

OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

Called by: Paul Arena, Chairman

Members: John Butitta, Valerie Hanserd,

Joe Hoffman, Michael Thompson

Ray Thompson, Christina Valdez

DATE: THURSDAY, MAY 7, 2026

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 – April 2, 2026

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, first-served basis, with sign-up at the meeting. Speakers may not address zoning matters that are pending before the ZBA, the Zoning Committee, or the County Board. Personnel matters, 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. Ordinance Amending Chapter 62, Article VI, Division 3 [Leaves of Absence] of the Winnebago County Code of Ordinances

F. Resolution Awarding Purchase of Ford Expedition for Coroner's Office Using Fee Funds Cost: \$81,038

G. Discussion - Winnebago County Animal Services

H. Discussion - Public Safety Building Update from Huffman Keel

I. Other Matters

J. Future Agenda Items

K. Adjournment

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

Thursday, April 2, 2026
5:30 PM

Present:

Paul Arena, **Chairperson**
Valerie Hanserd, **Vice Chairperson**
Joe Hoffman
Ray Thompson
Christina Valdez (via Zoom)

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
Ashlynn Fernandes, WCSO

Absent:

John Butitta
Michael Thompson

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes –March 19, 2026
- 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. Public Hearing – Rural Transit FY2027
- F. Resolution Awarding Purchase of Network and Infrastructure Equipment for Public Safety Building Using Owner-Direct Funds
Cost: \$140,915
- G. Resolution Awarding Purchase of an Asset Tracker Weapon Locker Storage System for the Winnebago County Sheriff's Office Using CIP 2026 Funds
Cost: \$57,077
- H. Resolution Declaring Vacancy in Winnebago County Board District 6
- I. Other Matters
- J. Future Agenda Items
- K. Adjournment

Chairperson Arena called the meeting to order at 5:40 PM.

Roll Call

Chairperson Arena, yes; Ms. Hanserd, yes; Mr. Hoffman, yes; Mr. Thompson, yes.

A quorum is present.

Chairperson Arena called for a motion to include board member Ms. Valdez in the committee meeting via Zoom.

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

Chairperson Arena called for a vote to include Ms. Valdez in the meeting.

The motion was passed by a unanimous voice vote.

Ms. Valdez was welcomed to the meeting.

Approval of Minutes – March 19, 2026

Chairperson Arena called for a motion to approve the minutes of March 19, 2026.

Motion: Ms. Hanserd. Second: Mr. Hoffman.

Chairperson Arena called for any discussion.

Chairperson Arena called for a vote to approve the minutes.

The motion was passed by a unanimous voice vote.

Public Comment

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

Public Hearing – Rural Transit FY2027

Chairperson Arena stated that a public hearing is being held for the purpose of a Financial Grant from the State of Illinois, Downstate Area Programs, Rural Transportation Section 5311 and 5311(f) Grants for the State of Illinois FY2027, and read the rest of the notice. Public notice was given greater than 10 days before the scheduled hearing on April 2, 2026. Chairperson Arena asked for questions or comments from the public. Seeing none, he then asked for questions or comments from the Operations & Administrative Committee members or other County Board members. Seeing none, the hearing was closed.

Resolution Awarding Purchase of Network and Infrastructure Equipment for Public Safety Building Using Owner-Direct Funds

Cost: \$140,915

Motion: Chairperson Arena. Second: Ms. Hanserd.

Mr. Patrick Thompson shared information on the resolution.

Chairperson Arena called for any questions or comments.

- A discussion followed.

Chairperson Arena called for any other questions.

Chairperson Arena 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 an Asset Tracker Weapon Locker Storage System for the Winnebago County Sheriff's Office Using CIP 2026 Funds

Cost: \$57,077

Motion: Chairperson Arena. Second: Mr. Thompson.

Mr. Patrick Thompson reviewed the resolution and called for any questions or comments.

- A discussion followed.

Chairperson Arena called for a vote to approve the resolution.

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

Resolution Declaring Vacancy in Winnebago County Board District 6

Motion: Chairperson Arena. Second: Ms. Hanserd.

Mr. Patrick Thompson provided an explanation for the resolution.

Chairperson Arena called for any discussion.

Chairperson Arena called for a vote to approve the resolution.

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

Other Matters

- No other matters reported.

Future Agenda Items

- Mr. Thompson asked for additional information regarding Item F.
Additional information was provided by Ms. Edwards.

Motion to Adjourn

Chairperson Arena called for a motion to adjourn the meeting.

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

A unanimous voice vote passed the motion to adjourn.

The meeting was adjourned.

Respectfully submitted,

Nancy Bleile
Executive Assistant



Ordinance Executive Summary

Prepared By: Debbie Crozer, Human Resources Department
Committee: Operations and Administrative Committee
Committee Date: May 7, 2026
Ordinance Title: Ordinance Amending Chapter 62, Article VI, Division 3 [Leaves of Absence] of the Winnebago County Code of Ordinances
County Code: Chapter 62, Article VI, Division 3
Board Meeting Date: May 14 , 2026

Budget Information

Was item budgeted? N/A	Approximate Appropriation Amount: N/A
If not, explain funding source:	
ORG/OBJ/Project Code: N/A	Budget Impact: N/A

Background Information: The attached ordinance is amending Winnebago County's Leaves of Absence policy to comply with changes in State and Federal law.

Recommendation: Human Resources Department recommends approval

Contract/Agreement: N/A

Legal Review: Legal review conducted by State's Attorney's Office

Follow-Up: Staff will work directly with the State's Attorney's Office to implement and follow ordinance amendments.

