



# WINNEBAGO COUNTY

— ILLINOIS —

## REVISED AGENDA

Winnebago County Courthouse  
400 West State Street | Rockford, IL 61101  
County Board Room | 8<sup>th</sup> Floor

Thursday, March 28, 2019  
6:00 p.m.

1. **Call to Order** ..... Chairman Frank Haney
2. **Agenda Updates** ..... Chairman Frank Haney
3. **Roll Call** ..... Clerk Lori Gummow
4. **Invocation** ..... Board Member Dave Kelley
5. **Awards, Proclamations, Presentations, Public Hearings, and Public Participation**
  - A. Chairman's Service Award: Bo Chaney
  - B. Proclamations – None
  - C. Presentations – Shared Records Management System – Glenn Trommels, City of Rockford
6. **Public Comment** ..... Registered Speakers  
*Members of the public may address the Board by submitting their request no later than 2 hours prior to the start of the meeting. Contact [www.wincoil.us](http://www.wincoil.us) or (815) 319-4225 for guidelines.*
7. **Meeting Minutes** ..... Clerk Lori Gummow
  - A. Approval of February 28, 2019 minutes
  - B. Layover of March 14, 2019 minutes
8. **Announcements & Communications** ..... Clerk Lori Gummow
  - A. Correspondence (see packet)
9. **Board Member Correspondence** ..... Board Members
10. **Chairman's Report** ..... Chairman Frank Haney
  - A. Project Updates
  - B. Landfill – Garbage off Interstate and Baxter Road

- C. An Ordinance Amending Sections of Chapter 2 of the County Code of Ordinances (Defining Chairman's Duties)
- D. Board Liaison Appointments
- 11. County Administrator's Report.....Administrator Carla Paschal**
  - A. County Administrator Update
  - B. Revolving Loan Overview – Chris Dornbush
- 12. Approval of Consent Agenda ..... Chairman Frank Haney**
  - A. Raffle Report
  - B. Bills
- 13. Standing Committee Reports ..... Chairman Frank Haney**
  - A. Personnel and Policies Committee.....**David Fiduccia, Committee Chairman**
    - 1. Committee Report
    - 2. An Ordinance Amending Sections of Chapter 2 of the County Code of Ordinances (Defining Chairman's Duties)
    - 3. Resolution Awarding Onsite Wellness Clinic Services
  - B. Finance Committee.....**Jaime Salgado, Committee Chairman**
    - 1. Committee Report
    - 2. Budget Amendment 2019-020 Sheriff's Grant Fund (for State Criminal Alien Assistance Program Grant, SCAAP) to be Laid Over
    - 3. Budget Amendment 2019-021 Health Department Drug Overdose Prevention Services Grant to be Laid Over
  - C. Zoning Committee ..... **Jim Webster, Committee Chairman**  
Planning and/or Zoning Requests:
    - 1. Z-17-18 A map amendment to rezone +/- 3.03 net acres from the AG, Agricultural Priority District to the RA, Rural Agricultural Residential District for property that is commonly known as 42XX Centerville Road in Rockford Township, District 1, to be laid over.
    - 2. Committee Report
  - D. Economic Development Committee.....**Fred Wescott, Committee Chairman**
    - 1. Committee Report
    - 2. Resolution Granting Authority to the Winnebago County Board Chairman to Execute the Documents Necessary to Complete a Loan for \$30,000 from the Revolving Loan Fund to Apollo Enterprises, LLC
  - E. Operations & Administrative Committee ..... **Keith McDonald, Committee Chairman**
    - 1. Committee Report
    - 2. Resolution for Telecommunications Service Contract Renewal (for Mitel)

3. Resolution Adopting the Five Shared Organizational Values for Winnebago County
4. Resolution Adopting the Five Strategic Priority Areas for Winnebago County
5. An Ordinance Amending Sections of Chapter 62 of the County Code of Ordinances (Vehicle Policy) to be Laid Over

F. Public Works Committee ..... **Dave Tassoni, Committee Chairman**

1. Committee Report
2. **(19-001)** Resolution Authorizing the Obligation Retirement of Bond Payments from MFT Funds  
Cost: \$1,450,000.00 C.B. District: County Wide
3. **(19-002)** Resolution Authorizing the Execution of Annual Professional Services Agreements with Strand Associates, Inc. to Provide Technical Services for the Maintenance of the Water District's SCADA System (Section 11-00495-00-MG)  
Cost: \$5000.00 C.B. District: County Wide
4. **(19-003)** Resolution Authorizing a Supplemental Appropriation of MFT Funds for the 2018 General Maintenance  
Cost: \$590,000.00 C.B. District: County Wide
5. **(19-004)** Resolution Declaring as Surplus Highway Department Vehicles and Equipment and Authorizing Sale  
Cost: \$ N/A C.B. District: County Wide
6. **(19-005)** Resolution Authorizing the Award of Bid for an Excavator  
Cost: \$69,687.85 C.B. District: County Wide
7. **(19-006)** Resolution Authorizing the Award of Bids for the 2019 General Letting  
**(Bid to be distributed / bid opening Monday, March 25, 2019 at 10:00 a.m.)**  
Cost: \$TBD C.B. District: County Wide
8. **(19-007)** Resolution Authorizing the Appropriation of MFT Funds for the Maintenance of County Highways  
Cost: \$5,108,765.70 C.B. District: County Wide

G. Public Safety Committee..... **Aaron Booker, Committee Chairman**

1. Committee Report

**14. Unfinished Business ..... Chairman Frank Haney**

**15. New Business.....Chairman Frank Haney**

- A. Board Appointment
  1. Reappoint Aaron Booker, University of Illinois Extension Board
  2. Appointment of Danielle Potter, Winnebago County Housing Authority

**16. Adjournment ..... Chairman Frank Haney**

**Next Meeting: Thursday, April 11, 2019**

# **ANNOUNCEMENTS & COMMUNICATIONS**



# WINNEBAGO COUNTY

— ILLINOIS —

## Announcements & Communications

Date: March 28, 2019

Item: Correspondence to the Board

Prepared by: County Clerk Lori Gummow

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**Governing Statute(s):** State of Illinois Counties Code [55 ILCS 5/Div. 3-2, Clerk](#)

**County Code:** [Ch 2. Art. II. Div. 4, Sec. 2.86 – Record Keeping & Communications](#)

**Background:** The items listed below were received as correspondence.

1. County Clerk Gummow received from the United States Nuclear Regulatory Commission the following:
  - a. Federal Register / Vol. 84, No. 48 / Tuesday, March 12, 2019 / Notices
  - b. Byron Station, Unit Nos. 1 and 2 – Withdrawal of an Amendment Request (EPID L-2018-LLA-0218)
  - c. Exelon Generation Company, LLC – Acceptance of Fleet Request for Alternative to use Encoded Phrased Array Ultrasonic Examination Techniques (EPID L-2019-LLR-0011)
  - d. Braidwood Station, Units 1 and 2; Byron Station, Unit Nos. 1 and 2; Clinton Power Station, Unit No.1; Dresden Nuclear Power Station, Units 1, 2, and 3; LaSalle County Station, Units 1 and 2; and Quad Cities Nuclear Power Station, Units 1 and 2 – Issuance of Amendments to Revise the Emergency Response Organization Staffing Requirements (EPID L-2018-LLA-0045)
2. County Clerk Gummow received from Illinois Environmental Protection Agency the Following:
  - a. Notice of Application for Permit to Manage Waste. Site Identification: Rockford Airport #2 (Landfill No. 2) Description of Project: Significate Permit Modification Application to Establish Applicable Groundwater Quality Standards at P7D.



# WINNEBAGO COUNTY

— ILLINOIS —

- b. A notification letter regarding Rock River Water Reclamation District (Illinois EPA BOA ID# 20103OCAG) Lifetime Operating Permit (19020026)
  - c. A notification letter encouraging the County to submit parade permits electronically.
  - d. A notification letter regarding NRG Rockford Energy Center (Illinois EPA BOA ID# 20103BCG) Clean Air Act Permit Program (01060062)
3. County Clerk Gummow received from Sue Goral, Winnebago County Treasurer the Monthly Report for March, 2019 Bank Balances.

**Recommendation:** The Winnebago County Clerk recommends that the correspondence listed be placed on file as a part of the County Board records maintained by the County Clerk.

# **CHAIRMAN'S REPORT**

# **ADMINISTRATOR'S REPORT**



# **CONSENT AGENDA**

## RAFFLE APPLICATION REPORT

Presently the County Clerk's office has Raffle Applications submitted by  
15 different organizations for 16 Raffles.

All applying organizations have complied with the requirements of the Winnebago  
County Raffle Ordinance. All fees have been collected, bonds received and all  
individuals involved with the raffles have received the necessary Sheriff's  
Department clearance.

The Following Have Requested A Class A, General License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT
30043	1	FRIENDS OF THE CHERRY VALLEY LIBRARY	04/01/2019-06/30/2019	\$ 800.00
30044	1	GIRL SCOUT TROOP 853	03/30/2019-03/30/2019	\$ 1,000.00
30045	1	MCINTOSH SCHOOL	03/29/2019-05/10/2019	\$ 436.00
30046	1	ROCKFORD AREA REALTORS	04/02/2019-04/02/2019	\$ 2,500.00
30047	1	ROCKFORD DANCE COMPANY	03/29/2019-05/11/2019	\$ 500.00
30048	1	ROCKFORD PARK DISTRICT FOUNDATION	04/03/2019-05/17/2019	\$ 3,700.00
30049	1	ROCKY MOUNTAIN ELK FOUNDATION, INC.	04/13/2019-04/13/2019	\$ 20,993.41
30050	1	ST. JAMES ALTAR AND ROSARY	04/15/2019-05/09/2019	\$ 1,900.00
30051	1	TRI-COUNTY SNOWMOBILE ALLIANCE	03/29/2019-09/22/2019	\$ 3,949.00
30052	1	TRINITY DAY CARE, INC.	04/26/2019-04/26/2019	\$ 3,500.00
30053	1	WEST SUBURBAN ASSOC.	03/29/2019-05/19/2019	\$ 1,100.00

The Following Have Requested A Class B, MULTIPLE (2, 3 OR 4) LICENSE				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT

The Following Have Requested A Class C, One Time Emergency License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT

The Following Have Requested A Class D, E, & F Limited Annual License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT
30054	1	ELLIDA LODGE BOOSTERS	03/29/2018-03/28/2020	\$ 4,999.00
30055	1	KEN-ROCK COMMUNITY CENTER	04/05/2019-04/03/2020	\$ 5,000.00
30056	1	KEN-ROCK COMMUNITY CENTER	04/05/2019-04/03/2020	\$ 5,000.00
30057	1	BLACKHAWK ATHLETIC CLUB	04/01/2019-04/01/2020	\$ 2,500.00
30058	1	ST. AMBROGIO SOCIETY	04/01/2019-04/01/2020	\$ 2,500.00

This concludes my report

Deputy Clerk

Kayla Hilliard

LORI GUMMOW  
Winnebago County Clerk

Date

28-Mar-19

RESOLUTION

TO THE HONORABLE COUNTY BOARD OF WINNEBAGO COUNTY:

Your County Auditor respectfully submits the following summarized report of the claims to be paid and approved:

	<u>FUND NAME</u>	<u>RECOMMENDED FOR PAYMENT</u>
101	PUBLIC SAFETY TAX	3,482,111.46
102	MARRIAGE AND CIVIL UNION FUND	1,912,061.93
103	DOCUMENT STORAGE FUND	475.16
104	TREASURER'S DELINQUENT TAX FU	70,402.59
105	VITAL RECORDS FEE FUND	3,715.29
106	RECORDERS DOCUMENT FEE FUND	610.50
107	COURT AUTOMATION FUND	30,579.99
108	COURT SECURITY FEE FUND	30,538.52
109	VICTIM IMPACT PANEL FEE	23,616.52
110	CHILD SUPPORT & COLLECTIN FE	800.00
111	CHILDREN'S WAITING ROOM FUND	4,023.26
112	RENTAL HOUSING FEE FUND	11,587.89
113	DRUG ENFORCEMENT FUND	18,342.00
115	PROBATION SERVICE FUND	31,743.28
116	HOST FEE FUND	18,557.39
118	NEUTRAL SITE CUSTODY EXCHANGE	500.00
119	CORONER FEE FUND	7,347.00
121	HOTEL / MOTEL TAX FUND	4,105.33
122	FEDERAL FORFEITURE ST ATTY	62,972.44
131	DETENTION HOME	17,268.31
140	WINGIS GEOR INFO SYSTEMS FUND	255,621.39
151	SHERIFF'S COMMISSARY FUND	6,329.75
158	CHILD ADVOCACY PROJECT	12,423.28
161	COUNTY HIGHWAY	43,596.45
162	COUNTY BRIDGE FUND	275,018.37
163	FEDERAL AID MATCHING FUND	67,338.32
164	MOTOR FUEL TAX FUND	169,428.23
165	TOWNSHIP HIGHWAY FUND	396,645.92
168	TOWNSHIP BRIDGE	2,362.25
181	VETERANS ASSISTANCE FUND	325.75
185	HEALTH INSURANCE	88,170.90
192	EMPLOYER SOCIAL SECURITY FUND	1,694,440.93
193	ILLINOIS MUNICIPAL RETIRE	349,195.07
194	TORT JUDGMENT & LIABILITY	447,685.28
200	2013A SERIES REFUNDING BONDS	1,085,801.72
201	2013B ADMIN	428.00
208	2013C SERIES REFUNDED BONDS	428.00
214	2013E DEBT SERVICE FUND	428.00
216	2017B GO REFUNDING BONDS	750.00
218	BAXTER RD TIF FUNDS	750.00
227	2015A DEBT CERTIFICATES	750.00
302	SHERIFF'S DEPT GRANTS	756,795.76

CONTINUATIONFUND NAMERECOMMENDED FOR PAYMENT

303	STATE'S ATTORNEY GRANT	8,383.37
304	PROBATION GRANTS	10,705.94
307	COMMUNITY DEVELOPMENT GRANTS	4,372.50
308	IEMA STATE-LOCAL HAZARD MIT	12,138.49
310	CITY ELECTIONS FUND	198,985.01
410	ANIMAL SERVICES	1,058,186.26
420	555 N COURT OPERATIONS FUND	177,110.11
430	WATER FUND	25,324.48
501	INTERNAL SERVICES	11,047.76
727	2015A PROJECT FUND	39,308.13
TOTAL THIS REPORT		<u>12,931,634.28</u>

The adoption of this report is hereby recommended:

  
 William Crowley, County Auditor

ADOPTED: This 28th day of March 2019 at the City of Rockford, Winnebago County, Illinois.

\_\_\_\_\_  
 Frank Haney, Chairman of the  
 Winnebago County Board of  
 Rockford, Illinois

ATTEST:

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

**PERSONNEL &  
POLICIES  
COMMITTEE**

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

**SUBMITTED BY: PERSONNEL AND POLICIES COMMITTEE**

2019 CO \_\_\_\_\_

**AN ORDINANCE AMENDING SECTIONS OF CHAPTER 2 OF THE COUNTY  
CODE OF ORDINANCES**

WHEREAS, Chapter 2 of the County Code of Ordinances, Article II, Section 2 sets forth various criteria for the County Board Chairman ; and

WHEREAS, the County wishes to amend certain sections of Chapter 2, Article II, of the County Code of Ordinances.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that Chapter 2, Article II, Section 2 of the County Code of Ordinances be amended as follows:

**DIVISION 2. - CHAIRMAN**

**Sec. 2-46. - Creation of office.**

The county board chairman shall be elected by the voters of the county and shall serve a four-year term commencing on the first Monday of the month following the month of his election and continuing until his successor is elected and qualified.

(Ord. No. 92-CO-79, § 7(2-168), 11-24-92)

**Sec. 2-47. - Membership on county board.**

The county board chairman shall ~~preside at~~ convene all regular and special meetings of the county board but shall not be a member of the county board and shall not vote on any questions before the county board except to break a tie.

(Ord. No. 92-CO-79, § 7(2-169), 11-24-92)

Sec. 2-48. - Action on ordinances and resolutions.

Any ordinance, resolution or motion approved by the county board shall be presented to the chairman before it becomes effective. If the chairman approves such ordinance, resolution or motion, he shall sign it and it shall become law on the date prescribed. If the chairman does not approve the ordinance, resolution or motion, he shall return it to the board within ~~15~~ 10 business days with his objections and the board shall proceed to reconsider the matter at its next meeting to be held within 30 business days of the board's receipt of the chairman's objections. If after such reconsideration, a majority of the members of the board pass such ordinance, resolution or motion, it shall become effective on the date prescribed but not earlier than the date of passage following the reconsideration. If any ordinance, resolution or motion is not returned by the chairman to the board within ~~15~~ 10 business days after it had been presented to him, it shall become effective at the end of the tenth day.

(Ord. No. 92-CO-79, § 7(2-170), 11-24-92; Ord. No. 2018-CO-075, 6-28-18)

Sec. 2-49. - Duties.

~~The county board chairman shall be responsible for the effective administration of all governmental affairs of the county which may properly be placed in his charge.~~ The county board chairman shall oversee development of short and long range planning goals and objectives for the county. The county board chairman shall ensure conformance to and enforcement of ordinances, resolutions, policies, rules and regulations of the county; and, in addition to the duties and responsibilities set forth in the "Counties Code" (55 ILCS 5/1-1001 et seq., 1992, as amended), he shall be responsible for the following:

(a) *Administrative responsibilities.*

- (1) Appoint, with the advice and consent of the county board, those positions as required by the laws of the state ~~as well as the county administrator. The county board chairman shall have the authority to suspend, discharge or re-move the county administrator with the advice and consent of the county board.~~
- (2) ~~Administer all statutory and non-statutory departments and functions and supervise and evaluate the work of the statutory and non-statutory officers, including, but not limited to, the county administrator.~~ Represent the County on all Economic Development opportunities. Monitor and report to the Economic Development Committee Chairman and the County Board all Economic Development activities and proposed agreements, including any requested incentives at the time they are requested.
- (3) Shall represent the County ~~county~~ at all organizations of which the County ~~county~~ is a member; or with the assistance of the County Administrator ~~county administrator~~, or a ~~assigned~~ designee assigned with the advice and consent of the County Board.
- (4) Serve as the primary liaison between County Elected Officials and County Board.
- (5) Monitor the development of annual Host Fee allocations to be approved by the County Board.
- (6) Develop and promote the County's legislative agenda with the approval of the County Board.
- (7) Assist in developing and monitoring the County's strategic plan with the advice and consent of the County Board.
- (8) Lead communication of County initiatives and accomplishments as approved by the County Board,

(b) *Financial management:*

- (1) ~~Monitor all reports of the financial condition of the county prepared by the county auditor and/or the county administrator and report to the county board the financial conditions of the county with respect to the annual budget.~~
- (2) ~~Monitor, review, and recommend to the county board the annual budget.~~
- (3) ~~Monitor all departmental and agency requests for transfers of budgeted funds between general object classifications.~~



~~(4) Monitor the preparation of financial reports setting appropriate long-range capital improvement programs, budgets, and projected financial trends.~~

~~(5) Monitor all grant applications in order to determine the proper budget classification and the financial ramifications.~~

~~(6) Negotiate leases, contracts, and other agreements for goods or services, with the assistance of the county administrator and other designees, subject to the approval of the board; ensure that all terms and conditions of leases, contracts, and other agreements are performed and shall notify the board of any violations thereof; and shall develop, install and maintain a centralized system for purchasing goods and services on behalf of county departments and functions, with the assistance of the county administrator and director of purchasing.~~

~~(c) Personnel concerns.~~

~~(1) Develop, with the assistance of the county administrator and other designees, and recommend to the county board an annual employee compensation plan.~~

~~(2) Monitor the administration of the employee classification and compensation program and make recommendations when necessary relative thereto.~~

~~(3)~~

~~Monitor the administration of the county's personnel policies and codes, affirmative action program and applicable state and federal laws.~~

~~(4) Monitor the negotiation and enforcement of any collective bargaining agreements between the county and any employees governed by the state public employees labor relations act.~~

~~(d) Reporting and communications.~~

~~(1) Report monthly to the County Board county board on the administrative affairs of the county.~~

~~(2) When advisable, in order to promote county services and operations which are in the public interest, recommend to the county board the adoption of ordinances and resolutions.~~

~~(e) Property management. Monitor the care and custody of all county property, and for the appropriate protection of the county and its property from loss, damage, liability, and other risks.~~

(Ord. No. 92-CO-79, § 7(2-171), 11-24-92; Ord. No. 2003-CO-42, 5-22-03; Ord. No. 2006-CO-7, 1-12-06; Ord.

