

REVISED
**OPERATIONS & ADMINISTRATIVE
COMMITTEE AGENDA**

Called by: Paul Arena, Chairman

Members: John Butitta, Valerie

Hanserd, Joe Hoffman, Keith McDonald

Michael Thompson, Christina Valdez

DATE: THURSDAY, SEPTEMBER 18, 2025

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 – August 28, 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 Replacement of 3rd Floor Air Handler at Adult Probation Building Using CIP 2026 Funds

Cost: \$98,230

F. Resolution Awarding Repairs to the Outdoor Warning Sirens County-Wide Using CIP 2026 Funds

Cost: \$129,143

G. Discussion: Code Enforcement

H. Discussion: Public Safety Building Roof Replacement

I. Future Agenda Items

J. Adjournment

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

Thursday, August 28, 2025
5:30 PM

Present:

Keith McDonald, Chairperson (arrived at 5:31 p.m.)
Valerie Hanserd, Vice Chairperson
Paul Arena
John Butitta
Joe Hoffman
Michael Thompson
Christina Valdez

Others Present:

Patrick Thompson, County Administrator
Steve Schultz, Chief Financial Officer
Hope Edwards, Director, Purchasing (Staff Liaison)
Lafakeria Reuter, State's Attorney's Office
Chris Dornbush, Chief Operations Officer
Tom Jakeway, Court Administration
Shawn Franks, Facilities

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – August 7, 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 Professional Services to Pre-Qualified Vendors for Architects and Engineering Support
- F. Resolution Awarding Purchase of Two Adult Probation Vehicle Replacements Using CIP Funds
Cost: \$63,405
- G. Resolution Awarding Electricity Services
- H. Update on Raffle Ordinance
- I. Future Agenda Items
- J. Adjournment

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

Roll Call

Vice Chairperson Hanserd, yes; Mr. Arena, yes; Mr. Butitta, yes; Mr. Hoffman, yes; Mr. Thompson, yes; Ms. Valdez, yes.

A quorum is present.

Approval of Minutes – August 7, 2025

Motion: Vice Chairperson Hanserd made a motion to approve the minutes of August 7, 2025.

Second: Mr. Butitta.

Vice Chairperson Hanserd called for any discussion.

Vice Chairperson Hanserd called for a vote to approve the minutes.

The motion was passed by a unanimous voice vote.

Public Comment

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

Resolution Awarding Professional Services to Pre-Qualified Vendors for Architects and Engineering Support

Vice Chairperson Hanserd called for a motion.

Motion: Ms. Valdez. Second: Mr. Thompson.

Mr. Patrick Thompson summarized the details of the resolution.

Vice Chairperson Hanserd called for any questions or concerns.

Vice Chairperson Hanserd noted that Chairperson McDonald arrived at 5:31 p.m.

- Discussion followed concerning the resolution.

Vice Chairperson Hanserd 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 Two Adult Probation Vehicle Replacements Using CIP Funds

Cost: \$63,405

Motion: Vice Chairperson Hanserd. Second: Ms. Valdez.

Mr. Patrick Thompson reviewed the resolution.

Vice Chairperson Hanserd called for any questions or concerns.

- Discussion followed.

Vice Chairperson Hanserd called for a vote to approve the resolution.

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

Resolution Awarding Electricity Services

Motion: Vice Chairperson Hanserd. Second: Mr. Thompson.

Mr. Patrick Thompson reviewed the resolution. Ms. Edwards provided additional information.

Vice Chairperson Hanserd called for any questions or concerns.

- Discussion followed.

Vice Chairperson Hanserd called for a vote to approve the resolution.

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

Update on Raffle Ordinance

Mr. Dornbush provided an update on the Raffle ordinance.

Vice Chairperson Hanserd called for any questions.

Future Agenda Items

- Draft Noise Ordinance and County Ordinances.

Motion to Adjourn

Motion: Vice Chairperson Hanserd made a motion to adjourn the meeting.
Second: Mr. Thompson.
A unanimous voice vote passed the motion to adjourn.
The meeting was adjourned.

Respectfully submitted,

Nancy Bleile
Executive Assistant



Resolution Executive Summary

CIP Projects

Prepared By: Purchasing Department for Facilities
Committee Name: Operations and Administrative Committee
Committee Date: September 18, 2025
Board Date: September 25, 2025
Resolution Title: Resolution Awarding Replacement of 3rd Floor Air Handler at Adult Probation Using CIP 2026 Funds

Budget Information

Budgeted? YES	Amount Budgeted? \$120,000	CIP 2026
If not, originally budgeted, explain the funding source? N/A		
If CIP funded, original Board approved amount? \$120,000		
Over or Under approved amount? UNDER By: \$21,770		
ORG/OBJ/Project Codes: 82200-46320-C2602 Descriptor: CIP 2026		
Budget Impact? \$98,230		

Background Information: The 3rd floor Air handler at the Adult Probation Building is a Rheem unit with a Trane condensing unit. These units, combined, provide all the cooling needs and some of the heating for the 3rd floor of Adult Probation. The air handler on the 3rd floor was manufactured in October of 1987 and condensing unit from February 1999. The estimated life span of a Rheem air handler is 10-15 years. The unit is no longer warrantied due its almost 40 years of age and it is at the end of useful life.