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

Sponsored by: Paul Arena
Submitted by: Operations and Administrative Committee

2026 CO

**ORDINANCE AMENDING CHAPTER 62, ARTICLE VI, DIVISION 3 (LEAVES OF
ABSENCE) OF THE WINNEBAGO COUNTY CODE OF ORDINANCES**

WHEREAS, the County Board of the County of Winnebago, Illinois, desires to amend its Leaves of Absence Policy, as currently contained in Chapter 62, Article VI, Division 3 of the Winnebago County Code of Ordinances, to comply with changes in State and Federal law; and

WHEREAS, the Winnebago County Board deems it necessary and appropriate to amend Chapter 62, Article VI, Division 3 (Leaves of Absence) 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 VI, Division 3 of the Winnebago County Code of Ordinances, is hereby amended as set forth in Exhibit A, which is attached to this Ordinance.

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

Paul Arena, Chair

Paul Arena, Chair

Valerie Hanserd, Vice Chair

Valerie Hanserd, Vice Chair

John Butitta

John Butitta

Joe Hoffman

Joe Hoffman

Michael Thompson

Michael Thompson

Ray Thompson

Ray Thompson

Christina Valdez


Christina Valdez

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this ____ day of _____, 2026.

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

Description:	LEAVES OF ABSENCE POLICY	Policy Number: 62-176--- 62-180
 <p style="text-align: center;">WINNEBAGO COUNTY</p>	Revision Date:	/2026
	Issue Date:	6/26/08
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Section 62-176 General Policy

Winnebago County will provide leaves of absence to its employees in accordance with state and federal law, applicable collective bargaining agreements, and as set forth below. Employees are encouraged to use these benefits, but should be aware that eligibility for leaves of absence may be affected by a failure to follow the policies below in requesting or verifying the need for a leave. An absence that does not qualify or is not approved as leave under one of the policies below will be treated as an attendance issue under other absenteeism and/or attendance policies. While employees are encouraged to use benefits, the abuse or misuse of benefits will result in disciplinary action, including, in appropriate cases, termination of employment.


Leave may be available to eligible employees in one of three categories:

- (1) Family and Medical Leave Act qualified
- (2) Discretionary leaves of absence
- (3) Other leaves of absence.

Please consult the policies below or the Human Resources Department or Department Designee with questions regarding availability of and eligibility for leave. Generally, the only benefit that will be continued during an FMLA-qualified leave or a discretionary leave is participation in the County’s group health plan. Employees who continue group health plan benefits during a leave of absence will be responsible for payment of employee contributions to health plan costs or risk losing coverage as more fully explained below.

To the extent that any description of benefits in this policy conflicts with an applicable collective bargaining agreement, the collective bargaining agreement will govern.

Nothing in this policy is intended to alter the at-will status of any non-bargaining unit employee, and this policy should not be construed as a contract or promise of continued employment. This policy is intended to be a guideline only and is not intended to be all-inclusive or all-exclusive because it is not possible to address all factual scenarios. Common sense will dictate. No one other than the County Board is authorized to modify, revoke, or change the policies outlined herein. Discretionary policies may be modified or revoked by the County Board at any time with or without notice.

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Section 62-177 Family and Medical Leave Act (Injured Service Member Act)

Eligible employees may be granted up to twelve (12) weeks of Family and Medical Leave during any 12-month period, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to twenty-six (26) weeks of leave in any 12-month period in compliance with the expansion for Injured Service member Act of 2007. This leave shall be unpaid and Winnebago County will require any employee taking leave under this policy to use all accrued and unused vacation, sick time, and personal time in conjunction with the FMLA qualified unpaid leave. This includes employees absent from work due to a work-related injury or illness within the meaning of the Illinois Workers' Compensation Act.


(a) Eligibility

Generally, employees of Winnebago County who have been employed for at least twelve (12) months (which may include part time and temporary service and may not have to be consecutive employment); **and** have worked at least 1,250 hours (which does not include paid time off, *i.e.*, vacation, sick pay, *etc.*) in the twelve (12) month period preceding the request.

(b) Qualifying Events.

Eligible employees may request FMLA leave for one or more of the following reasons:

- a. The birth or adoption of a child of or by the employee;
- b. To care for a spouse, child, or parent of the employee with a serious health condition;
- c. A serious health condition of the employee (including work related injuries/illnesses); or
- d. Under the Injured Service Member Act, to care for an injured or ill service member. This law allows an eligible employee to take up to 26 weeks during a single 12-month period to care for a spouse, child, parent or next-of-kin who is injured or recovering from an injury suffered while on active military duty and who is unable to perform his or her military duties.
- e.

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(c) Definitions:

For purposes of leave under this policy the following terms shall be defined as follows:


Spouse: Spouse shall mean only those domiciled with and legally recognized under Illinois law as married;

Child: Child shall mean the natural or adopted minor child, a minor for who the employee is the legal guardian or a minor child with who the employee is *in loco parentis*. This does not include children of the employee for who the employee does not actually provide care and/or support. In the case of adult children, leave will be allowed only if the adult child is suffering from a disability, that he or she is not capable of caring for him or herself and with who the employee requesting leave is *in loco parentis*; and

Serious Health Condition: A serious health condition means an illness, injury, impairment, or physical or mental condition which is being treated by a licensed health care provider, such as a medical doctor, on a continuing basis or which requires inpatient care such as hospitalization.

(d) Duration of FMLA Leave.

An eligible employee can take up to twelve (12) weeks (or up to twenty-six (26) weeks of leave to care for an injured or ill service member) under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee first uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last **twelve** (12) months and subtract it from the 12 weeks (or up to **twenty-six** (26) weeks of leave to care for an injured or ill service member) of available leave, with the balance remaining being the amount the employee is entitled to take at that time. The twelve (12) weeks granted under this policy does not expand nor is it in addition to leave provided under **certain other forms of leave**.~~the state Victims Economic Security and Safety Act.~~ (See below in Section 3, Other Leaves of Absence.) If spouses are both employees of the County, and both want to take leave for the same event, such as the birth of a child, or due to the serious health condition of one,

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they will only be allowed a total combined **twelve** (12) weeks, to be divided between them as requested. In the case of the spouses requesting time to care for the same service member under Injured Service Members Act, the combined leave total will be limited to **twenty-six** (26) weeks.

