

# OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

**Called by:** Keith McDonald, Chairman

**Members:** Paul Arena, John Butitta,

Valerie Hanserd, Joe Hoffman,

Jaime Salgado, Michael Thompson

**DATE:** THURSDAY, JANUARY 4, 2024

**TIME:** 5:30 PM

**LOCATION:** ROOM 303

COUNTY ADMINISTRATION BLDG

404 ELM STREET

ROCKFORD, IL 61101

## AGENDA:

A. Call to Order

B. Roll Call

C. Approval of Minutes – December 7, 2023

D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.

E. Resolution Authorizing the Execution of a Memorandum of Understanding for Information Technology Support Services for the Northern Illinois Training Advisory Board

F. Resolution Authorizing the Execution of an Intergovernmental Agreement for Information Technology Support Services Between the County of Winnebago, Illinois and the Rockford Housing Authority

G. Resolution Awarding Fence Repair at Juvenile Detention Center Using CIP PSST 2023 Funds  
Cost: \$40,580

H. Resolution Awarding Tile and Grout Repairs at Juvenile Detention Center Using CIP PSST 2023 Funds  
Cost: \$24,900

I. Discuss Restoring Chairman's Powers/Duties (Request by Jean Crosby)

J. Discuss County Board Rules of Procedure, Section 2-92, Regarding Seating Positions for County Board Meetings (Request by Jean Crosby)

K. Discuss County Board Rules of Order, Section 2-72(a), Regarding Proclamations  
(Request by Jean Crosby)

L. Future Agenda Items

M. Adjournment

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

Thursday, December 7, 2023  
5:30 PM

**Present:**

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

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Hope Edwards, Director, Purchasing  
Lafakeria Vaughn, Civil Bureau Chief, State's Attorney's Office  
Debbie Crozier, Director, Human Resources  
Marlana Dokken, Director, Chairman's Office of  
Criminal Justice Initiatives  
Chris Dornbush, Director of Development Services  
Michael Iasparro, Attorney, Hinshaw & Culbertson  
Jess Liptzin, WTVO Eyewitness News  
Debbie Jarvis, Director of Court Services, 17<sup>th</sup> Judicial Circuit  
Julie McCray-Grotto, Superintendent, Juvenile Detention  
Taryn Marko, Deputy Director, Juvenile Division  
Carlos Molina, County Engineer, Highway Dept.  
John Saquisili, IT Specialist, IT Dept.  
Deanna Severson, Purchasing Specialist, Purchasing  
John Sweeney, County Board Member (Arrived 5:45 pm)

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – October 19, November 9 and 16, 2023
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Awarding Contract for Bulk Natural Gas Supply
- F. Ordinance Amending Chapter 62, Article IX (Regular Part-Time Employees) of the Winnebago County Code of Ordinances
- G. Resolution Authorizing the Operation of Non-Highway Vehicles on Cunningham Road (Ch 49) and Winnebago Road (Ch 16) within the Village of Winnebago
- H. Future Agenda Items
- I. Adjournment

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

### **Roll Call**

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

### **Approval of Minutes – October 19, November 9 and 16, 2023**

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

Chairperson McDonald called for any changes.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Public Comment**

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

Patrick Thompson, County Administrator introduced Hope Edwards, Purchasing Director. Ms. Edwards shared her excitement in joining the Winnebago County Administrative team.

### **Resolution Awarding Contract for Bulk Natural Gas Supply**

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Ordinance Amending Chapter 62, Article IX (Regular Part-Time Employees) of the Winnebago County Code of Ordinances**

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Resolution Authorizing the Operation of Non-Highway Vehicles on Cunningham Road (Ch 49) and Winnebago Road (Ch 16) within the Village of Winnebago**

Motion: Chairperson McDonald. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

### **Future Agenda Items**

- Dumpster Blight Review

### **Motion to Adjourn**

Chairperson McDonald called for a motion to adjourn the meeting.