Purchasing issued IFB#25B-2429, and opened August 28, 2025, which yielded five (5) bids with the lowest bid received from LM Sheet Metal Inc. of Loves Park \$98,230 per the attached Bid Tab (see Resolution Exhibit A).

The Invitation for Bid was emailed to 43 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 representatives from six (6) vendors, and yielded five (5) Bids.

Recommended By: Shawn Franks, Facilities

Follow-Up Steps: Purchasing Department will issue Purchase Order to LM Sheet Metal Inc. of Loves Park in the amount of \$98,230.

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

Sponsored by: Paul Arena

Submitted by: Operations and Administrative Committee

2025 CR

**RESOLUTION AWARDING REPLACEMENT OF 3RD FLOOR AIR HANDLER AT ADULT PROBATION USING CIP
2026**

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 Air Handler is in need of replacement; and,

WHEREAS, the County went out for Bid #25B-2429 3rd Floor Air Handler Replacement Winnebago County Adult Probation 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 Sheet Metal Inc.
6727 Elm Avenue
Loves Park, IL 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, on behalf of the County of Winnebago, in the amount of \$98,230 to LM Sheet Metal Inc., 6727 Elm Avenue, 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, County Board Office and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

PAUL ARENA, CHAIR

PAUL AREA, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

KEITH McDONALD

KEITH McDONALD

MICHAEL THOMPSON

MICHAEL THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

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

25B-2429 3RD FLOOR AIR HANDLER REPLACEMENT ADULT PROBATION

BID OPENING - AUGUST 28, 2025 AT 11:00 AM

VENDOR NAME	HARTWIG MECHANICAL HARVARD IL	COMPLETE MECHANICAL SOLUTIONS** MACHESNEY PARK IL	LM SHEET METAL INC LOVES PARK IL	CERONI PIPING COMPANY CHERRY VALLEY IL	MILLER ENGINEERING CO ROCKFORD IL
PRICE FOR PARTS	\$52,330	\$66,489	\$43,370	\$85,465	\$60,400
PRICE FOR LABOR	\$61,170	\$36,014	\$54,860	\$36,735	\$40,300
TOTAL PRICE	\$113,500	\$102,503	\$98,230	\$122,200	\$100,700
LEAD DAYS FOR MATERIAL	12 WEEKS	15 DAYS	42 DAYS	14 DAYS	6 WEEKS
NUMBER OF DAYS TO COMPLETE WORK	14 DAYS	10 DAYS	14 DAYS	14 DAYS	15 DAYS

****DID NOT ACKNOWLEDGE**

ADDENDUM ONE

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



Resolution Executive Summary

CIP Projects

Prepared By: Purchasing Department for Facilities
Committee Name: Operations and Administrative Committee
Committee Date: September 18, 2025
Board Date: September 25, 2025
Resolution Title: Resolution Awarding Repairs to the Outdoor Warning Sirens County-Wide Using CIP 2026 Funds

Budget Information

Budgeted? YES	Amount Budgeted? \$500,000	CIP 2026
If not, originally budgeted, explain the funding source? N/A		
If CIP funded, original Board approved amount? \$500,000		
Over or Under approved amount? N/A By:		
ORG/OBJ/Project Codes: 82200-46430-C2601 Descriptor: CIP 2026		
Budget Impact? \$129,143		

Background Information: The county is continuing to work through necessary outdoor warning siren repairs. The Winnebago County Sheriff's Department and ESDA have determined we are ready to initiate phase two of the battery repairs. Phase Two encompasses replacing 33 batteries which also provides additional diagnostic testing for each siren location. (See Resolution A)

As you'll recall, the siren equipment is proprietary. However, we were still able to obtain the three quotes. American Signal Corporation (ASC) presented the lowest offer to repair and maintain the sirens. ASC based in Milwaukee, Wisconsin initially installed the sirens and has provided maintenance on the system since 2009.

Following the completion of Phase Two, the county will be determining next steps for the long-term repair and maintenance strategy that is why we have allocated additional funding to support additional maintenance needs as a part of the repair strategy.

Recommended By: Sheriff Gary Caruana and Slade Berry ESDA Coordinator

Follow-Up Steps: Purchasing will prepare the Purchase Order to American Signal Corporation in the amount of \$129,143.

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

Sponsored by: Paul Arena

Submitted by: Operations and Administrative Committee

2025 CR

RESOLUTION AWARDING REPAIRS TO THE OUTDOOR WARNING SIRENS COUNTY-WIDE
USING CIP 2026 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 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 Outdoor Emergency Warning Sirens are in need of repair this request includes phase two of the battery replacements as a CIP 2026 item; and,

WHEREAS, the County went out for quotes and pricing on a repair and replacement plan as well as long-term maintenance support; 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:

AMERICAN SIGNAL CORPORATION - MASS NOTIFICATION SOLUTIONS
8600 W. BRADLEY ROAD
MILWAUKEE, WI 53224

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, in the amount of \$129,143 to ASC – Mass Notification Solutions 8600 West Bradley Road Milwaukee, WI 53224.

