHER RESOLVED**, that this Resolution for Eric Beitel in the amount of \$76,407.13 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 Auditor, Director of Purchasing, Human Resources Director, and Williams & McCarthy.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

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

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JAIME SALGADO, VICE CHAIRMAN

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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

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

ATTESTED BY:

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

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

# **ZONING COMMITTEE**

**Attachment**  
**ZONING COMMITTEE**  
**OF THE COUNTY BOARD AGENDA**  
March 28, 2024

**Zoning Committee.....Jim Webster, Committee Chairman**

**PLANNING AND/OR ZONING REQUESTS:**

**TO BE LAID OVER:**

1. SU-02-24 A SPECIAL USE PERMIT FOR A WEDDING AND/OR RECEPTION FACILITY (RENEWAL) IN THE AG, AGRICULTURAL PRIORITY DISTRICT requested by Leif and Tracy Cannell, property owners, for the property that is commonly known as 3013 W. Rockton Road, Rockton, IL 61072 in Rockton Township.  
PIN: 03-15-200-009 C.B. District: 2  
Lesa Rating: N/A Consistent W/2030 LRMP-Future Map: N/A  
**ZBA Recommendation: *APPROVAL with ZBA conditions (6-0)***  
**ZC Recommendation: *TBD***
  
2. SU-03-24 A SPECIAL USE PERMIT FOR A VACATION RENTAL (RENEWAL) IN THE AG, AGRICULTURAL PRIORITY DISTRICT, requested by Leif and Tracy Cannell, property owners, for the property that is commonly known as 3013 W. Rockton Road, Rockton, IL 61072 in Rockton Township.  
PIN: 03-15-200-009 C.B. District: 2  
Lesa Rating: N/A Consistent W/2030 LRMP-Future Map: N/A  
**ZBA Recommendation: *APPROVAL with ZBA conditions (6-0)***  
**ZC Recommendation: *TBD***

- 
3. **COMMITTEE REPORT (ANNOUNCEMENTS)** - *for informational purposes only; not intended as an official public notice*:
    - Chairman, Brian Erickson, hereby announces that a *Zoning Board of Appeals (ZBA)* meeting is *tentatively* scheduled for **Tuesday, May 14, 2024**, at 5:30 p.m. in Room 303 of the County Administration Building.
    - Chairman, Jim Webster, hereby announces that the next *Zoning Committee (ZC)* meeting is *tentatively* scheduled for **Wednesday, May 22, 2024**, at 5:30 p.m. in Room 303 of the County Administration Building.



**OPERATIONS &  
ADMINISTRATIVE  
COMMITTEE**



# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Winnebago County Sheriff's Office  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** March 21, 2024  
**Board Date:** March 28, 2024  
**Resolution Title:** Resolution Awarding Purchase of X-Ray Equipment for Bomb Squad Using CIP 24 Funds

### Budget Information

|   |                                   |
|---|-----------------------------------|
| <b>Budgeted? YES</b>  | <b>Amount Budgeted?</b> \$60,000  |
| <b>If not, originally budgeted, explain the funding source?</b> | N/A                               |
| <b>If ARPA or CIP funded, original Board approved amount?</b>   | \$60,000                          |
| <b>Over or Under approved amount?</b>                           | UNDER By: \$25                    |
| <b>Reason for ARPA or CIP increase?</b>                         | N/A                               |
| <b>If ARPA funded, was it approved by Baker Tilly?</b>          | N/A                               |
| <b>ORG/OBJ/Project Codes:</b> 82200-46430-C2403                 | <b>Descriptor:</b> CIP-Mach/Equip |
| <b>Budget Impact?</b>   | \$ 59,975                         |

**Background Information:** The Winnebago County Sheriff's Office has requested the purchase of a new portable x-ray system for the Winnebago County Bomb Squad. The addition of this piece of equipment will enable the Winnebago County Bomb Squad to quickly get the results of an x-ray on a suspicious package, backpack, box, etc. It also provides the ability to identify explosive and electronic components within the item being investigated. The system chosen is wireless, with a connectivity range of over three hundred feet away from the item being x-rayed, the image is quickly uploaded to a computer or tablet for immediate evaluation.

The Purchasing Department went out for IFB#24B-2326, which yielded six (6) Bids, resulting in the lowest responsible bid from SharpLogixx, LLC, who offered the SRV X1417 Extreme 3x. Includes 2-year system warranty and 1-year battery warranty.

IFB#24B-2326 was emailed to five (5) suppliers and publicly posted in the Rockford Register Star, the County website and national bid site DemandStar. Six (6) bids were received, two (2) were deemed non-responsive.

**Recommended By:** Deputy Chief Sean Hughes and Lieutenant Mike Weber

**Follow-Up Steps:** Purchasing Department will issue a Purchase Order to SharpLogixx, LLC in the amount of \$59,975.

**R E S O L U T I O N**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

**2024 CR**

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**RESOLUTION AWARDING PURCHASE OF X-RAY EQUIPMENT FOR BOMB SQUAD USING CIP 24 FUNDS**

---

**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$30,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, Winnebago County Sheriff's Office has requested the purchase of a portable x-ray system using CIP 24 funds; and,

**WHEREAS**, the Purchasing Department went out for IFB#24B-2326; and,

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

**SHARPLOGIXX, LLC**  
**340 NORTH BROADWAY STREET**  
**GREEN BAY, WISCONSIN 54303**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue a Purchase Order in the amount of \$59,975, on behalf of the County of Winnebago, to SharpLogixx, LLC., 340 North Broadway Street, Green Bay, WI 54303.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, Administrator, County Sheriff, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

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

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

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

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JOHN BUTITTA

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

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JOE HOFFMAN

\_\_\_\_\_  
JAIME SALGADO

\_\_\_\_\_  
JAIME SALGADO

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

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

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

ATTESTED BY:

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

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

**BID TAB**

**24B-2326 BOMB SQUAD X-RAY EQUIPMENT FOR WINNEBAGO COUNTY SHERIFF'S OFFICE**  
**Wednesday, February 21, 2024 - 11:30 AM**

| BID TAB  |                     |                                     |   |  |                                    |                                 |
|--|---------------------|-------------------------------------|---|--|------------------------------------|---------------------------------|
| 24B-2326 BOMB SQUAD X-RAY EQUIPMENT FOR WINNEBAGO COUNTY SHERIFF'S OFFICE<br>Wednesday, February 21, 2024 - 11:30 AM |                     |                                     |   |  |                                    |                                 |
| VENDOR NAME  | Logos Imaging, Inc. | Point Security, Inc.                | <b>SharpLogixx, LLC.</b>                          | Novo DR, Inc.  | Scanna MSC, Inc.<br>non-responsive | Mistral, Inc.<br>non-responsive |
| PURCHASE PRICE   | \$61,644            | \$66,700                            | <b>\$59,975</b>                                   | \$71,000   |                                    |                                 |
| ESTIMATED SHIPPING COST  | \$69                | \$250                               | <b>\$0</b>  | \$0  |                                    |                                 |
| WARRANTY DETAILS   | Standard<br>2 year  | Standard<br>2 year                  | <b>2 year all components<br/>1 year batteries</b> | 2 year limited, software<br>upgrades<br>1 year batteries |                                    |                                 |
| OPTIONS AVAILABLE  | Generator           | Additional warranty                 | <b>Extended warranty</b>                          | Mounting option  |                                    |                                 |
| OPTIONS PRICE  | \$8,779             | \$3,750 per year<br>\$18,750 5 year | <b>\$2,000 per year</b>                           | \$2,000  |                                    |                                 |



# Quote

**For**

Winnebago County Sheriff's Office Bomb Squad  
650 W. State Street  
Rockford IL 61102  
815-262-5213  
WeberM@wcco-il.us

**If you have questions regarding this quotation, contact:**

**Benjamin C Klein | Marketing and Sales Coordinator | 877-638-3868 ext. 33 | [ben.klein@smartrayvision.com](mailto:ben.klein@smartrayvision.com)**

**Thank you for your business!**

| Quantity | Part #   | Item   | Rate                          | Amount       |
|----------|----------|--|-------------------------------|--------------|
| 1        | P1417V3X | SRV X1417® Extreme 3x: Complete Portable X-Ray System including 14"x17" HD Narrow Margin DR Imager, Mil-Grade Controller, Advanced Long Range Wireless Communications, Wired Communications, Accessories, and SmartRayVision EOD Software packed in a custom ruggedized shipping case. Includes 2-year system warranty and 1-year battery warranty | \$63,975.00                   | \$63,975.00  |
|          |          | Special One-Time Discount  | (\$4,000.00)                  | (\$4,000.00) |
|          |          |  | <b>Subtotal</b>               | \$59,975.00  |
|          |          |  | U.S. Ground Shipping Included |              |
|          |          |  | <b>Total</b>                  | \$59,975.00  |

**Notes:**

Berry Compliance = Yes  
All components are Country of Origin = USA  
Lead time = 6-8 Weeks  
Terms = Net30  
Shipping CONUS only

Purchase orders should be sent to:  
SharpLogixx, LLC  
Attn: Robin Pfaff  
rpfaff@sharplogixx.com  
340 North Broadway, Suite 355  
Green Bay, WI 54303

# Extreme 3x System

## Scalable, Rugged, Reliable



Specifically designed for EOD operators and Bomb Squad professionals, the Extreme 3x X-Ray System is ready to take on any problem.

The complete system includes either a 10"x12" imager panel, a 14"x17" imager panel, or both in its Dual configuration. The system also features a wireless communications unit, the CommTrigger®, optional TacComm™ Trigger, and a 10.1" or 6" ruggedized touch-screen tablet.

Take on the unknown with confidence with the SmartRayVision® Extreme 3x.

## Features and Specs

- Offered in three configurations: SRV X1012® 3x, SRV X1417® 3x, and Dual 3x
- Non-Glass, DR Imager Panel
- Near-Zero Margin to allow operators to get as close to the bottom of an item as possible
- Real-Time Power and WiFi SitRep
- Self Healing WiFi
- Easy to use and intuitive SRV Touchscreen Software
- Military (STIGS) Cyber Secure
- IP67 Rated Panels and Comms, IP65 Rated Controller
- -21°F to 122°F (-29°C to 50°C operating temperature)
- 5GHz operating frequency





# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Coroner's Office  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** March 21, 2024  
**Board Date:** March 28, 2024  
**Resolution Title:** Resolution Awarding Purchase of Vehicles for Coroner's Office Using CIP 24 Funds

### Budget Information

|   |                                   |
|---|-----------------------------------|
| <b>Budgeted? YES</b>  | <b>Amount Budgeted? \$180,000</b> |
| <b>If not, originally budgeted, explain the funding source?</b>               |                                   |
| <b>If ARPA or CIP funded, original Board approved amount? \$180,000</b>       |                                   |
| <b>Over or Under approved amount? UNDER By: \$51,279</b>                      |                                   |
| <b>Reason for ARPA or CIP increase? N/A</b>                                   |                                   |
| <b>If ARPA funded, was it approved by Baker Tilly? N/A</b>                    |                                   |
| <b>ORG/OBJ/Project Codes: 82200-46410-C2406 Descriptor: CIP 24-Automobile</b> |                                   |
| <b>Budget Impact? \$ 128,721</b>  |                                   |

**Background Information:** The Winnebago County Coroner's Office is requesting to replace their existing 2013 Ford Expedition EL XL and 2013 Ford E-Series Cargo Van using CIP 24 funds. The van being replaced presents safety hazards in operation due to design flaws limiting visibility.

Purchasing obtained three quotes to purchase a 2024 Expedition and 2024 Transit 150 Van (See Resolution Exhibit A). Quotes include dealer discounted pricing and government GSA pricing for vehicles. One additional quote was obtained for outfitting both vehicles.

Brad Manning Ford of Dekalb presented the lowest quote for both vehicles (See Resolution Exhibit B). The Coroner's Office would like to order the two vehicles for \$115,950 and have both vehicles outfitted for \$12,771 (Resolution Exhibit C). The vehicles being replaced will be sold by the Purchasing Department on govdeals.com when they become available. Funds from the sales will be submitted to Finance for proper disposition.

**Recommended By:** Coroner Jen Muraski and Deputy Coroner Matt Lane

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



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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

**2024 CR**

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**RESOLUTION AWARDING PURCHASE OF VEHICLES FOR CORONER'S OFFICE USING CIP 24 FUNDS**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$30,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357(g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, Winnebago County Coroner's Office has requested the purchase of a 2024 Ford Expedition and 2024 Ford Transit 150, fully outfitted, using CIP 24 funds; and,

**WHEREAS**, the Purchasing Department obtained three (3) quotes for each vehicle, including quotes with government pricing; and,

**WHEREAS**, the Coroner's Office also obtained quotes for the outfitting of the new vehicles, including the removal and installation for reuse of some existing equipment; and,

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the quotes for vehicles and the outfitting for the aforementioned purchase and recommends awarding to:

**MULTIPLE VENDORS**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue Purchase Orders in the amount of \$128,721, on behalf of the County of Winnebago, to Brad Manning Ford, 402 Manning Drive, Dekalb, Illinois 60115; Charles Brown, DBA Rockford Communications, 720 Lorden Court, Rockford, Illinois 61104; the Jean Rose Company, PO BOX 1223, Woodstock, Illinois 60098; and Cherry Valley Landscape, 7711 Newberg Road, Rockford IL 61108.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, Administrator, County Coroner, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

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

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

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

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

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

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

\_\_\_\_\_  
JAIME SALGADO

\_\_\_\_\_  
JAIME SALGADO

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

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

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

ATTESTED BY:

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

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

| <b>QUOTE TAB</b><br><b>24NB-2330</b><br><b>CORONER'S VEHICLES USING CIP 2024 FUNDS</b> |                 |                          |   |
|--|-----------------|--------------------------|---|
| Coroner's Request  | Rock River Ford | <b>Brad Manning Ford</b> | Morrow Brother's Ford                     |
| Expedition XLT Max 4x4   | \$ 67,945       | \$ <b>63,574</b>         | \$ 72,977                                 |
| Transit 150  | \$ 56,463       | \$ <b>52,376</b>         | \$ 55,887                                 |
| Outfitting   | \$ 12,771       | \$ <b>12,771</b>         | \$ 12,771                                 |
|  | \$ 137,180      | \$ <b>128,721</b>        | \$ 141,635                                |
|  |                 |                          |   |
|  |                 |                          |   |
|  |                 |                          | *doesn't incl tax, title - add \$165 each |

Outfitting:

|    |               |  |
|----|---------------|--|
| \$ | 8,315         | Charles Brown, DBA Rockford Communications |
| \$ | 3,000         | the Jean Rose Company                      |
| \$ | 1,456         | Cherry Valley Landscape                    |
| \$ | <u>12,771</u> |  |



Date: 2/26/2024  
 Salesperson: Eric Kilmer  
 Manager: Eric Kilmer

**FOR INTERNAL USE ONLY**

**CUSTOMER**      Winnebago County      Home Phone : \_\_\_\_\_  
                          404 ELM ST STE 202  
 Address : ROCKFORD, IL 61101      Work Phone : (815) 319-4386  
                          WINNEBAGO  
 E-Mail : \_\_\_\_\_      Cell Phone : (815) 319-4386

**VEHICLE**  
 Stock # : \_\_\_\_\_      New / Used : **New**      VIN : \_\_\_\_\_      Mileage: \_\_\_\_\_  
 Vehicle : 2024 Ford Expedition Max      Color : \_\_\_\_\_  
 Type : XLT 4dr 4x4

|                                 |           |
|---------------------------------|-----------|
| Market Value Selling Price      | 62,858.00 |
| Delivery of paperwork & vehicle | 150.00    |
| Total Purchase                  | 63,008.00 |
| Taxable Fees (Estimated)        | 35.00     |
| DealerDoc                       | 358.03    |
| Non Tax Fees                    | 173.00    |
| Cash Deposit                    | .00       |
| Balance                         | 63,574.03 |

Customer Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_  
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



**Preview Order W100 - K1J 4x4 XLT Max** : Order Summary Time of Preview: 02/26/2024 17:50:36 Receipt: 2/2/2024

**Dealership Name** : Brad Manning Ford, Inc.

**Sales Code** : F41496

|                      |               |                      |       |                     |            |                    |      |
|----------------------|---------------|----------------------|-------|---------------------|------------|--------------------|------|
| <b>Dealer Rep.</b>   | ERIC KILMER   | <b>Type</b>          | Fleet | <b>Vehicle Line</b> | Expedition | <b>Order Code</b>  | W100 |
| <b>Customer Name</b> | Winnabego cou | <b>Priority Code</b> | E1    | <b>Model Year</b>   | 2024       | <b>Price Level</b> | 425  |

| DESCRIPTION                    | MSRP    | DESCRIPTION                    | MSRP        |
|--------------------------------|---------|--------------------------------|-------------|
| K1J0 EXPEDITION XLT MAX 4X4    | \$65590 | 18" MACH ALUM WHL W/PNTD PKTS  | \$0         |
| TOTAL BASE VEHICLE             | \$65590 | PRICE CONCESSION INDICATOR     | \$0         |
| AGATE BLACK METALLIC           | \$0     | REMARKS TRAILER                | \$0         |
| XLT CLOTH SEATS                | \$0     | FRONT LICENSE PLATE BRACKET    | \$0         |
| BLACK ONYX                     | \$0     | SPECIAL DEALER ACCOUNT ADJUSTM | \$0         |
| EQUIPMENT GROUP 200A           | \$0     | SPECIAL FLEET ACCOUNT CREDIT   | \$0         |
| .3.5L ECOBOOST V6 ENGINE       | \$0     | FUEL CHARGE                    | \$0         |
| .10SPD AUTO TRANS W/SLCTSHFT   | \$0     | NET INVOICE FLEET OPTION (B4A) | \$0         |
| .P275/65R18 A/T TIRES          | \$0     | PRICED DORA                    | \$0         |
| FORD FLEET SPECIAL ADJUSTMENT  | \$0     | ADVERTISING ASSESSMENT         | \$0         |
| FLR LNERS RW 1&2 W/O CRPET MAT | \$160   | DESTINATION & DELIVERY         | \$1995      |
|                                |         |                                | <b>MSRP</b> |
| TOTAL BASE AND OPTIONS         |         |                                | \$67745     |
| DISCOUNTS                      |         |                                | NA          |
| TOTAL                          |         |                                | \$67745     |

ORDERING FIN: QG630 END USER FIN: QG630 PO NUMBER: undefined

**INCENTIVES:**

Acc. Code ID: 10 Contract/Ref #: 21-521R Concession Amount: \$-500.00 BID DATE: 06/19/23 STATE: IL

**This order has not been submitted to the order bank.**

**This is not an invoice.**



Date: 2/26/2024 **Resolution Exhibit B**  
 Salesperson: Eric Kilmer  
 Manager: Eric Kilmer

**FOR INTERNAL USE ONLY**

|                 |                           |                                    |
|-----------------|---------------------------|------------------------------------|
| <b>CUSTOMER</b> | <b>Winnebago County</b>   | Home Phone :                       |
|                 | <b>404 ELM ST STE 202</b> |                                    |
| Address :       | <b>ROCKFORD, IL 61101</b> | Work Phone : <b>(815) 319-4386</b> |
|                 | <b>WINNEBAGO</b>          |                                    |
| E-Mail :        |                           | Cell Phone : <b>(815) 319-4386</b> |

|                |                                    |       |          |
|----------------|------------------------------------|-------|----------|
| <b>VEHICLE</b> |                                    |       |          |
| Stock # :      | New / Used : <b>New</b>            | VIN : | Mileage: |
| Vehicle :      | <b>2024 Ford Transit-150 Cargo</b> |       | Color :  |
| Type :         |                                    |       |          |

|                                 |           |
|---------------------------------|-----------|
| Market Value Selling Price      | 51,660.00 |
| Delivery of paperwork & vehicle | 150.00    |
| Total Purchase                  | 51,810.00 |
| Taxable Fees (Estimated)        | 35.00     |
| DealerDoc                       | 358.03    |
| Non Tax Fees                    | 173.00    |
| Cash Deposit                    | .00       |
| Balance                         | 52,376.03 |

Customer Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_  
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Preview Order W100 - E2Y 150 Low Roof Cargo AWD : Order Summary Time of Preview: 02/26/2024  
 17:51:16 Receipt: 2/26/2024

Dealership Name : Brad Manning Ford, Inc.

