

# OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

**Called by:** Keith McDonald, Chairman

**DATE:** THURSDAY, APRIL 3, 2025

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

**TIME:** 5:30 PM

Valerie Hanserd, Joe Hoffman,

Jaime Salgado, Michael Thompson

**LOCATION:** ROOM 303

COUNTY ADMINISTRATION BLDG

404 ELM STREET

ROCKFORD, IL 61101

## **AGENDA:**

A. Call to Order

B. Roll Call

C. Approval of Minutes – March 20, 2025

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

E. Resolution Awarding Landscaping and Grounds Maintenance Services

F. Ordinance Amending Section 62-3 (Nepotism) of The Winnebago County Code of Ordinances

G. Future Agenda Items

H. Adjournment

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

Thursday, March 20, 2025  
5:30 PM

**Present:**

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

**Absent:**

Paul Arena

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Hope Edwards, Director, Purchasing (Staff Liaison)  
Lafakeria Vaughn, State's Attorney's Office  
J. Hanley, State's Attorney  
Chris Dornbush, Chief Operations Officer  
Debbie Jarvis, Director of Court Services, 17th Judicial Circuit  
Julie McCray Grotto, Juvenile Detention  
Dan Magers, Chief Information Officer  
Michaela Bradley, Deputy Chief Information Officer  
Rick Ciganek, WCSO  
Luke Wagner, WCSO  
Tom Lawson, Circuit Clerk  
Lisa Goodwin, Circuit Clerk  
Tom Jakeway, Court Administration  
James Keeler, WCHD  
Nick Zimmerman, Public Defender  
John Sweeney, County Board Member  
Jim Webster, County Board Member  
Christina Valdez, County Board Member  
Dominick Barcelona, Retired Deputy Chief WCSO

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – March 6, 2025
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign-up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgment by the chair, please stand and state your name. Thank you.
- E. Resolution Awarding Purchase of Replacement Range Wall for Sheriff's Office Using CIP-PSST 2025 Funds  
Cost: \$105,595

- F. Resolution Awarding Purchase of Palo Alto Firewall Using CIP 2025 Funds  
Cost: \$494,980
- G. An Ordinance Amending Chapter 2, Article VI, Division 3 of the Winnebago County Code of Ordinances (Purchasing Ordinance)
- H. Update on County-Wide Security Camera/Integrator ARP Phase 3 Project (Discussion Only)
- I. Closed Session to Discuss Personnel Matters
- J. Resolution Amending the County Administrator Employment Agreement Between the County of Winnebago, Illinois and Patrick J. Thompson
- K. Future Agenda Items
- L. Adjournment

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

### **Roll Call**

Chairperson McDonald yes, Mr. Butitta yes, Ms. Hanserd yes, Mr. Hoffman yes, Mr. Salgado yes, Mr. Thompson yes.

### **Approval of Minutes – March 6, 2025**

Motion: Chairperson McDonald. Second: Ms. Hanserd.

Chairperson McDonald called for any discussion.

The motion was passed by a unanimous voice vote.

### **Public Comment**

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

### **Resolution Awarding Purchase of Replacement Range Wall for Sheriff's Office Using CIP-PSST 2025 Funds**

**Cost: \$105,595**

Motion: Chairperson McDonald. Second: Mr. Hoffman.

Chairperson McDonald called for any discussion.

- Discussion followed.

Chairperson McDonald called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

### **Resolution Awarding Purchase of Palo Alto Firewall Using CIP 2025 Funds**

**Cost: \$494,980**

Motion: Chairperson McDonald. Second: Mr. Thompson.

Chairperson McDonald called for any discussion.

- Discussion followed.

Chairperson McDonald called for a vote to approve the resolution.

The motion to approve the resolution was passed by a unanimous voice vote.

### **An Ordinance Amending Chapter 2, Article VI, Division 3 of the Winnebago County Code of Ordinances (Purchasing Ordinance)**

Motion: Chairperson McDonald. Second: Mr. Salgado.

Chairperson McDonald called for any discussion.

- Discussion followed.