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

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant



# Resolution Executive Summary

**Prepared By:** Dan Magers  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** January 4, 2024  
**Board Date:** January 11, 2024  
**Resolution Title:** Resolution Authorizing the Execution of a Memorandum of Understanding for Information Technology Support Services for the Northern Illinois Training Advisory Board

## Budget Information

<b>Budgeted?</b> N/A	<b>Amount Budgeted?</b>
<b>If not, originally budgeted, explain the funding source?</b>	
<b>ORG/OBJ/Project Codes:</b> Various County Accounts	<b>Descriptor:</b>
<b>Budget Impact?</b>	

**Background Information:** The County of Winnebago, Illinois through its Department of Information Technology (DoIT) shall provide Information Technology services to the Northern Illinois Training Advisory Board (NITAB) which includes, but are not limited to: a) general management of information technology; b) assessment of information technology problem areas, formulation of improvement recommendations and facilitation of approved changes and/or enhancements; c) workstation, server, network, and technology appliance break/fix support; d) email hosting; e) server hosting; f) file/server backup; g) other work activities mutually agreed upon by DoIT and the NITAB; h) monthly billing including a summary of hours and activities; and i) 24/7/265 support phone number is (815) 319-4300 and support email is Helpdesk@doit.wincoil.gov.

**Recommended By:** Dan Magers

**Contract/Agreement Information:** It is recommended the County of Winnebago, Illinois execute the Memorandum of Understanding between the County through its Department of Information Technology (DoIT) and Northern Illinois Training Advisory Board (NITAB). The agreement duration is November 17, 2023 through November 17, 2024.

**Follow-Up Steps:** Execution of the Memorandum of Understanding.

**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 AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING FOR  
INFORMATION TECHNOLOGY SUPPORT SERVICES FOR THE NORTHERN ILLINOIS TRAINING ADVISORY BOARD**

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**WHEREAS**, Section 2-212 of the Code of Ordinances for the County of Winnebago, Illinois, provides that, “the purpose of the Information technology department is to provide computer, data processing and record retention services primarily to offices and departments of county government and, secondarily, upon specific authorization of the county board, to units of local government within or outside the county, and to other area businesses”; and

**WHEREAS**, Northern Illinois Training Advisory Board has requested information technology support services from the County of Winnebago, Illinois through its Department of Information Technology; and

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the request to provide information technology services and recommends executing the memorandum of understanding (MOU) under the terms set forth in the MOU (see Resolution Exhibit A).

**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 the Memorandum of Understanding between the County of Winnebago, Illinois through its Department of Information Technology and the Northern Illinois Training Advisory Board, in substantially the same form as contained in Exhibit A.

**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 Purchasing, Finance Director, Chief Information Officer, 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



# WINNEBAGO COUNTY

— ILLINOIS —

**Date:** November 17, 2023

**To:** Jeff Schelling  
Executive Director  
527 Colman Center Drive  
Rockford, IL 61108

**From:** Dan Magers  
Chief Information Officer  
404 Elm Street  
Rockford, IL 61101

**Subject:** Memorandum of Understanding – Information Technology Support Services for the Northern Illinois Training Advisory Board

## **General Responsibilities:**

The County of Winnebago, Illinois (County) through its Department of Information Technology (DoIT) shall provide Information Technology services to the Northern Illinois Training Advisory Board (NITAB) which includes, but are not limited to: a) general management of information technology; b) assessment of information technology problem areas, formulation of improvement recommendations and facilitation of approved changes and/or enhancements; c) workstation, server, network, and technology appliance break/fix support; d) email hosting; e) server hosting; f) file/server backup; g) other work activities mutually agreed upon by DoIT and the NITAB; h) monthly billing including a summary of hours and activities; and i) 24/7/265 support phone number is (815) 319-4300 and support email is [Helpdesk@doit.wincoil.gov](mailto:Helpdesk@doit.wincoil.gov).