No. 2007-CO-94, § I, 12-20-07; Ord. No. 2018-CO-075, 7-26-18)

Sec. 2-50. - Limit of authority.

No provision of this division is intended to vest in or grant to the county board chairman any duty or any authority which is vested by general law or by ordinance in any other county officer, official or employee. No provision of this division shall be construed to delegate to the county board chairman authority to be performed by the county board; nor shall the county board chairman have the power to bind, obligate or commit the county in any manner except as provided herein or by the express grant of authority by the county board.

(Ord. No. 92-CO-79, § 7(2-173), 11-24-92)

Sec. 2-51. - Salary.

The chairman of the county board shall be paid compensation per annum of such amount as established by the county board from time to time.

(Code 1964, § 2-66)

Sec. 2-52. - Presentation of budget amendments to the finance committee.

- (a) Budget amendments should be obtained before the procurement/employment processed is commenced.
- (b) The process for presenting such a budget amendment shall be as follows:
  - (1) No later than ten business days prior to the meeting of the finance committee at which the budget amendment shall be considered, the department head/elected official shall submit the proposed budget amendment to the chief financial and budget officer (CFO). The CFO shall review the requested budget amendment and determine the financial impact of the budget amendment for accuracy to identify the source of funding for presentation to the finance committee.
  - (2) The CFO will then meet with the requesting department head/elected official to discuss potential revisions to the budget amendment (if applicable) and associated information prior to meeting with the finance committee.
- (c) Line item transfers between object class level, which is the budgetary level of control over expenditures, may be approved by the county administrator and chief financial officer, provided the total amount appropriated by the County Board for the respective department (org code).

(Ord. No. 2017-CO-036, 3-9-17; Ord. No. 2018-CO-060, 6-28-18)

Secs. 2-53—2-60. - Reserved.

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 Amendments shall be effective immediately upon passage.

BE IT FURTHER ORDAINED, that the Winnebago County Clerk shall place a certified copy of this Ordinance Amendment upon its adoption in the records of office of the Winnebago County Clerk.

Respectfully submitted,  
Personnel and Policies Committee

AGREE

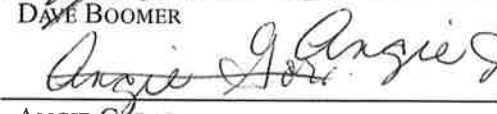
DISAGREE

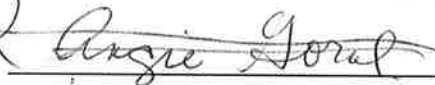
  
\_\_\_\_\_  
DAVE FIDUCCIA, CHAIRMAN

\_\_\_\_\_  
DAVE FIDUCCIA, CHAIRMAN

  
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DAVE BOOMER

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DAVE BOOMER

  
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ANGIE GORAL

  
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ANGIE GORAL

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JOE HOFFMAN

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JOE HOFFMAN

  
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DAVE KELLEY

  
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DAVE KELLEY

  
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DOROTHY REDD

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DOROTHY REDD

  
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JIM WEBSTER

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JIM WEBSTER

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois,  
this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney  
Chairman of the County Board  
of the County of Winnebago, Illinois

Attested by:

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



# Executive Summary

**Date:** March 21, 2019  
**To:** Operations and Administrative Committee  
Personnel and Policies Committee  
**Prepared by:** Human Resources and Purchasing Department

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**Subject:** Onsite Wellness Clinic Services RFP #19P-2172  
**County Code:** Winnebago County Purchasing Ordinance

**Background:** In late 2012, the County solicited for a wellness provider. OSF was awarded the service agreement in February 2013. The Winnebago County On-Site Wellness Clinic opened on October 1, 2013 at 420 West State Street in the Public Safety Building. The Clinic moved to its' currently location at 526 West State Street in May 2015. The Clinic provides Acute Care and Wellness Services for employees/spouses and dependent children (age 12 and over) covered under the Winnebago County group insurance plan. The Clinic also provides the County's Occupational Medicine and Pre-Employment Testing. OSF's contract agreement with the County ends effective June 30, 2019.

**Funding for the Wellness Center:** Expenses for the Wellness Center are covered by re-directed costs for Primary Care expenses off of our group health insurance plans plus services such as Occupational Medicine (work comp, mask fit testing, annual OSHA required vaccinations), Pre-Employments Physicals/Testing, and random DOT screenings. Outside third party Vendors previously provided these services.

## **2019 RFP Process:**

To find the most qualified new wellness center service provider, the Purchasing Department worked closely with HR staff to develop a comprehensive and detailed Request for Proposal, RFP. Additionally, HR and Purchasing staff toured wellness center clinics in the region to better understand how other clinics function.

The RFP solicitation was released in early January 2019. As is the general practice, we advertised the RFP and directly solicited both nationally and locally, as well as, for not for profit entities. There was much interest in the County's RFP.

All prospective Proposers were required to participate in a mandatory Pre-Proposal Conference plus County Wellness Center site tour on January 24. We had over 16 attendees representing nine entities participate. Additionally, throughout the bidding process, we received and answered over 55 technical questions from prospective Proposers.

On February 12, Purchasing received six responses to the RFP. OSF did not submit a proposal to the RFP; they plan to be done with the County on June 30, 2019.

The Director scanned each Proposal for obvious errors or omissions that would make a proposal invalid. All six were deemed responsive and moved forward to the RFP Evaluation Committee for their review and scoring. See **Resolution Proposal Tab and Executive Summary Exhibit C** for details on the proposal scoring.

Proposed budgets had a large range, from \$418,000 to over \$809,000 per year. Fees and cost for equipment and furnishing the clinic space were proposed and ranged from no cost to over \$50,000. Another cost comparison item, was the annual Mass Biometric Screening, they ranged from no additional cost to an additional fee of \$40 per person (over \$48,000 extra)

The selected Evaluation Committee began their evaluations immediately, and it became evident that formal presentations were going to be required from the top scoring Proposers before a final selection could be made. Three Proposers were invited for formal presentations, as well as, Evaluation Committee Q & A sessions. After formal presentations, which were attended also by Purchasing staff, the Evaluation Committee selected SwedishAmerican as the most overall comprehensive Proposer, **Executive Summary Exhibit A**.

#### **References:**

As part of the evaluation process Purchasing performance a vendor reference check on the selected Proposer. **Executive Summary Exhibit B** are the SwedishAmerican received references.

#### **Contract Agreement Period:**

The RFP calls for a 2-year Agreement (“Initial Term”) with the option to renew for an additional 2 -year term and a 1-year term, for a total not to exceed five (5) years. All terms and conditions, requirements and specifications of the Agreement shall remain the same and apply during any renewal term(s,) unless otherwise agreed to by the County. The State Attorney’s Office reviewed SwedishAmerica’s contract agreements, **Resolution Exhibit A**.

#### **Recommendation:**

Upon completion of the interview process, the finalist being recommended, for your consideration and approval, is SwedishAmerican Health System. The recommended effective date for the new contract agreement is July 1, 2019.

**Staff Follow-Up:** Purchasing Department will route for signatures the SWEDISHAMERICAN HEALTH SYSTEM contract with the COUNTY of WINNEBAGO. Fully Executed Vendor Agreement will be filed with executed Resolution in the Clerk’s Office.



# WINNEBAGO COUNTY

— ILLINOIS —

## Summary of Selection of SwedishAmerican by Evaluation Committee:

- SwedishAmerican will contribute an estimated amount of \$80,000 to the capital expenditures related to the startup of clinic operations
- Utilizes current pool of staffing from SwedishAmerican
- Utilizes SwedishAmerican internal laboratory services – eliminates the need for a 3<sup>rd</sup> party lab
- SwedishAmerican will equip and utilize 2 patient rooms
- SwedishAmerican has the local staff available for Wellness Services (i.e. lunch 'n learns, health coaching, etc.)
- The cost of the annual Health Risk Assessment for employees/spouses is included in the fee
- Opportunity to utilize Partners Health in the future provides easier accessibility for River Bluff and Animal Services employees
- Wellness Screenings can be done at Better Life Wellness location on nights/weekends
- Advisory Committee to work hand in hand with our Wellness Committee

Sponsored by: Keith McDonald  
Dave Fiduccia

COUNTY BOARD MEETING  
March 28, 2019

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

Submitted by: Operations & Administrative Committee  
Personnel & Policies Committee

2019 CR

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**RESOLUTION AWARDING ONSITE WELLNESS CLINIC SERVICES**

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**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Article VI, Section 2-341, that all purchases for and contracts for supplies, materials, equipment, and contractual services, the value of which is estimated to exceed \$25,000.00 shall be based on competitive bids by the County Board; and,

**WHEREAS**, competitive Request for Proposals responses were received by the Purchasing Department on February 12, 2019 for the following;

**ONSITE WELLNESS CLINIC SERVICES RFP # 19P-2172**

**WHEREAS**, the Operations & Administrative Committee, along with, the Personnel & Policies Committee of the County Board for the County of Winnebago, Illinois has reviewed the proposals received for the aforementioned item(s) and recommends awarding the contract as follows:

**SWEDISHAMERICAN HEALTH SYSTEM**  
**1313 EAST STATE STREET**  
**ROCKFORD, ILLINOIS 61104**

**(SEE PROPOSAL TAB)**

**WHEREAS**, the Operations & Administration Committee and the Personnel & Policies Committee has determined that the funding for the aforementioned services shall be as follows:

**48510- 43175**

**NOW, THEREFORE, BE IT RESOLVED**, the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute a two (2) year contract agreement with the option for an additional 2-year term and one additional 1-year term for a total not to exceed

five (5) years for services with SWEDISHAMERICAN HEALTH SYSTEM, 1313 EAST STATE STREET, ROCKFORD, ILLINOIS 61104, in substantially the same form as that attached hereto as Resolution Exhibit A.

**BE IT FURTHER RESOLVED, 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 Human Resources Director, Director of Purchasing, County Administration, Finance Director and County Auditor.



Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

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

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

\_\_\_\_\_  
JOHN BUTITTA

\_\_\_\_\_  
JOHN BUTITTA

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
DOROTHY REDD

\_\_\_\_\_  
DOROTHY REDD

\_\_\_\_\_  
JAIME SALGADO

\_\_\_\_\_  
JAIME SALGADO

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED BY:

\_\_\_\_\_  
**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

Respectfully Submitted,  
**PERSONNEL & POLICIES COMMITTEE**

**AGREE**

**DISAGREE**

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DAVE FIDUCCIA, CHAIRMAN

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DAVE FIDUCCIA, CHAIRMAN

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DAVE BOOMER

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DAVE BOOMER

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ANGIE GORAL

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ANGIE GORAL

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JOE HOFFMAN

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JOE HOFFMAN

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DAVE KELLEY

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DAVE KELLEY

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DOROTHY REDD

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DOROTHY REDD

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JIM WEBSTER

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JIM WEBSTER

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTESTED BY:

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**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

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**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

## RESOLUTION EXHIBIT A

# EMPLOYEE HEALTH AND WELLNESS SERVICES AGREEMENT between SWEDISHAMERICAN HOSPITAL and WINNEBAGO COUNTY (\_\_\_\_\_, 2019)

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**THIS EMPLOYEE HEALTH AND WELLNESS SERVICES AGREEMENT** (this “Agreement”) is entered into as of the 1st day of July, 2019, (“Effective Date”) by and between **SWEDISHAMERICAN HOSPITAL**, an Illinois not for profit corporation (“SwedishAmerican”) and **WINNEBAGO COUNTY**, an Illinois body politic. WINNEBAGO COUNTY and SwedishAmerican may be referred to individually as a “Party” or collectively as the “Parties” to this Agreement.

**WHEREAS**, WINNEBAGO COUNTY is an Illinois body politic located in northern Illinois; and

**WHEREAS**, SwedishAmerican is a division of UW Health, operates two (2) licensed hospitals, and provides a wide range of inpatient, outpatient, and ambulatory health care services, including primary care and wellness services to the residents of northern Illinois; and

**WHEREAS**, WINNEBAGO COUNTY desires to contract with SwedishAmerican for the provision of certain health and wellness services to Winnebago County’s employees and their eligible dependents; and

**WHEREAS**, SwedishAmerican and WINNEBAGO COUNTY have reached an agreement on the terms and conditions under which the health and wellness services will be provided.

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

1. **Definitions.**

(a) “Clinic” means the Winnebago County Health and Wellness Center located at 526 W. State Street Rockford, IL 61101 and to, be operated to provide Primary Care and Wellness Services to eligible County employees and their families as defined under this Agreement and state and federal law.

(b) “Covered Services” means Primary Care and Wellness Services and Occupational Medicine Services.

(c) “Family” or “Families” means Covered employee, lawful spouse of covered employee, child(ren) of the covered employee under the age of 26 who are either the birth children or legally adopted by or placed for adoption.

(d) “Member” or “Members” means each individual or all individuals enrolled to receive Primary Care and Wellness Services, or Occupational Medicine Services, at Clinic under this agreement.

(e) “Occupational Medicine Services means those services to be provided by SwedishAmerican to Members who are employed by WINNEBAGO COUNTY, as set forth on Exhibit A attached hereto and incorporated by reference herein.

(f) “Payor” means WINNEBAGO COUNTY and its agents and representatives, including any insurer, third party administrator, or the like, of Winnebago County’s health plans.

(g) “Primary Care and Wellness Services” means those services to be provided by SwedishAmerican to Members under this Agreement, as set forth on Exhibit B attached hereto and incorporated by reference herein.

(h) “Reimbursable Non-Covered Services” means reasonable and necessary health care services furnished to a Member that are not Covered Services, but are eligible for reimbursement under a health plan maintained by WINNEBAGO COUNTY.

(i) “Term Year” means each twelve (12)-month period beginning July 1 and ending June 30 during the term of this Agreement.

(j) “Health plan” means the overall health benefits provided by a WINNEBAGO COUNTY employer sponsored health plan for its employees and their dependents pursuant to one or more plan documents.

## **2. Obligations of SwedishAmerican.**

(a) Provision of Covered Services. SwedishAmerican agrees to provide Primary Care and Wellness Services to Members, at the Clinic. The Clinic will be operated in conformance with the quality standards offered to all SwedishAmerican patients at all of its clinic locations and those required by the County. The Clinic will be open not less than forty (40) hours per week (except as any week’s schedule is reduced by holidays) exclusively for Members. The Clinic will be available by walk in or appointment, for regular daytime hours (8 a.m. – 5 p.m.) Monday thru Friday (certain holidays excluded: New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day Christmas Eve, Christmas Day), and on such extended schedule (for example, early mornings, evenings, and/or Saturdays) as is mutually agreeable to the Parties. The days and times that the Clinic will be open for appointments may be modified by mutual

agreement of the Parties. Primary Care and Wellness Services shall be provided by licensed physician assistants and/or advanced practice nurses who will be supervised by physicians (primarily family practice physicians), (collectively, the “Clinic Practitioners”). Staffing at the Clinic will include the following support staff positions: medical assistant and registered nurse. The registered nursing position is optional if Winnebago County chooses to reduce that cost in renewal years (see Section 5).

(b) Branding of Clinic. The Clinic shall be publicly identified as the Winnebago County Health and Wellness Center. SwedishAmerican shall be responsible for the branding on all Clinic materials and all related wellness program materials related to services operated and managed by SwedishAmerican.

(c) Medical Records. SwedishAmerican shall maintain a personal and confidential medical record for each Member receiving Covered Services pursuant to this Agreement. Medical records shall contain such information as determined appropriate by SwedishAmerican in conformance with generally accepted medical practice and as required by state and federal laws and regulations. Medical records shall be and remain the property of each applicable Member and SwedishAmerican (as applicable) and shall not be accessed, removed or transferred from SwedishAmerican except in accordance with applicable state and federal laws and regulations and SwedishAmerican’s rules and regulations. To the extent permitted by law and SwedishAmerican’s rules and regulations, and provided that Payor has obtained written consent from the applicable Member, SwedishAmerican shall permit Payor to inspect and make copies of a Member’s medical records. Payor shall reimburse SwedishAmerican in an amount equal to SwedishAmerican’s standard reproduction or copying charges related to the provision of medical records. If a Member requests that his/her records be sent to an office outside of the Swedish/American system, SwedishAmerican shall promptly respond to such request consistent with its standard policies and procedures for medical record transfers.

(d) Winnebago County On-Site Clinic. All expenses of furnishing, equipping, and operating the Clinic shall be borne solely by SwedishAmerican, except as provided in Section 3(b) below.

### 3. Winnebago County’s Obligations.

(a) Payment for Covered Services. WINNEBAGO COUNTY, on behalf of its members, shall pay to SwedishAmerican Fees determined in accordance with Exhibit C attached hereto, for all Covered Services. Except as set forth in Section 6 below, SwedishAmerican shall not be entitled to any additional compensation from WINNEBAGO COUNTY, and shall not bill any Member for Covered Services.

(b) WINNEBAGO COUNTY, at its expense, shall provide the Clinic space, consisting of 2640 sq. ft., at 526 W. State St., Rockford, Illinois, along with adequate water, electricity, heating and air conditioning.

(c) WINNEBAGO COUNTY shall provide to SwedishAmerican, a list or other means of identifying Members entitled to receive Covered Services, updated regularly, in a format mutually agreeable to the Parties.

(d) Employee Benefit Plans. WINNEBAGO COUNTY acknowledges and agrees that SwedishAmerican is not an insurance carrier or health plan and this Agreement does not establish a health plan or health care insurance coverage or provide for insured services. WINNEBAGO COUNTY further acknowledges and agrees that the Covered Services are not insured services, do not, and are not intended to, create a health plan or insurance policy, and do not serve as a substitute for healthcare insurance coverage for the employees and their dependents of WINNEBAGO COUNTY .

5. **Annual Review of Fees.** At the request of either Party, not more often than annually, the Parties shall engage in a good faith review of the fees for all Covered Services. Any change in fees shall be set forth in a written and signed amendment to this Agreement. Changes to the fees will be effective on the first (1st) day of the next Term Year. No increase or decrease in fees shall be requested or made during the first two Term Years of this Agreement; and all increases after the two year period will be based on the ALL URBAN CONSUMER CPI-US for city and medical services. Except that WINNEBAGO COUNTY may elect to eliminate or add the registered nurse position as of the end of any Term Year, in which case there shall be a commensurate decrease or decrease in fees, to be determined in good faith by the mutual agreement of the Parties.

6. **Billing and Payment for Non-Covered Services.**

(a) Reimbursable Non-Covered Services. In the event Reimbursable Non-Covered Services are provided to any Member at the Clinic, SwedishAmerican shall present sufficient information to enable WINNEBAGO COUNTY to determine whether, and to what extent, payment to SwedishAmerican for such services is appropriate.

7. **Representations and Warranties.**

Each Party represents and warrants to the other Party as follows:

(a) It is an entity duly organized and validly existing under the laws of the **State of Illinois**;

(b) It has, and will have for the Term, full authority to enter into this Agreement and to perform its obligations hereunder;

(c) This Agreement constitutes its legal, valid and binding obligation, enforceable against it in accordance with its terms;

(d) There are no proceedings by or before any governmental body or court, now pending or, to its knowledge, threatened against it or any of its subsidiaries that if adversely determined, could reasonably be expected to have a material adverse effect on the Party's ability to perform its obligations under this Agreement;

(e) The Parties will perform their obligations in a manner that complies with applicable laws, regulations, ordinances and codes, including identifying and procuring required permits, certificates, approvals and inspections;

(f) In the event that either Party becomes aware of any facts or circumstances that suggest performance under this Agreement may be in violation of any law or regulation, it shall immediately notify the other Party.

8. **Compliance with Laws.** Each Party shall comply with all applicable state, federal, local, national and provincial laws, rules and regulations, including all applicable registration and licensing requirements.

9. **Term and Termination.**

(a) **Term.** Subject to the remaining provisions of this Section 9, the term of this Agreement shall commence on the Effective Date and shall remain in effect for a period of two years initially, and two year renewals, and one year renewal for the term not to exceed five years in total. (the "Term"). Beginning on or about one-hundred eighty (180) days prior to the expiration of the Term, the Parties will meet and confer in good faith regarding renewal of this Agreement.