Leave does not have to be taken concurrently and in some cases will be allowed “intermittently or on a reduced leave schedule.” For example, an employee may be allowed to be absent **four** (4) hours, twice a week, in order to undergo dialysis. In no case will FMLA qualified leave exceed **twelve** (12) work weeks (or **twenty-six** (26) weeks of leave to care for an injured or ill service member) over a 12-month rolling leave period.

(e) Limitations on FMLA Leave.


This policy is intended to provide information to employees and is not intended to be comprehensive. Every situation will be addressed based on the needs of the employee as well as the operational, administrative and personnel needs of the County. The Family **and** Medical Leave Act and the regulations of the U.S. Department of Labor may be consulted to address questions and situations not covered by this policy.

Intermittent and reduced schedule leave will be scheduled with minimal disruption to an employee’s job. In exercising rights under this policy, employees are expected to cooperate by, for example, scheduling appointments during scheduled time off or outside of working hours.

(f) Utilizing FMLA Leave.

It is each employee’s responsibility to give the County notice of the need for leave. In cases where the need for leave is foreseeable, such as “bonding leave” requested for the birth or adoption of a child, employees will be expected to provide notice at least thirty (30) days in advance. In every case, notice of the need for FMLA qualified leave should be provided as soon as is possible.


In a case where an employee fails to provide **thirty** (30) days’ notice of the need for leave in a foreseeable situation and no reasonable explanation can be provided for the failure or delay to provide notice, the County may require delay of the

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beginning of leave for up to **thirty** (30) days from the date notice is given in order to meet the operational and administrative needs of the County.

In a situation where an employee is absent and the County believes the reason for the absence may be due to an FMLA qualified event, the County will designate the leave as qualified and provide the employee with a written designation and verification form. The employee is responsible for completion and return of the verification form within **fifteen** (15) days of receipt. If the reason for leave involves treatment by a health care provider, that provider must complete the verification form or provide written verification of the health condition being treated, the reasons for leave, restrictions, limitations and/or accommodation requested, and expected return date. The failure to return the fully completed verification form may result in the leave not being qualified as FMLA protected in which case the leave will be treated as an absence under other applicable absenteeism and/or attendance policies. The submission of false or fraudulent information under this policy may result in discipline up to and including termination. Any information provided to the Human Resources Department or its designees under this policy under will be maintained confidentially and in accordance with the **Americans with Disabilities Act of 1990 (ADA)** and **the Health Insurance Portability and Accountability Act (HIPAA)** guidelines.

An employee who fails to return to work and does not contact the Human Resources Department or Department Designee at the expiration of an FMLA qualified leave will be assumed to have voluntarily abandoned his or her position with the County. Upon return from an FMLA qualified leave of absence, the employee will be returned to the same position held prior to the leave or to an equivalent position with equivalent pay, benefits, seniority. Employees returning from an FMLA qualified leave taken due to a serious health condition will be required to provide verification from a health care provider of fitness for work, restrictions and/or accommodations needed. The County may, at its expense, require a returning employee to undergo an independent medical examination in order to determine fitness for work, restrictions and/or accommodations needed. An employee must be otherwise entitled to reinstatement in order to be returned to employment at the end of an FMLA qualified leave.


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Section 62-178 Discretionary Leaves of Absence

Employees who are not eligible for FMLA-qualified leave or have exhausted FMLA-qualified leave, who are not absent due to a work-related injury or illness, and are unable to report/return to work may make a written request to the Human Resources Department or its designees for a discretionary leave of absence. The employee making the request should outline the reason for and expected duration of the leave. The Human Resources Department or its designees will forward the request to the Department Head with recommendations on whether the request should be granted. The Department Head shall have the right of final approval of a request under this policy. The County may request documentation and/or verification of the reason for any request under this leave. The failure to provide verifiable documentation or verification under this policy may result in the leave being treated as an absence under other applicable absenteeism and/or attendance policies. The submission of false or fraudulent information under this policy may result in discipline up to and including termination. Information provided to the Human Resources Department or its designees under this policy shall be maintained confidentially and in accordance with ADA and HIPAA guidelines.

Unpaid discretionary leaves of absence will not be granted unless/until all accrued and unused paid time off (except that sick pay will be used only if leave is for an applicable reason under the sick pay policy) is used and exhausted. During a period of unpaid leave under this policy, no benefits will accrue. Group health plan benefits will be continued on the same terms and conditions as existed at the beginning of the leave period, as noted in the health insurance section below.

Leave granted under this policy will be entirely at the discretion of Winnebago County, except that the request may not be arbitrarily or capriciously denied. In considering requests under this policy, Winnebago County will consider such factors as the requesting employee’s tenure and work record, the nature of the position held as well as the administrative, personnel and operational needs of the County. No leave granted under this policy will be greater than twelve (12) weeks in duration. An employee who has been off of work in excess of twelve (12) months may be terminated. Prior to the expiration of a leave granted under this policy, it is the employee’s responsibility to request an extension if an extension is desired. An employee returning to work from a discretionary leave taken for medical or health reasons must provide a written verification from a health care provider of his or her fitness for work, restrictions and/or accommodations needed. In such a case, the County

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may, at its expense, require a returning employee to undergo a medical examination to determine fitness for work, restrictions and/or accommodations needed.

Although it will endeavor to return an employee to the position held at the time leave commenced under this policy, the County does not and cannot guarantee that an employee granted leave pursuant to this policy will be returned to the same position or a substantially similar position. If an employee is returned to a different position than that held when the leave commenced, it will be at the level of pay, benefits and seniority incumbent with the position offered.

Section 62-179 Other Leaves of Absence

(a) Military Leave

(1) Employees who are called to active duty in any component, regular, reserve or National Guard, of the U.S. Armed Services (the Air Force, Army, Coast Guard, Marine Corps and Navy) will be granted an unpaid leave of absence not to exceed five (5) years for that period of active duty. An employee returning to employment following a period of active duty shall be treated by Winnebago County as though he/she had been continuously employed in terms of seniority, pay, benefits, promotions, *etc.* Employees are expected, to the extent possible, to provide Winnebago County with a copy of orders or other notice of a period of active duty. Additionally, employees must notify the Winnebago County Human Resources Department or its designee, of their intent to return to work within **ninety** (90) days of the end of a period of active duty or will be considered to have voluntarily resigned their positions.