## **Supervision:**

Works under the broad guidance of Executive Director Jeff Schelling or designee(s).

## **Agreement Duration:**

November 17, 2023 through November 17, 2024.

## **Payment:**

DoIT shall provide information technology labor at the rate of \$71.14 per hour plus approved materials and travel expenses, planned or unplanned afterhours labor will be billed at the rate of \$106.71; service calls are billed door to door.

A 15% administrative overhead fee will be charged for any materials where DoIT funds are used whereas an invoice will be issued for the cost of the materials plus 15%. DoIT receives special pricing on specific





# WINNEBAGO COUNTY

— ILLINOIS —

models of laptops and desktops; DoIT will charge labor for gathering specifications/configuration recommendations.

**Warranty:**

None.

**Limitation of Liability:**

**In no event shall the County and the County through its DoIT be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as, but not limited to, delay, disruption, loss of product, loss of anticipated revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment, systems or power.**

**Termination:**

During the course of this agreement, and providing a 30-day written notice, the County or the NITAB may seek to alter or terminate this agreement. This agreement shall continue in force for a period of one (1) year. Upon expiration thereof, this agreement will continue in force until either party notifies the other party in writing of its intent to alter or terminate this agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on the \_\_\_\_ day of \_\_\_\_\_, 2023.

**Agreed:**

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

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Jeff Schelling, Executive Director  
NITAB

**Attest:**

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



# Resolution Executive Summary

**Prepared By:** Dan Magers  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** January 4, 2024  
**Board Date:** January 11, 2024  
**Resolution Title:** Resolution Authorizing the Execution of an Intergovernmental Agreement for Information Technology Support Services Between the County Of Winnebago, Illinois and the Rockford Housing Authority

## Budget Information

<b>Budgeted?</b> N/A	<b>Amount Budgeted?</b>
<b>If not, originally budgeted, explain the funding source?</b>	
<b>ORG/OBJ/Project Codes:</b> Various County Accounts	<b>Descriptor:</b>
<b>Budget Impact?</b>	

**Background Information:** This resolution is to extend the current agreement between Rockford Housing Authority and the Winnebago County Department of Information Technology (DoIT) to provide support services. The previous agreement has been in place since 2017.

**Recommended By:** Dan Magers

**Contract/Agreement Information:** It is recommended County proceed with the intergovernmental agreement to provide Information Technology Support Services to the Rockford Housing Authority by the County through its WinCo DoIT.

**Follow-Up Steps:** Department of Information Technology will finalize the agreement between Winnebago County and Rockford Housing Authority.

**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 AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT FOR INFORMATION  
TECHNOLOGY SUPPORT SERVICES BETWEEN THE COUNTY OF WINNEBAGO, ILLINOIS  
AND THE ROCKFORD HOUSING AUTHORITY**

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**WHEREAS**, Section 2-212 of the Code of Ordinances for the County of Winnebago, Illinois, provides that, “the purpose of the Information technology department is to provide computer, data processing and record retention services primarily to offices and departments of county government and, secondarily, upon specific authorization of the county board, to units of local government within or outside the county, and to other area businesses”; and

**WHEREAS**, the Rockford Housing Authority (RHA) and the County of Winnebago, Illinois through its Department of Information Technology (WinCo DoIT) entered into an intergovernmental agreement for information technology services in December 2017, and RHA has requested to continue to use WinCo DoIT as a comprehensive technology and network service provider; and

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the agreement to provide information technology services and recommends executing the intergovernmental agreement under the terms set forth in the agreement (see Resolution Exhibit A).

**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 an Intergovernmental Agreement between the County of Winnebago, Illinois and the Rockford Housing Authority, in substantially the same form as contained in Exhibit A.