Chairperson McDonald called for any further discussion.

- Discussion followed.

Chairperson McDonald called for a vote to approve the ordinance.

The motion to approve the ordinance was passed by a unanimous voice vote.

### **Update on County-Wide Security Camera/Integrator ARP Phase 3 Project (Discussion Only)**

Dan Magers, the Chief Information Officer, provided an update. Rick Ciganek, the Chief Deputy, shared his insights on the project.

- Discussion followed.

### **Closed Session to Discuss Personnel Matters**

#### **Roll Call**

Chairperson McDonald yes, Mr. Butitta yes, Ms. Hanserd yes, Mr. Hoffman yes, Mr. Salgado yes, Mr. Thompson yes.

Chairperson McDonald – No action was taken during the closed session.

### **Resolution Amending the County Administrator Employment Agreement Between the County of Winnebago, Illinois and Patrick J. Thompson**

Motion: Chairperson McDonald. Second: Mr. Butitta.

Chairperson McDonald called for any discussion.

- Discussion followed.

Motion: Mr. Butitta proposed amending Section 3, Compensation, of the agreement between the County of Winnebago, Illinois, and Patrick J. Thompson to insert an annual salary of \$180,000, which is currently left blank.

Second: Ms. Hanserd. Third: Mr. Hoffman.

Chairperson McDonald called for any further discussion on the amendment to the resolution.

The motion to approve the amendment was passed by a unanimous voice vote.

Motion: Chairperson McDonald made the motion to accept the amended resolution.

Second: Mr. Butitta.

Chairperson McDonald called for any further discussion on the amended resolution.

Chairperson McDonald called for a vote to approve the amended resolution.

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

### **Future Agenda Items**

- None reported

### **Motion to Adjourn**

Chairperson McDonald called for a motion to adjourn.

Motion: Mr. Thompson. Second: Ms. Hanserd.

The motion to adjourn was passed by a unanimous voice vote.

Respectfully submitted,

Nancy Bleile

Executive Assistant



# Resolution Executive Summary

**Prepared By:** Purchasing Department on behalf of Facilities  
**Committee Name:** Operations & Administrative Committee  
**Committee Date:** April 3, 2025  
**Board Date:** April 10, 2025  
**Resolution Title:** Resolution Awarding Landscape and Ground Maintenance Services

<b>Budgeted?</b> YES	<b>Appropriation Amount:</b> \$43,226 Annually
<b>If not, originally budgeted, explain the funding source?</b>	
<b>ORG/OBJ/Project Codes:</b> Each department use their own funds	<b>Descriptor:</b>

**Background Information:** The previous Landscape and Ground Maintenance contract was expiring in the spring of 2024. The Purchasing and Facilities Department went out for bid on this countywide service. This service encompasses over 10 county locations and lots.

The invitation for bid was made available on February 17, 2025. Two mandatory pre-bid meetings were conducted where eleven (11) vendors attend one of the two meetings. This resulted in receiving seven (7) complete bid submittals with lowest responsible bidder being Elites Lawncare and Snow Removal, out of Rockford, Illinois.

<b>VENDOR</b>	Lawncare By Walter Rockford, IL	JJ PARIS, INC Rockford, IL	CMM Environmental Rockford, IL	<b>Elites Lawncare and Snow Removal Rockford, IL</b>	Boreas Midwest LLC South Beloit, IL	BL Wellwood Services Rockford IL	Langton Group Woodstock IL
<b>Full-Season Landscaping Services Price: (labor, equipment, and materials)</b>	\$57,690	\$49,000	\$175,311	<b>\$43,226</b>	\$142,000	\$53,650	\$95,701

Previously, the county was anticipating \$42,041 in annual expenses on full landscaping services.

**Recommended By:** It is recommended by Shawn Franks, Director of Facilities, that the County awards Complete Bid #25B-2391 Elites Lawncare and Snow Removal, for a four-year (4) contract term based on pricing and conditions in Resolution Exhibit A.