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(2) Pursuant to the terms of the Illinois Military Leave of Absence Act and as public employees, employees shall continue to receive their compensation during leaves for annual training. In the event of a leave for specialized or advance training or basic training of up to sixty (60) days, employees will be paid the difference between their military pay and their pay as public employees if the military pay is less than regular pay, based on a scheduled work week without overtime. After sixty (60) days, the differential pay shall cease and further leave shall be unpaid. Employees activated for service shall continue to be paid the difference between their military pay and their pay as public employees if the military pay is less than regular pay, without overtime. (See 5 ILCS 325/0.01 *et seq.*).

(3) Eligible employees may be granted up to forty (40) hours of paid leave annually (a maximum eight (8) hours per month) to serve on a military funeral honors detail. Eligible employees must have twelve (12) months of service, and have worked 1,250 hours in the previous 12-month period.

The definition of "Funeral honors detail" under the Military Leave of Absence Act means an honor guard detail provided for the funeral of any veteran in compliance with 10 U.S.C. 1491 and any associated federal regulations. A "funeral honors detail" consists of at least two (2) members of the U.S. Armed Forces, one of whom is from the deceased veteran's service branch, with the remainder of the detail consisting of members of the armed forces, whether retired or not, or members of an authorized provider. The funeral honors detail performs at the funeral a ceremony that includes the folding of a United States flag and presentation of the flag to the veteran's family and the playing of "Taps".


An employee qualifies for this paid leave for funeral honors detail if the employee is: trained to participate in a funeral honors detail at the funeral of a veteran; AND is either (A) a retired or active member of the armed forces of the United States or a member of a reserve component of the armed forces of the United States, including the Illinois National Guard; or (B) an authorized provider, or a registered member of a nonprofit or other organization that is an authorized provider, including a member of a veterans service organization.

(b) Victims Economic Security and Safety Act (VESSA Leave)

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1. Employees of Winnebago County who are victims of domestic violence, sexual violence, gender violence or any other crime of violence or whose family or household members are victims of such violence may request up to twelve (12) work weeks of unpaid leave per twelve (12)-month rolling time period which begins with the first day of leave, for one or more of the following reasons:
 - i. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence to the employee or the employee's family or household member;
 - ii. obtaining services from a victim services organization for the employee or the employee's family or household member;
 - iii. obtaining psychological or other counseling for the employee or the employee's family or household member;
 - iv. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic violence, sexual violence, gender violence, or any other crime of violence or ensure economic security;
 - v. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from domestic violence, sexual violence, gender violence, or any other crime of violence; or
 - vi. taking up to ten (10) days leave to attend the funeral of a family or household member who is killed in a crime of violence; to make arrangements necessitated by the death, or to grieve the death. This leave must be completed within sixty (60) days after the employee receives notice of the death. (For this subsection vi, *See Bereavement Leave policy*).

2. An employee shall provide their department head or immediate supervisor with at least forty-eight (48) hours' advance notice of the employee's intention to take VESSA leave, unless providing such notice is not reasonable and practicable. The County may require that employees seeking leave under

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this policy submit a sworn statement certifying that the leave is for one of the reasons cited by law (including any other documentation). The County will act to reasonably accommodate employees under this policy where requested.

3. VESSA leave may be taken consecutively in a block of time, on an intermittent basis, or in the form of a reduced work schedule.
4. The twelve (12) work weeks granted under this policy does not expand nor is it in addition to leave provided under the federal Family and Medical Leave Act. An employee who is entitled to take paid or unpaid leave (including family, medical, sick, vacation personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such unpaid leave for an equivalent period of paid leave provided under this policy. The County cannot require the employee to substitute available paid or unpaid leave for leave provided under this policy. (*See 820 ILCS 180/1 et seq.*).

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(c) Bereavement Leave.

I. POLICY

Winnebago County recognized that employees experience the loss of family members that may affect their ability to perform their work duties, such that the County had established a bereavement policy to afford employees the necessary time to cope with these losses.

II. SCOPE


This policy applies to every eligible employee of Winnebago County. Provided, however, that if there are bereavement-leave provisions contained in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

III. GENERAL PROVISIONS

- a) Family Bereavement Leave. All eligible employees shall be entitled to use a maximum of ten (10) days of unpaid family bereavement leave to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, or, grieve the death of the covered family member. To be eligible for family bereavement leave, employees must have been employed for twelve (12) months and worked a minimum of 1,250 hours in the previous twelve (12) months. In the event of the death of more than one covered family member in a twelve (12) month period, an employee is entitled to up to a total of six (6) weeks of unpaid family bereavement leave during the twelve (12) month period.

1. For purposes of family bereavement leave, “covered family member” means:

- i. an employee’s child (son or daughter) who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child with whom the employee stands in loco parentis;

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- ii. an employee’s spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent; or
- iii. an employee’s domestic partner, if the domestic partnership or civil union is recognized under the law of a state or political subdivision of a state or, even if not so recognized by law, an unmarried adult person who is in a committed, personal relationship with the employee and who is designated to the County by the employee as that employee’s domestic partner.

2. All employees shall be entitled to use a maximum of ten (10) work days of unpaid family bereavement leave due to:

- i. A miscarriage;
- ii. An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, meaning a method of achieving a pregnancy through an artificial insemination or an embryo transfer, including gamete and embryo donation, but which does not include a pregnancy achieved through sexual intercourse;
- iii. A failed adoption match or an adoption that is not finalized because it is contested by another party;
- iv. A failed surrogacy agreement;
- v. A diagnosis that negatively impacts pregnancy or fertility; or
- vi. A stillbirth.

b) Child Extended Bereavement Leave. Full-time employees who have worked of two (2) weeks are entitled to child extended bereavement leave. Eligible employees are entitled to up to twelve (12) weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide. For purposes of this subsection, the term “child” shall have the same definition as provided in Section III(a)(1)(i).