Sales Code : F41496

|               |               |               |       |              |         |             |      |
|---------------|---------------|---------------|-------|--------------|---------|-------------|------|
| Dealer Rep.   | ERIC KILMER   | Type          | Fleet | Vehicle Line | Transit | Order Code  | W100 |
| Customer Name | Winnabego cou | Priority Code | E4    | Model Year   | 2024    | Price Level | 430  |

| DESCRIPTION                   | MSRP    | DESCRIPTION                    | MSRP    |
|-------------------------------|---------|--------------------------------|---------|
| E2Y0 T150 LR CARGO AWD        | \$51085 | MANUAL AIR CONDITIONER         | \$0     |
| 130" WHEELBASE                | \$0     | AUX HEAT/AC PREP W/OUT CNTL    | \$100   |
| TOTAL BASE VEHICLE            | \$51085 | PRICE CONCESSION INDICATOR     | \$0     |
| AGATE BLACK METALLIC          | \$200   | REMARKS TRAILER                | \$0     |
| CLOTH                         | \$0     | PRIVACY GLASS                  | \$500   |
| DARK PALAZZO GRAY             | \$0     | INTERIOR UP PACKAGE - CARGO    | \$1435  |
| PREFERRED EQUIPMENT PKG.101A  | \$0     | .VINYL F/R FLOOR COVERING      | \$0     |
| .XL TRIM                      | \$0     | .2WAY DRV/PASS PALAZZO CLOTH   | \$0     |
| 3.5L PFDI V6 (GAS)            | \$0     | .SHORT-ARM PWR MIRRORS         | \$0     |
| .10-SPEED TRANSMISSION        | \$0     | .ILLUMINATED SUN VISORS        | \$0     |
| .235/65R16C BSW ALL-SEASON    | \$0     | E-85 FLEX FUEL CAPABLE         | \$0     |
| 3.73 LIMITED SLIP AXLE        | \$0     | SPECIAL DEALER ACCOUNT ADJUSTM | \$0     |
| JOB #1 ORDER                  | \$0     | SPECIAL FLEET ACCOUNT CREDIT   | \$0     |
| FORD FLEET SPECIAL ADJUSTMENT | \$0     | FUEL CHARGE                    | \$0     |
| FRONT LICENSE PLATE BRACKET   | \$0     | NET INVOICE FLEET OPTION (B4A) | \$0     |
| FIXED WINDOWS-ALL-AROUND      | \$625   | PRICED DORA                    | \$0     |
| 8800# GVWR PACKAGE            | \$0     | ADVERTISING ASSESSMENT         | \$0     |
| 50 STATE EMISSIONS            | \$0     | DESTINATION & DELIVERY         | \$2095  |
|                               |         | <b>MSRP</b>                    |         |
| TOTAL BASE AND OPTIONS        |         |                                | \$56040 |
| DISCOUNTS                     |         |                                | NA      |
| TOTAL                         |         |                                | \$56040 |

ORDERING FIN: QG630 END USER FIN: QG630 PO NUMBER: undefined

**INCENTIVES:**

Acc. Code ID: 10 Contract/Ref #: 18-612R Concession Amount: \$-600.00 BID DATE: 09/21/23 STATE: IL

**This order has not been submitted to the order bank.**

**This is not an invoice.**

12/28/2023

To-WINNEBAGO COUNTY CORONER/ MATT LANE

From-Charles Browne

Rockford Communications

720 Lorden Ct. Rockford. 815-742-2842

Hi MATT

Subject-Costs to outfit new 2024 FORD TRANSIT WITH LIGHTS, MOBILE CHARGER AND IGNITION OVERRIDE

all stl products 5 year warranty all others 2

| Quantity | Brand          | Description   | PaRT#      | Cost         | ext                |   |
|----------|----------------|---|------------|--------------|--------------------|---|
| 1        | SECURE IDLE    | IGNITION OVERRIDE   |            | \$ 220.00    | \$ 220.00          |   |
| 1        |                | LARGE ROCKER SWITCH ILLUMINATED                                 |            | \$ 14.00     | \$ 14.00           |   |
| 1        | STL            | VISOR LIGHT RED/BLUE/EXPEDITION BRACKETS AND EXTENSION GASKET   | raptor tir | \$ 400.00    | \$ 400.00          |   |
| 1        | FEDERAL SIGNAL | BRAKE LIGHT FLASHER   | FA6        | \$ 85.00     | \$ 85.00           |   |
| 2        | WHELEN         | VERTEX CLEAR LED LIGHTS   | VX360      | \$ 100.00    | \$ 200.00          | TO REPLACE HEADLIGHT FLASHER                |
| 6        | STL            | Z12 TIR LED GRILLE  | Z12        | \$ 78.00     | \$ 468.00          | 2 IN FRONT 2 REAR SIDE WINDOWS 2 REAR DOORS |
| 2        | FEDERAL SIGNAL | LED LIGHT FOR WHEN DOORS OPEN 1 RED 1 BLUE                      | MPS6       | \$ 150.00    | \$ 300.00          | IN SLOTS IN DOOR FRAME WHEN OPENED          |
| 1        |                | LEVERED MICROSWITCH FOR REAR DOOR OPEN LIGHTS CONTROL           |            | \$ 25.00     | \$ 25.00           |   |
| 1        | MOTOROLA       | APX-NEXT MOBILE CHARGER WITH \$70 DISCOUNT FROM PRIOR PUCHASE 1 | PMPN4639A  | \$ 480.00    | \$ 480.00          | NORMAL PRICE \$550                          |
|          |                | FREIGHT   |            |              | \$ 50.00           |   |
|          |                |   |            | <b>parts</b> | <b>\$ 2,242.00</b> |   |
|          |                |   |            | <b>labor</b> | <b>\$ 1,600.00</b> |   |
|          |                |   |            | <b>total</b> | <b>\$ 3,842.00</b> |   |



12/28/2023

To-WINNEBAGO COUNTY CORONER/ MATT LANE

From-Charles Browne

Rockford Communications

720 Lorden Ct. Rockford. IL 61104 815-742-2842

Hi MATT

Subject-Costs to outfit new 2024 FORD EXPEDITION WITH LIGHTS, MOBILE CHARGER AND IGNITION OVERRIDE

all stl products 5 year warranty all others 2

| Quantity | Brand          | Description                     | PaRT# | Cost         | ext                |                                |
|----------|----------------|---------------------------------|-------|--------------|--------------------|--------------------------------|
| 1        | SECURE IDLE    | IGNITION OVERRIDE               |       | \$ 220.00    | \$ 220.00          |                                |
| 1        |                | LARGE ROCKER SWITCH ILLUMINATED |       | \$ 14.00     | \$ 14.00           |                                |
| 1        | STL            | VISOR LIGHT RED/BLU raptor tir  |       | \$ 400.00    | \$ 400.00          |                                |
| 1        | STL            | REAR TRAFFIC ADVISO VLMC8       |       | \$ 512.00    | \$ 512.00          |                                |
| 1        | FEDERAL SIGNAL | BRAKE LIGHT FLASHER FA6         |       | \$ 85.00     | \$ 85.00           |                                |
| 2        | WHELEN         | VERTEX CLEAR LED LIC VX360      |       | \$ 100.00    | \$ 200.00          | TO REPLACE HEADLIGHT FLASHER   |
| 4        | STL            | Z12 TIR LED GRILLE Z12          |       | \$ 78.00     | \$ 312.00          | 2 IN FRONT 2 REAR SIDE WINDOWS |
| 1        | MOTOROLA       | APX-NEXT MOBILE CH.PMPN4639A    |       | \$ 480.00    | \$ 480.00          | NORMAL PRICE \$550             |
|          |                | FREIGHT                         |       |              | \$ 50.00           |                                |
|          |                |                                 |       | <b>parts</b> | <b>\$ 2,273.00</b> |                                |
|          |                |                                 |       | <b>labor</b> | <b>\$ 1,600.00</b> |                                |
|          |                |                                 |       | <b>total</b> | <b>\$ 3,873.00</b> |                                |

12/28/2023

To-WINNEBAGO COUNTY CORONER/ MATT LANE

From-Charles Browne

Rockford Communications

720 Lorden Ct. Rockford. IL 61104 815-742-2842

Hi MATT

Subject-Costs to TO REMOVE LIGHTS SIREN AND RADIO FROM 2 VEHICLES THE EXPLORER AND THE GREY VAN

all stl products 5 year warranty all others 2

| Quantity | Description                        | Cost      | ext      |        |
|----------|------------------------------------|-----------|----------|--------|
| 1        | REMOVE ALL EQUIPMENT FROM GREY VAN | \$ 300.00 | \$       | 300.00 |
| 1        | REMOVE ALL EQUIPMENT FROM EXPLORER | \$ 300.00 | \$       | 300.00 |
|          |                                    | TOTLA     | labor \$ | 600.00 |



**Estimate: 2429**

1/2/2024

**Winnebago County Coroner**

Main  
403 Elm Street  
Rockford, IL 61101

**the Jean Ross Company**

PO Box 1223  
Woodstock, IL 60098  
(815) 206-2881

Purchase Order

Unit

Unit: VIN: 2024 Ford Transit Current Usage: 0 Miles

| Description   | Quantity | Rate                     | Amount     |
|---|----------|--------------------------|------------|
| Remove Link coroner slab and all cot retention systems from rear of 2013 E-150 van and install into new Transit van. Remove and reinstall shoreline receptacle, charger and associated wiring from old to new unit. Includes pick-up and delivery of unit(s). |          |                          |            |
|   |          | <b>Parts &amp; Labor</b> | \$3,000.00 |
|   |          | <b>Shop Supplies</b>     | \$0.00     |
|   |          | <b>Subtotal</b>          | \$3,000.00 |
|   |          | <b>Total</b>             | \$3,000.00 |

\*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

**This estimate is valid for 15 days.**

\*The preceding estimate is for repair, replacement or installation of a component(s) or unit that may require disassembly & inspection of that or related components. This estimate is for the best case scenario as well as certain anticipated situations. It should be understood that in the event of disassembly & inspection, some internal parts & components may be unknowingly worn, damaged or otherwise be rendered unusable. In that case this estimate is subject to changes that may affect the proposed time frame as well as final cost. Any additions will be billed as time and material.

Q U O T A T I O N

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

PHONE #: (815)319-4016  
CELL #:  
ALT. #: (815)519-6586 Ext: MIKE  
P.O.#:  
TERMS: Net 10th EOM  
SALES TYPE: Quote  
DATE: 2/26/2024  
ORDER #: 61395  
CP: WilliamS  
LOCATION: 1  
STATUS: Active

**BILL TO 100781**

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

**SHIP TO**

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

| MFR  | PRODUCT NUMBER | DESCRIPTION  | QTY | NET      | TOTAL    |
|------|----------------|--|-----|----------|----------|
| WG   | 96906-3-01     | WINDOW ACC   | 1   | \$156.35 | \$156.35 |
| WG   | 96300-3-01     | BULK HEAD COMPOSITE                                    | 1   | \$979.99 | \$979.99 |
| **** | MISC           | SHOP SUPPLIES/FLUID DISPOSAL                           | 1   | \$9.95   | \$9.95   |
| **** | SHP            | SHIPPING/HANDLING- UNLESS PRICE EXCEEDS WILL<br>ADJUST | 1   | \$100.00 | \$100.00 |
| **** | LABOR          | LABOR  | 1   | \$210.00 | \$210.00 |

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

|                     |                   |
|---------------------|-------------------|
| SUBTOTAL:           | \$1,456.29        |
| TAX:                | \$0.00            |
| <b>ORDER TOTAL:</b> | <b>\$1,456.29</b> |

Authorized By: \_\_\_\_\_



# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Facilities  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** March 21, 2024  
**Board Date:** March 28, 2024  
**Resolution Title:** Resolution Awarding Replacement of 2nd Floor Air Handlers at Adult Probation Center Using CIP 24 Funds

### Budget Information

|  |                                  |        |
|--|----------------------------------|--------|
| <b>Budgeted? YES</b>   | <b>Amount Budgeted?</b> \$85,000 | CIP 24 |
| <b>If not, originally budgeted, explain the funding source?</b> N/A                              |                                  |        |
| <b>If ARPA or CIP funded, original Board approved amount?</b> \$85,000                           |                                  |        |
| <b>Over or Under approved amount?</b> UNDER <b>By:</b> \$3,660                                   |                                  |        |
| <b>If ARPA funded, was it approved by Baker Tilly?</b> N/A                                       |                                  |        |
| <b>ORG/OBJ/Project Codes:</b> 82200-46320-C2404 <b>Descriptor:</b> CIP 24 – Building Improvement |                                  |        |
| <b>Budget Impact?</b> \$81,340   |                                  |        |

**Background Information:** The 2<sup>nd</sup> floor air handler at the Adult Probation Center is a Rheem with a Trane condensing unit. These units, combined, provide all the cooling needs and some of the heating for the 2<sup>nd</sup> floor. This unit provides 15 tons of mechanical cooling and with a single hot water heating coil, tempers the discharge air. The air handler on the 2<sup>nd</sup> floor was manufactured in October of 1987 and the condensing unit on the roof was manufactured in February of 1999. The estimated life span of a Rheem air handler is 10-15 years, a Trane condensing unit is 15-20 years, and warranties range from 5-20 years.

Project, IFB#24B-2327, went out for bid February 9, 2024, which yielded five (5) bids with the lowest bid received from Ceroni Piping Company at \$81,340, per the attached Bid Tab (see Resolution Exhibit A).

The Invitation for Bid was emailed to 46 potential bidders and local suppliers, including Local 23 Plumbers and Pipefitters and Northern IL Buildings Contractors, and was also publicly advertised in the RRStar and on County website. The pre-bid meeting was attended by ten (10) people, representing seven (7) vendors, and yielded five (5) Bids.

**Recommended By:** Shawn Franks, Facilities

**Follow-Up Steps:** Purchasing Department will issue Purchase Order to Ceroni Piping Company in the amount of \$81,340.

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

**2024 CR**

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**RESOLUTION AWARDING REPLACEMENT OF 2ND FLOOR AIR HANDLERS AT ADULT PROBATION CENTER  
USING CIP 24 FUNDS**

---

**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$30,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, Adult Probation Center building is in need of replacing the 2<sup>nd</sup> floor air handlers; and,

**WHEREAS**, the Purchasing Department went out for Bid #24B-2327 Replace 2<sup>nd</sup> Floor Air Handlers at Adult Probation Center; and,

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

**CERONI PIPING COMPANY  
770 CERONI ROAD  
CHERRY VALLEY, ILLINOIS 61016**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue a County Purchase Order for the amount of \$81,340, on behalf of the County of Winnebago, to Ceroni Piping Company, 7770 Ceroni Road, Cherry Valley, Illinois 61016.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, Facilities Director, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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

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KEITH McDONALD, CHAIR

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

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

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PAUL ARENA

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JOHN BUTITTA

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JOHN BUTITTA

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JOE HOFFMAN

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JOE HOFFMAN

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JAIME SALGADO

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JAIME SALGADO

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

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

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

Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2024.

ATTESTED BY:

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

\_\_\_\_\_  
**LORI GUMMOW**

CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

## BID TAB

### 24B-2327 REPLACE 2ND FLOOR AIR HANDLERS AT ADULT PROBATION CENTER

**BID OPENING - MARCH 8, 2024 at 9:30 AM**

| VENDOR NAME                            | JOHNSON CONTROLS | CERONI PIPING COMPANY | LM SHEETMETAL, INC. | COMPLETE MECHANICAL SOLUTIONS | MILLER ENGINEERING CO. |
|--|------------------|-----------------------|---------------------|-------------------------------|------------------------|
| Price for Parts                        | \$71,891         | <b>\$61,390</b>       | \$44,450            | \$72,557                      | \$67,000               |
| Price for Labor                        | \$94,118         | <b>\$19,950</b>       | \$48,100            | \$22,594                      | \$30,000               |
| <b>TOTAL PRICE TO COMPLETE PROJECT</b> | \$166,009        | <b>\$81,340</b>       | \$92,550            | \$95,151                      | \$97,100               |
| <b>LEAD DAYS FOR MATERIALS</b>         | 20 WKS           | <b>4-6 WKS</b>        | 5 WKS               | 9 WKS                         | 100 DAYS               |
| <b>NUMBER OF DAYS TO COMPLETE WORK</b> | 10 DAYS          | <b>14 DAYS</b>        | 2-3 WKS             | 15 DAYS                       | 15 DAYS                |

Winnebago County Purchasing Department  
 404 Elm St, Rm 202, Rockford, IL 61101 | [www.wincoil.gov](http://www.wincoil.gov)  
 Phone: (815) 319- 4380 | Email: [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)





# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Facilities  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** March 21, 2024  
**Board Date:** March 28, 2024  
**Resolution Title:** Resolution Awarding Replacement of Energy Recovery Ventilation Unit at Adult Probation Center Using CIP 23 PSST Funds

### Budget Information

|   |                                  |             |
|---|----------------------------------|-------------|
| <b>Budgeted? YES</b>  | <b>Amount Budgeted?</b> \$75,000 | CIP 23 PSST |
| <b>If not, originally budgeted, explain the funding source?</b> N/A                                   |                                  |             |
| <b>If ARPA or CIP funded, original Board approved amount?</b> \$75,000                                |                                  |             |
| <b>Over or Under approved amount?</b> UNDER <b>By:</b> \$20,470                                       |                                  |             |
| <b>If ARPA funded, was it approved by Baker Tilly?</b> N/A  |                                  |             |
| <b>ORG/OBJ/Project Codes:</b> 82200-46320-C2327 <b>Descriptor:</b> CIP PSST 23 – Building Improvement |                                  |             |
| <b>Budget Impact?</b> \$54,530  |                                  |             |

**Background Information:** The Energy Recovery Ventilation Unit (EVRU) at Adult Probation Center no longer has the manufacture information tags. Facilities estimates the manufactured date is between 1997-2000. This unit is not currently working due to the inability to get the necessary parts, effectively causing the other temperature controlling units in the building to work harder to maintain a comfortable temperature. An EVRU provides tempered air to the fresh air side of all units in the basement, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Adult Probation Center. The new unit will reduce the winter heating load by 225,000 BTU/hr. and the summer cooling load by 180,000 BTU/hr., a savings of roughly \$13k annually in natural gas (estimating \$.39 per therm).

Invitation for Bid#24B-2338, was published on February 9, 2024, which yielded five (5) bids with the lowest bid received from LM Sheetmetal, Inc. at \$54,530 per the attached Bid Tab (see Resolution Exhibit A).

The Invitation for Bid was emailed to 46 potential bidders and local suppliers, including Local 23 Plumbers and Pipefitters and Northern IL Buildings Contractors, and publicly advertised in the RRStar and on County website. The pre-bid meeting was attended by ten (10) people, representing seven (7) vendors, and yielded five (5) Bids.