**Follow-Up Steps:** The Facilities Department will work with the successful vendor on the annual service and evaluate.

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

Sponsored by: Keith McDonald

Submitted by: Operations and Administrative Committee

2025 CR

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**RESOLUTION AWARDING LANDSCAPE AND GROUND MAINTENANCE SERVICES**

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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 shall be awarded by competitive sealed bidding in accordance with this section except as otherwise provided in 2-357(c) (Request for Proposals), 2-357(d) (Professional Services), 2-357(e) (Sole-Source), 2-357(f) (Emergency Procurements), 2-357(g) (Cooperative Joint Purchasing) or as provided by State statute; and,

**WHEREAS**, The Winnebago County Facilities Department is in need of landscaping and grounds services for 10 plus county wide locations and;

**WHEREAS**, IFB was issued for #25B-2391 for Landscape and Ground Maintenance. This resulted in 7 competitive bids received 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:

**ELITES LAWNSCARE AND SNOW REMOVAL**  
**2605 Pamela Ave, Suite A**  
**Rockford, IL 61109**

**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, on behalf of the County of Winnebago, to Elites Lawncare and Snow Removal, 2605 Pamela Ave, Suite A, Rockford, IL 61109.

**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 States Attorney Office, 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

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VALERIE HANSERD, VICE CHAIR

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

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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 \_\_\_\_\_ 2025.

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 —

**BID TAB - Landscape and Ground Maintenance**

**25B-2391 LANDSCAPING AND GROUND MAINTENANCE**

**MARCH 12, 2025 AT 11:00 AM**

<b>VENDOR</b>	Lawncare By Walter Rockford, IL	JJ PARIS, INC Rockford, IL	CMM Environmental Rockford, IL	<b>Elites Lawncare and Snow Removal Rockford, IL</b>	Boreas Midwest LLC South Beloit, IL	BL Wellwood Services Rockford IL	Langton Group Woodstock IL
Full-Season Landscaping Services Price: (labor, equipment, and materials)	\$57,690	\$49,000	\$175,311	<b>\$43,226</b>	\$142,000	\$53,650	\$95,701
<b>Yearly % Increase</b>	2%	2%	3%	<b>8%</b>	3%	1%	3%
<b>Year Two</b>	\$58,844	\$49,980	\$180,570	<b>\$46,684</b>	\$146,260	\$54,187	\$98,572
<b>Year Three</b>	\$60,021	\$50,980	\$185,987	<b>\$50,419</b>	\$150,648	\$54,728	\$101,529
<b>Year Four</b>	\$61,821	\$51,999	\$193,427	<b>\$54,452</b>	\$155,167	\$55,276	\$104,575
<b>Anticipated Increases over 4 years:</b>	\$238,376	\$201,959	\$735,296	<b>\$194,781</b>	\$594,075	\$217,841	\$400,377

<b>SUPPLEMENTARY LANDSCAPE &amp; MAINTENANCE SERVICES – HOURLY RATE</b>							
Tree placement or removal	\$60	\$73	\$120	<b>\$70</b>	\$215	\$25	\$96
Shrub placement or removal	\$60	\$73	\$70	<b>\$70</b>	\$200	\$25	\$96
Sod Replacement	\$60	\$73	\$70	<b>\$70</b>	\$175	\$25	\$96
Stump Grinding	\$120	\$125	\$120	<b>\$180</b>	\$175	\$50	\$180
Bush Hog work	\$95	\$125	\$120	<b>\$85</b>	\$175	\$50	\$250
<b>Mulch by the yard</b>	\$70	\$40	\$132	<b>\$125</b>	\$90	\$65	\$80



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

Sponsored by: Keith McDonald  
Submitted by: Operations and Administrative Committee

2025 CO

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**ORDINANCE AMENDING SECTION 62-3 (NEPOTISM) OF THE WINNEBAGO  
COUNTY CODE OF ORDINANCES**

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**WHEREAS**, the County Board of the County of Winnebago, Illinois, desires to amend its Nepotism Policy, as currently contained in Chapter 62, Article I, Section 62-3 of the Winnebago County Code of Ordinances to make it less restrictive; and

**WHEREAS**, the Winnebago County Board deems it necessary and appropriate to amend Section 62-3 (Nepotism) of the Winnebago County Code of Ordinances.