- 1. Child extended bereavement leave may be taken in a single continuous period or intermittently in increments of no less than four (4) hours, but leave must be completed within one (1) year after the employee notifies their direct supervisor or immediate supervisor of the loss.
- 2. An employee shall provide their direct supervisor or immediate supervisor with at least forty-eight (48) hours’ advance notice of the employee’s

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- intention to take child extended bereavement leave, unless providing such notice is not reasonable and practicable.
3. Upon request, the employee shall provide their department head or immediate supervisor with reasonable documentation supporting the use of leave.
 - i. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. Documentation must include cause of death.
 4. In no event shall an employee have a right to take unpaid child extended bereavement leave in excess of the unpaid child extended bereavement leave set forth in this policy; nor shall the unpaid leave set forth herein be in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993 (FMLA) and the Family Bereavement Leave Act.

IV. REQUIREMENTS AND LIMITATIONS ON SCOPE

- a) Family bereavement leave under Section III (a) of this policy must be completed within sixty (60) days after the date on which the employee receives notice of the death of the covered family member.
- b) Family bereavement leave under Section III (a)(2) of this policy must be completed within sixty (60) days after the date on which an event listed in Section III (a)(2) occurs.
- c) An employee shall provide their department head or immediate supervisor with at least forty-eight (48) hours' advance notice of the employee's intention to take family bereavement leave, unless providing such notice is not reasonable and practicable.
- d) In no event shall an employee have a right to take unpaid family bereavement leave in excess of the unpaid family bereavement leave set forth in this policy; nor shall the unpaid leave set forth herein be in addition to the unpaid leave time permitted by FMLA and the Child Extended Bereavement Leave Act.

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V. RESERVATION OF RIGHT TO REQUEST DOCUMENTATION

The County reserves the right to require the employee to provide reasonable documentation in support of the employee’s request for family bereavement leave.


- a) For leave requested under Section III (a) of this policy, documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.
- b) For leave resulting from an event listed under Section III (a)(2) of this policy, reasonable documentation shall include a form, to be provided by the Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee’s spouse or domestic partner, or surrogate, for an event listed under Section III (a)(2), or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under Section III (a)(2), certifying that the employee or his or her spouse or domestic partner has experienced an event listed under Section III (a)(2), provided that the County may not require that the employee identify which category of event necessitated the leave.

VI. OPTION OF EMPLOYEE TO USE ACCRUED LEAVE

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, vacation personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute any period of such leave for an equivalent period of leave provided under Section III of this policy.

VII. THREE DAYS PAID BEREAVEMENT LEAVE

- a) Notwithstanding the foregoing provisions that are consistent with the Family Bereavement Leave Act and the Child Extended Bereavement Act, all employees shall be afforded up to three (3) paid consecutive scheduled work days for the purposes outlined in Section III.
- b) The three (3) consecutive scheduled work days of paid bereavement leave described in this subsection is not in addition to the maximum period of unpaid bereavement leave described in Section III, but rather, three (3) days

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of the maximum period of bereavement leave described in Section III, shall be paid leave, provided they are consecutive scheduled work days.


- c) Bereavement pay is calculated based on the base pay rate at the time of the absence for standard scheduled hours for each day of leave taken. This pay will not include any special forms of compensation, such as shift differential or weekend premium. Paid time off, pursuant to this subsection, will not be counted as hours worked for purposes of the calculation of overtime.

VIII. DEATH OF OTHER RELATIVES

In the event of the death of a relative who does not fall within the statutory definition of a covered family member under Section III, an employee may utilize accrued leave, or in the absence of any other eligible accrued leave, an employee may utilize two (2) days leave without pay, unless such absence would unduly interfere with the administrative, personnel or operational needs of the County.


(d) Jury Duty and Summonses.

Winnebago County will not aid or assist any employee in avoiding jury duty. If the administrative, personnel or operational needs of the County so require, it may assist an employee who receives a summons for jury duty in delaying service. Full-time employees who are called to jury duty will be compensated at their regular hourly rate for their standard scheduled hours for each day of service. Any compensation received from the court for jury service shall be surrendered to the Human Resources Department or its designees. Payment under this policy shall not exceed four weeks (160 hours). If required to serve longer than four (4) consecutive weeks, jury duty leave shall be unpaid and employees may keep compensation received from the court. Upon reaching unpaid time off under this section, all accrued benefits shall stop accruing and payment under this policy may not be used in conjunction with any other paid time off or leave. Employees who are summoned for deposition or other testimony in their capacity as employees or agents of Winnebago County must make their Department Heads aware of the receipt of any such summons or subpoena as soon as it is received or reasonably possible.

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Time incurred in responding to summonses and subpoenas shall constitute hours worked for purpose of the calculation of overtime and shall be paid at the employee's regular hourly rate.

Employees who are required to appear in court or give deposition for personal or non-work-related reasons may use a personal day, vacation day or request an unpaid absence. Granting time off to respond to a summons or subpoena will be at the discretion of the employee's Department Head. Employees required to personally appear as a defendant in a criminal matter shall be subject to discipline as provided for elsewhere in County policies.

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(e) Educational Leave.


A leave of absence for a period not to exceed one (1) year may be granted to an employee in order that the employee may attend a recognized college, university, trade or technical school, high or primary school, provided that the course of instruction is reasonably related to his/her employment for the potential benefit of Winnebago County. Leave granted under this policy shall be at the discretion of Winnebago County and shall not be paid. An employee granted a leave of absence under this policy shall not continue to accrue benefits or seniority during the period of the leave. Group health insurance benefits shall be continued under the same terms and conditions as existed prior to the beginning of the leave period as noted in the health insurance section below. No other leaves or paid time off may be used in conjunction with this section of the policy. Although Winnebago County will endeavor to return an employee taking leave under this policy to the same or a substantially similar position as that held before the leave began, it is not guaranteed.