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 Sherriff, ESDA Coordinator, Director of Purchasing, Finance Director, Facilities Director, County Board Office and County Auditor.

Respectfully Submitted,
OPERATIONS AND ADMINISTRATIVE COMMITTEE

AGREE

DISAGREE

PAUL ARENA, CHAIR

PAUL ARENA, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

JOHN BUTITTA

JOHN BUTITTA

JOE HOFFMAN

JOE HOFFMAN

KEITH McDONALD

KEITH McDONALD

MICHAEL THOMPSON

MICHAEL THOMPSON

CHRISTINA VALDEZ

CHRISTINA VALDEZ

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

QUOTE TAB 25NB-2440 OUTDOOR WARNING SIRENS - PHASE TWO REPAIRS			
	American Signal Corporation (ASC) Milwaukee, WI	ANS Services, LLC Swedesboro, NJ	Sheboygan Warning Systems Sheboygan, WI
Outdoor Warning Siren Repairs - Phase Two	\$ 129,143	\$ 141,102	\$ 135,590
Total	\$ 129,143	\$ 141,102	\$ 135,590



8600 W. Bradley Road,
Milwaukee, WI 53224
Tel: (800) 243-2911
Tel: +1 414 358-8000
Fax: +1 414 358-8008
Web: www.americansignal.com

Sales Person: Justin Raff
Quote #: 250909JR
Date: 9/8/2025

Project: Maintenance Plan
Company: Winnebago County
Address: 650 W State St

City, State, ZIP: Rockford IL 61102
Country: USA
Contact Name: Hope Edwards
Title: Purchasing
E-Mail: hedwards@purchasing.wincoil.gov
Telephone: 815-319-4386
Mobile:
Other:

Second year Preventative and Corrective Maintenance on the remainder of system with battery and charger replacement

Item	Qty.	Model	American Signal Equipment	Unit	Extended Price
1					
2	1	HR-70	High Reach Bucket truck	\$ 2,926.00	\$ 2,926.00
3	33	COM BAT	Rtu Communication Batteries 12Vdc 7.5Ah	\$ 82.50	\$ 2,722.50
4	23	086-0044 BATT-3M	Group 29 Deep Cycle Marine Battery Set of (6)	\$ 1,700.00	\$ 39,100.00
5	10	086-0040 BATT-1M	Group 24 Deep Cycle Marine Battery Set of (4)	\$ 1,010.00	\$ 10,100.00
6	23	CHG 72V DC	Meanwell NPB-450-72	\$ 785.00	\$ 18,055.00
7	10	083-0792	Meanwell charger upgrade for each T128	\$ 750.00	\$ 7,500.00
8	1	Labor	Per site Cost to perform replacement of all batteries and chargers on remaining 33 units	\$ 48,295.00	\$ 48,295.00
9	23	DC-DC converter	DC to DC converter	\$ 575.00	\$ 13,225.00
10			If issues above and beyond this scope are found, additional charges may be required during return trips		
11			One time Discount to get system back into Spec		\$ (12,780.28)
12			Shipping		
13			EXW:8600 W. Bradley Road, Milwaukee Wisconsin 53224		N/A
14			Standard ASC Warranty Applies to Order		\$ 129,143.22
15			Taxes - Not Included		
16			Project Totals - US Funds		\$ 129,143.22

Domestic Payment Terms:

All prices are in USD and Equipment Accounts are 25% due at time of order. (Engineering, Mobilization & Acquisition), 75% due Net 30 days upon shipment of equipment. If project is turn key installation contract 25% Down payment with 65% Net 30 days upon shipment of equipment to customer designated location or installers site with a 10% retainage. Net 10 days upon final start up and test of system. Payments tendered by Credit Card will be subject to a 4% processing Fee. Payment terms are subject to credit approval.

Validity: This quotation is valid for 30 days from date of issuance.

Shipping Terms: EXW Factory, 8600 W. Bradley Road, Milwaukee Wisconsin 53224 in accordance with Incoterms® 2010.

Installation services: If installation services are provided in contract, all change orders will be authorized in writing before work is performed outside of the scope of the contract. If during installation of a system we encounter rock that cannot be removed by standard drill and pier methods, all work will stop and the customer will be notified of the situation before work resumes. Special equipment required to penetrate the rock or other site conditions as well as relocation of the site/pole will continue on a cost plus basis once authorized in writing by the customer.

These are standard ASC Terms and Conditions and are not reflective of negotiated or proposed contract language under invitations to bid or final requests for proposals. All international orders require a full wire transfer of funds to our bank in Milwaukee, WI.

Discussion: Code Enforcement

Discussion: Public Safety Building Roof Replacement