(b) **Termination With Cause.** Subject to Section 14 below, either Party shall have the right to terminate this Agreement immediately upon written notice to the other Party if:

- 1) SwedishAmerican's license or licenses to provide services (including but not limited to the Covered Services) or otherwise perform its obligations under this Agreement is/are terminated, suspended or restricted in any material way;
- 2) A Party commits a material breach of this Agreement and has not implemented steps to cure the breach within thirty (30) days of written notice describing the breach with reasonable specificity;
- 3) In performing or failing to perform the services or any other obligations under this Agreement (including but not limited to the Covered Services), the Party violates any law in a manner

which has or would have a material adverse effect on the other Party and/or any of the Members; or

- 4) A Party is the subject of any proceedings under bankruptcy laws or other insolvency laws or is declared subject to judicial supervision or enter into liquidation.

(c) Termination Without Cause. Either Party shall have the right to terminate this Agreement without cause upon one hundred and eighty (180) days' advance written notice to the other Party.

(d) Continuation of Obligations. In the event of termination of this Agreement, WINNEBAGO COUNTY shall pay SwedishAmerican in accordance with the terms of this Agreement for all unpaid Fees as of the date of termination. Monthly fees will be prorated to the date of termination.

#### 10. **Insurance and Indemnity.**

(a) Insurance. SwedishAmerican shall, throughout the term of this Agreement and as otherwise provided below, maintain, at its sole cost and expense, policies of insurance or a program of self-insurance providing coverage for its general liability, worker's compensation, and, where applicable, professional liability with minimum limits of liability of Two Million and No/100 Dollars (\$2,000,000) per occurrence and Three Million and No/100 Dollars (\$3,000,000) in the aggregate. For clarification, the insurance limits provided herein are in no way intended to apply to malpractice insurance policies, and SwedishAmerican agrees that its providers who are providing the Covered Services will carry malpractice insurance in amounts not less than One Million and No/100 Dollars (\$1,000,000.00) per occurrence and Three Million and No/100 Dollars (\$3,000,000.00) in the aggregate.

(b) Indemnity by Winnebago County. Except as provided in Section 10(d) below, WINNEBAGO COUNTY agrees to indemnify, defend and hold harmless SwedishAmerican, its parents, subsidiaries, and affiliates, and their respective officers, directors, members, stockholders, employees and agents (the "SwedishAmerican indemnified parties"), from and against any liability, claim, action, loss, cost, damage or expense ("Liability") incurred or suffered by SwedishAmerican or any of the other SwedishAmerican indemnified parties to the extent that any such Liability is caused by Winnebago County's breach of any of its obligations under this Agreement.

(c) Indemnity by SwedishAmerican. Except as provided in Section 10(d) below, SwedishAmerican hereby agrees to indemnify, defend and hold harmless, its parents, subsidiaries, and affiliates, and their respective officers, directors, members, stockholders, employees and agents, (the "WINNEBAGO COUNTY indemnified parties") from and against any liability incurred or suffered by WINNEBAGO COUNTY or any of



the other indemnified parties directly or indirectly, arising out of the acts or omissions of SwedishAmerican or its agents or employees arising under or relating to this Agreement.

(d) **Coordination of Insurance Coverage.** Notwithstanding Sections 10(b) and 10(c) above, the obligation of WINNEBAGO COUNTY and SwedishAmerican respectively to indemnify each other shall not apply to: (i) the extent that such application would nullify any existing insurance coverage of the indemnifying party applicable to the underlying event giving rise to indemnification; or (ii) that portion of any claim or loss in which an insurer is obligated to defend or satisfy. However, a Party's obligation to indemnify the other Party pursuant to Section 10(b) or 10(c) (as applicable) shall include the obligation to indemnify for acts, omissions, and amounts that are covered by insurance to the extent that damages, expenses, and costs exceed the limits of such coverage.

(e) **Survival.** The provision of this Section 10 will survive the termination or expiration of this Agreement.

11. **Member Privacy.** The Parties shall maintain the privacy and security of individually identifiable patient health information of all Members in accordance with all relevant state and federal laws and regulations, including, but not limited to, the privacy and security standards of the Health Insurance Portability and Accountability Act of 1996 set forth at 45 CFR parts 160, 162, and 164, and agree to take such actions as necessary and appropriate in connection therewith. The Parties agree that this Section 11 shall survive the termination of this Agreement.

12. **Relationship of Parties.** This Agreement creates an independent contract relationship between SwedishAmerican and WINNEBAGO COUNTY solely for the purpose of the arrangement for and provision of Covered Services to Members, and this Agreement shall not constitute the formation of a partnership, joint venture, employment or master-servant relationship between SwedishAmerican and WINNEBAGO COUNTY. SwedishAmerican does not, and shall not as a result of this Agreement, have a fiduciary relationship with WINNEBAGO COUNTY, health plan, or any Member; and SwedishAmerican is not and shall not be deemed to be the "Administrator", the "Claim Fiduciary" or the "Named Fiduciary" of WINNEBAGO COUNTY or the sponsor of any health plan. No Provider providing services under this Agreement shall be considered an employee of WINNEBAGO COUNTY for any purpose.

13. **Advertising.** SwedishAmerican shall not disclose the making of this Agreement in any advertisement, journal, magazine or other publication or on the internet or in any other medium, and SwedishAmerican may not use Winnebago County's name or logo (including any trademark of WINNEBAGO COUNTY) in any of its advertising or publicity material without Winnebago County's prior written consent, which may not be unreasonably withheld.

14. **Disputes.** WINNEBAGO COUNTY and SwedishAmerican shall attempt to amicably to resolve any controversy, dispute or difference arising out of this Agreement.

As such, any default (including a purported or alleged material breach of this Agreement by either Party), dispute, disagreement, controversy or claim arising out of or in connection with this Agreement that is not cured or cannot be resolved by the Parties within thirty (30) days of receipt of a notice of default or dispute, shall be referred to a Vice-President, Chief Financial Officer or other Senior Executive of each Party who together shall meet within thirty (30) days of receipt of said notice of dispute, to resolve such dispute, disagreement controversy or claim within a thirty (30) day period, subject to obtaining any necessary corporate approvals of such resolution. If a controversy, dispute or difference is not fully resolved within ninety (90) days of the initial notice of the controversy, dispute or difference, either Party may bring an action or claim related to or arising out of this Agreement in accordance with Section 16, Severability, Governing Law. Either Party will have the right to seek injunctive or other equitable relief in any such court of competent jurisdiction. Each Party agrees to continue performance of its obligations under this Agreement while any dispute is being resolved unless such obligations are terminated by the termination or expiration of this Agreement.

15. **Notices.** Any notices contemplated under this Agreement shall be in writing and shall be deemed effectively given on the date personally delivered or on the date that is three (3) days after deposit in the U.S. Mail, First Class postage prepaid, posted to the addresses listed below, unless other addresses have been designated by written notice in the manner prescribed by this Section 15. Personal delivery may be accomplished by messenger, overnight delivery service, or similar method.

**If to SwedishAmerican:**

Mr. Don F. Daniels  
Executive Vice-President and  
Chief Operating Officer  
SwedishAmerican Hospital  
1313 East State Street  
Rockford, IL 61104

**If to Winnebago County:**

Director of Purchasing  
Winnebago County Purchasing Department  
404 Elm Street, Room 202  
Rockford, IL 61101  
815-319-4380

16. **Severability, Governing Law.** If any clause or provision herein shall be judged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision but shall remain in full force and effect. The Circuit Court for the 17<sup>th</sup> Judicial Circuit in Winnebago

County, Illinois, shall have jurisdiction over any dispute which arises under this Agreement and each of the Parties submits and hereby consents to such court's exercise of jurisdiction. Each provision of this Agreement shall be enforceable independently of any other provision of this Agreement and independent of any other claim or cause of action. In the event of any dispute arising under this Agreement, it is agreed between the Parties that the laws of the State of Illinois will govern the interpretation, validity and effect of this Agreement without regard to the place of execution or place of performance thereof.

17. **Waiver of Breach.** The failure of either Party at any time to require the performance of the other of any of the provisions herein shall in no way affect the rights of the Parties to enforce the same nor shall the wavier by either Party of any breach of any provisions hereof be construed to be a waiver of any succeeding breach or as a waiver or modification of the provision itself.

18. **Complete Agreement, Amendment.** This Agreement supersedes all prior agreements and understandings between the Parties. No amendment or modification of this Agreement shall be effective unless set forth in writing and executed by both Parties.

19. **Assignment, Binding Effect.** This Agreement may not be assigned.

20. **Supervening Law.** Any provisions of law that invalidate or otherwise are inconsistent with the terms of this Agreement, or would cause one or both of the Parties to be in violation of the law, shall be deemed to have superseded the terms of this Agreement; provided, however, that the Parties shall accommodate the terms and intent of this Agreement to the greatest extent possible consistent with the requirements of the law.

21. **Counterparts.** This Agreement may be executed in any number of counterparts, and each counterpart hereof shall be deemed to be an original instrument, but all counterparts taken together shall constitute a single instrument. Signatures provided by facsimile, portable document format, or other electronic form shall be as binding as original signatures.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the dates set forth below, effective as of the date first set forth above.

**WINNEBAGO COUNTY, ILLINOIS:**  
**a body politic**

**SWEDISHAMERICAN HOSPITAL,**  
**an Illinois not for profit corporation**

by: \_\_\_\_\_

its: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

by: \_\_\_\_\_

its: \_\_\_\_\_

Date: \_\_\_\_\_, 2019

**EXHIBIT A**  
**to**  
**EMPLOYEE HEALTH AND WELLNESS SERVICES AGREEMENT**  
**between**  
**SWEDISHAMERICAN HOSPITAL**  
**and**  
**WINNEBAGO COUNTY**

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**Occupational Medicine**

- Drug and Alcohol Collection (including all chain of custody procedures) Includes FAA, 9 panel
- Medical Review Officer\*
- OSHA/DOT Worksite Surveillance/Compliance
- Disability Related Medical Exams and Referrals\*
- Dedicated Injury & Illness Care/Case Management
- Workers' Compensation- Support HR & Management
- Worksite Illness, Injuries, Triage
- Return-to-Work Programs (Evaluation & Management)\*
- Blood Pathogens Program
- Laceration/Wound Care Suture Removal
- Care for Sprains and Strains
- Immunization (with agreed upon fee schedule)
- Pre-employment and post-employment tests
  - Spirometry and Pulmonary

\* Indicates services that need close oversight or actual performance by and occupational health physician. Every effort will be made to have all services performed by the onsite staff but there may be exceptions where individuals need to be seen offsite at a SwedishAmerican Occupational Health clinic. SwedishAmerican will continue to work on the optimal delivery model to minimize cost and maintain convenience for Winnebago County.

**EXHIBIT B**  
**to**  
**EMPLOYEE HEALTH AND WELLNESS SERVICES AGREEMENT**  
**between**  
**SWEDISHAMERICAN HOSPITAL**  
**and**  
**WINNEBAGO COUNTY**

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**Primary Care Services**

- Comprehensive annual health maintenance physicals
- Acute care for illness and injury
- Sports medicine consultations
- School Physicals
- Limited generic prescriptions medication dispensing
- Lifestyle and Disease Management Health Services
- Basic Laboratory Services
  - CLIA-waived POS testing
  - Labs associated with annual health maintenance visit
- Other services as mutually determined

***Note: Any services not listed above are non-covered services and are to be billed in accordance with this agreement.***

**Wellness Services**

- Health Risk Assessment
- Annual lab screen to include CMP, CBC, Lipid Profile, and Hemoglobin A1c Reflex for any glucose greater than 99.
- Medical Director oversight of program
- Physician lab review, abnormal lab follow-up, PCP referrals
- Aggregate reporting and annual review of aggregate with the BLW Medical Director
- On-site health coaching to include 2 sessions per individual
- Wellness Education Sessions
- Clinic based fitness sessions (Scheduled appropriately with demand)
- Customized Web portal
- Smoking cessation
- Monthly wellness calendar of events and promotional materials for wellness activities
- 15% Discount on BLW Retail Services
- 30 Day YMCA trial membership for any members who participate in the Annual HRA and Biometric Screening

**EXHIBIT B-1**  
**to**  
**EMPLOYEE HEALTH AND WELLNESS SERVICES AGREEMENT**  
**between**  
**SWEDISHAMERICAN HOSPITAL**  
**and**  
**WINNEBAGO COUNTY**

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**Appendix B – Generic Medications.**

Generic meds that could be dispensed in the Clinic. This is not intended to be a final list since this would be subject to continual updating depending on our provider reviews, Medical Director approval, etc. This is only for the dispensing of the initial supply of medications and never providing refills. The intent of the on-site dispensing is to provide patients with convenient no out of pocket cost medications for common short term problems (antibiotics for 10 days for a strep throat) or a one-month supply for a medication that might be used more long-term such as an antidepressant.

Cost per package listed below are only to demonstrate the cost to SwedishAmerican. Not cost to the County.

Medication Formulary

Generic Name	Brand Name	Formulation	Dose	Sig	Package Size	Cost per Package	Utilization	Total Cost
Albuterol Sulfate	Ventolin	Inhaler	1 -2 Puffs	UD	1 MDI	\$47.71		
Azithromycin	Z-Pak	Oral Dose Pack	500 mg / 250 mg	UD	1 Pack	\$4.07		
Amoxicillin	Amoxil	500 mg	500 mg	TID	30 Tablets	\$4.80		
Cyclobenzaprine HCl	Flexeril	Tablet	10 mg	TID	15 Tablets	\$1.50		
Meloxicam	Mobic	Tablet	15 mg	Daily	30 Tablets	\$0.90		
Amoxicillin-Pot Clavulanate	Augmentin	Tablet	875 mg	BID	20 Tablets	\$5.80		
Ciprofloxacin HCl	Cipro	Tablet	500 mg	BID	20 Tablets	\$3.60		
Montelukast Sodium	Singulair	Tablet	10 mg	Daily	30 Tablets	\$2.85		
Triamcinolone Acetonide 0.1%	Triderm	Cream	15 grams	PRN	1 Tube	\$0.25		
Trimethoprim-sulfamethoxazole	Bactrim	Tablet	800 mg/160 mg	BID	10 Capsules	\$0.37		
Doxycycline	Vibramycin	Capsule	100 mg	BID	20 Capsules	\$13.60		
Mecizine	Antivert	Tablet	25 mg	TID	15 Tablets	\$4.35		
Metronidazole	Flagyl	Tablet	500 mg	BID	14 tablets	\$2.43		
Methylprednisolone	Medrol Dose-Pak	Tablet	4 mg	UD	1 Pack	\$14.81		

**EXHIBIT C**  
**FEES**  
**to**  
**EMPLOYEE HEALTH AND WELLNESS SERVICES AGREEMENT**  
**between**  
**SWEDISHAMERICAN HOSPITAL**  
**and**  
**WINNEBAGO COUNTY**

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1. WINNEBAGO COUNTY shall pay the following fees to SwedishAmerican:

(a) An annual fee for the first two years as determined by SwedishAmerican's Best and Final Offer sent on March 14, 2019.

(b) Per unit fees for the following items/services, which shall be billed monthly by SwedishAmerican promptly after the end of the month in which the item/service is furnished:

<b>Description</b>	<b>Per Unit Fee</b>
Drug Screen Panel 5 Nida Medtox	25.00
Drug Screen Panel 10 Non-Nida Medtox	25.00
Splint	15.00
KO Elastic w/joints (knee)	36.00
Elbow Elastic w/metal joint	15.00
WHFO No Joint Prefabricated (wrist)	15.00
Ankle Brace Support	42.00
Breath Alcohol	20.00
Crutches	20.00
Finger Splint	10.00
Non-Pneum Walking Boot	65.00
Influenza vaccination and administration	22.00

2. WINNEBAGO COUNTY shall pay the fees to SwedishAmerican in compliance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et. seq.).

## SWEDISHAMERICAN REFERENCE QUESTIONS

- How well does SwedishAmerican understand your needs?

Swedish American has proved they fully understand our needs—even better than I have at times and have preemptively solved problems or identified issues and presented better options.

- How has SwedishAmerican handled conflict-resolution?

I have not had any issues with conflict.

- What was SwedishAmerican's response time to your questions or requests?

Extremely fast—they have provided me a core team of 5-6 people who are eager to attend to any issue or question we might have.

- Does SwedishAmerican exceed your expectations?

YES! I am SO happy with their service, level of communication, and initiative. They have been WONDERFUL to work with.

- What are all of the services that SwedishAmerican provides for you?

Swedish American administers our wellness plan. This involves administering on-site employee/spouse blood draws, providing compliance scoring system, wellness packets and results to individuals, corporate level results for HR, providing wellness lunch and learns through out the year, and discounted wellness classes for employees.



We are also members of the Home Health Center/Partners Health—a brand new employer-based clinic fully managed, staffed, etc. by Swedes. I cannot possibly overstate how extremely happy we are with the clinic, nurses, physicians, communication and CARE our employees are receiving there. Also, there is a huge value to Forest City Gear—both monetarily and in employee goodwill/satisfaction because of the high level of care they're receiving. Swedish American has made FCG and our employees feel important and valuable.

- Is there anything else we should consider before we hire SwedishAmerican?

Ask questions! Swedish American has a LOT more to offer than I ever knew before we embarked on this road and much of it can be very personalized.

- Would you hire SwedishAmerican again?

Absolutely



# WINNEBAGO COUNTY

— ILLINOIS —

## PROPOSAL TAB

### ONSITE WELLNESS CLINIC SERVICES

### RFP 19P-2172

RFP Due: 2/12/2019

<b>PROPOSER/VENDOR</b>	<b>Scoring (Out of 100)</b>	<b>Value Added (Up to 10)</b>	<b>Total Score (Out of 110)</b>
ACTIVATE HEALTHCARE LLC 2010 N Damen Ave, Unit F Chicago, IL 60647	59	5	64
CAREATC 4500 S 129 <sup>th</sup> E Ave, Suite 191 Tulsa, OK 74134	81	0	81
MARATHON HEALTH, LLC 20 Winooski Falls Way, Suite 400 Winooski, VT 05404	82	3	85
MERCYHEALTH 2400 N Rockton Ave Rockford, IL 61103	38	0	38
ONE TO ONE HEALTH 246 E 11 <sup>th</sup> Street, Suite 206 Chattanooga, TN 37402	53	0	53
<b>SWEDISHAMERICAN HEALTH SYSTEM 1313 East State Street Rockford, IL 61104</b>	<b>97</b>	<b>10</b>	<b>107</b>



# WINNEBAGO COUNTY

— ILLINOIS —

## Overview of the Evaluation Scoring Methodology

Score	Description	Full Description
96 to 100	Exceptional	Full achievement of the requirements specified in the RFP for that criterion. Demonstrated strengths, no errors, weaknesses or omissions.
90 to 95	Superior	Sound achievement of the requirements specified in the RFP for that criterion. Some minor errors, risks, weaknesses or omissions, which may be acceptable as offered.
80 to 89	Good	Reasonable achievement of the requirements specified in the RFP for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
70 to 79	Satisfactory	Satisfactory achievement of the requirements specified in the RFP for that criterion. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.
60 to 69	Inadequate	Minimal achievement of the requirements specified in the RFP for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
50 to 59	Poor to deficient	No achievement of the requirements specified in the RFP for that criterion. Existence of numerous errors, risks, weaknesses or omissions, which are very difficult to correct/overcome and make acceptable.
49 or below	Unacceptable	Totally deficient and non-compliant for that criterion.