**NOW, THEREFORE, BE IT ORDAINED**, by the County Board of the County of Winnebago, Illinois, that Chapter 62, Article I, Section 62-3 of the Winnebago County Code of Ordinances, is hereby amended to read as follows:

**Sec. 62-3. - Nepotism.**

(a) *Policy*. It is the County of Winnebago's intent to recruit, hire, promote, compensate, transfer, reward, and discipline on the basis of individual merit in order to avoid the suggestion of favoritism or bias in the making of such employment decisions.

(b) *Scope*. This policy is intended to apply to every employee of Winnebago County.

(c) *Definitions and procedure*.

~~(1) This policy applies to employees who are related as follows:~~

i) Family member: spouse (including those relationships resulting from a lawful marriage, a civil union and/or other similar legal relationship recognized by applicable law), child, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, as well as in-law and step-relative.

ii) Members of the same household: an individuals residing in the same residence as another employee of the County of Winnebago.

iii) Employment decision: recruitment, hiring, promotion, compensation, transfer, reward, or discipline.

iv) Unless otherwise defined by state law, nepotism is the making of an employment decision in regard to a family member and/or a member of the same household.

(d) In making an employment decision the County shall exercise its discretion impartially on the basis of merit and shall avoid nepotism.

~~(2) Employees who are so related may be employed by the County of Winnebago as long as they are not under the direct supervision of another related employee who has direct control or may influence employment decisions affecting wages, work hours and other conditions of employment.~~

~~(3) Any employee who believes that they have a relationship that results in a violation of this policy must immediately report the circumstances to the employee's department head or to the director of human resources of the county. Failure of any employee in a relationship to report a violation of this policy may result in disciplinary action up to and including termination. Upon notification of an employment relationship that violates this policy, the County of Winnebago will use its best efforts to affect a transfer, wherever possible.~~

~~(4) Any person in a relationship, as defined in subsection (c)(1) above, which is with an elected member of the Winnebago County Board, the county board chairman, employees of the county board office, or employees of the county human resource office shall not be hired for any position in Winnebago County.~~

~~(5) Employees who are in a relationship, as defined in subsection (c)(1) above, which existed prior to the adoption of this policy shall be subject to the terms and conditions of the prior nepotism policy.~~

(Ord. No. 88-CO-34, § II(B), 6-23-88; Ord. No. 2017-CO-034, 39-17)

**BE IT FURTHER ORDAINED**, that all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**BE IT FURTHER ORDAINED**, that this Ordinance shall be in full force and effect immediately upon signing.

**BE IT FURTHER ORDAINED**, that the Clerk of the County Board is hereby directed to prepare and deliver a copy of this Ordinance to the County Administrator, the County Human Resources Director, and the County Board Office.

Respectfully submitted,

**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Keith McDonald, Chair

\_\_\_\_\_  
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

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

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

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

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Joseph V. 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

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### **Sec. 62-3. Nepotism.**

- (a) *Policy.* It is the County of Winnebago's intent to recruit, hire, promote, compensate, transfer, reward, and discipline on the basis of individual merit in order to avoid the suggestion of in the making of such decisions.
- (b) *Scope.* This policy is intended to apply to every employee of Winnebago County.
- (c) *Definitions and procedure.*
  - (1) This policy applies to employees who are related as follows:
    - Family member:* spouse (including those relationships resulting from a lawful marriage, a civil union and/or other similar legal relationship recognized by applicable law), child, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, as well as in-law and step-relative.
    - Members of the same household:* individuals residing in the same residence as another employee of the County of Winnebago.
  - (2) Employees who are so related may be employed by the County of Winnebago as long as they are not under the direct supervision of another related employee who has direct control or may influence employment decisions affecting wages, work hours and other conditions of employment.
  - (3) Any employee who believes that they have a relationship that results in a violation of this policy must immediately report the circumstances to the employee's department head or to the director of human resources of the county. Failure of any employee in a relationship to report a violation of this policy may result in disciplinary action up to and including termination. Upon notification of an employment relationship that violates this policy, the County of Winnebago will use its best efforts to affect a transfer, wherever possible.
  - (4) Any person in a relationship, as defined in subsection (c)(1) above, which is with an elected member of the Winnebago County Board, the county board chairman, employees of the county board office, or employees of the county human resource office shall not be hired for any position in Winnebago County.
  - (5) Employees who are in a relationship, as defined in subsection (c)(1) above, which existed prior to the adoption of this policy shall be subject to the terms and conditions of the prior nepotism policy.