**Recommended By:** Shawn Franks, Facilities

**Follow-Up Steps:** Purchasing Department will issue Purchase Order to LM Sheetmetal, Inc. in the amount of \$54,530.

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

**2024 CR**

---

**RESOLUTION AWARDING REPLACEMENT OF ENERGY RECOVERY VENTILATION UNIT AT ADULT  
PROBATION CENTER USING CIP 2023 PSST FUNDS**

---

**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$30,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357 (g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, Adult Probation Center is in need of replacing the non-functioning Energy Recovery Ventilation Unit; and,

**WHEREAS**, the County went out for Bid #24B-2338 ERVU Replacement at Adult Probation Center; and,

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

**LM SHEETMETAL, INC.**  
**6727 ELM AVENUE,**  
**LOVES PARK, ILLINOIS 61111**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that the Director of Purchasing is authorized to issue a County Purchase Order in the amount of \$54,530, on behalf of the County of Winnebago, to LM Sheetmetal, Inc., 6727 Elm Avenue, Loves Park, Illinois 61111

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Finance Director, Facilities Director, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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

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

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

\_\_\_\_\_  
VALERIE HANSERD, VICE CHAIR

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

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

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

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

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

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

\_\_\_\_\_  
JAIME SALGADO

\_\_\_\_\_  
JAIME SALGADO

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

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

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

Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2024.

ATTESTED BY:

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

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

## BID TAB

### 24B-2338 ENERGY RECOVERY VENTILATION UNIT AT ADULT PROBATION CENTER

**BID OPENING - MARCH 8, 2024 @ 10:30 AM**

| BID TAB                                |                       |                     |                               |                        |                  |
|--|-----------------------|---------------------|-------------------------------|------------------------|------------------|
| VENDOR NAME                            | CERONI PIPING COMPANY | LM SHEETMETAL, INC. | COMPLETE MECHANICAL SOLUTIONS | MILLER ENGINEERING CO. | JOHNSON CONTROLS |
| Price for Parts                        | \$61,043              | <b>\$35,500</b>     | \$51,914                      | \$56,100               | \$60,937         |
| Price for Labor                        | \$37,641              | <b>\$19,030</b>     | \$10,868                      | \$11,000               | \$49,346         |
| <b>TOTAL PRICE TO COMPLETE PROJECT</b> | \$98,684              | <b>\$54,530</b>     | \$62,782                      | \$67,100               | \$110,283        |
| <b>LEAD DAYS FOR MATERIALS</b>         | 4-6 WKS               | <b>4 WKS</b>        | 8 WKS                         | 100 DAYS               | 20 WKS           |
| <b>NUMBER OF DAYS TO COMPLETE WORK</b> | 14 DAYS               | <b>3-5 DAYS</b>     | 15 DAYS                       | 10 DAYS                | 10 DAYS          |

Winnebago County Purchasing Department  
 404 Elm St, Rm 202, Rockford, IL 61101 | [www.wincoil.gov](http://www.wincoil.gov)  
 Phone: (815) 319- 4380 | Email: [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

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

2024 CR \_\_\_\_\_

AUTHORED BY: PAUL ARENA

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: AARON BOOKER, JIM WEBSTER, JOHN GUEVARA, BRAD LINDMARK, KEITH MCDONALD, PAUL ARENA, JOHN BUTITTA, JOHN PENNEY, KEVIN MCCARTHY, JEAN CROSBY, MICHAEL THOMPSON, JOHN SWEENEY

**RESOLUTION REGARDING THE EMERGENCY RESPONSE TO THE  
ABANDONMENT OF ASYLUM SEEKERS IN WINNEBAGO COUNTY**

WHEREAS, it is widely-reported and apparent that there is an increased influx of foreign nationals seeking asylum entering the United States at the U.S.-Mexico border, resulting in a humanitarian and security crisis of grave national concern; and

WHEREAS, the governor of the state of Illinois has signed legislation in relation to immigrants and refugees establishing Illinois as the “Most Welcoming State in the Nation” [Governor J.B. Pritzker’s press release dated Aug. 2, 2021, entitled “Gov. Pritzker signs legislation further establishing Illinois as the Most Welcoming State in the Nation”]; and

WHEREAS, on August 18, 2023, in response to the number of Asylum Seekers being transported to the State of Illinois from the State of Texas with little to no notice, the governor of the State of Illinois signed a proclamation declaring all counties in the state as a disaster area; and

WHEREAS, in accordance with the authority established by the disaster declaration, the state of Illinois has made resources to assist Asylum Seekers available at the Landing Zone located in the City of Chicago; and

WHEREAS, on January 21, 2024, the Illinois Emergency Management Agency-Office of Homeland Security (IEMA-OHS) approved the Response Planning Guide for Uncoordinated Asylum Seeker Arrivals, providing guidance to units of government for the “Onward Movement” of Asylum Seekers to the landing zone in the City of Chicago; and

WHEREAS, for the purposes of this Resolution, the term “Asylum Seekers” shall be in reference to individuals addressed by the Governor’s disaster declaration and the IEMA-OHS plan; and

WHEREAS, the Supreme Court of the United States has long held that “the authority to control immigration—to admit or exclude aliens—is vested solely in the Federal government.” *Truax v. Raich*, 239 U.S. 33, 42 (1915); and

WHEREAS, the state of Texas and state of Missouri unsuccessfully challenged the current presidential administration's Department of Homeland Security decision of June 1, 2021, which had officially terminated the Asylum Seeker Protection Protocols that had been initiated under the prior presidential administration [See, *Biden v. Texas*, 597 U.S. 785 (2022)]; and

WHEREAS, the state of Texas recently passed legislation to allow state police to arrest Asylum Seekers who cross the border into Texas unlawfully, and the state was thereafter promptly sued by the United States Department of Justice to enjoin enforcement of the law. [See *U.S. Department of Justice sues Texas over Immigration Law*, by Kanishka Singh, Reuters, Jan. 3, 2024]; and

WHEREAS, the County of Winnebago ("Winnebago County" or "County") acknowledges that the authority to regulate immigration lies solely with the Federal Government and that neither the state of Illinois nor the County has authority to regulate or restrict immigration.

WHEREAS, the volume of Asylum Seekers transported by the state of Texas to Illinois and particularly in the nearby Chicagoland area, to the state of New York, and elsewhere, is reportedly overwhelming social service agencies and straining community resources; and

WHEREAS, the state of Texas has transported Asylum Seekers to the state of Illinois by way of the Chicago Rockford International Airport, with a final drop-off to the Landing Zone in Chicago; and

WHEREAS, Winnebago County, Illinois joins with other communities that are concerned with the lack of a Federal comprehensive plan to provide for and administer services and critical assistance to Asylum Seekers; and

WHEREAS, non-home rule counties are only granted powers by virtue of state law and must operate within the confines of express or implied authority given to them by the state; and

WHEREAS, Winnebago County, while empathetic to the plight of Asylum Seekers, does not have sufficient resources nor the authority to expend resources to provide for the long-term housing, medical or other critical needs of Asylum Seekers in Winnebago County during this humanitarian crisis; and

WHEREAS, the transportation of Asylum Seekers from the state of Texas to the state of Illinois has been without coordination between the two states, which raises the possibility of Asylum Seekers being abandoned away from the Landing Zone in the city of Chicago; and

WHEREAS, Winnebago County has determined that the abandonment of Asylum Seekers would constitute an emergency situation that may threaten the health and safety of those Asylum Seekers abandoned; and

WHEREAS, Winnebago County has the authority to respond to emergency situations within the County and to expend resources in response to emergency situations; and

WHEREAS, the obligation to control immigration lies with the federal government, and the status of Illinois as the "Most Welcoming State in the Nation" has been established by State

government, therefore; the costs associated with the arrival of Asylum Seekers into Illinois should be borne by State and Federal government; and

WHEREAS, Winnebago County has determined that it will not utilize its taxpayer-funded reserves, including any available monies in its emergency fund, for long term housing, medical, or other needs of Asylum Seekers, except that the County may, within its discretion, and subject to further Board action, specifically in the case of an emergency situation where Asylum Seekers are abandoned in Winnebago County and without means of transportation to the landing zone in Chicago, utilize any available general fund monies that were allocated for incidental, contingent or miscellaneous expenditures under 55 ILCS 5/6-1002(e) and the County's Purchasing Ordinance, provided that such expenditures are related to costs for transportation to the landing zone in Chicago and the essential care of Asylum Seekers during the emergency; and

WHEREAS, nothing in this Resolution shall be construed to prohibit the County from seeking reimbursement, such as state or federal funding, to recover funds used to address the needs of Asylum Seeker during an emergency; and

WHEREAS, the County wishes to continue dialogue with state, federal and local governmental officials, and other community leaders, to attempt to find solutions to address this humanitarian crisis; and

WHEREAS, Winnebago County urges President Biden to exercise all options under his current authority to control the volume of Asylum Seekers into the United States; and

WHEREAS, Winnebago County urges our members of Congress to reform immigration policy to address the volume of asylum seekers coming into the United States; and

NOW, THEREFORE, BE IT RESOLVED by the County Board of the County of Winnebago, Illinois, the County will not utilize its taxpayer-funded reserves, including any available monies in its emergency fund, for long term housing, medical, or other needs of Asylum Seekers, except that the County may, within its discretion, and subject to further Board action, specifically in the case of an emergency situation where Asylum Seekers are abandoned in Winnebago County and without means of transportation to the landing zone in Chicago, utilize any available general fund monies that were allocated for incidental, contingent or miscellaneous expenditures under 55 ILCS 5/6-1002(e) and the County's Purchasing Ordinance, provided that such expenditures are related to costs for transportation to the landing zone in Chicago and the essential care of Asylum Seekers during the emergency; and

BE IT FURTHER RESOLVED, that the County will continue dialogue with state, federal and local governmental officials, and other community leaders, to attempt to find solutions to address this humanitarian crisis.

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

**Respectfully submitted,  
OPERATIONS & ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Keith McDonald, Chairman

\_\_\_\_\_  
Keith McDonald, Chairman

\_\_\_\_\_  
Valerie Hanserd, Vice Chair

\_\_\_\_\_  
Valerie Hanserd, Vice Chair

\_\_\_\_\_  
Paul Arena

\_\_\_\_\_  
Paul Arena

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

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

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

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

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

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

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

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

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

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

ATTESTED BY:

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



**PUBLIC WORKS  
COMMITTEE**



# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:** Award of Bid for Mowing and Vegetation Control

**County Code:** PWC Resolution #24-006

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|  |           |                              |                                |
|--|-----------|------------------------------|--------------------------------|
| <b>Was item budgeted?</b>              | yes       | <b>Appropriation Amount:</b> | \$ 31,000                      |
| <b>If not, explain funding source:</b> |           |                              |                                |
| <b>ORG/OBJ/Proj. Code:</b>             | 464-43736 | <b>Budget Impact:</b>        | \$15,200 FY'24; \$15,656 FY'25 |

**Background Information:** This is for mowing and maintaining grass and landscape medians on miscellaneous county highways.

**Recommendation:**

Staff recommends approval

**Contract/Agreement:**

Contract to be signed after County Board approval of the bid.

**Legal Review:**

By the State Attorney's office.

**Follow-Up:**

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

**24-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**AWARD OF BID FOR MOWING AND VEGETATION CONTROL**

**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357(g) (Cooperative Joint Purchasing) or as provided by state statute; and

**WHEREAS**, competitive bids were received on February 26, 2024 for Winnebago County for the following:

**MOWING AND VEGETATION CONTROL**

**WHEREAS**, the Public Works Committee of the County Board for the County of Winnebago, Illinois has reviewed the bids received for the aforementioned item and recommends awarding the bids as follows:

**Mowing, Vegetation Control and Mulch:**

|                                |                                |
|--------------------------------|--------------------------------|
| <b>LawnCare by Walter Inc.</b> | <b>\$ 15,200 (2024 season)</b> |
| <b>1515 S Meridian Rd.</b>     | <b>\$ 15,656 (2025 season)</b> |
| <b>Rockford, IL 61102</b>      |                                |

**WHEREAS**, the Public Works Committee has determined that the funding for the aforementioned purchase shall be as follows: **46400 – 43736**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that contract be issued to: LawnCare by Walter Inc. in the amount of \$15,200 for the 2024 season and \$15,656 for the 2025 season for Mowing, Vegetation Control and Mulch.

**BE IT FURTHER RESOLVED** that any contract entered into by the County Board Chairman pursuant to the authority granted by this Resolution shall contain substantially the same terms as those contained in the bid tab attached.

**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 Winnebago County Auditor, Treasurer and Director of Purchasing, County Engineer.

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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

**BID TAB**  
**HIGHWAY-MOWING 24B-2340**  
**BID OPENING 2/26/24- 2:00 P.M.**

| VENDOR                      | CMM & Associates | JJ Paris, Inc. | Lawncare by<br>Walter, Inc. |
|-----------------------------|------------------|----------------|-----------------------------|
| MOWING                      |                  |                |                             |
| YEAR ONE                    | \$19,765         | \$15,165       | \$13,500                    |
| YEAR TWO                    | \$20,755         | \$15,165       | \$13,905                    |
| TOTAL-<br>YEARS ONE AND TWO | \$40,520         | \$30,330       | \$27,405                    |
| MULCH                       |                  |                |                             |
| YEAR ONE                    | \$5,475          | \$6,245        | \$1,700                     |
| YEAR TWO                    | \$5,750          | \$6,245        | \$1,751                     |
| TOTAL-<br>YEARS ONE AND TWO | \$11,225         | \$12,490       | \$3,451                     |



# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:** Resolution Declaring as Surplus Highway Department Equipment and Authorizing Sale

**County Code:** PWC Resolution #24-007

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|  |                                     |
|--|-------------------------------------|
| <b>Was item budgeted?</b> N/A          | <b>Appropriation Amount:</b> \$ N/A |
| <b>If not, explain funding source:</b> |                                     |
| <b>ORG/OBJ/Project Code:</b> N/A       | <b>Budget Impact:</b> \$ N/A        |

**Background Information:** Once or twice per year we do this to dispose of surplus vehicles/equipment. Per County’s purchasing ordinance, the County Board has to authorize the disposal of said surplus equipment, which may be obsolete or no longer needed for public use.

The equipment is usually sold via auction and proceeds will be deposited into the County Highway fund (461).

**Recommendation:**

Staff recommends approval

**Contract/Agreement:**

Contract to be signed after County Board approval.

**Legal Review:**

By the State Attorney’s office.

**Follow-Up:**

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

**24-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION DECLARING AS SURPLUS HIGHWAY DEPARTMENT  
EQUIPMENT AND AUTHORIZING SALE**

**WHEREAS**, the Winnebago County Highway Department has determined that the equipment identified in attached Exhibit 1 attached is not needed; and

**WHEREAS**, in accordance with Purchasing Ordinance Section 2-364: Surplus and Obsolete Supplies in the Winnebago County Code, before any piece of equipment can be sold by the County it must be declared as surplus, having no further public use by the County; and

**NOW THEREFORE, BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois, that the equipment listed in the attached Exhibit 1 is declared as surplus and not required for public use and that the Winnebago County Director of Purchasing is hereby authorized to sell the above cited equipment, pursuant to the Winnebago County Code; and

**BE IT FURTHER RESOLVED** that the Winnebago County Highway Department and the Director of Purchasing are authorized to negotiate a sale and sell such surplus vehicles and equipment to any agency willing to purchase the vehicles and equipment; and

**BE IT FURTHER RESOLVED** that the Preamble of this Resolution is hereby adopted as if fully set forth herein; and


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

**BE IT FURTHER RESOLVED** that the Clerk of the County Board is hereby directed to prepare and deliver one (1) certified copy of this Resolution to the Winnebago County Treasurer, County Auditor, Director of Purchasing, Finance Director, Board Office and Winnebago County Engineer.

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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



Surplus and Obsolete Equipment

March 12, 2024

- 1) MD511 – 2001 Woods Mower Deck
- 2) MD513 – 2007 Woods Mower Deck
- 3) MD518 – 2013 Woods Mower Deck
- 4) BW505 – Bush Hog Batwing Deck Mower
- 5) BW506 – Bush Hog Batwing Deck Mower



# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:** Award of Bid for the 2024 County General Letting

**County Code:** PWC Resolution #24-008

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted? Yes</b>                  | <b>Appropriation Amount: \$ 1,450,000</b> |
| <b>If not, explain funding source:</b>         |   |
| <b>ORG/OBJ/Project Code: 464-(42280-42289)</b> | <b>Budget Impact: \$ 1,450,000</b>        |

**Background Information:** This is the annual bid (general letting) for materials that are used to maintain our highways.

**Recommendation:**

Approval is necessary to purchase materials during the maintenance year (from April 1, 2024 to March 31, 2025). Staff recommends approval.

**Contract/Agreement:**

Contracts will be signed with all successful bidders after awards are approved.

**Legal Review:**

By the State Attorney's office.

**Follow-Up:**

**RESOLUTION OF THE  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS  
24-CR-**

**Submitted by: Public Works Committee  
Sponsored by: Dave Tassoni**

**AWARD OF BID FOR THE 2024 COUNTY GENERAL LETTING**

**We, your Public Works Committee, report that bids were received on Tuesday, March 12, 2024, for materials to be used by the County Highway Department and Township Highway Departments as shown on the attached bid tabulation. We recommend that the award, upon approval from IDOT, be made to the responsible low bidders as follows:**

**Group A & AAA-Culvert Pipes, Connecting Bands and Flared End Sections:**

Illinois Culvert Company

**Group AA-Culvert Pipe Liners:**

Poly System Inc.