# WINNEBAGO COUNTY

— ILLINOIS —

## Summary of Selection of SwedishAmerican by Evaluation Committee:

- SwedishAmerican guarantees no price increase for two years
- SwedishAmerican will contribute an estimated amount of \$80,000 the capital expenditures related to the startup of clinic operations
- Utilizes current pool of staffing from SwedishAmerican
- Utilizes SwedishAmerican internal laboratory services – eliminates the need for a 3<sup>rd</sup> party lab
- SwedishAmerican will equip and utilize 2 patient rooms
- SwedishAmerican has the local staff available for Wellness Services (i.e. lunch 'n learns, health coaching, etc.)
- The cost of the annual Health Risk Assessment for employees/spouses is included in the fee
- Opportunity to utilize Partners Health in the future provides easier accessibility for River Bluff and Animal Services employees
- Wellness Screenings can be done at Better Life Wellness location on nights/weekends
- Advisory Committee to work hand in hand with our Wellness Committee

# **FINANCE COMMITTEE**

**2019 Fiscal Year**

Sponsored by:

Jaime Salgado, Finance Committee Chairman

Finance:

March 21, 2019

Lay Over:

March 28, 2019

**Final Vote:****April 11, 2019****2019 CO****TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

**ORDINANCE**

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2019 at its September 27, 2018 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

**2019-020 SCAAP Grant**

**Reason:** The County received Federal grant funds from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). The availability of funds is uncertain during the budget preparation. Upon receipt of the grant funds, the County pays Justice Benefits System for services provided to gather statistical information to submit the grant application. The remainder of the proceeds will be transferred to the General Fund for Corrections salaries.

**Alternative:** None

**Impact to fiscal year 2020 budget:** None

**Revenue Source:** Federal Grant – Sheriff’s Grant Fund

<b><u>Acct Description</u></b>	<b><u>Org</u></b>	<b><u>Obj</u></b>	<b><u>Pri</u></b>	
Other Professional Services	60200	43190	02038	\$11,690
Transfer to General Fund	60200	49110	02038	\$41,444
Federal Grant Revenue	60200	32110	02038	(53,134)
		<b><u>Total Adjustment:</u></b>		<b><u>\$0</u></b>

(AGREE)

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
BURT GERL

\_\_\_\_\_  
DAVID BOOMER

\_\_\_\_\_  
STEVE SCHULTZ

\_\_\_\_\_  
KEITH McDONALD

Respectfully Submitted,  
**FINANCE COMMITTEE**  
**(DISAGREE)**

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
BURT GERL

\_\_\_\_\_  
DAVID BOOMER

\_\_\_\_\_  
STEVE SCHULTZ

\_\_\_\_\_  
KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED BY:

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
FRANK HANEY  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2019  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

<b>DATE SUBMITTED:</b> 3/12/2019 <b>AMENDMENT NO:</b> 2019-020							
<b>DEPARTMENT:</b> Sheriff's Grant Fund <b>SUBMITTED BY:</b> Gary Caruana							
<b>FUND#:</b> 0302 <b>DEPT. BUDGET NO.</b>							
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>							
	60200-43190-02038	Other Professional Services	\$0	\$0	\$0	\$11,690	\$11,690
	60200-49110-02038	Transfer to General Fund	\$0	\$0	\$0	\$41,444	\$41,444
<b>Revenue</b>							
	60200-32110-02038	Federal Grant Revenue (SCAAP)	\$0	\$0	\$0	\$53,134	\$53,134
<b>TOTAL ADJUSTMENT:</b>						\$0	\$0
<b>Reason budget amendment is required:</b>							
The County received Federal grant funds from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). The availability of funds is uncertain during the budget preparation. Upon receipt of the grant funds, the County pays Justice Benefits System for services provided to gather statistical information to submit the grant application. The remainder of the proceeds will be transferred to the General Fund for Corrections salaries.							
<b>Potential alternatives to budget amendment:</b>							
N/A							
<b>Impact to fiscal year 2020 budget:</b> None							
<b>Revenue Source:</b> <u>Federal Grant</u>							



**2019 Fiscal Year**

Sponsored by:

Jaime Salgado, Finance Committee Chairman

Finance:

March 21, 2019

Lay Over:

March 28, 2019

**Final Vote:****April 11, 2019****2019 CO****TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

**ORDINANCE**

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2019 at its September 27, 2018 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, “After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting.”

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

**2019-021 DOPP Grant**

**Reason:** Health Department has received a new contract from the state to provide additional Drug Overdose Prevention services as part of the Opioid Crisis Grant. Two DOPP Specialist Trainers need to be hired.

**Alternative:** None

**Impact to fiscal year 2020 budget:** None

**Revenue Source:** State Grant

<b><u>Acct Description</u></b>	<b><u>Org</u></b>	<b><u>Obj</u></b>	<b><u>Pri</u></b>	
Regular Payroll	60100	41110	60377	56,874
Life Insurance	60100	41221	60377	51
IMRF, Employer	60100	41231	60377	3,200
FICA, Employer cost	60100	41241	60377	4,351
Supplies	60100	42110	60377	5,526
Office paper products	60100	42114	60377	750
Medical and Dental supplies	60100	42260	60377	44,523
Medical and Dental consulting	60100	43150	60377	32,673
Telephone	60100	4320	60377	1,683
Travel	60100	43310	60377	1,253
Printing and Binding	60100	43410	60377	4,000
Gas and Heating Oil	60100	43610	60377	(46)

Electricity	60100	43620	60377	(106)
Water	60100	43630	60377	(7)
Waste Removal services	60100	43640	60377	(49)
Building Repairs and Maintenance	60100	43710	60377	483
Building Rental	60100	43810	60377	1,074
Office Equipment Rental	60100	43830	60377	130
Instruction and Schooling	60100	43942	60377	(566)
Health Insurance	60100	48211	60377	13,081
Cost Allocation	60100	49310	60377	(11,444)
Federal Operating Grant	60100	32110	60377	(157,435)
<b><u>Total Adjustment:</u></b>				<b><u>\$0</u></b>

**(AGREE)**

Respectfully Submitted,  
**FINANCE COMMITTEE**  
**(DISAGREE)**

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA

\_\_\_\_\_  
DAVID FIDUCCIA

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JOE HOFFMAN

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JOE HOFFMAN

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BURT GERL

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BURT GERL

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DAVID BOOMER

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DAVID BOOMER

\_\_\_\_\_  
STEVE SCHULTZ

\_\_\_\_\_  
STEVE SCHULTZ

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

---

FRANK HANEY  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

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LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2019  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		3/8/2019		AMENDMENT NO: 2019-021			
DEPARTMENT:		Health Department		SUBMITTED BY: Pat Madigan			
FUND#:		301		DEPT. BUDGET NO.		60100	

Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>							
60100	41110-60377	Regular Payroll	\$32,444	\$0	\$32,444	\$56,874	\$89,318
60100	41221-60377	Life Insurance	\$29	\$0	\$29	\$51	\$80
60100	41231-60377	IMRF, Employer Cost	\$3,079	\$0	\$3,079	\$3,200	\$6,279
60100	41241-60377	FICA Employer Cost	\$2,482	\$0	\$2,482	\$4,351	\$6,833
60100	42110-60377	Supplies	\$1,080	\$0	\$1,080	\$5,526	\$6,606
60100	42114-60377	Office paper products, supplies	\$0	\$0	\$0	\$750	\$750
60100	42260-60377	Medical and Dental supplies	\$98,000	\$0	\$98,000	\$44,523	\$142,523
60100	43150-60377	Medical and Dental Consulting	\$25,000	\$0	\$25,000	\$32,673	\$57,673
60100	43210-60377	Telephone	\$117	\$0	\$117	\$1,683	\$1,800
60100	43310-60377	Travel	\$855	\$0	\$855	\$1,253	\$2,108
60100	43410-60377	Printing and Binding	\$0	\$0	\$0	\$4,000	\$4,000
60100	43610-60377	Gas and Heating Oil	\$46	\$0	\$46	(\$46)	\$0
60100	43620-60377	Electricity	\$106	\$0	\$106	(\$106)	\$0
60100	43630-60377	Water	\$7	\$0	\$7	(\$7)	\$0
60100	43640-60377	Waste Removal Service	\$49	\$0	\$49	(\$49)	\$0
60100	43710-60377	Building Repairs and Maintenance	\$246	\$0	\$246	\$483	\$729
60100	43810-60377	Building Rental	\$1,254	\$0	\$1,254	\$1,074	\$2,328
60100	43830-60377	Office Equipment Rental	\$266	\$0	\$266	\$130	\$396
60100	43942-60377	Instruction and Schooling	\$1,029	\$0	\$1,029	(\$566)	\$463
60100	48211-60377	Health Insurance	\$7,462	\$0	\$7,462	\$13,081	\$20,543
60100	49310-60377	Cost Allocation	\$36,472	\$0	\$36,472	(\$11,444)	\$25,028
<b>Revenue</b>							
60100	32110-60377	Federal Operating Grant	\$225,000	\$0	\$225,000	\$157,435	\$382,435
<b>TOTAL ADJUSTMENT:</b>						\$0	
Reason budget amendment is required:							
Health Department has received a new contract from the state to provide additional Drug Overdose Prevention services as part of the Opioid Crisis Grant. Two DOPP Specialist Trainers need to be hired.							
Potential alternatives to budget amendment:							
N/A							
Impact to fiscal year 2020 budget:							
None, grant will expire, positions are temporary							
Revenue Source: <u>Grant revenue - Health Department</u>							

# **ZONING COMMITTEE**

**Attachment**  
**ZONING COMMITTEE**  
**OF THE COUNTY BOARD AGENDA**  
March 28, 2019

**Zoning Committee.....Jim Webster, Committee Chairman**

**PLANNING AND/OR ZONING REQUESTS:**

TO BE LAID OVER:

1. Z-17-18 A map amendment to rezone +/- 3.03 net acres from the AG, Agricultural Priority District to the RA, Rural Agricultural Residential District requested by Dennis Norup, property owner, for property that is commonly known as 42XX Centerville Road in Rockford Township.

PIN:           Part of PIN: 15-07-251-001

C.B. District:   1

Lesa Rating:    High

Consistent w/2030 LRMP – Future Map:   NO

**ZBA RECOMMENDS: *MOTION TO APPROVE FAILED (2-3)* on 3/13/19**

(Initially recommended *APPROVAL* (4-1) on 12/11/18)

TO BE VOTED ON: NONE

- 
2. **COMMITTEE REPORT (ANNOUNCEMENTS)** - *for informational purposes only; not intended as a public notice*):

- Chairman, Brian Erickson, hereby announces that a *Zoning Board of Appeals (ZBA)* meeting is scheduled for Wednesday, **April 10, 2019**, at 5:30 p.m. in Room 303 of the County Administration Building.
- Chairman, Jim Webster, hereby announces that the next *Zoning Committee (ZC)* meeting is *tentatively* scheduled for Wednesday, **April 24, 2019**, at 5:00 p.m. in Room 303 of the County Administration Building.

# **ECONOMIC DEVELOPMENT COMMITTEE**

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

**2019 CR \_\_\_\_\_**

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**RESOLUTION GRANTING AUTHORITY TO THE WINNEBAGO COUNTY  
BOARD CHAIRMAN TO EXECUTE THE DOCUMENTS NECESSARY TO  
COMPLETE A LOAN FOR \$30,000 FROM THE REVOLVING LOAN FUND  
TO APOLLO ENTERPRISES, LLC**

---

WHEREAS, Apollo Enterprises, LLC ("Apollo") is a newly established female owned business that will provide short haul trucking services primarily for the construction and demolition industries; and

WHEREAS, the owners of Apollo, Kathleen Gwizdale (45%) and Lisa Marks (55%) intend to acquire certification as a female owned business by the State of Illinois to capitalize on that status for public improvement projects; and

WHEREAS, Gwizdale was previously the Operations Coordinator for N-Trak for three years and will be Apollo's Chief Operating Officer, and Marks was employed at First Midwest Group where she was a business manager for the past 14 months and has earned two masters degrees and will be Apollo's Chief Financial Officer; and

WHEREAS, Apollo plans to use the funds to purchase three trucks/trailer for hauling and employ five full-time workers three of whom will be independent contractors, which is usual for the industry, resulting in the cost to the County per job created of \$6,000; and

WHEREAS, Northern Illinois Development Corporation in conjunction with the Illinois Department of Commerce and Economic Development (NICDC/DCEO) will be lending Apollo \$100,000 and Rockford Bank and Trust will be providing Apollo with a line of credit up to \$100,000;

WHEREAS, pursuant to a Management Agreement between Winnebago County (County) and Rockford Local Development Corporation (RLDC) concerning loans from the Revolving Loan Fund of the County of Winnebago, RLDC and the RLDC Board of Directors, RLDC recommends: the County of Winnebago make a loan of \$30,000 from the Revolving Loan Fund at 6.0 percent to be fully amortized over five (5) years to Apollo secured by second lien on all business assets subordinate to Bank debt not to exceed \$100,000, personal guarantees of Gwizdala and Marks, review and approval of the Buy-Sell agreement between the principals with keyman life insurance supporting such agreement;

NOW THEREFORE, BE IT RESOLVED, that the Chairman of the County Board of the County of Winnebago, Illinois is hereby authorized to execute the loan documents prepared by Rockford Local Development Corporation and approved by the Winnebago County State's



Attorney's Office for the loan of \$30,000 at six (6) percent fully amortized over five (5) years from the Revolving Loan Fund to APOLLO, LLC collateralized by a second lien on all business assets, personal guarantees of Gwizdala and Marks, review and approval of the Buy-Sell agreement between the principals with keyman life insurance supporting such agreement. It is estimated this loan will assist in the creation of a new female owned business to support public construction projects and is projected to create five full-time equivalent jobs.

BE IT FURTHER RESOLVED, that this resolution shall be effective on its adoption.

BE IT FURTHER RESOLVED, that the Clerk of the County Board of the County of Winnebago is directed to prepare and deliver certified copies of this resolution to the Winnebago County Planning and Economic Development Director and the Winnebago County State's Attorney's Office – Civil Division.

**AGREE**

Respectfully submitted,  
**Economic Development Committee**  
**DISAGREE**

---

FRED WESCOTT, CHAIRMAN

---

FRED WESCOTT, CHAIRMAN

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DOROTHY REDD

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DOROTHY REDD

---

PAUL ARENA

---

PAUL ARENA

---

JAS BILICH

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JAS BILICH

---

JOHN BUTITTA

---

JOHN BUTITTA

---

JEAN CROSBY

---

JEAN CROSBY

---

DAN FELLARS

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DAN FELLARS

---

BURT GERL

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BURT GERL

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TIM NABORS

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TIM NABORS

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED BY:

---

FRANK HANEY  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

---

LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**Revolving Loan Fund**  
**Loan Summary for:**  
Apollo Enterprises, LLC

<b><u>Applicant:</u></b> Apollo Enterprises, LLC  <b><u>Location Address:</u></b> <i>Currently within each house, but are planning to move to an office space in the upcoming months.</i>	<b><u>PIN:</u></b>   <b><u>County Board District:</u></b> <div style="display: flex; justify-content: space-between;"> <div> <ul style="list-style-type: none"> <li>Lisa Marks (55%) Village of Machesney Park</li> <li>Kathleen Gwizdala (45%) City of Loves Park</li> </ul> </div> <div> <ul style="list-style-type: none"> <li>#6 Keith McDonald</li> <li>#7 Paul Arena</li> </ul> </div> </div>
<b><u>Type of Business:</u></b> <input checked="checked" type="checkbox"/> New (Start-up) <input type="checkbox"/> Expansion (Existing)	
<b><u>Industry:</u></b> Transportation	

<b><u>Requested County Revolving Loan Fund:</u></b>		<b><u>Percentage</u></b>	<b><u>Projected Employees Growth:</u></b>	
\$30,000 @ 6.0% interest for 5 years		10.7%	<b><i>Full-Time Equivalent (FTE):</i></b> 5 <i>(Breakdown)</i>	
<b><u>Owner's Investment:</u></b>	\$50,000	17.9%	1 – Chief Operating Officer 1 – Chief Financial Officer 3 – Independent Trucking Contractors	
<b><u>NICDC/DCEO:</u></b>	\$100,000	35.7%		
<b><u>Bank(s):</u></b>	\$100,000	35.7%		
<b><u>Total Financing of Project:</u></b>		<b><i>\$280,000</i></b>	<b><i>Part Time:</i></b>  <b><u>Job Retention:</u></b>	

<b><u>Uses of Loan Proceeds:</u></b> <ul style="list-style-type: none"> <li>NICDC/DCEO loan proceeds will fund the purchase of three trucks/trailers for hauling materials and debris.</li> <li>Winnebago County funds will provide supplemental working capital.</li> <li>Bank investment will be a line of credit to also assist with providing supplemental working capital and sustain the business through its planned growth phase.</li> </ul>
--

**Revolving Loan Fund**  
**Loan Summary for:**  
Apollo Enterprises, LLC

**Description of Business & Project:**

Apollo Enterprises, LLC ("Apollo") is a newly established business that will provide short haul trucking services primarily in the construction and demolition industries. A female-owned business owned by Kathleen Gwizdala (45%) and Lisa Marks (55%), Apollo plans to get certified as a female-owned business by the State of Illinois to capitalize on the need for disadvantaged businesses on public improvement projects. Additionally, Apollo has an established business relationship with N-Trak, a rapidly growing construction and demolition business that is expected to result in immediate business. Ms. Gwizdala will operate as Chief Operating Officer. She was previously Operations Coordinator for N-Trak where she has worked for three years. Ms. Marks will operate as Chief Financial Officer. She has been employed at First Midwest Group as a Business Manager the past 14 months and has earned two Masters Degrees.

**Other Conditions:** Personal guarantee Ms. Gwizdala and Ms. Marks. Review and approval of Buy-Sell Agreement between the principals with Keyman Life Insurance supporting the Agreement.

**RLDC Recommendation:**

Staff recommends a \$30,000 loan to Winnebago County for the following reasons:

- 1) Participation in its project supports a female-owned business in the construction trades.
- 2) Participation in this project is expected to contribute to the creation of five FTE's.
- 3) The proposed County loan will be secured by a subordinated lien on all business assets and it is expected to be fully collateralized by the third month of operations.
- 4) Apollo's projections are supported by a favorable relationship with N-Trak which reportedly subcontracts \$1.6 million in annual trucking services.
- 5) Although young, the principals have complementary skills and industry experience.