**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 Purchasing, Finance Director, Chief Information Officer, 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

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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

\_\_\_\_\_  
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

**INTERGOVERNMENTAL AGREEMENT FOR INFORMATION TECHNOLOGY  
SUPPORT SERVICES BETWEEN THE COUNTY OF WINNEBAGO  
AND THE ROCKFORD HOUSING AUTHORITY**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered this \_\_\_ day of \_\_\_\_\_, 2023, by and between the County of Winnebago, Illinois (the “County”), a body politic and corporate and the Rockford Housing Authority, (the “RHA”), a Municipal Corporation organized pursuant to 310 ILCS 10/1, et seq (collectively “the Parties”).

WHEREAS, the RHA is a municipal corporation that provides decent, safe and sanitary housing for residents in the City of Rockford, Illinois; and

WHEREAS, the RHA has certain information technology needs in order to provide these services to its residents; and

WHEREAS, the County through its Department of Information Technology, (WinCo DoIT), provides certain information technology services to governmental agencies in the County of Winnebago, Illinois; and

WHEREAS, in December 2017 the Parties previously entered into an Intergovernmental Agreement for the County to provide Information Technology Support Services to the RHA; and

WHEREAS, the RHA seeks to continue to use WinCo DoIT as a comprehensive technology and network service provider; and

WHEREAS, the RHA will benefit by the cooperation evidenced by the agreement between the public bodies who are parties hereto; and

WHEREAS, RHA and the County seek to collaborate on efficiency in areas of information technology and network services; and

WHEREAS, the RHA Procurement Policy allows for the entry of an Intergovernmental Agreement; and

NOW THEREFORE, in consideration of the covenants and mutual agreements contained herein, the parties agree as follows:

I. AUTHORITY

This Agreement is entered between the County and RHA pursuant to the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) the Housing Authority Act (310 ILCS 10/1 et seq.) and Housing Cooperation Act (310 ILCS 15/1).

## II. PURPOSE

The purpose of this Agreement is to provide general Information Technology Support Services to the RHA. These Information Technology and Network services shall be provided to the RHA by the County through its WinCo DoIT.

## III. WinCo DoIT RESPONSIBILITIES:

WinCo DoIT shall provide Information Technology services to the RHA which include but are not limited to: a) general management of information technology; b) assessment of information technology problem areas, formulation of improvement recommendations and facilitation of approved changes/enhancements, security breach response; c) workstation, server, network, technology appliance break/fix support; d) other work activities mutually agreed upon by WinCo DoIT and the RHA; e) monthly billing including a summary of hours and activities; and f) 24/7/365 support via support phone number (815) 319-4300 and support email via Helpdesk@doit.wincoil.gov.

## IV. RHA RESPONSIBILITIES:

The RHA shall provide WinCo DoIT with guidance from Linda Dorsey Tillman of the RHA or her designee as to the services required under this Agreement.

## V. COMPENSATION:

1. The County, through WinCo DoIT shall provide Information Technology Support Services to the RHA for seventy-two (72) hours per month at the rate of Four Thousand Nine Hundred Sixty-Eight and 00/100 Dollars (\$4,968.00) per month. Hours exceeding seventy-two (72) hours per month will be billed at the rate of Sixty-Nine and 00/100 Dollars (\$69.00) per hour. Unused hours may not be carried over. Billing occurs door to door. RHA shall procure all technology-related materials, including any hardware and software costs.
2. WinCo DoIT shall bill the RHA monthly with invoices setting forth the services performed and hours worked . The RHA shall pay these invoices according to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.

## VI. TERM

1. The term of this Agreement shall begin on execution and shall extend through \_\_\_\_\_, 2024. This Agreement may be extended for additional One (1) year terms for a maximum total of five (5) years by written agreement of the parties.
2. The RHA or County may terminate this Agreement from time to time for the RHA or the County's convenience. The RHA and County must give thirty (30) days written notice of the request to terminate this Agreement for convenience. Notice of the termination specifying the effective date of the termination must

be given as set forth in Article VIII of this Agreement. Upon receipt of this termination notice, the RHA and County shall discontinue all services upon the effective date of the termination notice. In the event of termination for convenience by the RHA or County, the RHA shall be liable only for payment for services rendered up to the effective date of the termination.