**Group C-Bituminous Materials S.C (HFE-90):**

Flint Hills Resources, LP

**NOTES:**

***Groups: D, E, F, G, H, I, II, III, J, K- will be awarded to all bidders based upon length of haul.***

***Groups: L, N, O, P, Q & S- No Bids were received.***

Respectfully submitted  
**PUBLIC WORKS COMMITTEE**

AGREE


DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

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Jim Webster

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John Penney

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John Penney

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John Guevara

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John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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

**2024 Winnebago County Highway  
General Bid Letting**

**Illinois Culvert  
Company**  
502 N 21st Rd  
Tonica, IL 61370  
GRP-A & AAA (\$1,000)

**Poly System Inc.**  
P.O. Box 1157  
Steelville, MO 65565  
GRP-AA (\$500)

| Group | Item   | 2024 Est. Qty | U of M | Unit Price | Total     | Unit Price | Total    |
|-------|--|---------------|--------|------------|-----------|------------|----------|
| A     | Pipe Culvert Class C TY1 / 15"-30ft                          | 16            | EACH   | 21.47      | 10,305.60 |            |          |
| A     | Pipe Culvert Class C TY1 / 18"-30ft                          | 8             | EACH   | 32.90      | 7,896.00  |            |          |
| A     | Pipe Culvert Class C TY1 / 24"-30ft                          | 2             | EACH   | 43.87      | 2,632.20  |            |          |
| A     | Pipe Culvert Class C TY1 / 30"-30ft                          | 2             | EACH   | 74.95      | 4,497.00  |            |          |
| A     | Connecting Bands 15"   | 2             | EACH   | 45.33      | 90.66     |            |          |
| A     | Connecting Bands 18"   | 6             | EACH   | 68.00      | 408.00    |            |          |
| A     | Flared End Sections 15"                                      | 16            | EACH   | 107.53     | 1,720.48  |            |          |
| A     | Flared End Sections 18"                                      | 10            | EACH   | 145.16     | 1,451.60  |            |          |
| A     | Flared End Sections 24"                                      | 2             | EACH   | 225.81     | 451.62    |            |          |
| A     | Flared End Sections 30"                                      | 2             | EACH   | 419.35     | 838.70    |            |          |
| A     | <b>TOTAL GROUP "A"</b>                                       |               |        |            | 30,291.86 |            |          |
| AA    | Poly Liner TY1 (PE) 15"(ID) x 20.24" (OD) x 10' for 18" pipe | 120           | FT     |            |           | 32.69      | 3,922.80 |
| AA    | Poly Liner TY1 (PE) 18"(ID)x16.85 (OD) X 10' for 24" pipe    | 60            | FT     |            |           | 40.05      | 2,403.00 |
|       | <b>TOTAL GROUP "AA"</b>                                      |               |        |            |           |            | 6,325.80 |
| AAA   | Poly Culvert (PE) P CUL CL D TY1 15" (PLASTIC)x2             | 240           | FT     | 12.58      | 3,019.20  |            |          |
| AAA   | Poly Culvert (PE) P CUL CL D TY1 18" (PLASTIC)x2             | 260           | FT     | 17.29      | 4,495.40  |            |          |
| AAA   | Poly Culvert (PE) P CUL CL D TY1 24" (PLASTIC)x2             | 180           | FT     | 26.23      | 4,721.40  |            |          |
| AAA   | Poly Culvert (PE) P CUL CL D TY1 36" (PLASTIC)x2             | 40            | FT     | 51.41      | 2,056.40  |            |          |
| AAA   | Poly Culvert (PE) P CUL CL D TY1 40" (PLASTIC)x2             | 40            | FT     |            | -         |            |          |
| AAA   | CONNECT BANDS POLY 15"                                       | 4             | EACH   | 31.43      | 125.72    |            |          |
| AAA   | CONNECT BANDS POLY 18"                                       | 4             | EACH   | 53.54      | 214.16    |            |          |
| AAA   | CONNECT BANDS POLY 24"                                       | 2             | EACH   | 75.52      | 151.04    |            |          |
|       | <b>TOTAL GROUP "AAA"</b>                                     |               |        |            | 14,783.32 |            |          |

**2024 Winnebago County Highway  
General Bid Letting**

**Flint Hills Resources, LP**

1550 Koch Ct

Dubuque, IA 52001

*GRP-C (\$25,000)*

Dubuque, IA 52001

| Group | Item                             | 2023 Est.<br>Qty | U of M | Unit Price | Total             |
|-------|----------------------------------|------------------|--------|------------|-------------------|
| C     | Bit. Material Seal Coat (HFE-90) | 900              | TON    | 559.22     | <b>503,298.00</b> |
|       | <b>TOTAL GROUP "C"</b>           |                  |        |            | <b>503,298.00</b> |



| 2024 Winnebago County Highway<br>General Bid Letting |  |                  |        |            |       |
|--|--|------------------|--------|------------|-------|
| Group  | Item   | 2024 Est.<br>Qty | U of M | Unit Price | Total |
| L  | Ice Control AGG. 1/4" (CA-16) LS CHIPS               | 4,000            | TON    |            |       |
| N  | Type 2 Barricades                                    | 10               | EACH   |            |       |
| N  | Type 3 Barricades                                    | 10               | EACH   |            |       |
| N  | Barrel only (no base) with 4" collar                 | 5                | EACH   |            |       |
| N  | Recycled rubber tire ring for traffic barrels        | 10               | EACH   |            |       |
| N  | 28"-Orange Glo Cones w/6" & 4" Collar                | 15               | EACH   |            |       |
| N  | 18" Safe-Hit Soil Anchor                             | 10               | EACH   |            |       |
| N  | 48" Safe-Hit (yellow post)                           | 10               | EACH   |            |       |
|  | <b>TOTAL GROUP "N"</b>                               |                  |        |            |       |
| O  | LED Solar Flashing Warning (Red)                     | 12               | EACH   |            |       |
| O  | LED Solar Flashing Warning (Yellow)                  | 12               | EACH   |            |       |
|  | <b>TOTAL GROUP "O"</b>                               |                  |        |            |       |
| P  | Post, Telspar 2"x2":x12'                             | 150              | EACH   |            |       |
| P  | Post, Channel, GR Full Punch                         | 50               | EACH   |            |       |
| P  | 812F Cross Piece                                     | 10               | EACH   |            |       |
| P  | 812F Square Cap                                      | 10               | EACH   |            |       |
| P  | Post Anchor w/ Groundhog Angled End 2-1/4"x2-1/4"x3' | 10               | EACH   |            |       |
| P  | Post Anchors 2-1/4"x2-1/4"x3'                        | 150              | EACH   |            |       |
| P  | 3"x48" Post Reflector-Red-HIP                        | 20               | EACH   |            |       |
| P  | 3"x48" Post Reflector-Yellow-HIP                     | 20               | EACH   |            |       |
| P  | 3" Post Refl, Plastic White                          | 100              | EACH   |            |       |
|  | <b>TOTAL GROUP "P"</b>                               |                  |        |            |       |
| Q  | 9" X 24" Blanks                                      | 5                | EACH   |            |       |
| Q  | 9" X 36"-Blanks                                      | 5                | EACH   |            |       |
| Q  | 18" X 18" Blanks                                     | 3                | EACH   |            |       |
| Q  | 24" X 36" Blanks                                     | 10               | EACH   |            |       |
| Q  | 30" X 30" Blanks                                     | 5                | EACH   |            |       |
| Q  | 36" X 36" Blanks                                     | 5                | EACH   |            |       |
| Q  | 36"x48"x48" No Passing Zone Sign -Pennant            | 10               | EACH   |            |       |
| Q  | 18" Stop Signs                                       | 5                | EACH   |            |       |
| Q  | 30" Stop Signs                                       | 10               | EACH   |            |       |
|  | <b>TOTAL GROUP "Q"</b>                               |                  |        |            |       |
| S  | 6"x100yds-Transfer Tape                              | 1                | EACH   |            |       |
| S  | 9"x100yds-Transfer Tape                              | 1                | EACH   |            |       |
| S  | 12"x100yds-Transfer Tape                             | 1                | EACH   |            |       |
| S  | 36"x100yds Transfer Tape                             | 1                | EACH   |            |       |
| S  | 30"X50YD Sheeting HIP White                          | 1                | EACH   |            |       |
| S  | 36"X50YD Sheeting HIP Orange                         | 1                | EACH   |            |       |
| S  | 36"x50 YD EC Film-Black                              | 2                | EACH   |            |       |
| S  | 36"x50 YD EC Film-Green                              | 1                | EACH   |            |       |
| S  | 36"x50 YD EC Film- Red                               | 1                | EACH   |            |       |
|  | <b>TOTAL GROUP "S"</b>                               |                  |        |            |       |

**NO BIDS  
RECEIVED**





# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:** Resolution Authorizing the Appropriation of Motor Fuel Tax (MFT) Funds for the Maintenance of County Highways

**County Code:** PWC Resolution #24-009

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted?</b> Yes                    | <b>Appropriation Amount:</b> \$ 5,894,000 |
| <b>If not, explain funding source:</b>           |   |
| <b>ORG/OBJ/Project Code:</b> 464 / 410, 420, 430 | <b>Budget Impact:</b> \$ 5,894,000        |

**Background Information:** This is required by the State so that Motor Fuel Taxes (MFT) can be used for the maintenance of our highway infrastructure. It includes materials, labor, equipment, contract maintenance services, engineering, etc. The appropriation covers the maintenance year, which is from April 1, 2024 to March 31, 2025.

**Recommendation:**

Required to charge the MFT fund. Staff recommends approval.

**Contract/Agreement:**

N/A

**Legal Review:**

By the State Attorney's office.

**Follow-Up:** Appropriation will be sent to IDOT after County Board approval.

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

**24-CR-**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION AUTHORIZING THE APPROPRIATION OF MOTOR FUEL TAX  
(MFT) FUNDS FOR THE MAINTENANCE OF COUNTY HIGHWAYS**

**WHEREAS**, Winnebago County Highways need to be maintained and kept in proper repair on an annual basis; and

**WHEREAS**, \$5,894,000.00 (five million eight hundred and ninety-four thousand) needs to be appropriated from Motor Fuel Tax funds to pay for the maintenance and repairs of Winnebago County Highways; and

**WHEREAS** it is in the public interest to appropriate the needed MFT funds.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to appropriate from the Motor Fuel Tax fund the sum of \$5,894,000.00 (five million eight hundred and ninety-four thousand) to pay for maintenance and repairs of Winnebago County Highways as outlined on the “County Maintenance Resolution” in the form as substantially attached here to.

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

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Winnebago County Engineer, Director of Purchasing, Finance Director, County Board Office and County Auditor.

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE


DISAGREE



\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars



\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Chris Scrol



\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Jim Webster

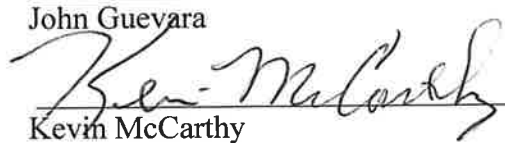


\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Guevara



\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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



Resolution for Maintenance Under the Illinois Highway Code

Table with 5 columns: District, County, Resolution Number, Resolution Type, Section Number. Values: 2, Winnebago, 24-009, Original, 24-00000-00-GM

BE IT RESOLVED, by the Board of the County of Winnebago, Illinois that there is hereby appropriated the sum of 5,894,000

five million eight hundred and ninety four thousand Dollars ( \$5,894,000.00 )

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

04/01/24 to 03/31/25 Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that County of Winnebago shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Lori Gummow County Clerk in and for said County

of Winnebago in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Board of Winnebago at a meeting held on 03/28/24

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day of Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

Empty box for Clerk Signature & Date

APPROVED

Regional Engineer Signature & Date Department of Transportation

Empty box for Regional Engineer Signature & Date



## Local Public Agency General Maintenance

Submittal Type

### Estimate of Maintenance Costs

District  Estimate of Cost For

| Local Public Agency            | County    | Section Number | Maintenance Period |          |
|--------------------------------|-----------|----------------|--------------------|----------|
|                                |           |                | Beginning          | Ending   |
| Winnebago County Highway Dept. | Winnebago | 24-00000-00-GM | 04/01/24           | 03/31/25 |

#### Maintenance Items

| Maintenance Operation       | Maint Eng Category | Insp. Req. | Material Categories/<br>Point of Delivery or<br>Work Performed by<br>an Outside Contractor | Unit | Quantity | Unit Cost      | Cost           | Total Maintenance Operation Cost |
|-----------------------------|--------------------|------------|--|------|----------|----------------|----------------|----------------------------------|
| Road & Shoulder Maintenance | III                | No         | Aggregates-All Grades  | Sum  | 1        | \$65,000.00    | \$65,000.00    | \$65,000.00                      |
| Road Salt & Aggregate       | III                | No         | Road Salt, Ice Control Chips, Sand   | Sum  | 1        | \$1,100,000.00 | \$1,100,000.00 | \$1,100,000.00                   |
| Paving & Sealcoating        | III                | No         | HMA, Emulsion, Aggregates, Pavement Fabric   | Sum  | 1        | \$1,100,000.00 | \$1,100,000.00 | \$1,100,000.00                   |
| Signs                       | III                | No         | Premade Signs, Blanks, Roll Goods, Posts, Anchors, & Misc. Supplies                        | Sum  | 1        | \$20,000.00    | \$20,000.00    | \$20,000.00                      |
| Turf & Erosion              | III                | No         | Silt, Snow Fence, Geo Fabric, Seed, Weed Control, & Misc. Supplies                         | Sum  | 1        | \$9,000.00     | \$9,000.00     | \$9,000.00                       |
| Road Striping               | I                  | No         | Road Paint & Beads   | Sum  | 1        | \$225,000.00   | \$225,000.00   | \$225,000.00                     |
| Culvert Pipes               | III                | No         | Pipes-Metal & Plastic, Ends, Bands, Liners, Grates   | Sum  | 1        | \$50,000.00    | \$50,000.00    | \$50,000.00                      |
| 24-00000-01-GM              | IV                 | Yes        | PCC Patching Program   | Sum  | 1        | \$150,000.00   | \$150,000.00   | \$150,000.00                     |
| 24-00000-02-GM              | IV                 | Yes        | HMA Patching   | Sum  | 1        | \$150,000.00   | \$150,000.00   | \$150,000.00                     |
| 24-00000-03-GM              | IV                 | Yes        | PCC Crack Sealing  | Sum  | 1        | \$150,000.00   | \$150,000.00   | \$150,000.00                     |
| Services                    | IIA                | No         | Mowing, Guardrail Repairs, Emergency Tree Removal, Patch                                   | Sum  | 1        | \$75,000.00    | \$75,000.00    | \$75,000.00                      |
| <b>Total Operation Cost</b> |                    |            |  |      |          |                |                | <b>\$3,094,000.00</b>            |

#### Estimate of Maintenance Costs Summary

|  | MFT Funds             | RBI Funds | Other Funds | Estimated Costs       |
|--|-----------------------|-----------|-------------|-----------------------|
| <b>Maintenance</b>   |                       |           |             |                       |
| Local Public Agency Labor                                    | \$1,150,000.00        |           |             | \$1,150,000.00        |
| Local Public Agency Equipment                                | \$1,400,000.00        |           |             | \$1,400,000.00        |
| Materials/Contracts(Non Bid Items)                           | \$9,000.00            |           |             | \$9,000.00            |
| Materials/Deliver & Install/Materials Quotations (Bid Items) | \$3,085,000.00        |           |             | \$3,085,000.00        |
| Formal Contract (Bid Items)                                  |                       |           |             |                       |
| <b>Maintenance Total</b>                                     | <b>\$5,644,000.00</b> |           |             | <b>\$5,644,000.00</b> |

#### Estimated Maintenance Eng Costs Summary

|                                      | MFT Funds             | RBI Funds | Other Funds | Total Est Costs       |
|--------------------------------------|-----------------------|-----------|-------------|-----------------------|
| <b>Maintenance Engineering</b>       |                       |           |             |                       |
| Preliminary Engineering              | \$150,000.00          |           |             | \$150,000.00          |
| Engineering Inspection               | \$20,000.00           |           |             | \$20,000.00           |
| Material Testing                     | \$20,000.00           |           |             | \$20,000.00           |
| Advertising                          |                       |           |             |                       |
| Bridge Inspection Engineering        | \$60,000.00           |           |             | \$60,000.00           |
| <b>Maintenance Engineering Total</b> | <b>\$250,000.00</b>   |           |             | <b>\$250,000.00</b>   |
| <b>Total Estimated Maintenance</b>   | <b>\$5,894,000.00</b> |           |             | <b>\$5,894,000.00</b> |

**Estimate of Maintenance Costs**

Submittal Type

| Local Public Agency            | County    | Section        | Maintenance Period |          |
|--------------------------------|-----------|----------------|--------------------|----------|
|                                |           |                | Beginning          | Ending   |
| Winnebago County Highway Dept. | Winnebago | 24-00000-00-GM | 04/01/24           | 03/31/25 |

Remarks

**SUBMITTED**

Local Public Agency Official Signature & Date

Title

County Engineer/Superintendent of Highways Signature & Date

**APPROVED**

Regional Engineer Signature & Date  
Department of Transportation

**IDOT Department Use Only**

Received Location  Received Date  Additional Location?   
WMFT Entry By  Entry Date



# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:**

Award of Bid for the 2024 Township Seal Coat Program (Section 24-XX000-01-GM)

**County Code:** PWC Resolution #24-010

**Board Meeting Date:** Thursday, March 28, 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>               | <b>Budget Impact:</b> \$ N/A        |

**Background Information:** By State regulations, the County Board awards all bids for townships if Motor Fuel Tax funds are used. This is for the annual Seal Coating Program on township roads.

The Highway Department oversees Township MFT funds.

**Recommendation:**

Required to charge the MFT fund. Staff recommends approval.

**Contract/Agreement:**

Contract to be signed after County Board approval of the bids.

**Legal Review:**

By the State Attorney's office.

**Follow-Up:**

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

**24-CR-**

**Submitted by: Public Works Committee  
Sponsored by: David Tassoni**

**AWARD OF BID FOR THE 2024 TOWNSHIP SEAL COAT PROGRAM  
SECTION 24-XX000-01-GM**

**WHEREAS**, competitive bids were received on March 13, 2024 at the Winnebago County Highway Department for the 2024 Township Seal Coat Program as shown on the attached bid tabulation; and

**WHEREAS**, funding for this project is provided by each Township; and

**WHEREAS**, the State of Illinois requires that all township and road district projects utilizing Motor Fuel Tax (MFT) funds be awarded by the County Board; and

**WHEREAS**, the Public Works Committee of the County Board for the County of Winnebago, Illinois has reviewed the bids received for the aforementioned item (s) and recommends awarding the bid as follows:

**Helm Civil / Helm Group, Inc.  
2283 Business Route 20 East  
Freeport, IL 61032**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the award, upon approval by the Illinois Department of Transportation (IDOT), be made to the low responsible bidder, Helm Civil/Helm Group, Inc.

**BE IT FURTHER RESOLVED** that the Resolution shall be in full force and effect immediately upon its adoption and upon approval by the Illinois Department of Transportation; and

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby directed to prepare and deliver one (1) certified copy of this Resolution to the Winnebago County Treasurer, County Auditor, Director of Purchasing, Finance Director, Board Office and Winnebago County Engineer.



Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman


\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

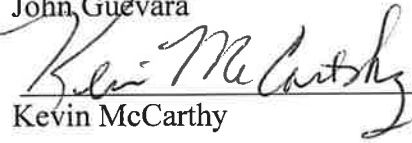
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

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John Penney

\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

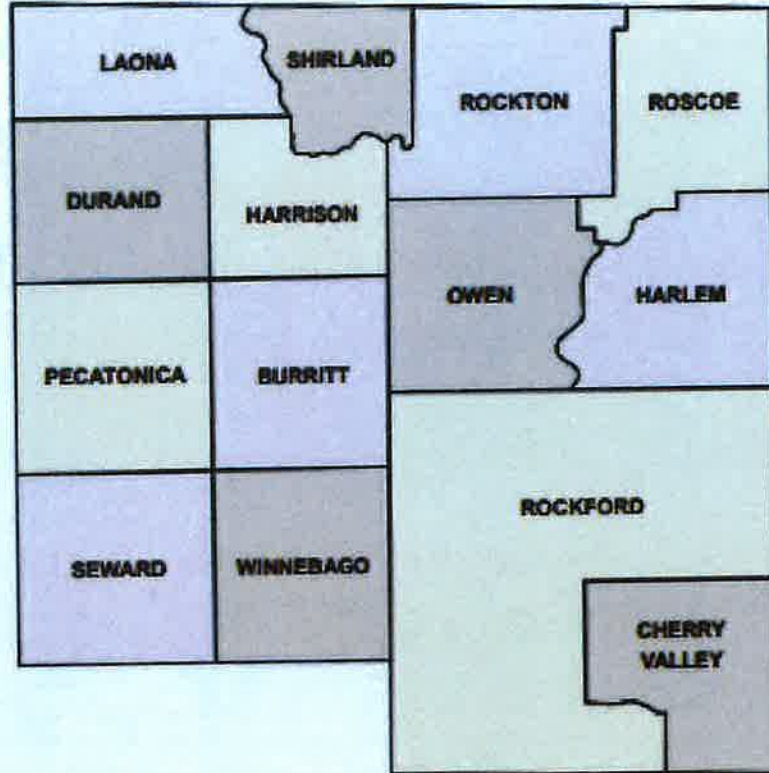
ATTEST:

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

| Winnebago County Township Sealcoating<br>Bid Tab<br>Wednesday, March 13, 2024-11:00 AM<br>24-XX000-01-GM |   |                 |        | Helm Civil Inc. / Helm Group Inc.<br>2283 Route 20 East<br>Freeport, IL 61032<br>*Low Bidder |            |                      | A.C. Pavement Striping Co.<br>695 Church Road<br>Elgin, IL 60123 |            |                        |
|--|---|-----------------|--------|--|------------|----------------------|--|------------|------------------------|
| Group #  | Items   | Delivery        | Unit   | Quantity   | Unit Price | Total                | Quantity   | Unit Price | Total                  |
| 03   | <b>Durand</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 13,173   | \$ 3.15    | \$ 41,494.95         | 13,173   | \$ 3.40    | \$ 44,788.20           |
|  | Aggregate (Seal)-C.A. 16                                | Applied on Road | Ton    | 379  | \$ 34.00   | \$ 12,886.00         | 379  | \$ 41.00   | \$ 15,539.00           |
|  |   |                 |        | <b>Total Group 03</b>  |            | <b>\$ 54,380.95</b>  | <b>Total Group 03</b>  |            | <b>\$ 60,327.20</b>    |
| 05   | <b>Harrison</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 19,689   | \$ 3.12    | \$ 61,429.68         | 19,689   | \$ 3.45    | \$ 67,927.05           |
|  | Aggregate (Seal) FR Pea Gravel                          | Applied on Road | Ton    | 566  | \$ 35.00   | \$ 19,810.00         | 566  | \$ 44.50   | \$ 25,187.00           |
|  |   |                 |        | <b>Total Group 05</b>  |            | <b>\$ 81,239.68</b>  | <b>Total Group 05</b>  |            | <b>\$ 93,114.05</b>    |
| 06   | <b>Laona</b>  |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 19,499   | \$ 3.16    | \$ 61,616.84         | 19,499   | \$ 3.40    | \$ 66,296.60           |
|  | Aggregate (Seal)-C.A. 16                                | Applied on Road | Ton    | 561  | \$ 33.00   | \$ 18,513.00         | 561  | \$ 39.80   | \$ 22,327.80           |
|  |   |                 |        | <b>Total Group 06</b>  |            | <b>\$ 80,129.84</b>  | <b>Total Group 06</b>  |            | <b>\$ 88,624.40</b>    |
| 07   | <b>Owen</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 11,449   | \$ 3.86    | \$ 44,193.14         | 11,449   | \$ 3.47    | \$ 39,728.03           |
|  | PRIME COAT  | Applied on Road | Gallon | 3,556  | \$ 2.30    | \$ 8,178.80          | 3,556  | \$ 3.01    | \$ 10,703.56           |
|  | Aggregate (Seal)-C.A. 16 (CL)                           | Applied on Road | Ton    | 163  | \$ 35.00   | \$ 5,705.00          | 163  | \$ 39.80   | \$ 6,487.40            |
|  | Aggregate (Seal) FR Pea Gravel                          | Applied on Road | Ton    | 166  | \$ 35.00   | \$ 5,810.00          | 166  | \$ 46.00   | \$ 7,636.00            |
|  | Cover Aggregate CA-14 for A-2<br>Surface Treatment (CL) | Applied on Road | Ton    | 102  | \$ 38.00   | \$ 3,876.00          | 102  | \$ 46.00   | \$ 4,692.00            |
|  |   |                 |        | <b>Total Group 07</b>  |            | <b>\$ 67,762.94</b>  | <b>Total Group 07</b>  |            | <b>\$ 69,246.99</b>    |
| 08   | <b>Pecatonica</b>                                       |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 11,029   | \$ 3.23    | \$ 35,623.67         | 11,029   | \$ 3.45    | \$ 38,050.05           |
|  | Aggregate (Seal)-FP Pea Gr                              | Applied on Road | Ton    | 317  | \$ 35.00   | \$ 11,095.00         | 317  | \$ 44.00   | \$ 13,948.00           |
|  |   |                 |        | <b>Total Group 08</b>  |            | <b>\$ 46,718.67</b>  | <b>Total Group 08</b>  |            | <b>\$ 51,998.05</b>    |
| 09   | <b>Rockford</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 55,880   | \$ 3.13    | \$ 174,904.40        | 55,880   | \$ 3.35    | \$ 187,198.00          |
|  | Aggregate (Seal)-C.A. 16                                | Applied on Road | Ton    | 1,607  | \$ 34.00   | \$ 54,638.00         | 1,607  | \$ 39.00   | \$ 62,673.00           |
|  |   |                 |        | <b>Total Group 09</b>  |            | <b>\$ 229,542.40</b> | <b>Total Group 09</b>  |            | <b>\$ 249,871.00</b>   |
| 10   | <b>Rockton</b>  |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 18,609   | \$ 3.14    | \$ 58,432.26         | 18,609   | \$ 3.48    | \$ 64,759.32           |
|  | Aggregate (Seal)-C.A. 16                                | Applied on Road | Ton    | 535  | \$ 35.00   | \$ 18,725.00         | 535  | \$ 44.00   | \$ 23,540.00           |
|  |   |                 |        | <b>Total Group 10</b>  |            | <b>\$ 77,157.26</b>  | <b>Total Group 10</b>  |            | <b>\$ 88,299.32</b>    |
| 11   | <b>Roscoe</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFP                                | Applied on Road | Gallon | 20,182   | \$ 3.70    | \$ 74,673.40         | 20,182   | \$ 3.88    | \$ 78,306.16           |
|  | Aggregate (Seal)-C.A. 16                                | Applied on Road | Ton    | 580  | \$ 37.00   | \$ 21,460.00         | 580  | \$ 44.00   | \$ 25,520.00           |
|  |   |                 |        | <b>Total Group 11</b>  |            | <b>\$ 96,133.40</b>  | <b>Total Group 11</b>  |            | <b>\$ 103,826.16</b>   |
| 12   | <b>Seward</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 10,325   | \$ 3.23    | \$ 33,349.75         | 10,325   | \$ 3.44    | \$ 35,518.00           |
|  | Aggregate (Seal)-FP Pea Gr                              | Applied on Road | Ton    | 297  | \$ 34.00   | \$ 10,098.00         | 297  | \$ 37.00   | \$ 10,989.00           |
|  |   |                 |        | <b>Total Group 12</b>  |            | <b>\$ 43,447.75</b>  | <b>Total Group 12</b>  |            | <b>\$ 46,507.00</b>    |
| 13   | <b>Shirland</b>   |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 13,445   | \$ 3.22    | \$ 43,292.90         | 13,445   | \$ 3.48    | \$ 46,788.60           |
|  | Aggregate (Seal)-FP Pea Gr                              | Applied on Road | Ton    | 387  | \$ 38.00   | \$ 14,706.00         | 387  | \$ 50.00   | \$ 19,350.00           |
|  |   |                 |        | <b>Total Group 13</b>  |            | <b>\$ 57,998.90</b>  | <b>Total Group 13</b>  |            | <b>\$ 66,138.60</b>    |
| 14   | <b>Winnebago</b>  |                 |        |  |            |                      |  |            |                        |
|  | Bit. Material (Seal)-HFE-90                             | Applied on Road | Gallon | 19,120   | \$ 3.18    | \$ 60,801.60         | 19,120   | \$ 3.41    | \$ 65,199.20           |
|  | Aggregate (Seal)-FP Pea Gr                              | Applied on Road | Ton    | 550  | \$ 36.00   | \$ 19,800.00         | 550  | \$ 44.00   | \$ 24,200.00           |
|  |   |                 |        | <b>Total Group 14</b>  |            | <b>\$ 80,601.60</b>  | <b>Total Group 14</b>  |            | <b>\$ 89,399.20</b>    |
|  |   |                 |        | <b>Helm Civil</b>  |            | <b>\$ 915,113.39</b> | <b>AC PAVEMENT STRIPING, C</b>                                   |            | <b>\$ 1,007,351.97</b> |
|  |   |                 |        | AS-Read  |            | \$915,113.39         | AS-Read  |            | \$1,007,375.25         |

# Winnebago County Townships

## TOWNSHIPS





# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:**

Award of Bid for Cherry Valley Township and Village of Cherry Valley for the S. Mulford Road Resurfacing Project (Section 24-02000-01 GM & 24-00000-00-GM)

**County Code:** PWC Resolution #24-011

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|  |                                     |
|--|-------------------------------------|
| <b>Was item budgeted?</b> N/A          | <b>Appropriation Amount:</b> \$ N/A |
| <b>If not, explain funding source:</b> |                                     |
| <b>ORG/OBJ/Project Code:</b>           | <b>Budget Impact:</b> \$ N/A        |

**Background Information:** By State regulations, the County Board awards all bids for townships if Motor Fuel Tax funds are used. This is for the resurfacing program on a Cherry Valley Township Road, which they are doing together with the Village of Cherry Valley.

The Highway Department oversees Township MFT funds.

**Recommendation:**

Staff recommends approval.

**Contract/Agreement:**

Contract to be signed after County Board approval of the bid.

**Legal Review:**

By the State Attorney's office.

**Follow-Up:**

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

**24-CR-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**AWARD OF A BID FOR  
CHERRY VALLEY TOWNSHIP AND VILLAGE OF CHERRY VALLEY  
FOR THE S. MULFORD ROAD RESURFACING PROJECT  
(SECTION: 24-02000-01-GM & 24-00000-00-GM)**

**WHEREAS**, Cherry Valley Township and Village of Cherry Valley have planned to resurface Mulford Road from Blackhawk Road south to Baxter Rd; and

**WHEREAS**, as Cherry Valley Township and Village of Cherry Valley plan on using Motor Fuel Tax funds to pay for the work the contract must be awarded by the Winnebago County Board; and

**WHEREAS**, in connection with said project two (2) bids were received, as shown on the attached bid tab, at the Winnebago County Highway Department on March 12, 2023 for Section 24-02000-01-GM and Section 24-00000-00-GM; with the low bid being from **Rock Road Companies in the amount of \$319,434.30**; and

**WHEREAS**, it would be in the public interest to award this project to the low bidder Rock Road Companies in the amount of \$319,434.30.

**NOW THEREFORE BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois that the low bid received on March 12, 2023 for Section 24-02000-01-GM and Section 24-00000-00-GM from Rock Road Companies in the amount of \$319,434.30 is hereby awarded, and that the County Board Chairman is authorized to execute on behalf of the County of Winnebago a contract with Rock Road Companies for the above noted work; and

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

**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 Winnebago County Auditor, Treasurer and County Engineer.

**Respectfully submitted**  
**PUBLIC WORKS COMMITTEE**

**AGREE**

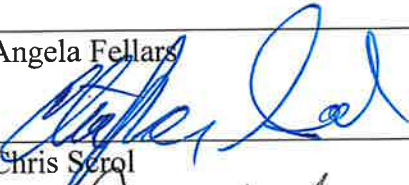
**DISAGREE**

  
\_\_\_\_\_  
Dave Tassoni, Chairman


\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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

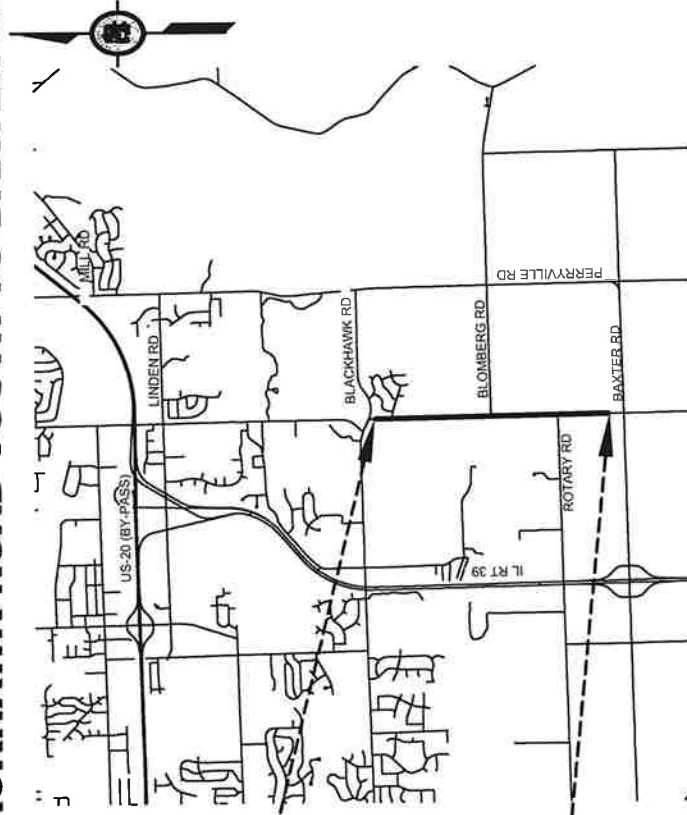




# LOCATION MAP

SECTION NO.: 24-02000-01-GM (CHERRY VELLEY TWP)  
SECTION NO.: 24-00000-00-GM (VILLAGE OF CHERRY VELLEY)

## MULFORD ROAD (BLACKHAWK ROAD SOUTH TO BAXTER RD)



MULFORD RD  
PROJECT END  
STA 101+00

MULFORD RD  
PROJECT STARTS  
STA 5+32

MULFORD ROAD: 9,588 FT = 1.81 MILES  
NET PROJECT LENGTH: 9,588 FT = 1.81 MILES  
ADT: 2,100 (2022) 0% TRUCKS  
FUNCTIONAL CLASSIFICATION: MAJOR COLLECTOR  
DESIGN SPEED: 55 MPH  
DESIGN POLICY: LAFO





# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:** Resolution Authorizing a Phase 1 Engineering Services Agreement with Fehr Graham for Owen Center Road from Riverside Boulevard to Latham Road (Section 22-00712-00-SP)

**County Code:** PWC Resolution #24-012

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|  |   |
|--|---|
| <b>Was item budgeted? Yes</b>          | <b>Appropriation Amount: \$ 380,000</b> |
| <b>If not, explain funding source:</b> |   |
| <b>ORG/OBJ/Project Code: 464-46331</b> | <b>Budget Impact: \$ 378,310</b>        |

**Background Information:**

The County was allocated \$2,657,433 under a safety (HSIP) federal grant and \$330,000 under State TARP program for the Owen Center Road project. This professional services agreement is to assist the Highway Department with Phase I engineering.

**Recommendation:**

Staff recommends approval

**Contract/Agreement:**

Contract to be signed after County Board approval of the agreement.

**Legal Review:**

By the State Attorney's office.

**Follow-Up:**

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

**24-CR-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION AUTHORIZING A PHASE I  
ENGINEERING SERVICES AGREEMENT WITH FEHR GRAHAM FOR  
OWEN CENTER ROAD FROM RIVERSIDE BOULEVARD TO LATHAM ROAD  
(SECTION 22-00712-00-SP)**

**WHEREAS** the Winnebago County Highway Department has received some \$2,657,433 from the Illinois Department of Transportation's (IDOT), Highway Safety Improvement Program (HSIP) to improve Owen Center Road from West Riverside Boulevard to Latham Road; and

**WHEREAS**, there is insufficient County Highway Engineering staff to complete Phase I Design Engineering and Project Development Report which is required when Federal funds are used for construction; and

**WHEREAS**, Fehr Graham has agreed to provide Phase I Design Engineering and a Project Development Report for Owen Center Road from West Riverside Boulevard to Latham Road for a not to exceed price of \$378,310; and

**WHEREAS** it would be in the public interest to enter into the attached Local Public Agency Engineering Services Agreement (AGREEMENT) to provide Phase I Design Engineering and Project Development Report for Owen Center Road from West Riverside Boulevard to Latham Road for the not to exceed price of \$378,310.

**NOW THEREFORE, BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois, that the Chairman of the County Board is hereby authorized to execute on behalf of the County of Winnebago the attached Local Public Agency Engineering Services Agreement with Fehr Graham at a not to exceed price of \$378,310, in substantially the form attached hereto; and

**BE IT FURTHER RESOLVED** that the AGREEMENT entered into shall not become effective and binding unless and until the respective parties have executed them; and

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

**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 Winnebago County Auditor, Treasurer and County Engineer.

**Respectfully submitted  
PUBLIC WORKS COMMITTEE**

**AGREE**

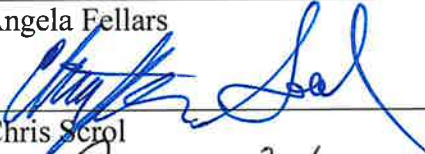
**DISAGREE**

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

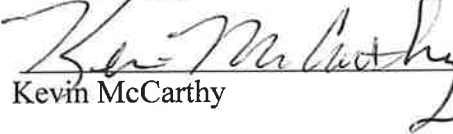
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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



# Local Public Agency Engineering Services Agreement

Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:

### LOCAL PUBLIC AGENCY

|                     |               |                |                         |
|---------------------|---------------|----------------|-------------------------|
| Local Public Agency | County        | Section Number | Job Number              |
| Winnebago County    | Winnebago     | 22-00712-00-SP | N/A                     |
| Project Number      | Contact Name  | Phone Number   | Email                   |
|                     | Carlos Molina | (815) 319-4031 | cmolina@hwy.wincoil.gov |

### SECTION PROVISIONS

|                            |           |        |                  |
|----------------------------|-----------|--------|------------------|
| Local Street/Road Name     | Key Route | Length | Structure Number |
| Owen Center Road (C.H. 13) | FAS 1063  |        | N/A              |
| Location Termini           |           |        | Add Location     |
| Riverside and Latham       |           |        | Remove Location  |

Project Description

Improve the safety of this section of roadway which includes the addition of HMA safety shoulders with rumble strips. The project also includes an HMA overlay, concrete box culvert replacement and intersection improvements at Elmwood and Latham. Roundabout intersections will be analyzed for potential placement at Elmwood and Latham.

Engineering Funding  MFT/TBP  State  Other

Anticipated Construction Funding  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase I - Preliminary Engineering  Phase II - Design Engineering

### CONSULTANT

|                               |                |                |                           |
|-------------------------------|----------------|----------------|---------------------------|
| Prime Consultant (Firm) Name  | Contact Name   | Phone Number   | Email                     |
| Fehr Graham                   | Mick Gronewold | (815) 394-4700 | mgronewold@ferhgraham.com |
| Address                       | City           | State          | Zip Code                  |
| 200 Prairie Street, Suite 200 | Rockford       | IL             | 61101                     |

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge Contractor: A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514 )
- EXHIBIT \_\_\_ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Percent

Lump Sum \$378,310.00 (Maximum Fee \$40,000) (For federal funds the lump sum shall be developed using Cost Plus Fixed Fee Formula).

Specific Rate

Cost plus Fixed Fee:

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where  $FF = (0.33 + R) DL + \%SubDL$ , where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

### III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) abide by the terms of the statement; and
    - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;



- (2) The grantee's or contractor's policy to maintain a drug free workplace;
  - (3) Any available drug counseling, rehabilitation and employee assistance program; and
  - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
11. For Preliminary Engineering Contracts:
- (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

| Prime Consultant (Firm) Name | TIN/FEIN/SS Number | Agreement Amount |
|------------------------------|--------------------|------------------|
| Fehr Graham                  | 36-2780335         | \$378,310.00     |
|                              |                    |                  |
| Subconsultants               | TIN/FEIN/SS Number | Agreement Amount |
|                              |                    |                  |
| Subconsultant Total          |                    |                  |
| Prime Consultant Total       |                    | \$378,310.00     |
| Total for all work           |                    | \$378,310.00     |



**AGREEMENT SIGNATURES**

Executed by the LPA:

Attest: The  of

By (Signature & Date)

By (Signature & Date)

Local Public Agency  Local Public Agency Type  Clerk

Title

(SEAL)

Executed by the ENGINEER:

Attest:

By (Signature & Date)  
 Digitally signed by Mick Gronewold  
Date: 2024.03.11 09:29:28 -05'00'

Title

By (Signature & Date)  
 Digitally signed by Tina Dettman  
Date: 2024.03.11 09:30:00  
-05'00'

Title

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

| Local Public Agency | Prime Consultant (Firm) Name | County    | Section Number |
|---------------------|------------------------------|-----------|----------------|
| Winnebago County    | Fehr Graham                  | Winnebago | 22-00712-00-SP |

**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached Exhibit A

March 11, 2024

Mr. Carlos Molina, PE  
County Engineer  
Winnebago County Highway Department  
424 N. Springfield Avenue  
Rockford, IL 61101-5097

**Re: Proposal for Professional Design Engineering – Phase I Engineering  
County Highway 13 (Owen Center Road) Safety Improvements  
Sec 22-00712-00-SP**

Dear Carlos,

Fehr Graham is pleased to provide the Winnebago County Highway Department (WCHD) with Professional Design Engineering Services for the above-referenced project. The following details the scope of services for the Owen Center Road Project (Riverside to Latham) will serve as the basis for the engineering services contract.