## LLC FILE DETAIL REPORT

File Number	07535805		
Entity Name	APOLLO ENTERPRISES, LLC		
Status	ACTIVE	On	02/10/2019
Entity Type	LLC	Type of LLC	Domestic
File Date	02/10/2019	Jurisdiction	IL
Agent Name	LISA MARKS	Agent Change Date	02/10/2019
Agent Street Address	1620 ROOSEVELT RD	Principal Office	1620 ROOSEVELT ROAD MACHESNEY PARK, IL 611150000
Agent City	MACHESNEY PARK	Managers	<a href="#">View</a>
Agent Zip	61115	Duration	PERPETUAL
Annual Report Filing Date	00/00/0000	For Year	
Series Name	NOT AUTHORIZED TO ESTABLISH SERIES		

[Return to the Search Screen](#)

Purchase Certificate of Good Standing  
(One Certificate per Transaction)

## OTHER SERVICES

File Annual Report

Adopting Assumed Name

Articles of Amendment Effecting A Name Change

Change of Registered Agent and/or Registered Office Address

[BACK TO CYBERDRIVEILLINOIS.COM HOME PAGE](#)

**LLC MANAGERS**

Entity Name	APOLLO ENTERPRISES, LLC	File Number	07535805
Name	Address		
MARKS, LISA J	1620 ROOSEVELT ROAD, MACHESNEY PARK, IL - 61115		
GWIZDALA, KATHLEEN E	6020 BRIAR PATCH LANE, LOVES PARK, IL - 61111		

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# Winnebago County Loan Program

Presented by:  
**John Phelps, Executive Director**  
**Andrew Jury, Loan Officer**  
Rockford Local Development Corporation

3/22/2018

## Who is RLDC?

- ▶ Private, not-for-profit economic development agency
- ▶ Founded in 1979
- ▶ Primary Activity: Small Business Lending
  - 346 current loans outstanding
  - \$70.4 million loan portfolio;
    - Projects totaling \$313.9 million
  - 5,251 jobs created/impacted



## RLDC Programs/Services

- ▶ Source of Gap Financing
- ▶ Statewide SBA 504 Lender
- ▶ Manage Local Revolving Loan Funds
- ▶ Provide SBA 7(a) Packaging Services to Banks
- ▶ Leader in Urban Redevelopment Projects
  - 1. South Main Grocery Store (La Chiquita)
  - 2. Turner School Police Station
  - 3. Downtown Rockford Conference Center
  - 4. Keith Creek Flood Mitigation Program
  - 5. Multiple Brownfields Remediation Projects



## RLF Characteristics

- ▶ Ideal for smaller loans:
  - Lesser of \$200,000 or 30% of project costs
- ▶ Typically Used for Subordinate Financing
  - Eligible Costs:
    - Land & Building
    - Equipment
    - Working capital
- ▶ Rates = project dependent
- ▶ Nominal processing fees





## RLF Loan Criteria

- ▶ Small Businesses (esp. Manufacturing and disadvantaged borrowers and distressed areas)
- ▶ Job Creation (\$20,000/job)
- ▶ Leverage of Private capital
- ▶ Sustainability



## Underwriting Process

- ▶ Learn about Business (Product/Service, Management, Market, Competition, etc)
- ▶ Describe Uses and Sources of Funds
- ▶ Evaluate Financial Condition (Analyze Balance Sheet–Compare to Industry Standards)
- ▶ Analyze Revenue Growth and Earnings Growth (Analyze Income Statement–Compare to Industry Standards)
- ▶ Analyze Debt Service Capacity
- ▶ Analyze Collateral and Borrower Creditworthiness



## Other Considerations

- ▶ Approvals in 30 days or Less
- ▶ Project Default Rates of 2%/Year
  1. \$1.2 Mil Loan Fund Yields \$72,000 at 6%
  2. RLDC Management Fee Averages 1.5%
  3. Loan Loss Reserve of 2%
  4. Sustainable Income of \$30,000/year



## Winnebago County Loan Portfolio

- ▶ 10 Total Loans
- ▶ Balance Outstanding: \$1.08 million
- ▶ Avg Loan Size: \$107,800
  1. Pre-RLDC: \$450,000
  2. Post-RLDC: \$50,600
- ▶ Average Interest Rate: 3.18%
  1. Pre-RLDC: 2.5%
  2. Post-RLDC: 5.7%
- ▶ No Monetary defaults (1 Business Failure and 1 deferment)



# Financial Statements

## Fiscal Year Ending September 30

	September-15	September-16	September-17	February-18 (5 Months)
Fund Balance	\$1,020,268	\$1,045,225	\$1,177,549	\$1,191,940
Net Income	\$9,549	\$24,957	\$32,324	\$14,392

3/22/2018

## Thank You

Contact us:

John Phelps, Executive Director

Andrew Jury, Loan Officer

120 W. State St., Suite 306

Rockford, IL 61101

Tel (815) 987-8675

Fax (815) 968-4157

Email: [john@rldc.us](mailto:john@rldc.us) or [Andrew@rldc.us](mailto:Andrew@rldc.us)



# Annual Overview of the Revolving Loan Fund (Part 2)

Winnebago County, Illinois

Presented by:

Carla Paschal, County Administrator

Chris Dornbush, Director of Development Services

*March 22, 2018*

3/22/2018

## Program Purpose

- Loans to increase capital availability to projects that create/retain jobs by spreading the risk among lenders and reducing the cost of the capital to the borrower
- Loans to for-profit and not-for-profit businesses

3/22/2018

## Origin of the Revolving Loan Funds

- The money originated to the County in the early 1990's (prior to 1992) from the Illinois Department of Commerce and Community Affairs (DCCA) – is now the Illinois Department of Commerce and Economic Opportunity (DCEO)
- There is **NO** County money used in the Revolving Loan Fund
  - Program supports itself

3/22/2018

## What happens if a Loan goes into Default?

- The County is **NOT** liable to repay the loan to the Revolving Loan Fund
  - **No** County liability
- The funds available for future loans would simply be reduced by the balance of the defaulted loan

3/22/2018

## DCCA/DCEO intentions of the Loan Program

- Financial assistance through loans to companies for the encouragement of investment and job creation/retention
  - Machinery and equipment
  - Building construction and renovation
  - Working capital

3/22/2018

## 6 Year Fund Performance

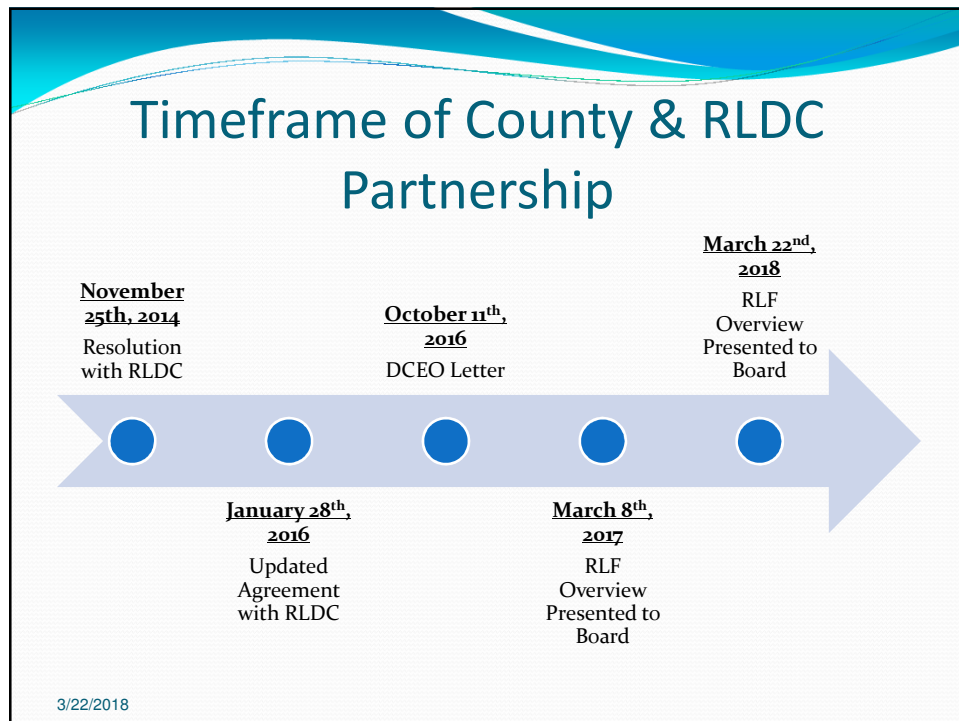
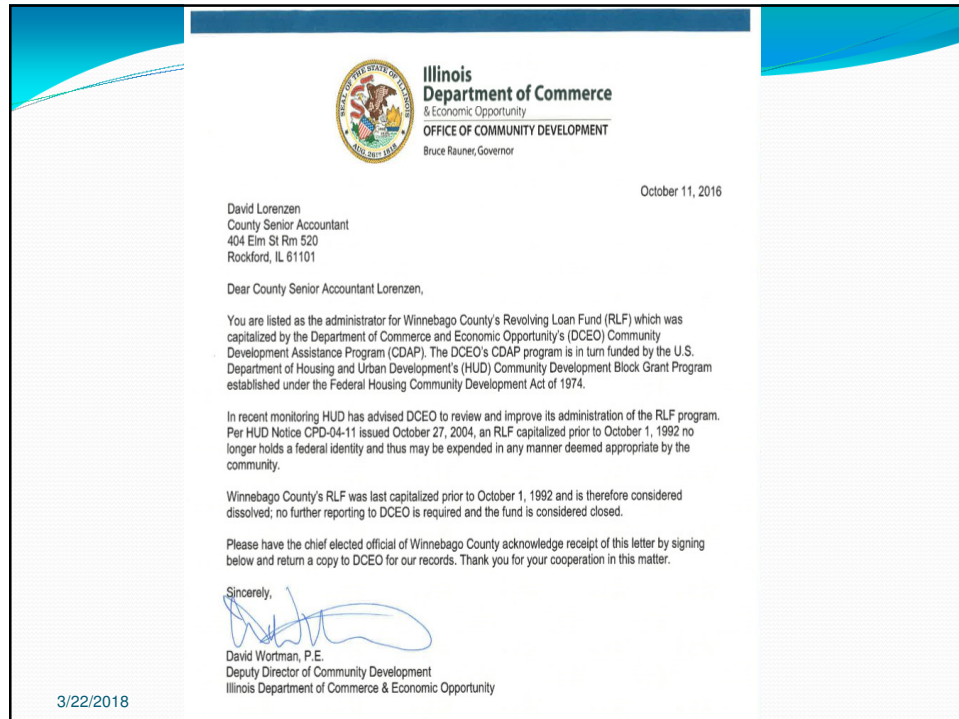
<u>9/30/2017</u>		<u>9/30/2016</u>		<u>9/30/2015</u>	
Cash	\$ 304,600	Cash	\$ 445,136	Cash	\$ 453,863
Loan Balances	\$ 1,070,300	Loan Balances	\$ 911,994	Loan Balances	\$ 878,455
Fund Balance	\$ 1,374,900	Fund Balance	\$ 1,357,130	Fund Balance	\$ 1,332,318
Investment Income	\$ 17,770	Investment Income	\$ 25,813	Investment Income	\$ 21,605
<u>9/30/2014</u>		<u>9/30/2013</u>		<u>9/30/2012</u>	
Cash	\$ 360,838	Cash	\$ 175,544	Cash	\$ 183,847
Loan Balances	\$ 949,926	Loan Balances	\$ 1,107,444	Loan Balances	\$ 1,066,860
Fund Balance	\$ 1,310,764	Fund Balance	\$ 1,282,988	Fund Balance	\$ 1,250,707
Investment Income	\$ 27,776	Investment Income	\$ 32,281	Investment Income	\$ 43,834

FUND BALANCE	
2012	\$ 1,250,707
2017	\$ 1,374,900
<b>GROWTH</b>	<b>\$ 124,193</b>

3/22/2018









# **OPERATIONS & ADMINISTRATIVE COMMITTEE**



## Executive Summary

Date: March 21, 2019  
To: Operations and Administrative Committee  
Prepared by: DoIT & Purchasing Department

---

**Subject:** Mitel Voice Over IP Phone System Maintenance and Support Services Contract Renewal  
**County Code:** Winnebago County Purchasing Ordinance

### Background:

The County of Winnebago operates an expansive Mitel Voice Over IP Phone System for all Elected and Appointed Officials. There are approximately 1,600 phones in the system that are managed by sophisticated telecommunications electronics (programmable controllers). The County has been operating this phone system since 2005.

Proper maintenance and support of the Mitel Voice Over IP Phone System is critical for daily operations of the various Elected and Appointed Officials' offices.

This year the Purchasing Department used the NJPA Sourcewell #040314-MBS Cooperative Joint Purchasing Contract to obtain the lowest contracted maintenance rates. The service agreement, however, will be managed through a local vendor, IP Communications, Inc.

### Recommendation:

The County of Winnebago requires annual maintenance and support of the Mitel Voice Over IP System to ensure reliability, stability and predictability of the system. DoIT recommends awarding this competitively priced 2-year agreement with IP Communications.

### Follow-Up:

Purchasing Department will route for signatures the IP Communications, Inc. **Winnebago County 2 year Full Service Contract Agreement (Exhibit A)**. The WinCo DoIT will issue a Purchase Order to IPC. Fully Executed Vendor Agreement will be filed with executed Resolution in the Clerk's Office.

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

Submitted by: Operations and Administrative Committee

2019 CR

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**RESOLUTION FOR TELECOMMUNICATIONS SERVICE CONTRACT RENEWAL (for Mitel)**

---

**WHEREAS**, the County of Winnebago operates an expansive Voice Over IP (VOIP) system that supports all Elected and Appointed officials. The system is formally known as the Mitel Voice Over IP Phone System; and

**WHEREAS**, since activation in 2005, the Winnebago County Department of Information Technology has upheld an annual maintenance and support contract to cover the hardware and software of the Mitel system; and

**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 \$25,000.00 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**, local supplier, IPC Communications Inc., is under the National Joint Power Alliance Cooperative Joint Purchasing Agreement NJPA Sourcwell Contract #040314-MBS with the lowest contracted annual maintenance renewal rates available; and

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois, has reviewed the NJPA Sourcwell quote, Resolution Exhibit A, received for the aforementioned service and recommends awarding the Contract as follows:

**TELECOMMUNICATIONS SERVICE CONTRACT RENEWAL**

**WHEREAS**, the Operations and Administrative Committee has determined that the funding for the aforementioned purchase shall be paid as follows:

**19500-43168**

**NOW, THEREFORE, BE IT RESOLVED,** by the County Board of the County of Winnebago, Illinois, that the County shall enter into a two-year service contract with IP Communications, Inc., 1521 Windsor Road, Rockford, IL 61111, for a total amount of \$76,367.15.

**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 Chief Information Officer, Director of Purchasing, Finance Director, County Board Office and County Auditor.

Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

\_\_\_\_\_  
KEITH McDONALD, CHAIRMAN

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

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

\_\_\_\_\_  
JOHN BUTITTA

\_\_\_\_\_  
JOHN BUTITTA

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
DOROTHY REDD

\_\_\_\_\_  
DOROTHY REDD

\_\_\_\_\_  
JAIME SALGADO

\_\_\_\_\_  
JAIME SALGADO

The above and foregoing Resolution was adopted by the County Board of the County  
of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED BY:

\_\_\_\_\_  
**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS



## RESOLUTION EXHIBIT A



County of Winnebago  
400 W State St  
Rockford IL 61101

Date 02/26/2019  
Mitel  
NJPA Sourcwell Contract #040314-MBS  
Quote 556940

Mitel NJPA Government Pricing  
Winnebago County 2 year Full Service Contract

Part Number	Description	Quantity	Coverage Start	Coverage End	NJPA
Part Number	Description	Quantity	Coverage Start	Coverage End	Total price
54005193	S/W Assurance MiVoice Business (App Record: 66929162)	1	5/1/2019	4/29/2021	\$1,314.00
54005193	S/W Assurance MiVoice Business (App Record: 70051134)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 74732177)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 74986486)	1	5/1/2019	4/29/2021	\$15,241.20
54005193	S/W Assurance MiVoice Business (App Record: 77574401)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 10244812)	1	5/1/2019	4/29/2021	\$207.60
54005193	S/W Assurance MiVoice Business (App Record: 12418517)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 1954043)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 29106383)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 30830652)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 51249624)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 64599329)	1	5/1/2019	4/29/2021	\$150.00
54005193	S/W Assurance MiVoice Business (App Record: 66106147)	1	5/1/2019	4/29/2021	\$150.00

**Mitel NJPA Government Pricing**

Part Number	Description	Quantity	Coverage Start	Coverage End	Net Price(USD)
54005199	S/W Assurance UC Advanced (App Record: 1185486)	1	5/1/2019	4/29/2021	\$286.80
54005207	SWA NUPOINT 640E (App Record: 63795482)	1	5/1/2019	4/29/2021	\$2,322.00
54005217	S/W Assurance MiVoice Border Gateway (App Record: 24209451)	1	5/1/2019	4/29/2021	\$224.40
54005221	S/W Assurance MiCollab (App Record: 8126769)	1	5/1/2019	4/29/2021	\$540.00
54007294	SWA MiContact Center (App Record: 15645766)	1	4/27/2019	4/29/2021	\$1,860.54
54007294	SWA MiContact Center (App Record: 3445945)	1	5/1/2019	4/29/2021	\$3,888.00
54054478	Hardware support and replacement for all VOIP related equipment as well as labor as required including 24/7 emergency response.	1	4/18/2017	4/30/2019	\$48,982.61
<b>Total</b>					<b>\$76,367.15</b>

**Two year warranty for all hardware, software and labor**

**Two equal payments due annually.**

**Terms : Net 30**

Customer:	Approved and Accepted by:IP Communications
Authorized	Authorized
Signature:	Signature:
Date:	
Print Name	
and Title:	

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

Submitted by: Operations & Administrative Committee

20\_\_ CR

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**RESOLUTION ADOPTING THE FIVE SHARED  
ORGANIZATIONAL VALUES FOR WINNEBAGO COUNTY**

---

**WHEREAS**, the County Board of the County of Winnebago, Illinois, gathered in early 2018 to explore and discuss the future, share a vision for the community, and establish new goals for Winnebago County; and

**WHEREAS**, it is important to adhere to the results of the Board's efforts throughout the County's strategic planning and budgeting processes; and

**WHEREAS**, going forward and requiring total commitment, the five values established were Communication, Respect, Collaboration, Accountability, and Leadership; and

**WHEREAS**, addressing these five shared organizational values and their impact, highlights the key activities and initiatives that the County should focus its resources on in both the short and long term; and

**WHEREAS**, it is the recommendation of the Operations & Administrative Committee to adopt the five shared organizational values Communication, Respect, Collaboration, Accountability, and Leadership.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that it approves the adoption of the five shared organizational values Communication, Respect, Collaboration, Accountability, and Leadership

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective immediately upon its adoption.



Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE  
COMMITTEE**

**AGREE**

**DISAGREE**

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KEITH MCDONALD, CHAIRMAN

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KEITH MCDONALD, CHAIRMAN

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JEAN CROSBY

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JEAN CROSBY

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JOHN BUTITTA

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JOHN BUTITTA

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JOE HOFFMAN

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JOE HOFFMAN

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DOROTHY REDD

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DOROTHY REDD

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JAIME SALGADO

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JAIME SALGADO

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PAUL ARENA

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PAUL ARENA

The above and foregoing Resolution was adopted by the County Board of the  
County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTESTED BY:

---

**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD OF  
THE COUNTY OF WINNEBAGO, ILLINOIS

---

**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

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

Submitted by: Operations & Administrative Committee

2019 CR

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**RESOLUTION ADOPTING THE FIVE STRATEGIC PRIORITY  
AREAS FOR WINNEBAGO COUNTY**

---

**WHEREAS**, the County Board of the County of Winnebago, Illinois, gathered in early 2018 to explore and develop strategic goals for its employees and other stakeholders of Winnebago County; and

**WHEREAS**, the outcome of the process was the creation of five key strategic organizational goals to ensure that all County stakeholders are working toward common priorities; and

**WHEREAS**, it is important to adhere to the results of the Board's efforts throughout the County's strategic planning and budgeting processes; and

**WHEREAS**, the five strategic priority areas established were Financial Sustainability and Stewardship, Organizational Efficiency and Collaboration, Community Health and Public Safety Effectiveness, 21<sup>st</sup> Century Infrastructure, and Dynamic Economic Development; and

**WHEREAS**, addressing these five strategic priority areas and their impact, highlights the key activities and initiatives on which the County should focus its resources in both the short and long term; and

**WHEREAS**, it is the recommendation of the Operations & Administrative Committee that the County formally adopt the five strategic priority areas to include Financial Sustainability and Stewardship, Organizational Efficiency and Collaboration, Community Health and Public Safety Effectiveness, 21<sup>st</sup> Century Infrastructure, and Dynamic Economic Development.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois, that it approves the adoption of the five strategic priority areas of Financial Sustainability and Stewardship, Organizational Efficiency and Collaboration,

Community Health and Public Safety Effectiveness, 21<sup>st</sup> Century Infrastructure, and Dynamic Economic Development.

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective immediately upon its adoption.

Respectfully Submitted,  
**OPERATIONS & ADMINISTRATIVE  
COMMITTEE**

**AGREE**

**DISAGREE**

---

KEITH MCDONALD, CHAIRMAN

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KEITH MCDONALD, CHAIRMAN

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JEAN CROSBY

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JEAN CROSBY

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JOHN BUTITTA

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DOROTHY REDD

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JAIME SALGADO

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JAIME SALGADO

---

PAUL ARENA

---

PAUL ARENA

The above and foregoing Resolution was adopted by the County Board of the  
County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTESTED BY:

---

**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD OF  
THE COUNTY OF WINNEBAGO, ILLINOIS

---

**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

Sponsored by: Keith McDonald, Chairman

COUNTY BOARD MEETING  
March 14, 2019

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

Submitted by: Operations and Administrative Committee

2019 CR

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**AN ORDINANCE AMENDING SECTIONS OF CHAPTER 62  
OF THE COUNTY CODE OF ORDINANCES**

---

**WHEREAS**, Chapter 62 of the County Code of Ordinances, Article I sets forth various criteria for Personnel;

**WHEREAS**, the County wishes to amend Sections of Chapter 62, of the County Code of Ordinances.

**NOW, THEREFORE, BE IT ORDAINED**, by the County Board of the County of Winnebago, Illinois, that Chapter 62, Article I of the County Code of Ordinances be amended as follows:

Sec. 62-28. – Vehicle policy.