VII. CONTACT PERSONS

For purposes of administering this Agreement, the County representative is the County Administrator or designee, and for the RHA; the Chief Executive Officer or designee.

VIII. NOTICES

Notices to Parties under this Agreement shall be addressed to:

Patrick Thompson  
County Administrator  
County of Winnebago, Illinois  
404 Elm Street, Suite 533  
Rockford, Illinois 61101

Laura Snyder  
CEO  
Rockford Housing Authority  
223 S. Winnebago Street  
Rockford, Illinois 61102

Attorney Timothy F. Horning  
Meyer and Horning P.C.  
3400 N. Rockton Avenue  
Rockford, Illinois 61103

All Notices, requests and communications which are required or may be given under this Agreement, other than routine communications necessary for the day-to-day operation of these services, shall be in writing and shall be deemed to have been duly given if delivered personally or sent at a minimum by First Class Mail, postage prepaid.

IX. WAIVERS

It is understood and agreed that nothing contained herein is intended or should be construed as in any way affecting the status of the RHA and the County as separate, independent and distinct municipal corporations under Illinois or any other law. It is further understood and agreed that the entry into this Agreement by the County and the RHA shall not operate or be construed as a way of limiting any rights, claims or actions they may have against the other. In no event shall the County or WinCo DoIT be liable to the RHA in contract, tort, strict liability, warranty or otherwise

for any special, incidental or consequential damages, such as, but not limited to delay, disruption, loss of product, loss of anticipated revenue, loss of use of the equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital or cost of purchase or replacement equipment, systems or power.

X. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original.

XI. ENTIRE AGREEMENT; AMENDMENTS; SEVERABILITY

The Agreement constitutes the entire Agreement between the Parties and supersedes all prior communications and writings with respect to the content of this Agreement. This Agreement cannot be modified or amended except by mutual written agreement of the parties. If any term or provision of this Agreement is rendered invalid or unenforceable for any reason, or declared null and void by any court of competent jurisdiction, the remaining provisions of this Agreement shall remain in full force and effect except as otherwise provided herein.

XII. AUTHORITY

The County and RHA each warrant to the other that they have the authority to enter into this Agreement and that the person or persons executing this Agreement on their behalf has been duly authorized to act as the representative or officer of each respective party in affixing their signatures to the Agreement. The County and RHA hereto agree to sign such documents, enact such ordinances or resolutions, or perform such further obligations as may be necessary to effectuate the purposes of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement of this \_\_\_\_ day  
of \_\_\_\_\_, 2023.

SIGNATURE PAGE FOLLOWS



COUNTY OF WINNEBAGO, ILLINOIS

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

ATTEST:

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

ROCKFORD HOUSING AUTHORITY

BY: \_\_\_\_\_  
Laura Snyder, Chief Executive Officer



# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Facilities Department  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** January 4, 2024  
**Board Date:** January 11, 2024  
**Resolution Title:** Resolution Awarding Fence Repair at Juvenile Detention Center Using CIP PSST 2023 Funds

### Budget Information

<b>Budgeted? YES</b>	<b>Amount Budgeted? \$75,000</b>
<b>If not, originally budgeted, explain the funding source?</b>	
<b>If ARPA or CIP funded, original Board approved amount? \$75,000</b>	
<b>Over or Under approved amount? UNDER By: \$34,420</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: 82200-46310-C2323 Descriptor: CIP PSST 2023-Land Improvement Budget Impact? \$ 40,580</b>	

**Background Information:** The outside recreation area at the detention center is used an average of 2 hours per day, weather permitting, and is important to the physical activity requirements for the detainees. Original to the building, built in 1991, sections of the fence securing the outside recreation area are deteriorating. Designed with a combination of brick wall sections and chain link fencing, thirty years of Midwest weather have worn the brick sections to crumbling in spots. In an effort to reduce repair costs, the Facilities team and Juvenile Detention Center team agreed to have the brick sections replaced with chain link fencing, which also results in a shorter down time/loss or use of the outside recreation area.