An employee requesting a leave of absence under this policy must submit to his/her Department Head a written request including satisfactory evidence that the college, university or other school has accepted him/her as a student and, on the expiration of each semester or other school term, shall submit proof of attendance during such term. Leave granted under this policy may be extended for additional periods of up to one (1) year upon written request of the employee and submission of evidence to the Department Head of the successful completion of the course(s) of study for which the original leave was granted.

If an employee is attending training for the purpose of maintaining licensure or necessary certification for his/her employment with the County, unpaid time off and/or compensation will be provided in accordance with applicable wage and overtime laws and/or applicable collective bargaining agreement.

(f) Union Business.

Winnebago County employees who are members of a collective bargaining unit shall be provided with time off and compensation for the conduct of union business

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in accordance with the terms and conditions of an applicable collective bargaining agreement.

(g) School Visitation Rights.

Employees are expected to use vacation or personal days in order to attend parent/teacher conferences or other school related functions for their own children. If, however, an employee has expended all paid time off or is otherwise ineligible, Winnebago County will grant him/her up to four (4) hours of unpaid time off per year for attendance at school functions.


(h) Neonatal Intensive Care Unit Leave (NICU Leave).

Winnebago County will provide eligible employees up to twenty (20) days of unpaid NICU leave while a child of the employee is a patient in a neonatal intensive care Unit. An employee shall be entitled to NICU leave for up to twenty (20) days or the length of time the employee’s child was a patient in a neonatal intensive care unit, whichever is less. NICU leave is available to employees regardless of their length of service (i.e., part-time, full-time or temporary/seasonal status). The leave can be taken continuously or intermittently at the employee’s selection.

The definition of “child” under NICU Leave includes “a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.”

NICU leave is separate from and in addition to leave provided to eligible employees under the Family and Medical Leave Act (FMLA). Eligible employees must first exhaust their FMLA; if their child remains in the NICU after FMLA is exhausted, the employee is then entitled to use NICU leave. Winnebago County shall not require that an employee use any paid leave available to the employee for any reason instead of leave the employee is entitled to under this NICU Leave.

Winnebago County may require reasonable verification, such as certification from a medical provider confirming the length of the NICU stay. This reasonable verification shall exclude any confidential information protected by the Health

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Insurance Portability and Accountability Act of 1996 (HIPAA) or other privacy laws.

Eligible employees returning from this NICU Leave must be reinstated to their original or a substantially equivalent position with no loss of accrued or held benefits, including health insurance benefits.

(i) Nursing Mothers in the Workplace.

Winnebago County will provide employees who are nursing mothers with thirty (30) minutes of paid break time each time they need to express milk for her nursing infant child, for up to one (1) year after the child’s birth. The break time may run concurrently with any break time already provided to the employee.


(j) Blood and Organ Donation Leave.

Winnebago County will provide participating employees with paid leave for organ, bone marrow or blood donation. Employees may take up to ten (10) days of paid leave in a 12-month period for organ or bone marrow donation, and one (1) hour for every fifty-six (56) days for blood donation. This applies to both full-time and part-time employees. Employees may take up to two (2) hours or more, up to twenty-four (24) times in a 12-month period, for platelet donation.

The definition of “participating employee” under Blood and Organ Donation means a full-time or part-time employee who has been employed by an employer for a period of six (6) months or more and who donates blood or an organ. For a part-time employee taking leave under this section, Winnebago County shall calculate the daily average pay the part-time employee received during his or her previous two (2) months of employment and compensate the part-time employee in the amount of the daily average pay for the leave days used.

Winnebago County may require proof of the donation, and employees shall provide reasonable notice to their department head or immediate supervisor.

An employee may not be required to use accumulated sick or vacation leave time before being eligible for organ donor leave.

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Section 62-180 Applicable guidelines for all Leaves of Absence

(a) Concurrent Use of Other Paid Time Off During Leave

If an employee has accrued or is eligible for paid time off (*e.g.* vacation pay, sick pay, personal day pay, *etc.*) or other paid leave (disability or workers' compensation, *etc.*), provided that leave meets FMLA/leave requirements), the employee must use such paid benefits concurrently with FMLA leave to the extent that this does not conflict with IMRF disability benefits. The use of paid time off during a period of FMLA leave does not extend the twelve (12) or twenty-six (26) work-week leave period.


Accrual based benefits such as vacation and sick pay shall not accrue during any unpaid period of FMLA qualified, discretionary or educational leave.

(b) Health Insurance While on Leave

Winnebago County will continue qualified health insurance benefits for eligible and participating employees while on an FMLA qualified leave under the same terms and conditions as existed the day the leave began.

During a leave of absence, the employee is responsible for the payment of the employee portion of health insurance premiums. If an employee continues to receive pay as the result of the use of paid time off such as sick pay or vacation pay while on a qualified leave, the County will continue to deduct the employee portion of insurance premiums. In the event the employee is on an unpaid leave or on IMRF Disability and no longer receiving compensation through the payroll process, the County shall continue to make contributions toward the cost of the Group Health Insurance coverage for a period of ninety (90) calendar days and the employee shall pay the amount that is normally deducted per payroll period from his/her payroll check. At the end of the ninety (90) day period, the employee may continue his/her coverage by paying the full cost for coverage.

In the event that an employee is receiving Workers' Compensation Temporary Total Disability (TTD) payments pursuant to the Illinois Workers' Compensation Act, the employee shall be required to contribute his/her portion of the cost of the Group Health Insurance coverage for a period of twelve (12) months from the initial

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date of injury. Thereafter, the employee shall be responsible to pay the full cost of the Group Health Insurance premium.

A payment schedule will be set up at the commencement of a period of a leave of absence. The County will continue to make the employer contribution toward maintenance of coverage for the duration of an FMLA qualified leave, but the employee shall be responsible for reimbursement of the employee contribution during or upon return from leave. In all other cases, payment of the employee contribution shall be made in accordance with the payment schedule. Non-payment of employee contributions or payment that is more than thirty (30) days late, may result in termination and lapse of insurance coverage. Cancellation or lapse will be retroactive to the last day of coverage from the last payment of the employee contribution made by the employee. In the event of non-payment of employee contributions to coverage, the County may act to recover payments made by it in order to continue coverage.

