

# OPERATIONS & ADMINISTRATIVE COMMITTEE AGENDA

**Called by:** Keith McDonald, Chairman  
**Members:** John Butitta, Jean Crosby,  
Paul Arena, Joe Hoffman, Dorothy  
Redd, Jaime Salgado

**DATE:** THURSDAY, JUNE 16, 2022  
**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 – None
- D. Public Comment – This is the time we invite the public to address the Operations and Administrative Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Public Hearing for Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices
- F. Resolution Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices
- G. Future Agenda Items
- H. Adjournment

PUBLIC HEARING NOTICE

Before the Winnebago County Operations & Administrative Committee

Notice is hereby given that a Public Hearing will be held on Thursday, June 16, 2022 at 5:30 p.m. by the Operations & Administrative Committee at the County Administration Building, 404 Elm Street, Room 303, Rockford, IL 61101 for the purposes of accepting credit card payments for document recording services and other funds owed to the Winnebago County Clerk and Recorder of Deeds Offices pursuant to 50 ILCS 345/1 et seq.

All interested parties are invited to attend the Public Hearing and will be given an opportunity to be heard. Written comments will also be accepted in person in the office of the County Clerk or by email at [lgummow@clerk.wincoil.gov](mailto:lgummow@clerk.wincoil.gov) through 4:00 p.m., Thursday, June 16, 2022.

By: County Clerk and Recorder



# Resolution Executive Summary

**Prepared By:** Lori Gummow, Winnebago County Clerk and Recorder

**Committee:** Winnebago County Operations & Administrative Committee

**Committee Date:** Thursday, June 16, 2022

**Resolution Title or Ordinance Title:** Resolution Authorizing Acceptance of Credit Cards by the Winnebago County Clerk and Recorder of Deeds Offices

**County Code:** Not applicable

**Board Meeting Date:** Thursday, June 23, 2022

## Budget Information:

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

## Background Information:

Currently the Recorder of Deeds Office only accepts cash or check. This is an inconvenience to the customer, as the recording fee is \$45 (the most common transaction) and most customers do not carry that much cash in today's society. There is no charge to the County for providing this service. Service fees will be charged to the customer with notification.

## Recommendation:

Approve Resolution to allow the Clerk and Recorder to accept credit cards.

## Contract/Agreement:

After approval by the County Board.

## Legal Review:

Reviewed by State's Attorney Office.

## Follow-Up:

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

2022 CR \_\_\_\_\_

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

SPONSORED BY: KEITH MCDONALD

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**RESOLUTION AUTHORIZING ACCEPTANCE OF CREDIT CARDS BY THE  
WINNEBAGO COUNTY CLERK AND RECORDER OF DEEDS OFFICES**

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**WHEREAS**, the County of Winnebago, Illinois (County) and its' County Clerk and Recorder of Deeds offices are authorized under the Local Governmental Acceptance of Credit Cards Act (Act) (50 ILCS 345/1 *et seq.*), to accept the payment of funds for any purpose authorized by credit card; and

**WHEREAS**, for such purpose the Act requires that the local governmental entity first hold a public hearing, following proper legal notice, of its intent to allow payment by credit cards and the types of authorized obligations for which credit card payment will be allowed; and

**WHEREAS**, the County Clerk and Recorder would like to continue providing customers with convenient options for making payments for document recording services; and

**WHEREAS**, in compliance with the Act, the Operations and Administrative Committee has conducted the required public hearing to solicit public comment regarding the request to accept credit card payments; and

**WHEREAS**, the County Clerk and Recorder requests the Winnebago County Board approve the acceptance of credit cards for the payment of all funds owed to the County Clerk and Recorder of Deeds offices for document recording services; and

**WHEREAS**, the Operations and Administrative Committee concurs with this request for acceptance of credit cards and recommends approval by the Winnebago County Board.

**THEREFORE, BE IT RESOLVED**, that the County Board of the County of Winnebago, Illinois, pursuant to 50 ILCS 345/1 *et seq.*, hereby authorizes the acceptance of credit cards for the payment of funds owed to the Winnebago County Clerk and Recorder of Deeds offices for document recording services and for any purpose authorized by credit card.

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

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby directed to prepare and deliver certified copies of this Resolution to the County Administrator, County Finance Director, County Auditor and County Clerk.

Respectfully submitted,  
**OPERATIONS AND ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

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Keith McDonald, Chairman

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Keith McDonald, Chairman

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John Butitta, Vice Chairman

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John Butitta, Vice Chairman

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Jean Crosby

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Jean Crosby

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Paul Arena

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Paul Arena

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Joe Hoffman

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Joe Hoffman

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Dorothy Redd

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Dorothy Redd

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Jaime Salgado

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Jaime Salgado

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
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