Bid #23B-2318 Fence Repair at Juvenile Detention Center was distributed to 11 potential bidders and local suppliers, publicly advertised in RRStar, and advertised on the County website. The Mandatory Pre-Bid Meeting and Site Visit was attended by seven (7) persons, representing five (5) vendors, resulting in two (2) formal Bids (see Resolution Exhibit A). The lowest bidder for this project is Ringland-Johnson, Inc at \$40,580.

**Recommended By:** Shawn Franks, Facilities Director

**Follow-Up Steps:** Purchasing Department will prepare and submit a Purchase Order to Ringland-Johnson, Inc. in the amount of \$40,580.

**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 FENCE REPAIR AT JUVENILE DETENTION CENTER USING CIP PSST 2023 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**, Juvenile Detention Center needs repairs to the outside recreation area fencing; and,

**WHEREAS**, the County went out for Bid #23B-2318 Fence Repair at Juvenile Detention Center; and,

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

**RINGLAND-JOHNSON, INC.**  
**1725 HUNTWOOD DRIVE**  
**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 Purchase Order, on behalf of the County of Winnebago, to Ringland-Johnson, Inc., 1725 Huntwood Dr., Cherry Valley, IL 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, Director of Court Services, Juvenile Detention Center Administrator, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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

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KEITH McDONALD, CHAIR

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VALERIE HANSERD, VICE CHAIR

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VALERIE HANSERD, VICE CHAIR

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PAUL ARENA

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PAUL ARENA

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JOHN BUTITTA

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JOHN BUTITTA

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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**

**23B-2318 FENCE REPAIR AT JUVENILE DETENTION CENTER**

BID TAB		
VENDOR NAME	RINGLAND JOHNSON CONSTRUCTION	DIRECT MANAGEMENT COMPANY
TOTAL FOR FENCE REPAIR	\$40,580.00	\$98,748
LEAD TIME FOR PARTS/MATERIALS	1 week	4 weeks
NUMBER OF DAYS TO COMPLETE WORK	5 days	3-6 weeks, weather dependent



# Resolution Executive Summary

## For ARPA or CIP Projects

**Prepared By:** Purchasing Department for Facilities Department  
**Committee Name:** Operations and Administrative Committee  
**Committee Date:** January 4, 2024  
**Board Date:** January 11, 2024  
**Resolution Title:** Resolution Awarding Tile and Grout Repairs at Juvenile Detention Center Using CIP 2023 PSST Funds

### Budget Information

<b>Budgeted? YES</b>	<b>Amount Budgeted? \$39,560</b>
<b>If not, originally budgeted, explain the funding source?</b>	
<b>If ARPA or CIP funded, original Board approved amount? \$39,560</b>	
<b>Over or Under approved amount? UNDER By: \$14,660</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: 82200-46320-C2322 Descriptor: CIP PSST 2023-Building Improvement Budget Impact? \$ 24,900</b>	

**Background Information:** Juvenile Detention Center requested repairs for the majority of the facility shower stalls, citing loose and broken tiles and grout. Originally budgeted at \$50,000, the Bid process was interrupted and the project was broken into two parts in response to a safety risk to detainees and detention center staff when a detainee was found with a piece of grout in his possession. This prompted an Emergency Purchase for three (3) of 13 stalls, to be completed in September 2023, reducing the overall project by \$10,440.