(Ord. No. 88-CO-34, § II(B), 6-23-88; Ord. No. 2017-CO-034, 39-17)

AN ORDINANCE AMENDING CHAPTER 13 OF THE  
CODE OF ORDINANCES FOR THE COUNTY  
OF WINNEBAGO

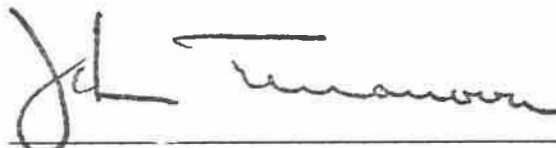
WHEREAS, the Personnel Code for Winnebago County has not been updated for several years; and

WHEREAS, a study of the Personnel Code and consideration of suggested changes have culminated in the attached Personnel Code.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois that Chapter 13 of the Code of Winnebago County is hereby amended by deleting it in its entirety and replacing it with Exhibit "A" attached hereto and incorporated herein by reference.

BE IT FURTHER ORDAINED, that this Ordinance Amendment shall be in full force and effect immediately upon its adoption.

The above and foregoing Ordinance Amendment was adopted by the County Board of the County of Winnebago, Illinois, this 23RD day of JUNE, 1988.



John A. Terranova, Chairman of the  
County Board of the County of  
Winnebago, Illinois

ATTEST:



Gloria M. Lind, Clerk of the  
County Board of the County of  
Winnebago, Illinois

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

Your Labor Relations Committee presents the following  
ORDINANCE AMENDING CHAPTER 13 OF THE CODE OF ORDINANCES FOR THE  
COUNTY OF WINNEBAGO and recommends its adoption.

Respectfully submitted,

LABOR RELATIONS COMMITTEE

*Dawn R. Haltster*

Chairman

*Charles E. Johnson*

*Mary Ann Aelli-Johnson*

(TO ADOPT)

~~(TO NOT ADOPT)~~

II. POLICIESA. County Equal Employment Opportunity

No discrimination shall be exercised in any manner by any County Official or employee against or in favor of any applicant or employee because of his/her political or religious opinions, affiliations or his/her race, sex, color, creed or national origin, marital status, veterans, age or physical handicap which is unrelated to job performance.

B. Nepotism

No members of an immediate family shall be employed within the same department on a full time or part time basis. Immediate family includes parent, brother, sister, child, spouse, mother-in-law and father-in-law.

C. Political Activities

Although employees are encouraged to exercise the privileges and prerogatives of their citizenship as voters and citizens, it is not considered in the best interest of the County that employees engage in political activities during working hours. Participation in such activities are a violation of these rules and shall be grounds for dismissal.

D. Residence

It is the County's policy to hire the best qualified person for all positions within the limits of the funds available. All other factors being equal, initial appointment to County service shall be made from among residents of the County of Winnebago.

All department heads and other members of the County's professional staff appointed after the effective date of this Ordinance shall be required to reside within the County of Winnebago, unless unique circumstances cause a waiver to be granted by the County Administrator.

E. Secondary Employment

All employees shall notify their immediate supervisor of their intent to obtain secondary employment. Such notification shall include the name of the potential employer and the position involved. The employee shall be notified in writing within two (2) days by the Department Head of any request to the State's Attorney's office for an opinion as to the existence of a conflict of interest with County employment. If a conflict is found, the State's Attorney shall promptly notify both parties of the opinion and the Employer(s) may thereafter restrict or prohibit such secondary employment.