The overall project goal is to improve the safety of this section of roadway which includes the addition of HMA safety shoulders with rumble strips. The project also includes an HMA overlay, concrete box culvert replacement, and intersection improvements at Elmwood and Latham. For the purposes of this proposal, roundabout intersections will be analyzed for potential placement at Elmwood and Latham. The following assumptions were used while developing the scope of services:

- » Increase travel width of HMA pavement from 22' to 24'.
- » Addition of 4' wide HMA paved shoulders through the rural section of the roadway.
- » HMA overlay of the entire cross-section of roadway and shoulders of up to 4" to meet truck route standards (IDOT class II 80,000 lb design).
- » Pedestrian accommodations, sidewalks and/or paths are not included in the project.
- » Replacement of the concrete box culvert south of Latham Road.
- » Tributary area for box south of Latham Road assumed to be below the threshold for IDNR permitting (IDNR permitting excluded from contract).
- » Assistance with waterway hydraulic table completion for box culvert on Latham immediately west of Owen Center.
- » Proposed culvert south of Latham assumed to be standard-sized, precast design not requiring a TS&L.
- » Intersection improvements of Owen Center Road at Elmwood and Latham.
- » Determine preliminary construction staging as needed to facilitate construction and minimize transportation system user impacts.
- » Identify land acquisition impacts at Elmwood and Latham intersections. ROW through the remaining corridor is assumed to be adequate for the project.
- » Phase I project delivery will follow the traditional IDOT/FHWA format for roadway projects through the preparation of a Project Development Report. It is assumed the project will be approved as a Categorical Exclusion (BLR 22211) as identified in the FHWA kickoff meeting minutes provided. The scope of the project may be adjusted (decreased or increased) during the study phase to meet the desired end product and available resources.

## **SCOPE OF SERVICES**

### **PHASE I - Preliminary Engineering**

#### **Environmental Survey Request (ESR) – Update Only (ESR previously submitted by WCHD)**

- » Research and assemble required information for amended IDOT ESR Submittal
- » Evaluation of need for additional ROW or easements
- » Photographic survey of project corridor (if needed)
- » Preparation of updated ESR Project Map with work limits
- » Preparation of updated preliminary design exhibits
- » Submit amended ESR through IDOT

#### **Preliminary Environmental Site Assessment (PESA)**

- » Local agency right-of-way only
- » Identify natural features
- » Define natural and manmade hazards
- » Characterize geologic characteristics
- » Describe site hydrogeology
- » Research federal records of adjoining sites
- » Examine municipal records
- » Identify & List Environmental Condition (REC) Findings
- » List de minimis conditions for sites

**Topographic & ROW Survey** – Survey Previously Completed. Additional supplemental topographic surveying is assumed to be necessary at intersections.

- » Pick up additional survey as needed for the intersection improvements (up to 40 hours of field time)
- » Locate and identify all relevant topographical features
- » Perform JULIE Design Locate to determine the anticipated location of utilities

#### **Preliminary Engineering**

- » Typical sections
- » Preliminary roadway and intersection geometry
- » Intersection analysis for potential roundabout designs at Elmwood and Latham
- » Utility impacts and conflicts
- » Potential land acquisition and easements

#### **Hydraulic Report**

- » Prepare a hydraulic report for Owen Center Road culvert
- » Determine tributary area, flows, and elevations (StreamStats)
- » Model existing culvert(s) and size proposed culverts based on hydraulic data (HY 8)
- » Tributary area assumed to be below the threshold for IDNR permitting. IDNR permitting (if required) shall be considered an additional service.
- » Provide drainage calculations only for the Latham Road culvert

#### **Intersection Design Study (IDS)**

- » Intersection Design Study – Roundabout: Owen Center at Elmwood
- » Intersection Design Study – Roundabout: Owen Center at Latham
- » Includes horizontal and vertical alignments
- » Intersection geometry

**Traffic Accident Analysis**

- » Review traffic accident data
- » Determine accident causes
- » Identify engineering solutions to reduce accident quantity and severity

**Pavement Design**

- » Review pavement design provided by WCHD and confirm said design meets class II roadway (80,000lb design) criteria.

**Utility Coordination**

- » Coordination/location of private and public utilities

**Traffic Management/Conceptual Staging Plan**

- » Construction phasing and traffic staging planning

**Land Acquisition**

- » Identification of right-of-way and easements necessary for the project
- » Determine ROW adjacent to Elmwood and Latham intersections
- » Land surveying and plat preparation for land acquisition excluded – to be part of phase II engineering

**Progress Meetings**

- » Monthly progress meetings with WCHD staff
- » Preparation of agendas, minutes, etc.

**Preliminary Opinion of Probable Cost**

- » Estimate preliminary quantities
- » Determine appropriate unit costs
- » Prepare POPC for PDR

**Public Informational Meeting / Open House – Assumed one event**

- » Prepare visuals for meeting
- » Actively participate in meeting(s)
- » Collect and prepare a summary of comments/feedback
- » Debrief with the client to determine the impact to the design
- » WCHD to coordinate and host meeting

**Typical Sections**

- » Prepare existing and proposed typical sections

**Preliminary Plan and Profile Sheets**

- » Prepare preliminary plan and profile sheets for Owen Center Road
- » Prepare preliminary plan and profile sheets for Elwood Road
- » Prepare preliminary plan and profile sheets for Latham Road
- » Prepare preliminary plan and profile sheet for Owen Center culvert immediately south of Owen Center

### **Project Development Report**

- » Prepare the Project Development Report document
- » Submittal to IDOT and address any comments for approval

### **QA/QC**

- » Internal quality checks per Fehr Graham QA/QC policy

### **Administration and Project Management**

- » Project management and coordination
- » Documentation, invoicing, data management, etc.

### **EXCLUSIONS AND CLARIFICATIONS**

The following notes include clarifications for included scope items and exclusions.

- An approved IDOT Project Development Report (PDR) is considered the completion milestone for this project.
- Detailed structural engineering is not anticipated and is not included as part of this scope of work. The structural design of the box culvert will be advanced as part of Phase II engineering.
- Potholing for utility locations is not included in the scope of work.
- A Preliminary Site Investigation (PSI) is not included but may be required depending on the results of the PESA. PSI (if necessary) will be included as part of Phase II engineering.
- Land acquisition (easements and ROW) will be identified as part of Phase I engineering. Land acquisition surveying, plat preparation, appraisals and negotiations are excluded and will be included as part of the Phase II design engineering.
- Cross Sections
- Pavement Cores and Geotechnical Investigation
- Roadway Drainage Analysis – Assumed current ditches are adequate and have no design/analysis.
- Traffic Evaluations and Modeling –Traffic data provided by WCHD.

*Any of the above services can be performed at an additional cost to the project upon request.*

### **FEES**

Based on the information available at this time, we are prepared to complete the scope of work as detailed above for a lump sum fee of \$378,310.

### **SCHEDULE**

Fehr Graham will complete the Project Development Report (PDR) for submittal to IDOT within eight (8) months of the notice to proceed. PDR approval is assumed within 12 months, subject to timely ESR approval and reviews by IDOT.

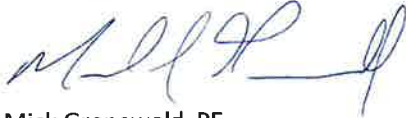
### **AUTHORIZATION**

I trust that the information we have provided is in line with your expectations. Should you like for us to proceed with this project, please sign the attached Agreement for Engineering Services and return to my attention.

March 11, 2024  
Mr. Carlos Molina, PE – County Engineer  
Proposal – Owen Center Road  
Page 5

Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to ensure that this project moves forward. We are looking forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mick Gronewold', with a long horizontal flourish extending to the right.

Mick Gronewold, PE  
President

Enclosure: Agreement for Professional Services

N:\Proposals\2024\Noah Carmichael\Winnebago County\WCHD - Proposal Owen Center Road 22-00712-00-SP 2024.02.12.docx

| Local Public Agency | Prime Consultant (Firm) Name | County    | Section Number |
|---------------------|------------------------------|-----------|----------------|
| Winnebago County    | Fehr Graham                  | Winnebago | 22-00712-00-SP |

**EXHIBIT B  
PROJECT SCHEDULE**

Project Development Report (PDR) for submittal to IDOT within eight (8) months of the notice to proceed. PDR approval is assumed within 12 months, subject to timely ESR approval and reviews by IDOT.



|                     |                              |           |                |
|---------------------|------------------------------|-----------|----------------|
| Local Public Agency | Prime Consultant (Firm) Name | County    | Section Number |
| Winnebago County    | Fehr Graham                  | Winnebago | 22-00712-00-SP |

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

|  |  | No                                  | Yes                                 |
|--|--|-------------------------------------|-------------------------------------|
| 1  | Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2  | Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3  | Was the scope of services for this project clearly defined?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4  | Was public notice given for this project?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5  | Do the written QBS policies and procedures cover conflicts of interest?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6  | Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7  | Do the written QBS policies and procedures discuss the methods of evaluation?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Project Criteria                                       |  | Weighting                           |                                     |
| 8  | Do the written QBS policies and procedures discuss the method of selection?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Selection committee (titles) for this project          |  |                                     |                                     |
|  |  |                                     |                                     |
| Top three consultants ranked for this project in order |  |                                     |                                     |
| 1  |  |                                     |                                     |
| 2  |  |                                     |                                     |
| 3  |  |                                     |                                     |
| 9  | Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 10   | Were negotiations for this project performed in accordance with federal requirements.  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 11   | Were acceptable costs for this project verified?   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 12   | Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 13   | Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 14   | QBS according to State requirements used?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 15   | Existing relationship used in lieu of QBS process?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16   | LPA is a home rule community (Exempt from QBS).  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

## Instructions for BLR 05530 - Page 1 of 3

Form instructions are not to be submitted with the form

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

|                                  |   |
|----------------------------------|---|
| Using Federal Funds?             | The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection.<br>Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project.<br>Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project. |
| Agreement For                    | If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down.<br>If no was selected for using Federal Funds, select MFT PE, MFT CE, or MFT PE-CE.  |
| Agreement Type<br>Number         | From the drop down, select the type of agreement, types to choose from are: Original or Supplemental<br>If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.  |
| Local Public Agency              |   |
| Local Public Agency              | Insert the name of the LPA. This field value is used to populate the LPA name in the Agreement Signatures and the Exhibit pages.  |
| County                           | Insert the name of the county in which the LPA is located.  |
| Section Number                   | Insert the section number applied to this project without dashes, dashes are automatically inserted.  |
| Job Number                       | Insert the job number assigned for the project, if applicable.  |
| Project Number                   | Insert the project number assigned for this project, if applicable.   |
| Contact Name                     | Insert the name of the LPA contact for this project.  |
| Phone Number                     | Insert the phone for the LPA contact listed to the left without dashes.   |
| Email                            | Insert the email for the LPA contact listed to the left.  |
| Section Provisions               |   |
| Location                         | Use the add location button to add additional locations, if needed, for up to a total of five locations. If there are more than five locations, use various.  |
| Local Street/Road Name           | Insert the local street/road name.  |
| Key Route                        | Insert the key route of the street/road listed to the left, if applicable.  |
| Length                           | Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.  |
| Structure Number                 | Insert the existing structure number(s) for this project.   |
| Location Termini                 | Insert the beginning and ending termini as it pertains to this location for this project.   |
| Add Location                     | Use this button to add additional location.   |
| Remove Location                  | Use this button to remove a location added in error. Please note that at least one location is required.  |
| Project Description              | Insert a description of the work to be accomplished by this project.  |
| Engineering Funding              | Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.   |
| Anticipated Construction Funding | Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."  |

## Instructions for BLR 05530 - Page 2 of 3

|                                |  |
|--------------------------------|--|
| Agreement For                  | Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type.   |
| Consultant                     |  |
| Primary Consultant (Firm) Name | Insert the name of the primary consultant firm that will be executing this agreement. This field value is used to populate the consultant name in the Agreement Summary, Agreement Signatures and the Exhibit pages.   |
| Contact Name                   | Insert the name of the contact for the firm listed to the left.  |
| Phone Number                   | Insert the phone number for the contact listed to the left, without dashes.  |
| Email                          | Insert the email of the contact listed to the left.  |
| Address                        | Insert the address of the firm listed to the left.   |
| City                           | Insert the city of the firm listed to the left.  |
| State                          | Insert the state of the firm listed to the left.   |
| Zip Code                       | Insert the zip code of the firm listed to the left.  |
| Agreement Exhibits             | Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit.  |
| Exhibit A                      | Insert the scope of services covered by this agreement/ project. This exhibit is required.   |
| Exhibit B                      | Insert the project schedule that applies to this agreement/ project. This exhibit is required.   |
| Exhibit C                      | Qualification Based Selection (QBS) Checklist process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If the process does not apply, check the form not applicable checkbox on the top of the exhibit page. If the process applies and using federal funds, complete items 1 through 13. If the process applies and using state funds, complete items 14 through 16.  |
| Exhibit D                      | Cost Plus Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked (under LPA Agrees item 4) as Cost Plus Fixed Fee (Anniversary Raise or Fixed Raise) in the agreement, then this exhibit is required and the correct BLR form: BLR 05514 for Fixed Raise or BLR 05513 for Anniversary Raise.   |
| Exhibit                        | Use the remaining boxes and lines to add additional exhibits as needed.  |
| LPA Agrees                     |  |
| Method of Compensation         | Select the method of compensation for this agreement by checking the applicable box.<br>If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage.<br>If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula.<br>If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only.<br>If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits. |

### Instructions for BLR 05530 - Page 3 of 3

#### Agreement Summary

|                              |   |
|------------------------------|---|
| Prime Consultant (Firm) Name | Field populated from the Prime Consultant (Firm) Name entered on the first pages of the agreement.  |
| TIN/FEIN/SS                  | Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).   |
| Agreement Amount             | Insert the maximum agreement amount.  |
| Subconsultant(s)             | As applicable, insert the name of each subconsultant engaged in this agreement/ project. Subconsultants are defined as any firm that is required to complete a Cost Estimate of Consultant Services (CECS) Worksheet. |
| TIN/FEIN/SS                  | Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).  |
| Agreement Amount             | Insert the maximum agreement amount for the subconsultant listed to the left.   |
| Add Subconsultant            | If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information.   |
| Subconsultant Total          | This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed.  |
| Prime Total                  | This field is automatically completed, it is the amount of the prime consultant fee as listed above.  |
| Total for All                | This field is automatically completed, it is the sum of the subconsultant and the prime total.  |

#### Agreement Signatures

##### Executed by LPA

|                          |   |
|--------------------------|---|
| Local Public Agency Type | From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village. |
| Local Public Agency      | Field populated from the Local Public Agency entered on the first pages of the agreement.             |
| By                       | The LPA clerk will sign here.   |
| By                       | The LPA official authorized to sign this agreement will sign and date here.                           |
| Seal of LPA              | The LPA will seal the document here.  |
| Title                    | Insert the title of the LPA official who signed above.  |

##### Executed by the Engineer

|                              |  |
|------------------------------|--|
| Prime Consultant (Firm) Name | Field populated from the Prime Consultant (Firm) Name entered on first pages of the agreement.     |
| By                           | The person(s) authorized to sign this agreement from the engineering firm will sign and date here. |
| Title                        | Insert the title of the person signing above.  |

##### For Agreement using MFT or State Funds only:

|                   |  |
|-------------------|--|
| Regional Engineer | Upon approval the Regional Engineer will sign and date here. |
|-------------------|--|

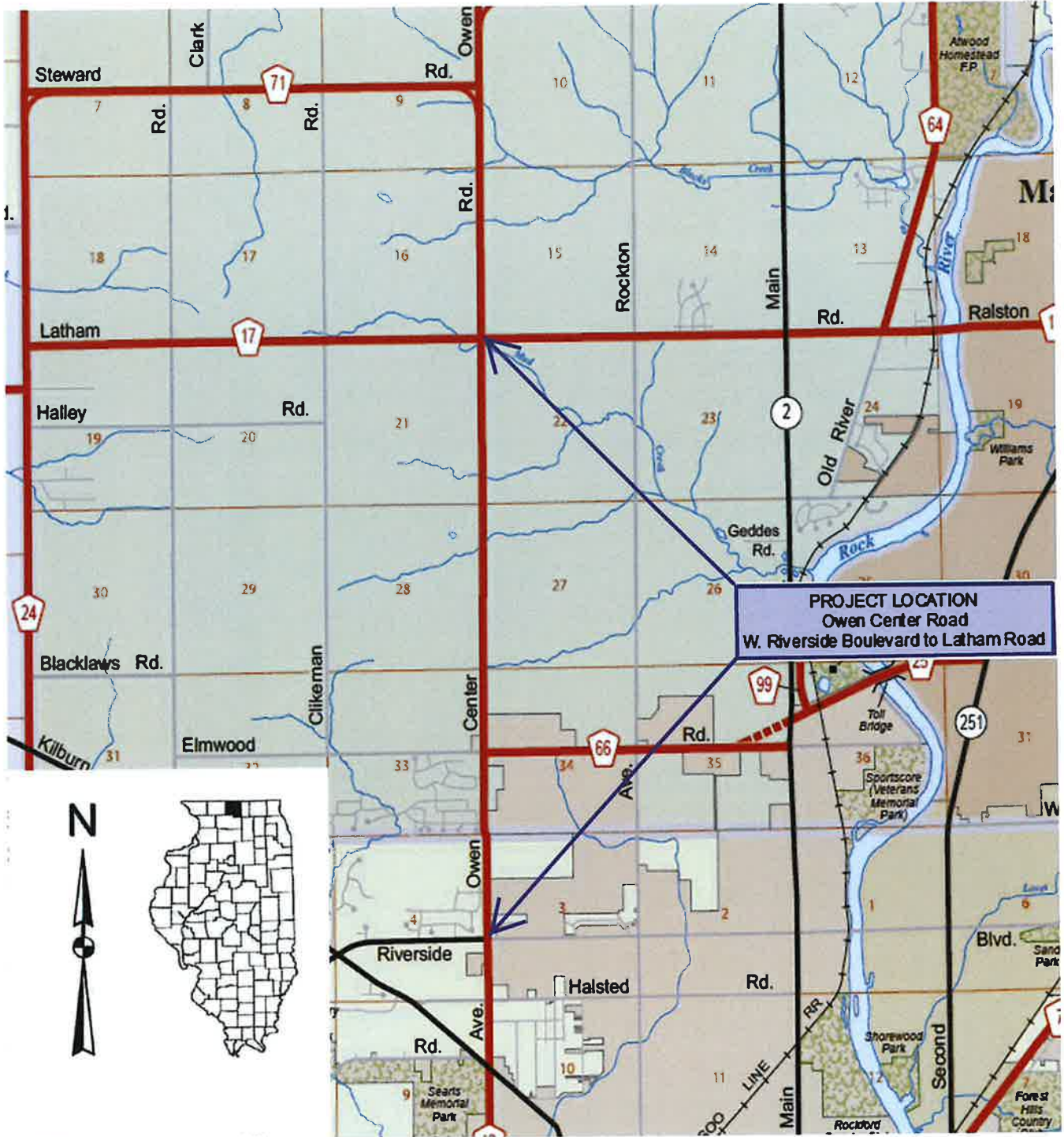
A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following approval, distribution will be as follows:

- Central Office (only for Projects using State and/or Federal Funds)
- District
- Engineer (Municipal, Consultant or County)
- Local Public Agency Clerk

# Owen Center Road Safety Project: W. Riverside Boulevard to Latham Road

## Location Map



**PROJECT LOCATION**  
Owen Center Road  
W. Riverside Boulevard to Latham Road





# Resolution Executive Summary

**Prepared By:** Winnebago County Highway Department

**Committee:** Public Works Committee

**Committee Date:** Tuesday, March 19, 2024

**Resolution Title:** Resolution Authorizing a Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Improvement of East Riverside Boulevard from Material Avenue to Sage Drive (Section 21-00624-00-RS)

**County Code:** PWC Resolution #24-013

**Board Meeting Date:** Thursday, March 28, 2024

**Budget Information:**

|   |   |
|---|---|
| <b>Was item budgeted?</b> yes   | <b>Appropriation Amount:</b> \$ 747,113.8 |
| <b>If not, explain funding source:</b>  |   |
| ORG/OBJ/Project Code: 464-46331 <b>Budget Impact:</b> \$ 747,113.8 (FY 2024/2025) |   |

**Background Information:**

The County was allocated approximately \$ 9.5 million under an STBG federal grant and \$668,301 under COVID relief funds for this project. This agreement is for Phase II engineering, final bid plans and documents. The agreement also includes right-of-way negotiations to assist the Highway Department.