Outstanding premium balances will disqualify otherwise eligible employees from future participation in the Group Health Insurance Program until such time as outstanding balances are resolved. Any event which causes coverage to lapse will necessitate re-enrollment in accordance with Summary Plan Documents. Once coverage has lapsed, payment of an outstanding premium balance does not constitute a qualifying event and does not automatically re-enroll or restore coverage.

(c) Returning from Leave

An employee on any leave of extended duration, *i.e.* more than two (2) weeks, is responsible for communicating with his or her Department Head regarding anticipated return. An employee who wishes to return to work earlier than originally anticipated must provide at least a five (5) business day notice of an earlier than anticipated return to the Human Resources Department or its Departmental designee. Where notice is not provided at least five days in advance, requests for early return will be granted in accordance with the business, administrative and operational needs of the County.

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The failure to return from any leave granted under this policy, without prior approval or in the absence of notice or contact from the employee, will be deemed to be a voluntary resignation by the employee.



Resolution Executive Summary

For CIP Projects

Prepared By: Purchasing Department for Coroner’s Office
Committee Name: Operations and Administrative Committee
Committee Date: May 7, 2026
Board Date: May 14, 2026
Resolution Title: Resolution Awarding Purchase of Ford Expedition for Coroner’s Office Using Fee Funds

Budget Information

Budgeted? YES	Amount Budgeted? \$75,000
If not, originally budgeted, explain the funding source?	
If CIP funded, original Board approved amount? \$75,000	
Over or Under approved amount? OVER By: \$6,038	
Reason for CIP increase? N/A	
ORG/OBJ/Project Codes: 41900-46410	Descriptor: Coroner Fee Fund
Budget Impact? \$81,038	

Background Information: The Winnebago County Coroner’s Office requested the purchase of one (1) 2027 Ford Expedition Max Active using Coroner Fee Funds. The Purchasing Department reached out for quotes and availability. Quotes include dealer discounted pricing and government GSA pricing for vehicles. Additional quotes are also provided for vehicle outfitting. Brad Manning Ford of Dekalb presented the lowest quote for the vehicle (See Resolution Exhibit A). The Coroner’s Office would like to order the vehicle for \$66,516 and have the vehicle outfitted for \$14,522 (Resolution Exhibit A). The current 2016 Ford Expedition used by the Coroner’s Office has 67,429 miles. When possible, elements of the existing vehicle are reused by the outfitting vendor to reduce costs.

2027 Ford Expedition Vehicle Breakdown	
2027 Ford Expedition	\$ 66,516
Charles Browne	\$ 3,520
Foster Coach	\$ 8,640
Vischer Funeral Supplies	\$ 500
Mortuary Mall	\$ 1,862

Recommended By: Coroner Jen Muraski and Deputy Coroner Matt Lane

Follow-Up Steps: Purchasing Department will issue Purchase Orders accordingly.

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

Sponsored by: Paul Arena

Submitted by: Operations and Administrative Committee

2026 CR

RESOLUTION AWARDING PURCHASE OF FORD EXPEDITION FOR CORONER'S OFFICE USING FEE 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 Coroner's Office has requested the purchase of a 2027 Ford Expedition Max Active, fully outfitted, using the coroner fee funds; and,

WHEREAS, the Purchasing Department obtained three (3) quotes for the 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 \$81,038, 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; Mortuary Mall, PO BOX 17, Wilton, CT 06897; and Foster Coach Sales, Inc., 903 Prosperity Drive, Sterling, IL 61081.

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

PAUL ARENA, CHAIR

PAUL ARENA, CHAIR

VALERIE HANSERD, VICE CHAIR

VALERIE HANSERD, VICE CHAIR

JOHN BUTTITTA

JOHN BUTTITTA

JOE HOFFMAN

JOE HOFFMAN

MICHAEL THOMPSON

MICHAEL THOMPSON

RAY THOMPSON

RAY 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 _____ 2026.

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
26NB-2466
CORONER FORD EXPEDITION REPLACEMENT USING FEE FUNDS

	Brad Manning Ford DeKalb, IL	Prescott Brothers Rochelle, IL	Rock River Ford Rockford, IL
2027 Ford Expedition	\$ 66,516	\$ 70,515	\$ 72,395
Outfitting	\$ 14,522	\$14,522	\$14,522
Total	\$ 81,038	\$ 85,037	\$ 86,917

Outfitting:

- \$3,520.00 Charles Brown, DBA Rockford Communications
- \$8,640.13 Foster Coach
- \$500.00 Latch Set for Cot - Vischer Funeral Supplies
- \$1,862.00 Mortuary Mall

\$14,522.13

Purchase Order



Date:

Government Agency	
Agency Name	Winnebago County
Street Address	404 E Elm ST
City, State, Zip Code	Rockford IL 61101

Dealer	
Dealership Name	Brad Manning Ford
Street Address	402 Manning Dr
City State, Zip Code	DeKalb IL 60115

FIN Code	QG630
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Dealer Code	41w496
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QTY	ORDER NUMBERS	VEHICLE DESCRIPTION (BODY CODE)	UNIT PRICE	LINE TOTAL
1	W100	1 2027 Expedition Max Active 4x4; 200a equipment group; Black Exterior : Build sheet attached	MSRP \$72,555.00	Selling price \$65,965.00
		Tax Exempt Sale		\$0.00
		IL Title fee		\$165.00
		M Plates		\$8.00
		Dealer DOC fee and delivery of vehicle		\$377.63
<i>If needed, you may attach an additional list of order numbers</i>				
TOTAL PURCHASE				\$66,515.63

Government Agency Representative	
Signature	
Printed Name/Title	
Date	
Email	
Telephone	

Dealership Sales Representative	
Signature	
Printed Name/Title	Eric Kilmer Commercial Account Manager
Date	4/20/2026
Email	eric.manningford@gmail.com
Telephone	815-762-5105 direct 815-756-6325 office

By signing this document, I confirm that I have authorized the selling dealer to place a vehicle order under my FIN code for the stated orders listed above. I understand that placing an order does not guarantee production.