- (1) **PURPOSE:** The purpose of this policy is to establish administrative procedures to be used by Elected Officials and employees in the use of County owned or leased vehicles. This policy ensures that public funds are used properly in the use of vehicles. The County requires safe operation and use of any motor vehicle owned or leased. All drivers are required to hold a valid drivers' license within the proper classification and shall follow all County rules, policies and procedures as well as all federal, state, and local laws when driving on County business. Internal Revenue Service (IRS) Fringe Benefit rules may apply in certain cases for Elected Officials and employees issued a County owned or leased vehicle. This policy incorporates IRS Fringe Benefit Rules found in both the "Taxable Fringe Benefit Guide for Federal, State, and Local Governments" and Publication 15-B "Employer's Tax Guide to Fringe Benefits". Both publications can be found at [www.irs.gov](http://www.irs.gov) and are periodically updated by the IRS. According to the IRS, if the County provides a vehicle that is used by an Elected Official or employee exclusively for business purposes and substantiation requirements are met, there are no tax consequences or reporting required. If an employee is allowed to take a vehicle home and commuting mileage occurs, the fringe benefit must be taxed. This policy addresses all circumstances.
- (2) **SCOPE:** This policy applies to employees that regularly or occasionally drive a County owned or leased vehicle.
- (3) **STATEMENT OF POLICY:** The operation of County owned or leased vehicles is indispensable in conducting County business. The manner in which each vehicle is handled directly affects the performance of each County department. Vehicular collisions are potentially the most costly losses that

the County can incur when the summation of property damage, bodily injury, fatalities, and liability suits are considered. The cost can mount to proportions that will adversely affect every department in its efforts to accomplish its mission and maintain good public relations. Proper procedures must be followed for the County to comply with Internal Revenue Service Taxable Fringe Benefit rules when issuing a vehicle to County employees.

All County owned vehicles shall be titled to the County of Winnebago with NO department name attached as the County carries the excess auto insurance not departments. The County's Purchasing Department is the holder of all original titles for County owned vehicles. The County Administrator and Director of Purchasing are the authorized signing agents for County owned vehicle titles. All County owned vehicles shall bear Municipal license plates except those specifically indicated for undercover law enforcement activities.

**Definition of Undercover Law Enforcement Activities or Operations:** According to the Undercover and Sensitive Operations Unit, Attorney General's Guidelines on FBI Undercover Operations, undercover activities means any investigation activity involving the use of an assumed name or cover identity by an employee of the FBI or another Federal, state or local law enforcement organization. Undercover operations mean an investigation involving a series of related undercover activities over a period by an undercover employee. A series of related undercover activities generally consists of more than three separate contacts by an undercover employee with the individual(s) under investigation. However, undercover activities involving sensitive or fiscal circumstances constitute an undercover operation regardless of the number of contacts involved.

**Definition of Law Enforcement Officer:** A law enforcement officer is a person employed on a full-time basis by a unit of government. An officer is responsible for the prevention and/or investigation of crime involving injury to persons or property, who is authorized by law to carry firearms, execute search warrants, and make arrests and who regularly carries firearms (except when it is not possible to do so because of requirements of undercover work).

**Definition of On-Call/Emergency Assignment:** Employees are considered on-call or emergency assignment if they are required to perform their duties beyond normal working hours in order to ensure a quick response to emergency or after-hours calls for service.

**Definition of County Business:** County business means activities that an employee is assigned, required, or directed to perform including education or training activities. An activity does not become County business merely because a department permits an employee to do it, even if the County pays the employee's expenses. The County must require the employee to attend the education or training activity for the employee to be eligible to use a County owned or leased vehicle.

**Definition of Direct Travel:** Direct travel means the shortest, most reasonable, or ordinary route to the destination required to perform County business. Direct travel includes travel to sites near the direct route of destination for eating, lodging, or other personal needs that must be met when performing County business.

**Definition of Personal Use:** Personal use of County vehicles is strictly prohibited, other than commuting to and from work, and de minimis usage while performing official business. Personal use is taxable unless it is considered a qualified non-personal use.

**Definition of Prohibited Activities:** Prohibited activities are activities in direct violation of State of Illinois laws or written County policies. Examples of prohibited activities are consuming alcohol, using or dealing in illicit drugs, soliciting prostitution, using County vehicle for any prohibited purpose, or engaging in any crimes against people or property.

#### **(4) UTILIZATION OF COUNTY VEHICLES**

Elected Officials and Department Heads are encouraged to analyze options to determine the least costly transportation method. It is in the County's best interest to minimize commuting expenses by only assigning vehicles to individuals when it is the cheapest option, as when annual business miles are at least 70% of the vehicles total annual miles.

Elected Officials and Department Heads are responsible for annually requiring employees to complete the County Owned Vehicle Use Authorization form for employees under their control and provide it to the County Administrator by August 1 of each year.

**The following criteria shall be followed to utilize County owned vehicles:**

- 1) All employees are required to submit a County Owned Vehicle Use Authorization Form (Exhibit A) annually to utilize a County owned vehicle on a regular or occasional basis.
- 2) All County vehicles, including those of Elected Officials and their employees, are required to utilize maintenance programs directed by the County Purchasing Department. Highway Department vehicles will be maintained at the Springfield Avenue facility.
- 3) An employee must have a home residence within 30 miles of their home department. Any employee living over the 30 miles limit must have this exception approved by both the Elected Official and Department Head and the County Administrator. Miles are determined by using Google mapping.

**Charge for Personal Use of Vehicles:** Authorized use of County owned vehicles by employees is for bona-fide County business purposes and only when in the best interest of conducting County business. Authorizations for the use of County owned or leased vehicles are required annually or more frequently, if necessary, (i.e., seasonal assignment) by the County Administrator as part of the annual budget process or as needed. **Personal use of County vehicles is strictly prohibited, other than commuting to and from work, and de minimus usage while performing official business.**

Any violation of this section may subject the employee to disciplinary action under existing personnel disciplinary procedure. As defined by the current provisions and guidelines of the IRS, employees provided with County vehicles for authorized commuting purposes due to their job positions may incur additional taxable income, calculated by using the IRS Commuting Rules. Other fringe benefit valuation methods may apply on a limited basis, which will be determined and implemented by County Administration.

For commuting miles, employees are required to submit a sworn detailed mileage report to their respective departmental payroll administration each payroll period by using the procedures established by County Administration for payroll reporting.

**IRS Safe Harbor Substantiation Rule:** The safe harbor rule relieves employees of the requirement to keep detailed records in two (2) situations.

Employees using County owned or leased vehicles are **not** required to keep detailed records of vehicle

use if all of the tests below are met:

- a) For vehicles, **not** used for personal purposes:
  - The vehicle is owned or leased by the employer and is provided to the employee for use in the employer's business.
  - When not in use, the vehicle is kept on the employer's premises.
  - No employee using the vehicle lives at the employer's business premises.
  - The employer has a written policy prohibiting personal use, except for de minimis use (such as driving to lunch while out of office on business or stopping at a store located on the way home)
  - The employer reasonably believes the vehicle is not used for any personal use (other than de minimis).
- b) For vehicles **not** used for personal purposes other than commuting:
  - The vehicle is owned or leased by the employer and is provided for use in the employer's business.
  - For bona fide non-compensatory reasons, the employer requires the employee to commute to and/or from work in the vehicle.
  - The employer has established a written policy prohibiting the use other than commuting and de minimis use.
  - Where the employee is not a control employee, and the employer reasonably believes that, except for commuting and de minimis use no individual uses the vehicle for personal purposes. The employer accounts for the commuting use by including the commuting value in the employee's wages.

All Elected Officials and Department Heads, and employees who are issued a County owned vehicle are subject to the provisions of tax law and shall be required to adhere to all administrative procedures. The County Administration shall establish the necessary administrative procedures to ensure countywide compliance with applicable tax law.

All Elected Officials and Department Heads, and employees who are issued a County owned vehicle are subject to the provisions of this tax law and shall be required to adhere to all administrative procedures. The County Administration shall establish the necessary administrative procedures to ensure countywide compliance with applicable tax law.

Eligible tax exceptions for County government are:

- 1) Clearly marked police vehicle if:
  - a. The employee must always be on call.
  - b. The employee must be required by the employer to use the vehicle for commuting.
  - c. The employer must prohibit personal use (other than for commuting) for travel outside of the officer's jurisdiction.
  - d. It is readily apparent, by words or painted insignia, that the vehicle is a public safety vehicle. A marking on a license plate is not a clear marking for this purpose.
- 2) Unmarked law enforcement vehicles are qualified non-personal use vehicles only if the following apply:
  - a. The employer must officially authorize personal use.
  - b. Personal use must be incidental to use for law enforcement purposes; i.e., no vacation or recreational use.
  - c. The employer must be a governmental unit responsible for preventing or investigating crime.



- d. The vehicle must be used by a full-time law enforcement officer; i.e., officer authorized to carry firearms, execute warrants, and make arrests. The officer must regularly carry firearms, except when it is not possible to do so because of the requirements of undercover work.
- 3) Specialized utility repair trucks that qualify as a qualified non-personal use vehicle, which are designed to carry tools, equipment, etc.; has a permanent interior construction, including shelves and racks; and the County requires the employee to commute for emergency call-outs to restore or maintain utility services (i.e., gas, water, sewer).
- 4) Vans and pickup trucks do not qualify for the exemption unless specifically modified to allow minimal personal use, and must be designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
  - a. Vans must have a seat for the driver only (or the driver and one other person) and either of the following items:
    - i. Permanent shelving that fills most of the cargo area; or
    - ii. Open cargo area that always carries materials or equipment used in the department's business function.
  - b. Pickup trucks must either be equipped with at least one for the following items:
    - i. A hydraulic lift gate;
    - ii. Permanent tanks or drums; or
    - iii. Permanent sideboards or panels that raise the sides of the truck bed.
- 5) A passenger bus with a capacity of at least 20 passengers used for its specific purpose.

#### **(5) REQUIREMENTS FOR DRIVING COUNTY OWNED OR LEASED VEHICLE**

County employees must be mindful that while driving they are representatives of the County. Their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the entire County. Employees are responsible for the care and conservation of County owned or leased vehicles and shall report accidents, breakdowns, and/or malfunctions promptly so that necessary repairs can be made.

- 1) Elected Officials and Department Heads must annually submit to the County Administrator a County Owned Vehicle Use Authorization (Exhibit A) for each employee. For new employees a copy of their drivers' license is required to be provided.
- 2) All County employees must record their commuter value as payroll code in the County's timekeeping system during each bi-weekly payroll period in order to have the proper fringe benefit value added to their payroll information. It is the responsibility of the department to ensure the time card documenting commuter value is approved by employee and manager. If employee is unable to approve their time in the timekeeping system the department is responsible for maintaining all paper documentation showing approval of commuter miles for seven (7) years.
- 3) The County's excess vehicle liability insurance company requires employees who regularly or occasionally drive a County owned or leased vehicle to submit the following information annually. Human Resources requests the required updated information each September.
  - Employee name
  - Driver's license number and state of issuance
  - Date of birth
  - Date of hire
  - Driver's license issue date and expiration date
  - CDL license if required as a condition of employment
  - Photocopy of employee's driver's license (after the original photocopy, photocopy only required for license renewed during the past year)

- Photocopy of employees proof of insurance coverage minimums as required by the State of Illinois when employee driving their personally owned vehicle on County business

Operating a County owned or leased vehicle is prohibited without possessing a valid driver's license within the proper classification and carrying such license on driver's person. Any employee whose operator license is revoked, suspended, or restricted in any way by the issuing state shall notify their supervisor immediately. If an employee fails to notify his/her department of a suspension, revocation, or restrictions in writing, he/she shall be subject to disciplinary action up to and including discharge.

**ELECTED OFFICIALS AND DEPARTMENT HEADS shall:**

- 1) Submit County Owned Vehicle Use Authorization Form (Exhibit A) to the County Administrator annually and as circumstances change or as new drivers are added.
- 2) Establish firm internal vehicle use requirements, policy, and procedure for employees to adhere to including frequent internal compliance checks.
- 3) Supervise periodic inspection of vehicles for signs of abuse, unreported damage, and cleanliness.
- 4) Review each vehicle collision and/or reported unsafe driving report(s) with the employee and his/her supervisor to emphasize management's commitment to safe driving practices.
- 5) Establish a firm procedure regarding disciplinary actions that will be taken against employees who show a repeated disregard for good driving practices. Such procedures shall be applied consistently.
- 6) Support the County's defensive driver program to promote safe driving.
- 7) Ensure their employees follow County, State, and Federal safety rules and regulations to avoid vehicle accident or incidents.

**EMPLOYEES shall:**

- 1) Follow defensive driving practices that are established for the protection of themselves, their fellow employees, and the citizens of the County and the State of Illinois.
- 2) Not drive when under the influence of alcohol or drugs as identified by State of Illinois law. Any such use shall be considered a violation of work rules and may be the grounds for disciplinary action up to and including discharge.
- 3) Not transport alcoholic beverages (whether opened or unopened, narcotics, firearms or other explosive materials unless designed as part of the employee's job responsibilities.
- 4) Shall notify Elected Official or Department Head should their drivers' license is revoked, suspended, or restricted in any way by the issuing state.
- 5) Be personally responsible for the cost of all traffic citations and parking tickets.
- 6) Be responsible for enforcing seat belt usage by all occupants at all times.
- 7) Not park in front of or in parking areas associated with taverns or liquor stores unless on official County business. Restaurants serving liquor are not included in this prohibition.
- 8) Not use vehicles for vacations, transporting family members, car-pooling, or for personal gain, such as delivering goods or services, or operating private pools where the riders pay the driver.
- 9) Not affix signs, stickers, antennas, trailer hitches, bike racks, ski racks, etc. to County owned or leased vehicles. Towing or hauling loads for personal reasons are not permitted.
- 10) Not jump-start other vehicles except in emergencies, and then only to start another County owned or leased vehicle.
- 11) Upon leaving the vehicle unattended, remove the keys, close all windows, and lock all doors.

- 12) Not park overnight on the street when possible and ensure the vehicle is secured.
- 13) Not smoke in County owned or leased vehicles. State law prohibits smoking in any government owned or leased vehicle.
- 14) Not operate vehicle outside the County unless on official County business as assigned and approved.
- 15) Only transport County employees, -other local government employees or individuals detained by the County related to official County business.
- 16) Operate County owned or leased vehicle in a manner that ensures maximum fuel savings including compliance with the following fuel saving tips:
  - a. Eliminate unnecessary trips
  - b. Plan all travel routes in advance
  - c. Remove excess weight in vehicle
  - d. Operate vehicle at the speed limit
  - e. Avoid unnecessary idling of vehicle
  - f. Develop and maintain proper driving habits, i.e., do not over accelerate, avoid constant braking, and maintain properly inflated tires
  - g. Take vehicles for schedule maintenance
- 17) Immediately report all accidents, theft, and/or damage to County vehicles to Risk Management.
- 18) Contact local law enforcement to report all accidents and/or damage to County vehicles.

#### **UTILIZATION OF COUNTY VEHICLES**

Permanent assignment of vehicles is not desired and shall only be allowed as follows:

Department Heads and Elected Officials will be responsible for recommending which vehicles under their department's control may be driven home on a regular basis. This recommendation must be presented to the Chairman of the County Board for his written approval and then approved by the County Board prior to the start of every new fiscal year.

#### **(6) VEHICLE INVENTORY**

The County Purchasing Department, the County Sheriff and the Highway Department are responsible for submitting vehicle update reports to Risk Management/Human Resources quarterly or as requested. The report shall include the department vehicle number, make, model, and year of the vehicle, vehicle VIN number, vehicle functions, acquisition cost, license plate number, and any other vehicle activities such as purchases, transfers, totals, sold at auction, or donations. The report shall further include all equipment that could be used on roadways, for emergency purposes, or for public safety such as snowmobiles, motorcycles, trailers, tractors, generators, etc.

#### **(7) VEHICLE MAINTAINANCE**

The County Purchasing Department shall develop a preventative maintenance program and provide scheduled maintenance as recommended by the vehicle manufacturer. The County Sheriff and Highway Department shall service and maintain their vehicles and equipment. Employees are responsible for scheduling service and maintenance of County owned or leased vehicles. In addition to complying with the preventative maintenance schedule employees are responsible for performing periodic safety checks of all vehicles and equipment and reporting any mechanical problem immediately upon detection to the appropriate vehicle manager.

Employee should contact his/her department or Purchasing Department if a major breakdown occurs on

the road, i.e., blown engine or transmission failure, for assistance and repair instructions. ~~Local tow service is provided by A to Z Towing. A to Z Towing~~The local tow service contracted by the County is to be instructed to tow vehicle to the original department location, Highway Department or to the appropriate repair facility. If a breakdown occurs outside of the County after business hours, on holidays or weekends contact a reputable local towing company and have the vehicle towed to a secured facility. Employee shall inform their home department or Purchasing Department the next business day so arrangements can be made to move the vehicle to begin repairs.

#### **(8) REPORTING VEHICLE ACCIDENT OR INCIDENT**

All County owned or leased vehicles are required to have an insurance card. Contact Human Resources for replacement insurance cards. Employees are required to report immediately all vehicle accidents or vehicle incidents to their Department Head, Human Resources and the County Administrator. Submit all reports to Human Resources and the County Administrator within 24 hours.

#### **(9) PROCEDURE FOR REPORTING VEHICLE ACCIDENT OR INCIDENT**

- 1) Stop immediately and take steps to prevent another accident at the scene.
- 2) Life Safety Takes Priority. Obtain emergency medical care at the closest medical facility.
  - a. In the event of personal injury, workers' compensation forms are to be completed and submitted as required by the Workers' Compensation Policy
  - b. Workers' compensations forms must be filed timely to obtain medical care
- 3) Contact local law enforcement. All property damage and/or personal injury accident or incident shall be investigated by law enforcement. A police report is required regardless of severity of accident or incident.
  - a. Obtain as much information about the accident as possible, (i.e., name and addresses of witnesses, license number of vehicles involved, etc.)
  - b. Do not discuss the accident or give statement to anyone at the scene other than law enforcement
  - c. If possible, take photos of the damaged vehicle/property and submit them with the incident report. Do not take video of the accident scene as this is against the law.
- 4) Do not discuss fault, liability, or responsibility for the accident.
- 5) Do not agree to pay for anything or say that the County will take care of the cost or damage
- 6) Do not sign any papers.
- 7) Timely reporting of all vehicle accidents or incidents is mandatory. Contact Supervisor and Human Resources while at the scene, if possible.
- 8) Should an accident or incident occur outside of regular business hours leave a voice mail message for Human Resources at 815-319-4285.
- 9) Submit all vehicle accident or incident reports to Risk Management within 24 hours of occurrence.
- 10) Refer all questions regarding insurance to Human Resources.
- 11) Contact Purchasing Department (815-319-4380) to arrange for vehicle repair estimates.
- 12) County Sheriff and Highway Departments arrange for own towing and repair estimates.

#### **(10) USE OF HAND-HELD ELECTRONIC DEVICES WHILE DRIVING**

For the purpose of this policy, "hand-held electronic devices" includes but is not limited to, cell phones, computers, PDAs, and any other communication device.

Distractions significantly affect the focus needed to operate a motor vehicle safely. According to the Insurance Institute for Highway Safety, distracted driving including the use of cell phones, PDAs, and

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other wireless mobile devices while driving makes the driver four times more likely to be involved in an injury causing accident.

Employees are prohibited from using cell phones or PDAs for work-related or personal matters while driving a County owned or leased vehicle whether the device belongs to the employee or issued by the County. If you must make a work-related call while driving, you must wait until you can pull over and stop in a safe and legal location before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over and stop in a safe, legal location. If you are unable to pull over safely, you must inform the caller that you will have to call them back while not driving.

Employees may use hands-free equipment to make or answer calls while driving without violating this policy. County expects employees to keep these calls brief. If, because of weather, traffic conditions, or any other reason, the employee is unable to concentrate fully on the road, the employee must either end the conversation or pull over and stop in a safe, legal location.

The only exception to the above policy is an emergency called for situations such as a fire, traffic, accident, road hazard, weather, or medical emergency. In such cases, the communications should be as short as reasonably necessary to communicate the nature of the emergency, location, etc.

Employees are prohibited from using text messaging, e-mail or any similar form of electronic communications while operating a County owned or leased vehicle.

#### **(11) DISCIPLINARY ACTION**

Immediate and positive corrective action is required for violations of policy directly associated with saving lives, preventing injuries, or eliminating expensive lawsuits. Disciplinary action shall be taken when any person causes injury to himself or others, or destroys or damages equipment by willfully violating work rules, disregarding traffic regulations or demonstrating an attitude of indifference or defiance.