**Recommendation:**

Staff recommends approval

**Contract/Agreement:**

Contract to be signed after County Board approval of the agreement.

**Legal Review:**

By the State Attorney's office.

**Follow-Up:**

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

**24-CR-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION AUTHORIZING A PHASE II  
ENGINEERING SERVICES AGREEMENT WITH  
CHASTAIN & ASSOCIATES, LLC FOR THE IMPROVEMENT OF  
EAST RIVERSIDE BOULEVARD FROM MATERIAL AVENUE TO SAGE DRIVE  
(SECTION 21-00624-00-RS)**

**WHEREAS**, improvement of East Riverside Boulevard from Material Avenue to Sage Drive is listed as a high priority project for the County of Winnebago according to the Winnebago County Highway Asset Management System; and

**WHEREAS**, through Region 1 Planning Council the County has been awarded \$9,477,361 in Federal highway funds and \$668,301 in Covid Relief funds; and

**WHEREAS**, there is insufficient County Highway Engineering staff to complete Phase II Design Engineering and create construction documents such as plans and specifications for this project; and

**WHEREAS**, Chastain & Associates, LLC has agreed to provide Phase II engineering design services and Right-of-Way negotiation services for a not to exceed fee of \$747,113.80 as set forth in the attached Agreement; and

**WHEREAS**, it would be in the public interest to enter into the attached Local Public Agency Phase II Engineering Services Agreement for the rehabilitation, upgrade and reconstruction of Riverside Boulevard, between Material Avenue and Sage Drive, and for Forest Hills Road, between River Lane and Riverside Boulevard.

**NOW THEREFORE BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute on behalf of the County of Winnebago the attached Local Public Agency Engineering Services Agreement with Chastain & Associates, LLC at a not to exceed price of \$747,113.80 for the preparation of a Phase II construction documents and right-of-way negotiation services for East Riverside Boulevard between Material Avenue and Sage Drive in substantially the form attached hereto under Section 21-00624-00-RS; and

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

**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 Winnebago County Auditor, Treasurer and County Engineer



**Respectfully submitted**  
**PUBLIC WORKS COMMITTEE**

**AGREE**

**DISAGREE**

Dave Tassoni, Chairman



Angela Fellars




Chris Scrol



Jim Webster



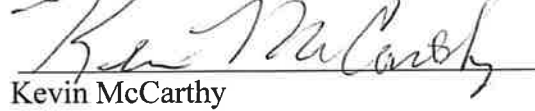
John Penney



John Guevara



Kevin McCarthy



Dave Tassoni, Chairman

Angela Fellars

Chris Scrol

Jim Webster

John Penney

John Guevara

Kevin McCarthy

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

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

ATTEST:

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





# Local Public Agency Engineering Services Agreement

Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:  Number:

### LOCAL PUBLIC AGENCY

Local Public Agency:  County:  Section Number:  Job Number:

Project Number:  Contact Name:  Phone Number:  Email:

### SECTION PROVISIONS

Local Street/Road Name:  Key Route:  Length:  Structure Number:

Location Termini:

Project Description:

Engineering Funding:  MFT/TBP  State  Other

Anticipated Construction Funding:  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase I - Preliminary Engineering  Phase II - Design Engineering

### CONSULTANT

Prime Consultant (Firm) Name:  Contact Name:  Phone Number:  Email:

Address:  City:  State:  Zip Code:

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge Contractor: A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514 )
- EXHIBIT \_\_\_ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- Contract Addendum
- Schedule of Rates
- \_\_\_\_\_

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of (monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Percent

Lump Sum

Specific Rate \_\_\_\_\_ (Maximum Fee \$150,000)

Cost plus Fixed Fee:

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = ( 0.33 + R ) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

### III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) abide by the terms of the statement; and
    - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's or contractor's policy to maintain a drug free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

| Prime Consultant (Firm) Name               | TIN/FEIN/SS Number | Agreement Amount |
|--|--------------------|------------------|
| Chastain and Associates, LLC               | 370714576          | \$666,491.80     |
| <b>Subconsultants</b>                      |                    |                  |
| GZA (Huff and Huff) - Environmental        |                    | \$30,622.00      |
| TSC - Geotechnical                         |                    | \$15,000.00      |
| Architectural Expressions LLC - Electrical |                    | \$30,000.00      |
| Frank Petta - Eminent Domain               |                    | \$5,000.00       |
| Subconsultant Total                        |                    | \$80,622.00      |
| Prime Consultant Total                     |                    | \$666,491.80     |
| Total for all work                         |                    | \$747,113.80     |

**AGREEMENT SIGNATURES**

Executed by the LPA:

Local Public Agency Type

Local Public Agency

Attest:

The

[Empty box for Local Public Agency Type]

of

Winnebago County Highway Department

By (Signature & Date)

[Empty signature box for LPA]

By (Signature & Date)

[Empty signature box for Engineer]

Local Public Agency

Local Public Agency Type

Title

Winnebago County Highway

[Empty box for Local Public Agency Type]

Clerk

[Empty title box for Engineer]

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

Chastain and Associates, LLC

By (Signature & Date)

Thomas W Okite,  
PE

Digitally signed by Thomas W Okite, PE  
Date: 2024.03.08 11:46:30 -06'00'

By (Signature & Date)

[Handwritten signature]

Title

Project Manager

Title

PROJECT COORDINATOR

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

[Empty signature box for Regional Engineer]

|                               |                              |           |                |
|-------------------------------|------------------------------|-----------|----------------|
| Local Public Agency           | Prime Consultant (Firm) Name | County    | Section Number |
| Winnebago County Highway Dept | Chastain and Associates, LLC | Winnebago | 21-00624-00-RS |

**EXHIBIT A  
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

This scope will address Phase II Engineering for the above project. This work assumes that Phase 1 for this project has been completed. ROW negotiation services are included with this scope.

The engineering will be funded locally. The construction will be funded with local, State and Federal funding. The improvement will be designed in accordance with IDOT Bureau of Local Road Manual.

Limits of the work will be along Riverside Boulevard from a point east of the Union Pacific Railroad crossing, approximately 185' east of Material Drive, to 1600' East of Alpine Road, Sage Ave. This work includes modifications and interconnect of two signalized intersections: Riverside Boulevard at Forest Hills Road and Riverside Boulevard at Alpine Road. The signals at Alpine Road at the Valli Produce Entrance are specifically excluded. There are no structures along these limits and no retaining walls are expected to be necessary. There is one box culvert to be replaced. Side streets will not have any lane configuration changes and extents of improvements on side streets will terminate at their PC. Riverside improvements will consist of storm sewer replacement, signals replacement and interconnect, ADA ramps, curb and median replacement, pavement patching, mill, and overlay. Forest Hills Road is to be resurfaced with new curb and gutter from the intersection at Toft Street to the northern limits of the southbound turn lanes at Riverside Boulevard.

The project will include developing the geometric and pavement improvements necessary to rehabilitate the pavement, improve traffic signal performance, reduce traffic accident incidence, and support pedestrian movements in the corridor.

Plans will be prepared in English units (feet) using AutoCAD Civil 3D software in IL State Plane Coordinates (West Zone).

Scope of Services:  
We propose to provide the following services:

1. Project Management
  - a. Project setup and kickoff
  - b. Staffing and management control
  - c. Financial and schedule control and coordination
  - d. Agency (2) and client (4) meetings
  - e. Code analysis and permit applications.
2. Surveys:
  - a. No new surveys will be required.
  - b. ROW work will be based on work previously done by Artisan Consulting Engineers. ROW work will be based on ROW plats and easement documents for properties along the Riverside and Alpine portion of the project. The Forest Hills portion of the project is not expected to have any ROW impacts.
  - c. Prepare one deed exhibit per parcel from the plat prepared under separate contract. Legal descriptions prepared under separate contract as well.
3. Right of Way Negotiation Services
  - a. Review plats, legal descriptions, and proposed right-of-way deeds for uniformity.
  - b. Review appraisals and title commitments acquired by the County separately.
  - c. Prepare the necessary IDOT Negotiator's Report for each parcel.
  - d. Schedule negotiation meeting and meet with property representative (2 meetings per parcel budgeted)
  - e. Receive executed documents and forward them to Winnebago County for recording or recommend

| Local Public Agency          | Prime Consultant (Firm) Name | County    | Section Number |
|------------------------------|------------------------------|-----------|----------------|
| Winnebago County Highway Dep | Chastain and Associates, LLC | Winnebago | 21-00624-00-RS |

condemnation proceedings.

f. A budget of \$5500 is included for condemnation consultation services.

4. Phase II Plans

a. This work is based on one bid package:

1. A "Fabrication" bid for the purchase and fabrication of project amenities and materials has been performed under a separate contract, including traffic signals.

2. Street lighting

3. Drainage infrastructure

ii. The "Installation" bid for the construction and installation of the project and project amenities is included under this contract.

iii. Both bids are based on a single approved Project Development Report (PDR), that is assumed to be approved by IDOT and WCHD.

b. Plan Set and Specifications

i. The Installation Plan Set is expected to be an update of the Fabrication Plan set. The final plan set will include:

1. Cover

2. General Notes

3. Summary of Quantities

4. Typical Sections

5. Schedules of Quantities

6. Alignment and Control Sheets

7. Plan and Profile

8. ADA and Grading Sheets (Including Spot elevations and/or ramp details) including bike path on one side and sidewalk on the other side

9. Pavement Marking Sheets

10. Maintenance of Traffic Plans

11. SWPPP, Erosion Control, and Restoration

12. Utility Sheets

13. Removal Sheets

14. Traffic Signals

15. Lighting Plans

16. Structural Details

17. District and Miscellaneous Details

18. Cross Sections

19. ROW Sheets (By Artisan)

c. Specifications and Estimates

i. One set of Specifications and Estimates are to be produced - for the Installation Bid.

ii. Specifications and bid Documents are to be prepared on BLR and BDE forms for a Springfield letting.

d. Public Involvement/Utility coordination

i. Prepare utility notification letters. County staff will coordinate required utility relocations.

ii. Prepare exhibits for public involvement meetings.

iii. Attendance at public involvement meetings by Engineer will be additional to the contract on a time and materials basis.

e. Construction Permits including:

i. NPDES permit (NOI)

f. Other permits and clearances (e.g. environmental, archeological) may be as necessary per IDOT requirements and paid on a Time and Material basis.

5. QA/QC

6. Bid Services:

a. Prepare bid documents and submit the quantities to IDOT for bid advertisement.

b. Answer RFI and issue addenda as necessary.

Items to be performed by subs/others:



| Local Public Agency  | Prime Consultant (Firm) Name | County    | Section Number |
|--|------------------------------|-----------|----------------|
| Winnebago County Highway Dep   | Chastain and Associates, LLC | Winnebago | 21-00624-00-RS |
| <ol style="list-style-type: none"> <li>1. Land Survey services.</li> <li>2. Geotechnical services</li> <li>3. Additional specialty studies as required.</li> <li>4. Utility coordination by County</li> <li>5. Public meetings by County</li> <li>6. Title Searches, appraisals, ROW acquisition forms preparation and document recording by County</li> </ol> |                              |           |                |

| Local Public Agency           | Prime Consultant (Firm) Name | County    | Section Number |
|-------------------------------|------------------------------|-----------|----------------|
| Winnebago County Highway Depa | Chastain and Associates, LLC | Winnebago | 21-00624-00-RS |

**EXHIBIT B  
PROJECT SCHEDULE**

|                |
|----------------|
| Not Applicable |
|----------------|

|                               |                              |           |                |
|-------------------------------|------------------------------|-----------|----------------|
| Local Public Agency           | Prime Consultant (Firm) Name | County    | Section Number |
| Winnebago County Highway Depa | Chastain and Associates, LLC | Winnebago | 21-00624-00-RS |

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

|  |  | No                       | Yes                      |
|--|--|--------------------------|--------------------------|
| 1  | Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Was the scope of services for this project clearly defined?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Was public notice given for this project?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Do the written QBS policies and procedures cover conflicts of interest?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Do the written QBS policies and procedures discuss the methods of evaluation?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Project Criteria                                       |  | Weighting                |                          |
| 8  | Do the written QBS policies and procedures discuss the method of selection?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Selection committee (titles) for this project          |  |                          |                          |
|  |  |                          |                          |
| Top three consultants ranked for this project in order |  |                          |                          |
| 1  |  |                          |                          |
| 2  |  |                          |                          |
| 3  |  |                          |                          |
| 9  | Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10   | Were negotiations for this project performed in accordance with federal requirements.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11   | Were acceptable costs for this project verified?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12   | Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13   | Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14   | QBS according to State requirements used?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 15   | Existing relationship used in lieu of QBS process?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16   | LPA is a home rule community (Exempt from QBS).  | <input type="checkbox"/> | <input type="checkbox"/> |

## **ADDENDUM**

**Engineering Services Agreement**

**Rehabilitation of Riverside Boulevard  
Material Avenue to Sage Drive**

Revise Item 4 of THE LPA AGREES to read as follows:

The LA AGREES to Pay the ENGINEER as compensation for all services performed as stipulated in paragraphs the Scope of Services a sum of money NOT TO EXCEED \$747,113.80 on the basis of a Direct Labor Multiple of 3.2. CADD costs will be billed at the actual expense of \$18.00 / hr.







**2024 SCHEDULE OF RATES**

| <u>Classification</u>              | <u>Per Hour Rate Net</u> |           |
|------------------------------------|--------------------------|-----------|
|                                    | <b>From</b>              | <b>To</b> |
| <b>Engineers</b>                   |                          |           |
| Project Principal                  | \$256.00 -               | \$256.00  |
| Professional V                     | \$256.00 -               | \$265.60  |
| Professional IV                    | \$192.00 -               | \$217.60  |
| Professional III                   | \$172.80 -               | \$189.60  |
| Professional II                    | \$134.40 -               | \$166.40  |
| Professional I                     | \$99.20 -                | \$128.00  |
| <b>Surveyors</b>                   |                          |           |
| Chief of Survey                    | \$187.20 -               | \$187.20  |
| Surveyor II                        | \$128.00 -               | \$128.00  |
| Surveyor I                         | \$112.00 -               | \$112.00  |
| <b>Technical</b>                   |                          |           |
| Technician V                       | \$177.60 -               | \$177.60  |
| Technician IV                      | \$152.00 -               | \$153.60  |
| Technician III                     | \$122.40 -               | \$122.40  |
| Technician II                      | \$86.40 -                | \$121.60  |
| Technician I                       | \$69.60 -                | \$83.20   |
| <b>Office Services and Records</b> |                          |           |
| Administrative                     | \$68.00 -                | \$142.40  |

The above rates apply to all projects with exception to depositions and expert witness, in which all time spent for the preparation for depositions, providing the deposition, preparation for trials, and time spent in trial shall be billed at a rate of 2.0 times the above rate for all staff involved.

Expenses such as interim travel and subsistence, telephone, blueprints, subsurface investigations, laboratory testing, and subcontractor work approved by the client, will be charged at actual cost. A 10% administration fee may be charged on outside expenses.

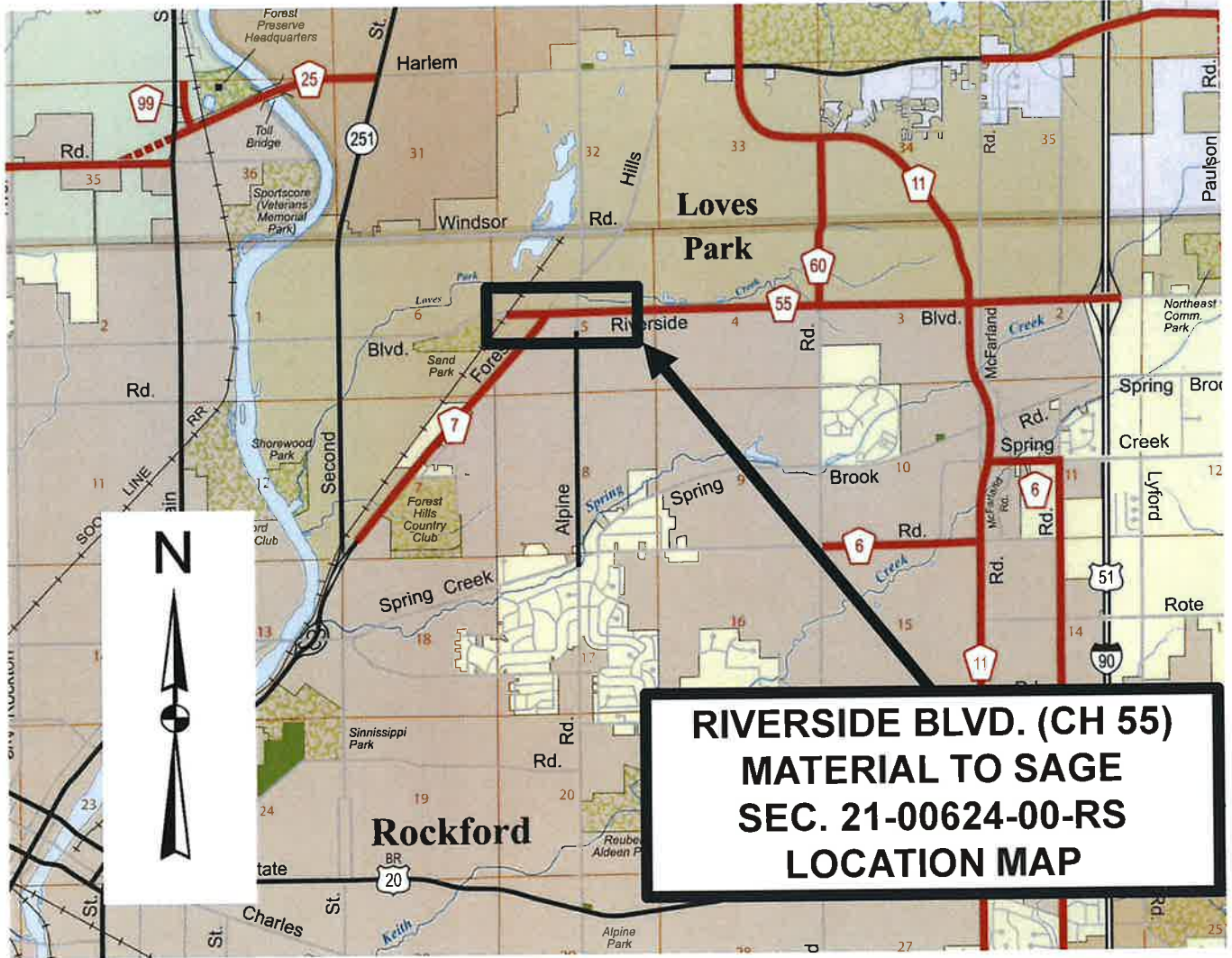
A Fathometer for hydrographic surveys will be invoiced at \$150.00 per day. The use of a Survey Laser Scanner will be invoiced at \$1,000.00 per day. The use of an ATV or UTV will be invoiced at \$200.00 per day or actual rental cost. The use of a drone for aerial surveys or photography will be invoiced at \$50.00 per hour.

Necessary field vehicles are charged at \$65.00 per day. All other mileage is charged at .67 cents per mile net (or the current rate allowed by the I.R.S.). Boat Service fees are \$350 per day.

Above quotations are subject to change with 60 days review by client, due to circumstances beyond our control.

Cost-of-living adjustments will be made to the schedule of rates on January 1<sup>st</sup> of each year.