By signing this document, I confirm that I have received authorization from the stated Purchaser to place a vehicle order under their FIN code. I understand that the information on this form is subject to audit.



Preview Order W100 - K1J 4x4 Active Max: Order Summary Time of Preview: 04/20/2026 15:27:24 Receipt: NA

Dealership Name: Brad Manning Ford, Inc.

Sales Code : F41496

Dealer Rep.	ERIC KILMER	Type	Fleet	Vehicle Line	Expedition	Order Code	W100
Customer Name	Winnabego Cou	Priority Code	G1	Model Year	2027	Price Level	715

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K1J0 EXPEDITION ACTIVE MAX 4X4	\$69600	CONN PKG:1YR INCL W/FORD APP	\$0
TOTAL BASE VEHICLE	\$69600	SECURE PKG:1 YR INCLUDED	\$0
AGATE BLACK METALLIC	\$0	PRICE CONCESSION INDICATOR	\$0
XL CLOTH CAPT CHAIR SEATS	\$0	REMARKS TRAILER	\$0
DARK GRAY	\$0	FRONT LICENSE PLATE BRACKET	\$0
EQUIPMENT GROUP 200A	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.3.5L ECOBOOST V6 ENGINE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.10SPD AUTO TRANS W/SLCTSHFT	\$0	FUEL CHARGE	\$0
P265/70R18E A/T BSW TIRES	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
.3.73 RATIO REGULAR AXLE	\$0	PRICED DORA	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	ADVERTISING ASSESSMENT	\$0
FLR LNERS RW 1&2 W/O CRPET MAT	\$160	DESTINATION & DELIVERY	\$2795
18" DARK ALLOY PAINT ALUM WHL	\$0		
			MSRP
TOTAL BASE AND OPTIONS			\$72555
DISCOUNTS			NA
TOTAL			\$72555

ORDERING FIN: QG630 END USER FIN: QG630

INCENTIVES

Acc. Code ID :10 Contract/Ref # :02-495V Bid Date :03/16/26State : IL

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Customer Signature _____ Date _____

This order has not been submitted to the order bank.

5/5/2025
 To-WINNEBAGO COUNTY CORONER/ MATT LANE
 From-Charles Browne
 Rockford Communications
 720 Lordin Ct. Rockford, IL 61104 815-742-2842

HI MATT

Subject-Costs to outfit new 2025 FORD TRANSIT WITH LIGHTS, AND IGNITION OVERRIDE

Quantity	Brand	Description	Part#	Cost	ext
1	secure idle	E3350 IGNITION OVERRIDE		\$ 250.00	\$
1	STL	VISOR LIGHT	raplor tir o	\$ 350.00	\$
1	STL	TRANSIT MOUNT FOR VISOR LIGHT	o	\$ 75.00	\$
1	STL	REAR TRAFFIC ADVISOR LIGHT BAR WITH EXTENSION(SPLIT)	VLWCB o	\$ 500.00	\$
1	STL	DIRECT CONTROL BOX TRAFFIC ADVISOR	o	\$ 30.00	\$
1	FEDERALSI	BRAKE LIGHT FLASHER	FA6	\$ 65.00	\$
2	WHEELEN	CLEAR VERTEK HIDE AMMOAYS		\$ 100.00	\$
6	STL	Z12 TIR LED GRILLE Z-side-2 rear door s grille	Z12 o	\$ 78.00	\$
4		PROGRAMMING BUTTONS	S100	\$ 8.00	\$
				\$ 1,970.00	\$
PARTS TOTAL				\$ 1,500.00	\$
LABOR				\$ 50.00	\$
FREIGHT				\$	\$
TRANSIT TOTAL				\$ 3,520.00	\$

TRI COLOR

2 IN FRONT GRILLE 2 IN REAR SIDE WINDOWS



Foster Coach
 903 Prosperity Drive
 Sterling, IL 61081
 (815) 625-3276
 service@fostercoach.com
 fostercoach.com

Estimate #3409

Created: 02/10/2025
 Payment Term: On Receipt
 Service Writer: Delon Bland

Winnebago County Coroner's Office
 403 Elm Street 2nd Floor
 Rockford, IL 61101
 Mobile: (815) 670-8082
 MLane@coroner.wincoil.gov

Description	Price	QTY	HRS	Subtotal
Labor: Remove old floor, Install plywood to frame, install new Lonseal flooring, add Stainless trim and install power-load. Install bulkhead directly behind front seating			40	\$7,800.00
Part: LONPLATE 1 ROLL 6' X 60' DYE LOT LA-70/22 #637 Part #: P163	\$62.20	9		\$559.80
Part: 3/4 x 4 x 8 Plywood Sheathing Part #: 3/4 x 4 x 8 Plywood Sheathing	\$42.53	3		\$127.59
Part: Custom Stainless Trim	\$76.37	2		\$152.74
Total:				\$8,640.13

DO NOT PAY BASED OFF THIS. INVOICE WILL FOLLOW.

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

Deposits are non-refundable. No returns or refunds on special ordered items or electrical parts. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control.

We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter. You have the right to know before authorizing any additional repairs what those repairs will be and what they will cost. If required repairs exceed the authorized estimated amount, we must obtain your approval to perform the repairs. We will keep you informed and perform only repairs authorized by you.

Labor	\$7,800.00
Parts	\$840.13
Subtotal	\$8,640.13
Tax	\$0.00
Grand Total	\$8,640.13
Paid to Date	(\$0.00)
REMAINING BALANCE	\$8,640.13

Signature _____

Discussion – Winnebago County Animal Services

**Discussion - Public
Safety Building Update
from Huffman Keel**

Other Matters

Future Agenda Items

Adjournment