Elected Officials and Department Heads shall have latitude in determining the extent of disciplinary action to be taken within their departments; however, a continuation of this latitude is dependent upon the adequacy of action taken. A County employee involved in a preventable collision or demonstrating questionable driving capabilities shall be reassigned to non-driving tasks.

Disciplinary action resulting from safety violations shall be monitored closely by Elected Officials and Department Heads and in cases where little or no action is taken, those Elected Officials and Department Heads responsible shall be required to justify their lack of action upon request from the County Administrator. The County Administrator reserves the right to supersede Elected Officials' and Department Heads' disciplinary action if he deems the response is inadequate for the offense.

Any employee who deliberately and/or willfully violates and/or circumvents the County Owned or Leased Vehicle Use Policy shall be subject to loss of County vehicle privileges and be subject to other applicable disciplinary action up to and including discharge.

*This policy supersedes all previous vehicle policies. Provided, however, that if there are provisions 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.*

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(12) POLICY REVIEW

County Administration and Human Resources shall review the County Owned or Lease Vehicle Use policy as needed, and is subject to change at any time. The policy is located on the County's internet site-Employee Resource Center under forms/manuals/policies. Elected Officials and Department Heads are encouraged to review this policy with their staff annually.

EXHIBITS

Exhibit A: County Owned Vehicle Use Authorization Form

Respectfully Submitted,

OPERATIONS & ADMINISTRATIVE COMMITTEE

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The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this

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day of 2019.

AGREE

DISAGREE

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KEITH MCDONALD, CHAIRMAN

KEITH MCDONALD, CHAIRMAN

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JEAN CROSBY

JEAN CROSBY

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JOHN BUTITTA

JOHN BUTITTA

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JOE HOFFMAN

JOE HOFFMAN

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DOROTHY REDD

DOROTHY REDD

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JAIME SALGADO

JAIME SALGADO

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PAUL ARENA

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**FRANK HANEY**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

# **PUBLIC WORKS COMMITTEE**



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

**19-CR-**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION AUTHORIZING THE OBLIGATION RETIREMENT OF BOND  
PAYMENTS FROM MFT FUNDS**

**WHEREAS** Motor Fuel Tax funds need to be obligated for payments on bonds used for improvements to the County Highway System in prior years through the current year; and

**WHEREAS** it is in the public interest to obligate the payments with Motor Fuel Tax funds.

**NOW, THEREFORE BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois that Motor Fuel Tax funds are hereby obligated for payments to the General Obligation Bonds as shown on the attached IDOT forms (BLR 15411);

**BE IT FURTHER RESOLVED** that the Resolution shall be in full force and effect immediately upon its adoption; and

**BE IT FURTHER RESOLVED** that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Winnebago County Auditor, Treasurer and Engineer.

**Respectfully submitted,  
PUBLIC WORKS COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Burt Gerl

\_\_\_\_\_  
Burt Gerl

\_\_\_\_\_  
Dave Boomer

\_\_\_\_\_  
Dave Boomer

\_\_\_\_\_  
David Kelley

\_\_\_\_\_  
David Kelley

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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



Obligation Retirement Resolution  
(County or Municipal)

A resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds

WHEREAS, the County of Winnebago has outstanding  
(County or Municipality)  
indebtedness described as follows:

05-00000-03-GB

(Title of bond issue or paving district and municipal motor fuel tax section number)

Bonds or Public Benefit Assessments	Number of the Bonds or Assessments	Interest or Principal	Date Due	Amount
Bonds	1	\$0.00	2/28/2019	\$550,000

and.

WHEREAS, in the opinion of this body, the indebtedness described in the preceding paragraph may be retired with funds allotted to the municipality under the Motor Fuel Tax Law, and

WHEREAS, it appears that sufficient motor fuel tax funds are or will be available when the above indebtedness is due, and

WHEREAS, the County Board has, by resolution adopted \_\_\_\_\_,  
(County Board, Council or President and Board of Trustees)  
directed the Clerk of Winnebago County to cancel the 2018 tax levy (for taxes  
(year)  
collectable in 2019 ) which would have produced funds to pay this indebtedness. (Not applicable to special  
(year)  
assessment projects.)

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of Five hundred and fifty thousand  
dollars (\$ 550.000 ) from funds allotted to the county or municipality  
under the Motor Fuel Tax Law for the payment of the above-described indebtedness, and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit three (3) certified copies of this resolution to the  
Regional Engineer, Department of Transportation, District 2 , Illinois.

I, Lori Gummow , County Clerk in and  
(County or Municipal)

for the County of Winnebago hereby certify  
(County or Municipality)

the foregoing to be a true, perfect and complete copy of a resolution adopted by the

County Board at a meeting on \_\_\_\_\_  
(County Board, Council or President and Board of Trustees)

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day  
of \_\_\_\_\_, A.D. 2019 .

\_\_\_\_\_  
County Clerk.  
(County or Municipal)

(Seal)



A resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds

WHEREAS, the County of Winnebago has outstanding  
(County or Municipality)  
indebtedness described as follows:

06-00000-04-GB

(Title of bond issue or paving district and municipal motor fuel tax section number)

Bonds or Public Benefit Assessments	Number of the Bonds or Assessments	Interest or Principal	Date Due	Amount
Bonds	1	\$0.00	2/28/2019	\$520,000

and.

WHEREAS, in the opinion of this body, the indebtedness described in the preceding paragraph may be retired with funds allotted to the municipality under the Motor Fuel Tax Law, and

WHEREAS, it appears that sufficient motor fuel tax funds are or will be available when the above indebtedness is due, and

WHEREAS, the County Board has, by resolution adopted \_\_\_\_\_,  
(County Board, Council or President and Board of Trustees)  
directed the Clerk of Winnebago County to cancel the 2018 tax levy (for taxes  
(year)  
collectable in 2019 ) which would have produced funds to pay this indebtedness. (Not applicable to special  
(year)  
assessment projects.)

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of Five hundred twenty thousand  
dollars (\$ 520,000 ) from funds allotted to the county or municipality  
under the Motor Fuel Tax Law for the payment of the above-described indebtedness, and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit three (3) certified copies of this resolution to the  
Regional Engineer, Department of Transportation, District 2 , Illinois.

I, Lori Gummow , County Clerk in and  
(County or Municipal)

for the County of Winnebago hereby certify  
(County or Municipality)

the foregoing to be a true, perfect and complete copy of a resolution adopted by the

County Board at a meeting on \_\_\_\_\_  
(County Board, Council or President and Board of Trustees)

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day  
of \_\_\_\_\_, A.D. 2019

\_\_\_\_\_  
County Clerk.  
(County or Municipal)

(Seal)



A resolution providing for the retirement of certain municipal indebtedness by the use of motor fuel tax funds

WHEREAS, the County of Winnebago has outstanding  
(County or Municipality)  
indebtedness described as follows:

07-00000-05-GB

(Title of bond issue or paving district and municipal motor fuel tax section number)

Bonds or Public Benefit Assessments	Number of the Bonds or Assessments	Interest or Principal	Date Due	Amount
Bonds	1	\$0.00	2/28/19	\$380,000

and.

WHEREAS, in the opinion of this body, the indebtedness described in the preceding paragraph may be retired with funds allotted to the municipality under the Motor Fuel Tax Law, and

WHEREAS, it appears that sufficient motor fuel tax funds are or will be available when the above indebtedness is due, and

WHEREAS, the County Board has, by resolution adopted \_\_\_\_\_,  
(County Board, Council or President and Board of Trustees)  
directed the Clerk of Winnebago County to cancel the 2018 tax levy (for taxes  
(year)  
collectable in 2019 ) which would have produced funds to pay this indebtedness. (Not applicable to special  
(year)  
assessment projects.)

NOW, THEREFORE, BE IT RESOLVED, that there is hereby appropriated the sum of Three hundred eighty  
thousand \_\_\_\_\_ dollars (\$ 380,000 ) from funds allotted to the county or municipality  
under the Motor Fuel Tax Law for the payment of the above-described indebtedness, and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit three (3) certified copies of this resolution to the  
Regional Engineer, Department of Transportation, District 2 , Illinois.

I, Lori Gummow , County Clerk in and  
(County or Municipal)

for the County of Winnebago hereby certify  
(County or Municipality)

the foregoing to be a true, perfect and complete copy of a resolution adopted by the

County Board at a meeting on \_\_\_\_\_  
(County Board, Council or President and Board of Trustees)

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day  
of \_\_\_\_\_, A.D. 2019 .

\_\_\_\_\_  
County Clerk.  
(County or Municipal)

(Seal)



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

**19-CR-**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION AUTHORIZING THE EXECUTION OF ANNUAL PROFESSIONAL  
SERVICES AGREEMENTS WITH STRAND ASSOCIATES, INC. TO PROVIDE  
TECHNICAL SERVICES FOR THE MAINTENANCE OF THE WATER DISTRICT'S  
SCADA SYSTEM (SECTION 11-00495-00-MG)**

**WHEREAS** the County of Winnebago annually enters into several agreements for professional services; and

**WHEREAS** the County of Winnebago does not employ qualified staff to perform the maintenance of the Supervisory Control And Data Acquisition (SCADA) system which is necessary for the operation of the Water Districts pump house at Rock 39; and

**WHEREAS** this work has been performed in the past by Strand Associates under the intergovernmental agreement with the Village of Winnebago; and

**WHEREAS** for bookkeeping reasons the Village prefers that the County contract directly with Strand for this work: and

**WHEREAS** it would be in the public interest to enter into the attached Agreements for SCADA maintenance services with the fees for such services being established by Personnel and Equipment Chargeout Rates as per Exhibits "A" of the attached Agreements; and

**NOW THEREFORE BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute on behalf of the County of Winnebago the attached Annual Agreement with Strand Associates for SCADA maintenance services in the form substantially as attached hereto.

**BE IT FURTHER RESOLVED** that the Agreements entered into shall not become effective and binding unless and until both parties have executed it.

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

**BE IT FURTHER RESOLVED** that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Winnebago County Auditor, Treasurer, and Engineer.

**Respectfully submitted,  
PUBLIC WORKS COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Burt Gerl

\_\_\_\_\_  
Burt Gerl

\_\_\_\_\_  
Dave Boomer

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Dave Boomer

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Dave Kelley

\_\_\_\_\_  
Dave Kelley

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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

## **ANNUAL AGREEMENT WITH STRAND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES RELATED TO SCADA MAINTENANCE AT THE ROCK 39 PUMP HOUSE**

The County of Winnebago, Illinois, hereinafter referred to as the "COUNTY" and Strand Associates, Inc., hereinafter referred to as "STRAND", for the consideration hereinafter set forth hereby agree as follows:

**I. SCOPE OF SERVICES.** STRAND shall provide to the COUNTY professional services related to maintenance of the SCADA system for the Winnebago County Water District at the Rock 39 Pump House, on a purchase order basis.

### **II. TERMS OF AGREEMENT**

#### **A. STRAND AGREES:**

1. That upon receipt of a request for services from the COUNTY, STRAND shall submit to the COUNTY the following information:
  - a. Detailed scope of services for the specific project.
  - b. A timetable detailing the project schedule.
  - c. A not-to-exceed price (fee) for the scope of service along with an estimate of hours and hourly rates for each task.
  - d. A statement referencing this Agreement.
2. STRAND shall not proceed with any of the services to be provided under this agreement until a purchase order authorizing them to proceed is issued by the County Engineer.
3. That all sketches, charts, computations and other data prepared or obtained by STRAND pursuant to this Agreement will be made available, upon request, to the COUNTY.
4. That all engineering documents shall be sealed and signed by an Illinois Registered Professional Engineer as appropriate, where such seal and signature are required by law.
5. To furnish construction contract administration assistance as directed by the COUNTY and as indicated in a purchase order.
6. To provide the SCADA maintenance services to the COUNTY within the time specified in the purchase order.

#### **B. IT IS MUTUALLY AGREED:**

1. That the services performed by STRAND during construction shall be limited to providing assistance in answering questions by the COUNTY'S representative and quality control concerning conformance with any drawings and specifications.
2. It is understood by the COUNTY that STRAND'S role will not be that of providing construction inspections or observations. STRAND will not supervise, direct, or have control over the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs or the contractor's failure to perform the construction work in accordance with the contract documents.

### **C. BASIS OF PAYMENT.**

1. For the services provided herein, the COUNTY shall pay STRAND in accordance with the fee schedule as shown on the attached Exhibit A up to the stated not to exceed price (fee) per work purchase order and pursuant to the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.
2. STRAND is not guaranteed a minimum amount of services.

### **III. EFFECTIVE DATES.**

#### **A. LENGTH OF CONTRACT.**

This Agreement shall commence on the date of execution by both of the parties hereto, and shall terminate on September 30, 2019 or when STRAND completes the services described herein, whichever is sooner. If said purchase order extends beyond the ending date, STRAND will complete all of the services as agreed to in said purchase order.

#### **B. EXTENSION OF AGREEMENT.**

1. After September 30, 2019, the COUNTY, at its discretion, may renew this Agreement with STRAND for a term to expire on September 30, 2020. Fees will be determined by rates established in an updated fee schedule Exhibit "A" effective on October 1, 2019.
2. The contract extension shall be subject to budget approval by the County Board and shall be in the form a letter of understanding between STRAND and the County Engineer.

**IV. LIMITATION OF LIABILITY.** The liability of the COUNTY and its employees is limited to the responsibilities and duties described in Article I of this Agreement. STRAND shall indemnify and save harmless the COUNTY and its employees against any and all loss, damage, liability, judgments, costs and reasonable attorney's fees arising out of STRAND'S negligent acts or omissions under this Agreement.

**V. SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

**VI. EXTENT OF AGREEMENT.** This Agreement represents the entire and integrated Agreement between the COUNTY and STRAND and supersedes all prior negotiations and representations, either written or oral. None of the provisions of this Agreement may be waived, changed, or modified except by an instrument in writing signed by both parties. COUNTY-supplied purchase order is for processing payment only; terms and conditions on the purchase order shall not apply to the services.

**VII. INDEPENDENT CONTRACTOR RELATIONSHIP.** The parties hereto acknowledge and agree that the relationship created by this Agreement is a principal-independent contractor relationship, not an employer-employee relationship.

COUNTY OF WINNEBAGO, IL

STRAND ASSOCIATES, INC.

BY: \_\_\_\_\_  
Frank Haney, Chairman of the  
County Board of the  
County of Winnebago, Illinois

BY: \_\_\_\_\_  
Matthew S. Richards, Corporate Secretary

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST:

ATTEST:

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

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**19-CO-XXX**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**A RESOLUTION AUTHORIZING THE SUPPLEMENTAL APPROPRIATION OF MFT  
FUNDS FOR THE MAINTENANCE OF COUNTY HIGHWAYS  
(SECTION 18-00000-00-GM)**

**WHEREAS** Winnebago County Highways need to be maintained and kept in proper repair on an annual basis; and

**WHEREAS** by County Board resolution 2018 CR 039, dated March 22, 2018, the sum of \$910,000 (nine hundred and ten thousand dollars) was appropriated through the Motor Fuel Tax fund for the purchase of road salt and mix materials; and

**WHEREAS** due to the number and severity of storms over the 2018/2019 winter season, an addition \$590,000 (five hundred ninety thousand dollars) needs to be appropriated from the Motor Fuel Tax fund for the purchase of road salt to insure adequate supply of such material; and

**WHEREAS** it is in the public interest to appropriate the needed supplemental Motor Fuel Tax funds.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the additional sum of five hundred ninety thousand dollars (\$590,000) is hereby appropriated from the Motor Fuel Tax fund via IDOT form BLR 14220 "Resolution for Maintenance Under the Illinois Highway Code", in the form as substantially attached here to, to provide for the purchase of additional road salt; and

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

**BE IT FURTHER RESOLVED** that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Winnebago County Auditor, Treasurer, Administrator and Engineer.

**Respectfully submitted,  
PUBLIC WORKS COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Dave Tassoni, Chairman

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Dave Tassoni, Chairman

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Burt Gerl

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Burt Gerl

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Dave Boomer

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Dave Boomer

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Dave Kelley

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Dave Kelley

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Jim Webster

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Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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

**Resolution for Maintenance  
Under the Illinois Highway Code**



Resolution Number <b>19-003</b>	Resolution Type <b>Supplemental</b>	Sec. <b>18-00000-00-GM</b>
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BE IT RESOLVED, by the Board of the County of  
Governing Body Type Local Public Agency Type  
Winnebago Illinois that there is hereby appropriated the sum of \$590,000.00  
Name of Local Public Agency  
five hundred ninety thousand Dollars (\$590,000.00)  
of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from  
04/01/18 to 03/31/19  
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that County of Winnebago  
Local Public Agency Type Name of Local Public Agency  
shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Lori Gummow County Clerk in and for said County  
Name of Clerk Local Public Agency Type Local Public Agency Type  
of Winnebago in the State of Illinois, and keeper of the records and files thereof, as  
Name of Local Public Agency  
provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Board of Winnebago at a meeting held on 03/28/19  
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month, Year

(SEAL)

Clerk Signature

**APPROVED**

Regional Engineer  
Department of Transportation

Date



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

**19-CR-**

**SUBMITTED BY: PUBLIC WORKS COMMITTEE  
SPONSORED BY: DAVE TASSONI**

**RESOLUTION DECLARING AS SURPLUS HIGHWAY DEPARTMENT VEHICLES  
AND EQUIPMENT AND AUTHORIZING SALE**

**WHEREAS**, the Winnebago County Highway Department owns vehicles and equipment; and

**WHEREAS**, the Winnebago County Highway Department has determined that the vehicles and equipment identified on Exhibit 1 attached are not needed; and

**WHEREAS**, in accordance with Purchasing Ordinance Section 3-364: Surplus and Obsolete Supplies of the Winnebago County Code, before any piece of equipment can be sold by the County it must be declared as surplus, having no further public use by the County; and

**NOW THEREFORE, BE IT RESOLVED** by the County Board of the County of Winnebago, Illinois, that the equipment listed on the attached Exhibit 1 is declared as surplus and not required for public use and that the Winnebago County Director of Purchasing is hereby authorized to sell the above cited equipment, pursuant to the Winnebago County Code; and

**BE IT FURTHER RESOLVED** that the Winnebago County Highway Department and the Director of Purchasing is authorized to negotiate a sale and sell such surplus vehicles and equipment to any agency willing to purchase the vehicles and equipment; and

**BE IT FURTHER RESOLVED** that the Preamble of this Resolution is hereby adopted as if fully set forth herein; and

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

**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 Winnebago County Treasurer, Auditor, and Engineer.

**Respectfully submitted,  
PUBLIC WORKS COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Dave Tassoni, Chairman

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Dave Tassoni, Chairman

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Burt Gerl

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Burt Gerl

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Dave Boomer

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Dave Boomer

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David Kelley

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David Kelley

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Jim Webster

\_\_\_\_\_  
Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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

**EXHIBIT 1**  
**SURPLUS VEHICLES AND EQUIPMENT**  
**WINNEBAGO COUNTY HIGHWAY DEPARTMENT**  
**March 28, 2019**

ID	YEAR	MAKE	MODEL	TYPE	VIN #	REASON
7	2012	GMC	Sierra	3/4 Ton Pickup 4x4	1GT12ZCG2CF129323	Upkeep expensive, worn out
97	2005	CHEVROLET	Blazer	SUV 4x4	1GNDT13X73K162988	Upkeep expensive, worn out
98	2002	DODGE	Ram	1/2 Ton 4x4	3D7HU18N12G173222	Upkeep expensive, worn out
99	2002	DODGE	Dakota	Compact Pickup 4x4	1B7GG32X22S653328	Upkeep expensive, worn out
103	2001	DODGE	Dakota	Compact Pickup 4x4	1B7GG22X01S248075	Upkeep expensive, worn out
275	2015	PETERBILT	348	Tandem Axle	2NP3LJ0X9FM266922	Surplus-Value Added Leasing Progr
278	2015	PETERBILT	348	Tandem Axle	2NP3LJ0X4FM266925	Surplus-Value Added Leasing Progr
509	1987	FORD	8610	Boom Mower Tractor	C763520	Upkeep expensive, worn out
55	1985	FORD	C8000	Distributor	1FDYD8OUOFVA56939	Upkeep expensive, worn out
603	1983	ETNYRE	2wd	Chip Spreader	K4620	Upkeep expensive, worn out
910	2001	Bandit	Intimidator	Wood Chipper	1344	Upkeep expensive, worn out
911	1986	Vermeer	BC1250	Wood Chipper	1VRC14139J100665	Upkeep expensive, worn out
341	2004	VOLVO	EW 180 B	Rubber Tire Excavator	8751144	Upkeep expensive, worn out

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

Sponsored by: David Tassoni

Submitted by: Public Works Committee

2019 CR

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**RESOLUTION AUTHORIZING THE PURCHASE OF AN  
EXCAVATOR**

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**WHEREAS**, the Highway Department is in need to replace its rubber tire excavator; and

**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 \$25,000.00 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**, local supplier, West Side Tractor Sales Co., sells John Deere excavators under the National Joint Power Alliance cooperative joint purchasing agreement Sourcwell (formerly NJPA) contract #032515-JDC; and

**WHEREAS**, the Public Works Committee of the County Board for the County of Winnebago, Illinois has reviewed the proposal received for a 2019 John Deere 85G FT4 Track Excavator and recommends awarding the contract as follows:

**WEST SIDE TRACTOR SALES COMPANY  
3110 PRAIRIE RD  
ROCKFORD, IL 61102**

**WHEREAS**, the Public Works Committee has determined that the funding for the aforementioned purchase shall be paid as follows:

**46100-46430**

**NOW, THEREFORE, BE IT RESOLVED**, that the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute, on behalf of the County of

Winnebago, a Purchase Order with West Side Tractor Company, 3110 Prairie Rd, Rockford, IL 61102 for not to exceed SIXTY-NINE THOUSAND SIX HUNDRED EIGHTY-SEVEN DOLLARS AND EIGHTY-FIVE CENTS (\$69,687.85), which is the difference between the original price of \$106,187.85 and the trade-in value of \$36,500 for a 2004 Volvo EW 180 B Rubber Tire Excavator.