**RIVERSIDE BLVD. (CH 55)  
MATERIAL TO SAGE  
SEC. 21-00624-00-RS  
LOCATION MAP**



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

**24-CR-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION SUPPORTING APPLICATION TO REHABILITATE THE  
MERIDIAN ROAD BRIDGE OVER THE PECATONICA RIVER**

**WHEREAS**, the existing Meridian Road bridge over the Pecatonica River was constructed in 1973; and

**WHEREAS**, the deck is original and in poor condition having deteriorated completely trough in several locations; and

**WHEREAS**, the current estimated cost to rehabilitate the structure is \$5,200,000; and

**WHEREAS** the Public Works Committee of the County Board for the County of Winnebago, Illinois, recommends supporting an application for funding for the rehabilitation of the Meridian Road Bridge over the Pecatonica River.

**NOW THEREFORE, BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois, that the Chairman of the County Board is hereby authorized to execute on behalf of the County of Winnebago a Congressionally Directed Spending Request to rehabilitate the Meridian Road bridge over the Pecatonica River; and

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

**BE IT FURTHER RESOLVED** that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of the Chairman's Office of Criminal Justice Initiatives, Director of Purchasing, Finance Director, County Board Office, County Engineer and County Auditor.

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

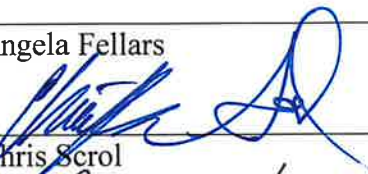
DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

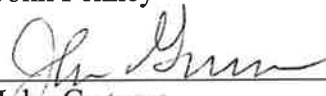
\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

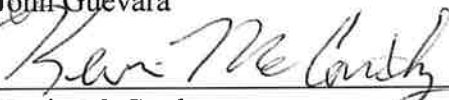
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

  
\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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

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

**24-CR-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION SUPPORTING APPLICATION FOR THE EXTENSION OF THE  
BAXTER ROAD WATER MAIN ON THE WEST SIDE OF I-39**

**WHEREAS**, Winnebago County has an existing water main system along Baxter Road on the east side of I-39; and

**WHEREAS**, there is a desire to extend the water system west of I-39 to better service the Village of New Milford; and

**WHEREAS**, the current estimated cost to extend water mains west of I-39 is \$1,800,000; and

**WHEREAS**, the Public Works Committee of the County Board for the County of Winnebago, Illinois, recommends supporting an application for funding to extend water mains west of I-39 in the Baxter Road area.

**NOW THEREFORE, BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois, that the Chairman of the County Board is hereby authorized to execute on behalf of the County of Winnebago a Congressionally Directed Spending Request to extend water mains west of I-39 in the Baxter Road area; and

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

**BE IT FURTHER RESOLVED** that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of the Chairman's Office of Criminal Justice Initiatives, Director of Purchasing, Finance Director, County Board Office, County Engineer and County Auditor.

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
Chris Scrol

  
\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
John Penney

\_\_\_\_\_  
John Penney

  
\_\_\_\_\_  
John Guevara

\_\_\_\_\_  
John Guevara

  
\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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

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

**24-CR-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION SUPPORTING AN APPLICATION TO ADDRESS  
PER-AND POLYFLUOROALKYL SUBSTANCES (PFAS)  
THROUGH CONNECTION TO MUNICIPAL WATER SOURCE**

**WHEREAS**, the County of Winnebago, Illinois has identified 40 homes currently on private wells that have had high levels of PFAS detected per the Illinois EPA; and

**WHEREAS**, the social vulnerability index (SVI) for Winnebago County overall was 0.9802, indicating a high risk for negative effects on the region caused by external stresses on human health. The region was also on the National Priority List for superfunds. This area faces multiple challenges including environmental vulnerability; and

**WHEREAS**, the Public Works Committee of the County Board for the County of Winnebago, Illinois, recommends supporting an application for funding that would support the connection of homes based on financial eligibility and prioritized to support housing for children under the age of six (6) and pregnant women following the model used to prioritize homes for lead mitigation in Winnebago County; and

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is authorized to execute, on behalf of the County of Winnebago, Illinois, a Congressionally Directed Spending Request addressing PFAS through connection to municipal water source; and

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of the Chairman's Office of Criminal Justice Initiatives, Director of Purchasing, Finance Director, County Board Office, County Engineer and County Auditor.

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

  
\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Angela Fellars

\_\_\_\_\_  
Angela Fellars

  
\_\_\_\_\_  
Chris Scrol

\_\_\_\_\_  
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Jim Webster


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\_\_\_\_\_  
Kevin McCarthy

\_\_\_\_\_  
Kevin McCarthy

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

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

ATTEST:

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

**Public Safety &  
Judiciary  
Committee**



# Resolution Executive Summary

**Prepared By:** Purchasing Department on behalf of Facilities  
**Committee:** Public Safety and Judiciary Committee  
**Committee Date:** March 28, 2024  
**Resolution Title:** Resolution Renewing the Annual Maintenance Agreement for X-Ray Scanners  
**County Code:** Winnebago County Purchasing Ordinance  
**Board Meeting Date:** March 28, 2024

**Budget Information:**

|  |                                       |
|--|---------------------------------------|
| <b>Was item budgeted?</b> Yes          | <b>Appropriation Amount:</b> \$34,300 |
| <b>If not, explain funding source:</b> |                                       |
| <b>ORG/OBJ/Project Code:</b> Multiple  | <b>Budget Impact:</b> None/Budgeted   |

**Background Information:** Annual maintenance agreement with AutoClear, LLC on seven County owned X-Ray machines. The agreement has been annually renewed since 2012.

12000-01721 Three X-Ray Scanners Criminal Justice Center \$14,700  
12000-01056 One X-Ray Scanner Juvenile Justice Center \$4,900  
12000-01526 One X-Ray Scanner Adult Probation 526 \$4,900  
12000-27000 Two X-Ray Machines Public Safety Building (Courthouse Complex) \$9,800

MODEL: **AC6848** SERIAL # **121025P#235MESM**  
MODEL: **AC6848** SERIAL # **130122P#08MESM**  
MODEL: **AC6848** SERIAL # **130124P#09MESM**  
MODEL: **AC6848** SERIAL # **121025P#236MESM**  
MODEL: **AC6848** SERIAL # **121107P#253MESM**  
MODEL: **AC6848** SERIAL # **121107P#252MESM**  
MODEL: **AC6848** SERIAL # **121106P#249MESM**

**Recommendation:** Facilities Director recommends approval. This maintenance agreement includes two radiation checks and calibrations per year/machine.

**Contract/Agreement:** The agreement is for one year. See Resolution Exhibit A.

**Legal Review:** Normal maintenance agreement

**Follow-Up:** Facilities Director will complete the annual registration of all building X-Ray scanning machines with IEMA.



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

Sponsored by: Brad Lindmark  
Submitted by: Public Safety and Judiciary Committee

2024 CR

---

**RESOLUTION RENEWING THE ANNUAL MAINTENANCE AGREEMENT FOR X-RAY SCANNERS**

---

**WHEREAS**, the County of Winnebago purchased the following seven X-Ray Scanners for various security locations within County facilities in 2012 from AutoClear, LLC; and,

MODEL: **AC6848** SERIAL # **121025P#235MESM**  
MODEL: **AC6848** SERIAL # **130122P#08MESM**  
MODEL: **AC6848** SERIAL # **130124P#09MESM**  
MODEL: **AC6848** SERIAL # **121025P#236MESM**  
MODEL: **AC6848** SERIAL # **121107P#253MESM**  
MODEL: **AC6848** SERIAL # **121107P#252MESM**  
MODEL: **AC6848** SERIAL # **121106P#249MESM**

**WHEREAS**, a one (1) year Platinum Level Maintenance Agreement was included with the original purchase and has been renewed annually, providing premier service and unlimited technical support, parts, travel expenses of technicians, and two (2) preventive maintenance checks with radiation survey (cleaning, adjustments, tightening, and calibrations) to be completed on each unit per year; and,

**WHEREAS**, proper maintenance for this security equipment is vital to the safety of all persons entering a secure County facility, and to ensure compliance with standards specifically established by the State of Illinois for this type of equipment; and,

**WHEREAS**, the County of Winnebago would like to renew the AutoClear, LLC Annual Maintenance Agreement for each scanner at the Platinum Level rate of FOUR THOUSAND NINE HUNDRED DOLLARS (\$4,900) per unit, for a total of THIRTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$34,300); and,

**WHEREAS**, the Public Safety and Judiciary Committee of the County Board for the County of Winnebago, Illinois has reviewed the AutoClear, LLC Annual Maintenance Agreement, Resolution Exhibit A, and recommends renewal; and,

**WHEREAS**, the Public Safety and Judiciary Committee has determined that the funding for the aforementioned purchase shall be as follows:

|              |                  |          |
|--------------|------------------|----------|
| 12000-01721: | 3 X-Ray Machines | \$14,700 |
| 12000-01056: | 1 X-Ray Machine  | \$ 4,900 |
| 12000-01526: | 1 X-Ray Machine  | \$ 4,900 |
| 12000-27000: | 2 X-Ray Machines | \$ 9,800 |

**NOW, THEREFORE, BE IT RESOLVED**, that any agreement entered into by the County pursuant to the authority granted in this Resolution shall have substantially the same terms as those contained in the agreement, which is attached to this Resolution as Resolution Exhibit A.

**BE IT FURTHER RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Facilities Director is hereby directed and authorized to renew the AutoClear, LLC Annual Maintenance Agreement with AutoClear, LLC and to issue a purchase order to AUTOCLEAR, LLC, 10A BLOOMFIELD AVENUE PINE BROOK, NJ 07058 in the amount of THIRTY-FOUR THOUSAND THREE HUNDRED DOLLARS (\$34,300) for payment of the one year agreement.

**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 directed and authorized to prepare and deliver certified copies of this Resolution to the Facilities Director, Director of Purchasing, Finance Director, Board Office and County Auditor.

Respectfully submitted,

**PUBLIC SAFETY and JUDICIARY COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
BRAD LINDMARK, CHAIRMAN

\_\_\_\_\_  
BRAD LINDMARK, CHAIRMAN

\_\_\_\_\_  
AARON BOOKER

\_\_\_\_\_  
AARON BOOKER

\_\_\_\_\_  
KEVIN MCCARTHY

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KEVIN MCCARTHY

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

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JEAN CROSBY

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CHRIS SCROL

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CHRIS SCROL

\_\_\_\_\_  
ANGIE GORAL

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ANGIE GORAL

\_\_\_\_\_  
TIM NABORS

\_\_\_\_\_  
TIM NABORS

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

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

ATTESTED BY:

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



World Headquarters  
 10A Bloomfield Avenue  
 Pine Brook, NJ 07058 USA  
 Tel. 1.973.276.6000  
 Fax. 1.973.227-0832  
 info@autoclear.com

**AUTOCLEAR X-RAY INSPECTION SYSTEMS  
 ANNUAL MAINTENANCE AGREEMENT**

**Account:** Winnebago County  
**Address:** 650 West State St.  
 Rockford, IL 61101  
 Attn: Shawn Franks

**Coverage Level:** Platinum **Date Issued:** 2/2/2024

**Contract Effective Date:** 2/1/2024 **Contract Expiration Date:** 1/31/2025

| Model                  | Serial Number | Unit Address* | Unit Coverage Price |
|------------------------|---------------|---------------|---------------------|
| 6848                   | 121025P#235   |               | \$4,900.00          |
| 6848                   | 121025P#236   |               | \$4,900.00          |
| 6848                   | 121106P#249   |               | \$4,900.00          |
| 6848                   | 121107P#252   |               | \$4,900.00          |
| 6848                   | 121107P#253   |               | \$4,900.00          |
| 6848                   | 130122P#08    |               | \$4,900.00          |
| 6848                   | 130124P#09    |               | \$4,900.00          |
|                        |               |               |                     |
|                        |               |               |                     |
|                        |               |               |                     |
| <b>Contract Total:</b> |               |               | <b>\$34,300.00</b>  |

\*If different from billing account address

NOTE: As of 04/23/2022, all platinum-level maintenance agreements will include one (1) preventative maintenance (PM) service per unit per contract year, unless issues arise with the unit where additional PMs are required.

Customer Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Autoclear, LLC.: \_\_\_\_\_ Date: \_\_\_\_\_

AUTOCLEAR, LLC. AGREES TO PROVIDE, AND THE CUSTOMER AGREES TO ACCEPT, MAINTENANCE AGREEMENT SERVICES ON THE EQUIPMENT LISTED ABOVE TO THE COVERAGE LEVEL CHOSEN AND THE TERMS & CONDITIONS AS OUTLINED ON PAGE TWO (2) OF THIS CONTRACT.



World Headquarters

10A Bloomfield Avenue  
Pine Brook, NJ 07058 USA

Tel. 1.973.276.6000

Fax. 1.973.227-0832

[info@autoclear.com](mailto:info@autoclear.com)

## AUTOCLEAR ANNUAL MAINTENANCE AGREEMENT TERMS & CONDITIONS

Autoclear's sole obligation is to complete services as defined under the contract terms within the stated effective agreement dates. This maintenance agreement does NOT extend to (1) damage resulting from accident, misuse, neglect, or improper installation, maintenance, or application; (2) damage resulting from elemental or environmental factors including, but not limited to, moisture, heat, corrosive materials, abrasives, or pollutants; or (3) damage or loss in transit, including transit within the grounds of the initial installation facility. This contract is VOID when service or repairs are performed by service personnel not authorized by Autoclear, or when any system or part is altered without consent from Autoclear, LLC. This contract is extended only to the issued contract holder/end user and is NOT TRANSFERABLE to subsequent users.

Damage, as defined in this contract, refers to physical harm caused to the X-ray scanning system and its external components in such a way as to impair its value, safety, usefulness, or normal function, including dings, nicks, dents, misalignment, etc. The following is considered to be negligence or abuse of the X-Ray scanner and/or its components:

- Misuse or abuse of x-ray scanner by the operator. This includes, but is not limited to:
  - Cutting/splicing/tearing of any cables or cords
  - Removing or damaging any buttons on the X-ray system, including the keyboard or operator control panel (OCP)
  - Liquids coming into contact with mechanical or electronic components
  - Cutting/damaging/removing lead curtains or conveyor belt
  - Dropping or physical damage to the monitor, OCP, or related components
  - Tampering with or removing any components of the X-ray scanner system without Autoclear's authorization
- Any damage caused by a 3rd party not authorized or trained by Autoclear, LLC. on how to operate, troubleshoot, or repair a scanner
- Any damage caused by storage or operation in an area where scanner can be exposed to rain, snow, sleet, wind, debris, and animals
- Careless movement (banging, collision, excessive force, etc.) or improper storage of scanner that results in damage

Environmental conditions that are the responsibility of the end-user are considered to be:

- Excessive heat/moisture/dust where scanner is located
- Unstable or uneven flooring
- Insubstantial or unstable electrical input

For proper usage & storage guidelines, please refer to the Autoclear X-ray Systems User's Manual.

AUTOCLEAR, LLC. AGREES TO PROVIDE, AND THE CUSTOMER AGREES TO ACCEPT, MAINTENANCE AGREEMENT SERVICES ON THE EQUIPMENT LISTED ABOVE TO THE COVERAGE LEVEL CHOSEN AND THE TERMS & CONDITIONS AS OUTLINED ON PAGE TWO (2) OF THIS CONTRACT.



# Resolution Executive Summary

**Prepared By:** Marlana Dokken  
**Committee:** Public Safety and Judiciary Committee  
**Committee Date:** March 28, 2024  
**Resolution Title:** Resolution Supporting the Application for Funding of an Integrated Case Management Platform for the Winnebago County, Illinois Court System  
**County Code:** n/a  
**Board Meeting Date:** March 28, 2024

## Budget Information:

|  |                                  |
|--|----------------------------------|
| <b>Was item budgeted?</b> No           | <b>Appropriation Amount:</b> N/A |
| <b>If not, explain funding source:</b> |                                  |
| <b>ORG/OBJ/Project Code:</b> N/A       | <b>Budget Impact:</b> N/A        |

## Background Information:

The County of Winnebago, Illinois has a responsibility to ensure the protection of confidential judicial information while providing appropriate access to information to the public, case litigants, attorneys, law enforcement services, and other justice providers. The five major stakeholders in the county court system, the Winnebago County Illinois Circuit Clerk, State's Attorney, Public Defender, Court Services and Jury Commission, are currently operating under a loosely integrated, out-of-date set of applications and case management systems. Under increasing pressure for a faster justice system and increasing financial stress to accomplish more with fewer public resources, integrated justice systems offer a solution. Integrated justice concepts provide the opportunity for all stakeholders and departments to electronically share accurate and timely information, while eliminating or significantly reducing the delays and potential errors. The deployment of new case management systems for five court stakeholders is a significant expense, applying for federal funds may reduce that burden.

## Recommendation:

Instruct federal lobbyist, Mercury Public Affairs, to submit a Congressionally Directed Spending Request on behalf of the County Board for the County of Winnebago, Illinois.

## Contract/Agreement:

N/A

## Legal Review:

N/A

## Follow-Up:

N/A

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

Sponsored by: Brad Lindmark, Committee Chairman  
Submitted by: Public Safety and Judiciary Committee

2024 CR

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**RESOLUTION SUPPORTING THE APPLICATION FOR FUNDING OF AN INTEGRATED CASE  
MANAGEMENT PLATFORM FOR THE WINNEBAGO COUNTY, ILLINOIS COURT SYSTEM**

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**WHEREAS**, the County of Winnebago, Illinois has a responsibility to ensure the protection of confidential judicial information while providing appropriate access to information to the public, case litigants, attorneys, law enforcement services, and other justice providers; and

**WHEREAS**, the five major stakeholders in the county court system, the Winnebago County, Illinois Circuit Clerk, State’s Attorney, Public Defender, Court Services and Jury Commission, are currently operating under a loosely integrated, out-of-date set of applications and case management systems; and

**WHEREAS**, integrated justice concepts provide the opportunity for all stakeholders and departments to electronically share accurate and timely information, while eliminating or significantly reducing delays and potential errors; and

**WHEREAS**, the deployment of new case management systems for these five court stakeholders is a significant expense so applying for federal funds may reduce that burden; and

**WHEREAS**, the Public Safety and Judiciary Committee of the County Board for the County of Winnebago, Illinois, recommends supporting an application for funding of an integrated case management platform for the Winnebago County, Illinois court system.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is authorized to execute, on behalf of the County of Winnebago, Illinois, a Congressionally Directed Spending Request addressing an integrated case management platform for the Winnebago County, Illinois court system.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of the Chairman’s Office of Criminal Justice Initiatives, Director of Purchasing, Finance Director, County Board Office, and County Auditor.

Respectfully Submitted,  
**PUBLIC SAFETY AND JUDICIARY COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
BRAD LINDMARK, CHAIR

\_\_\_\_\_  
BRAD LINDMARK, CHAIR

\_\_\_\_\_  
AARON BOOKER

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TIM NABORS

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CHRIS SCROL

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CHRIS SCROL

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

\_\_\_\_\_  
**JOSEPH V. CHIARELLI**  
CHAIR 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: March 28, 2024

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 a letter regarding Byron Station-Integrated Inspection Report 05000454/2023004 and 05000455/2023004.
  - a. Byron Station – Comprehensive Engineering Team Inspection Report 05000454/2024010 and 05000455/2024010
  - b. Federal Register/Vo. 89, No. 54/Tuesday, March 19, 2024/Notices
  - c. Monthly Notice; Applications and Amendments to Facility Operating Licenses and Combined Licenses Involving No Significant Hazards Considerations
2. County Clerk Gummow received from Theresa Grennan, Chief Deputy Winnebago County Treasurer the following:
  - a. Collateralization Report – February 31, 2024
  - b. Investment Report - as of March 1, 2024
  - c. Winnebago County Treasurer Bank Balances –February, 2024

**Adjournment**