Purchasing went out for competitive Bid, with the remaining budget of \$39,560. Bid #23B-2319 Tile and Grout Repairs at Juvenile Detention Center was distributed to 7 potential bidders and local suppliers, publicly advertised in RRStar, and posted on the County website. The Mandatory Pre-Bid Meeting and Site Visit was attended by one (1) person, resulting in one (1) formal Bid (see Resolution Exhibit A). The lowest bidder for this project is Benchmark Flooring, Inc. at \$24,900, lower than originally quoted, with an additional shower stall (11 stalls remaining, 14 total). The impact to the original budget is an overall savings of \$14,660 and a total cost, if approved, of \$35,340 for this project.

**Recommended By:** Shawn Franks, Facilities Director

**Follow-Up Steps:** Purchasing Department will prepare a Purchase Order to Benchmark Flooring, Inc. in the amount of \$24,900.

**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 TILE AND GROUT REPAIRS AT JUVENILE DETENTION CENTER USING CIP 2023 PSST 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**, Juvenile Detention Center needs repairs to the tile and grout in the majority of the facility showers; and,

**WHEREAS**, the County went out for Bid #23B-2319 Tile and Grout Repairs at Juvenile Detention Center and the lowest bid received was \$24,900; and,

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

**BENCHMARK FLOORING, INC.**  
**8197 COMMERCE DR.**  
**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 Purchase Order, on behalf of the County of Winnebago, to Benchmark Flooring, Inc., 8197 Commerce Dr., Loves Park, IL 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, Director of Court Services, Juvenile Detention Center Administrator, County Board Office, and County Auditor.

Respectfully Submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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

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KEITH McDONALD, CHAIR

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VALERIE HANSERD, VICE CHAIR

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JAIME SALGADO

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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**  
**23B-2319 TILE AND GROUT REPAIRS AT JUVENILE DETENTION CENTER**  
**BID OPENING December 5, 2023 at 11:00 A.M.**

<b>VENDOR NAME</b>	<b>BENCHMARK FLOORING, INC.</b>	
<b>TOTAL FOR TILE AND GROUT REPAIRS FOR ELEVEN (11) SHOWERS</b>	<b>\$14,300.00</b>	
<b>OPTIONAL ADDITIONAL PRICE TO STEAM CLEAN ELEVEN (11) SHOWER STALLS</b>	<b>\$10,600.00</b>	
<b>LEAD TIME FOR PARTS/MATERIALS</b>	<b>7-10 business days</b>	
<b>NUMBER OF DAYS TO COMPLETE WORK</b>	<b>5 business days</b>	

**Discuss Restoring  
Chairman's Powers/Duties  
(Request by Jean Crosby)**

**Discuss County Board  
Rules of Procedure,  
Section 2-92, Regarding  
Seating Positions for  
County Board Meetings  
(Request by Jean Crosby)**

## **DIVISION 4. - RULES OF PROCEDURE**

### **Sec. 2-92. - Seating positions for county board meetings.**

The caucus leader of the majority party shall establish the seating positions of board members for county board meetings.

(Ord. No. 2022-CO-102, 12-22-22)

**Discuss County Board  
Rules of Order, Section  
2-72(a) Regarding  
Proclamations  
(Request by Jean Crosby)**

## **DIVISION 3. - RULES OF ORDER**

### **Sec. 2-72. - Awards, proclamations and presentations.**

- (a) *Awards or proclamations.* All proclamations or awards shall be presented by the chairman, or his or her designee. At the chairman's discretion, the presentation shall take place at the county board office or at the recipient's location. The presentation will be documented and recorded by the county's communication director, the chairman's assistant, or designee. This subsection shall not apply to proclamations or awards that are related to first responders, military and law enforcement, for actions, services, or in memorialization of individuals, or certain events, or for recognition of county youth or school groups for scholastic and/or sports related outstanding achievements.

(Ord. No. 2022-CO-066, 9-29-22; Ord. No. 2022-CO-098, Exh. A, 12-8-22)

# **Future Agenda Items**

**Adjournment**