**BE IT FURTHER RESOLVED**, that any contract entered into by the County Board Chairman pursuant to the authority granted by this Resolution shall contain substantially the same terms as those contained in the quote attached.

**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 Chief Information Officer, Director of Purchasing, Finance Director, County Board Office and County Auditor.

Respectfully submitted,  
PUBLIC WORKS COMMITTEE

**AGREE**

**DISAGREE**

\_\_\_\_\_  
Dave Tassoni, Chairman

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Dave Tassoni, Chairman

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Burt Gerl

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Burt Gerl

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David Kelley

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Jim Webster

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Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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



**JOHN DEERE**



0

January-29-2019

**WINNEBAGO CO DEPT  
OF PUBLIC WORKS  
ROCKFORD, IL  
8153194000**

**2019 John Deere 85G FT4 Excavator**

**SOURCEWELL Cooperative Contract 032515-JDC.**

*All the prices in the detailed sections are Per machine basis.*

**Machine Configuration**

Code	Description	Qty	Unit Price
0081FF	85G EXC W/AUX HYD	1	133,087.00
3265	CRAWLER RUBBER PAD-450MM 18"	1	IN BASE
7060	6'11" (2.12M) ARM W/BKT CYL	1	6,724.00
<b>List Price</b>			<b>\$ 139,811.00</b>
<b>Discount 34%</b>			<b>\$ 47,535.74</b>
<b>Net Price</b>			<b>\$ 92,275.26</b>

**Custom Jobs**

Code	Description	Qty	Price
	Dlr provide Pre-Delivery Inspection, Supplies and Fuel Fill	1	1,300.00
	Dealer Provided Delivery	1	-
	Labor for field installed kits	1	3,021.00
Ext Warranty	Extended PTH warranty expires 36 Mos or 3000 hrs whichever	1	1,140.00
59945	WAIN ROY XLS SWINGER CPLR	1	3,156.76
4622948	WAIN ROY 48" QC BKT W/ BOE	1	1,458.01
102344324	WAIN ROY 24" HD 1 XLS STD TOOTH BKT	1	999.16
AT436726	JD AUX PIPING KIT	1	1,059.88
0	Jumper Hoses	1	277.78
<b>Total Price</b>			<b>\$ 12,412.59</b>

**Quote Summary (per unit)**

Item Description		Prices
Machine Net Price		\$ 92,275.26
Custom Jobs		\$ 12,412.59
<b>Price per Machine</b>		<b>\$ 104,687.85</b>
Destination	Freight Charge	
Rockford, IL 61102	\$ 1,500.00	
<b>Total Net Price Quantity (1)</b>		<b>\$ 106,187.85</b>

**Less Trade-in**

<b>2004 Volvo EW 180 B with hours</b>	<b>36,500.00</b>
<b>Net Price less Trade-Ins</b>	<b>\$ 69,687.85</b>

**Warranty Terms**

85G FT4 includes Basic STD warranty 12 Mos

Extended PTH warranty expires 36 Mos or 3000 hrs whichever occurs first

**Remarks:**

*Please note that this quote is valid for 30 days. Purchase cards are accepted -- a 3% transaction fee will be calculated into the PO total for the credit card invoice payment.*

Ron Svartoien - Sales Representative West Side Tractor Sales - (815) 961-3160 • Fax (815) 965-1810 - rons@westsidetractorsales.com



**RESOLUTION OF THE  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS  
19-CR-**

**Submitted by: Public Works Committee  
Sponsored by: Dave Tassoni**

**AWARD OF BID FOR THE 2019 COUNTY GENERAL LETTING**

**We, your Public Works Committee, report that bids were received on Monday, March 25, 2019 for materials to be used by the County Highway Department as shown on the attached bid tabulation. We recommend that the award, upon approval from IDOT, be made to the responsible low bidders as follows:**

**Group A – Culvert Pipes, Connecting Bands and Flared End Sections:**

Contech Engineered Solutions

**Group B – Bituminous Materials S.C. (HFP):**

Tri-State Asphalt, LLC

**Group D– Bituminous Materials S.C (HFE-90):**

Asphalt Sales Company

**Group H – UPM Patch. Mixture:**

William Charles Construction

**Group S – Traffic Control:**

Decker Supply Company

**Group V – Sign Post & Supplies:**

Decker Supply Co

**Group W – Sign Materials:**

MD Solutions

**Group WW-Rolled Goods:**

MD Solutions

**NOTES:**

*Groups: E, G, I, K, L, M, N, O & P will be awarded to all bidders based upon length of haul.*

*Groups: Q, Y- No Bids were received.*

**We recommend that bids be rejected for Group T, Solar Flashing Warning Lights, due to prices are much higher than estimated.**

**Bids from Flint Hills resources for Groups B and D were rejected due to not including the required Addendum 1 in their bid.**

Respectfully submitted  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

\_\_\_\_\_  
Dave Tassoni, Chairman

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Dave Tassoni, Chairman

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Burt Gerl

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Burt Gerl

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Dave Boomer

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Dave Boomer

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Jim Webster

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Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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

**2019 Winnebago County Highway  
Department General Letting**

**CONTECH**

1509 W MT. VERNON  
METAMORA, IL  
Low Bid- Group A

**METAL CULVERTS INC.**

711 HEISINGER RD  
Jefferson City, MO

**METAMORA, IL**

**JEFFERSON CITY, MO**

Group	Item	2019 Est. Qty	U of M	Unit Price	Total	Unit Price	Total
A	Pipe Culvert Class C TY1 / 12"-30ft	17	EACH	276.00	4,692.00	267.00	4,539.00
A	Pipe Culvert Class C TY1 / 15"-30ft	29	EACH	339.00	9,831.00	336.00	9,744.00
A	Pipe Culvert Class C TY1 / 18"-30ft	22	EACH	418.50	9,207.00	399.00	8,778.00
A	Pipe Culvert Class C TY1 / 24"-30ft	9	EACH	648.00	5,832.00	666.00	5,994.00
A	Pipe Culvert Class C TY1 / 30"-30ft	12	EACH	1,032.00	12,384.00	817.50	9,810.00
A	Pipe Culvert Class C TY1 / 48"-30ft	1	EACH	1,813.50	1,813.50	1,806.00	1,806.00
A	Pipe Culvert Class C TY1 / ERS 15"-30ft	4	EACH	339.00	1,356.00	360.00	1,440.00
A	Pipe Culvert Class C Type 1/ ERS 18"-30ft	8	EACH	435.00	3,480.00	423.00	3,384.00
A	Pipe Culvert Class C Type 1/ ERS 21"-30ft	8	EACH	468.00	3,744.00	492.00	3,936.00
A	Pipe Culvert Class C Type 1/ ERS 24"-30ft	4	EACH	648.00	2,592.00	700.50	2,802.00
A	Pipe Culvert Class C Type 1/ ERS 30"-30ft	8	EACH	738.00	5,904.00	852.00	6,816.00
A	Pipe Culvert Class C Type 1/ ERS 42"-30ft	4	EACH	1,590.00	6,360.00	1,413.00	5,652.00
A	Pipe Culvert Class C Type 1/ ERS 42"-20ft	2	EACH	1,060.00	2,120.00	942.00	1,884.00
A	Pipe Culvert Class C Type 1/ ERS 48"-30ft	4	EACH	1,813.50	7,254.00	1,611.00	6,444.00
A	Pipe Culvert Class C Type 1/ ERS 60"-30ft	2	EACH	2,850.00	5,700.00	2,760.00	5,520.00
A	Connecting Bands 12"	10	EACH	15.75	157.50	17.80	178.00
A	Connecting Bands 15"	16	EACH	20.00	320.00	22.40	358.40
A	Connecting Bands 18"	12	EACH	25.00	300.00	26.60	319.20
A	Connecting Bands 24"	3	EACH	32.40	97.20	44.40	133.20
A	Connecting Bands 30"	5	EACH	45.00	225.00	54.50	272.50
A	Connecting Bands ERS15"	2	EACH	17.50	35.00	24.00	48.00
A	Connecting Bands ERS18"	4	EACH	22.00	88.00	28.20	112.80
A	Connecting Bands ERS21"	3	EACH	23.00	69.00	32.80	98.40
A	Connecting Bands ERS24"	3	EACH	36.00	108.00	46.70	140.10
A	Connecting Bands ERS30"	3	EACH	43.00	129.00	56.80	170.40
A	Connecting Bands ERS42"	2	EACH	93.00	186.00	94.20	188.40
A	Connecting Bands ERS48"	2	EACH	110.00	220.00	107.40	214.80
A	Connecting Bands ERS60"	1	EACH	180.00	180.00	184.00	184.00
A	Flared End Sections 15"	1	EACH	60.00	60.00	69.90	69.90
A	Flared End Sections 18"	20	EACH	70.00	1,400.00	89.95	1,799.00
A	Flared End Sections 24"	8	EACH	85.00	680.00	131.65	1,053.20
A	Flared End Sections 30"	10	EACH	175.00	1,750.00	218.15	2,181.50
A	Flared End Sections 48"	2	EACH	560.00	1,120.00	939.40	1,878.80
A	Flared End Sections ERS 15"	8	EACH	56.00	448.00	72.35	578.80
A	Flared End Sections ERS 18"	8	EACH	62.00	496.00	84.20	673.60
A	Flared End Sections ERS 21"	6	EACH	70.00	420.00	100.80	604.80
A	Flared End Sections ERS 24"	4	EACH	80.00	320.00	117.40	469.60
A	Flared End Sections ERS 30"	6	EACH	170.00	1,020.00	209.40	1,256.40
A	Flared End Sections ERS 42"	4	EACH	450.00	1,800.00	541.75	2,167.00
A	Flared End Sections ERS 48"	4	EACH	540.00	2,160.00	766.25	3,065.00
A	Flared End Sections ERS 60"	2	EACH	850.00	1,700.00	1,331.40	2,662.80
					<b>97,758.20</b>		<b>99,427.60</b>

**2019 Winnebago County Highway  
Department General Letting**

**TRI-STATE ASPHALT,  
LLC**

1362 BUNGALOW ROAD  
MORRIS, IL

Low Bid -Group B

**MORRIS, IL**

**ASPHALT SALES  
COMPANY**

P.O. BOX 1060  
JACKSONVILLE, IL

Low Bid-Group D

**UTICA, IL**

Group	Item	2019 Est. Qty	U of M	Unit Price	Total	Unit Price	Total
B	Bit. Material S.C. (HFP)	521	TON	<b>464.10</b>	<b>241,796.10</b>		
D	Bit. Material S.C. (HFE-90)	710	TON	391.27	277,801.70	<b>379.43</b>	<b>269,395.30</b>

2019 Winnebago County Highway Department General Letting																	
Group	Item	2019 Est. Qty	U of M	BYRON, IL		BELVIDERE, IL		IRENE		AIRPORT		BELOIT, WI		ROCKFORD, IL		WAGNER AGGREGATE INC.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
E	S.C. AGG (CA-16) CR Limestone	7322	Ton					12.50	91,525.00	16.50	120,813.00					6.50	47,593.00
G	HMA Surface Course II 9.5	13032	Ton	53.00	690,696.00	49.00	638,568.00	47.00	612,504.00	47.00	612,504.00	45.00	586,440.00	45.00	586,440.00		
H	UPM Cold Patch	199	Ton						-	140.00	27,860.00						
I	Road Stone, Gradation CA-6	5700	Ton					5.25	29,925.00							31.95	22,515.00
K	Concrete/Grate DG Rap(Recycled Bituminous)	500	Ton						-	6.50	3,250.00						
L	Rip Rap #400	400	Ton					21.50	8,600.00							16.00	6,400.00
M	Rip Rap Bedding CA-3	200	Ton					12.50	2,500.00							6.95	1,390.00
N	AG Lime	230	Ton					0.50	115.00							3.00	690.00
O	Fine Aggregate (Sand)	4000	Ton						-	4.50	18,000.00						
P	Ice Control AGG. 1/4" (CA-16) LS CHIPS	4000	Ton					12.50	50,000.00							5.25	21,000.00
Q	Mastic One-No Bid	4.8	Ton						-								

2019 Winnebago County Highway Department General Letting															
Group	Item	2019 Est. Qty	U of M	NORTHERN ILLINOIS SERVICE	NORTHERN ILLINOIS SERVICE	NORTHERN ILLINOIS SERVICE	SANDY HOLLOW	ROCKTON	BAXTER	MATERIAL	N-TRAK	N-TRAK	ARROW	ROScoe ROCK & SAND	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
F	5-C AGG (CA-16) CR Limestone	7822	Ton	7.00	51,254.00			10.00	73,220.00						
G	HMA Surface Course IL 9.5	13032	Ton	*	*										
H	LPM Cold Patch	199	Ton		*										
I	Road Stone, Gradadation CA-6	5700	Ton	5.50	31,350.00	5.50	31,350.00	4.25	24,225.00	5.25	29,925.00				
K	Conglomerate DQ Rap(Recycled Bituminous)	500	Ton	5.50	2,750.00	5.50	2,750.00	5.95	2,975.00			5.95	2,975.00		
L	Rio Rap #400	400	Ton	*	*										
M	Rip Rap Bedding CA-3	200	Ton	*	*										
N	AG Lime	230	Ton	*	*			2.50	575.00						
O	Fine Aggregate (Sand)	4000	Ton	*	*				-						
P	Ice Control AGG. 1/4" (CA-16) LS CHIPS	4000	Ton	*	*			9.50	38,000.00				4.75	19,000.00	4.50 18,000.00
Q	Mastic One-No Bid	4.8	Ton	*	*				-				-		

# 2019 Winnebago County Highway Department General Letting

**DECKER SUPPLY CO**  
  
1115 O'NEIL AVE  
MADISON, WI 53704  
  
Low Bid-Group S, T & V  
MADISON, WI

**MD SOLUTIONS**  
  
8225 ESTATES PKWY  
PLAIN CITY, OH 43064  
  
Low Bid-Group W & WW  
PLAIN CITY, OH

Group	Item	2019 Est. Qty	U of M	Unit Price	Total	Unit Price	Total
S	TY 1 Barricades	50	EACH	62.00	3,100.00		
S	TY 3 Barricades	5	EACH	209.00	1,045.00		
S	28" PVC Orange Cones 4" & 6" Collars	50	EACH	19.10	955.00		
S	Rubber Tire Ring for Traffic Barrels	10	EACH	54.90	549.00		
S	Drums	15	EACH	7.00	105.00		
S	Warning Lights	40	EACH	18.45	738.00		
S	Safe Hit	50	EACH	19.65	982.50		
					7,474.50		
T	LED Solar Flashing Warning (Red)	25	EACH	1,120.00	28,000.00		
T	LED Solar Flashing Warning (Yellow)	25	EACH	1,120.00	28,000.00		
					56,000.00		
V	Posts-Telespar (2"x2"x12')	100	EACH	27.28	2,728.00	34.05	3,405.00
V	Post Anchors (2-1/4"x2-1/4"x3')	100	EACH	11.04	1,104.00	13.00	1,300.00
V	Post Anchors w/Groundhog Angle End(2-1/4"x2-1/4"x3')	50	EACH	17.23	861.50	15.00	750.00
V	Channel Post Green Full Punch (7')	200	EACH	7.85	1,570.00	6.60	1,320.00
V	"T" Post (6')	200	EACH	5.15	1,030.00	5.58	1,116.00
					7,293.50		7,891.00
W	HIS 3.5" Dia. Center Mount Object Marker	200	EACH	1.25	250.00	1.25	250.00
W	Aluminum C-Channel Post Reflectors-Red	20	EACH	10.45	209.00	9.00	180.00
W	Aluminum C-Channel Post Reflectors-Yellow	20	EACH	10.45	209.00	9.00	180.00
W	Diamond Shape 30"x30"	25	EACH	21.25	531.25	18.61	465.25
W	Diamond Shape 36"x36"	25	EACH	31.65	791.25	26.79	669.75
W	Horizontal 9"x24"	25	EACH	7.35	183.75	4.64	116.00
W	County Highway Marker, 5-Sided Shield-24"	50	EACH	29.10	1,455.00	34.00	1,700.00
W	Rectangle Square Shape 24"x30"	25	EACH	17.60	440.00	15.50	387.50
W	Rectangle Square Shape 24"x36"	15	EACH	22.60	339.00	18.50	277.50
W	Rectangle Square Shape 30"x60"	5	EACH	41.15	205.75	39.00	195.00
W	Pennant 36"x48"	30	EACH	37.35	1,120.50	26.00	780.00
W	Octagon 36"x36"-Stop Sign	20	EACH	47.25	945.00	26.79	535.80
W	36"x48"x48" No Passing Zone HIP	10	EACH	50.85	508.50	52.00	520.00
W	Sign Blanks 12"X 18"	25	EACH	6.45	161.25	4.64	116.00
W	Sign Blanks 12"X 36"	25	EACH	11.30	282.50	9.28	232.00
W	Sign Blanks 18"X 24"	25	EACH	10.55	263.75	9.28	232.00
W	Sign Blanks 24" X 24"	50	EACH	14.20	710.00	12.37	618.50
W	Sign Blanks 30" X 30" Octagon Stop Sign	50	EACH	20.90	1,045.00	19.32	966.00
					9,650.50		8,421.30
WW	8" Die Cut Numbers-Yellow Eng. Grade 0-9	25	EACH	20.60	515.00	14.00	350.00
WW	1178c Black Elect Cut Film (36"x50 yds) np	2	EACH	513.55	1,027.10	540.00	1,080.00
WW	1177c Green Elect Cut Film (36"x50 yds) np	1	EACH	513.55	513.55	540.00	540.00
WW	TPM 5 Clear Transfer Tape (30"x100 yds)	2	EACH	255.90	511.80	190.00	380.00
WW	TPM 5 Clear Transfer Tape (36"x100 yds)	1	EACH	307.10	307.10	230.00	230.00
WW	Type ZZ White 9"x50 yds	2	EACH	403.70	807.40	405.00	810.00
WW	Type ZZ White 30"x50 yds	2	EACH	1,345.90	2,691.80	1,350.00	2,700.00
WW	Type ZZ Fl. Yellow 36"x50 yds	1	EACH	1,672.95	1,672.95	1,620.00	1,620.00
WW	Type ZZ White 36"x50 yds	1	EACH	1,614.75	1,614.75	1,620.00	1,620.00
WW	Type ZZ Orange 36"x50 yds	1	EACH	1,672.95	1,672.95	1,620.00	1,620.00
					11,334.40		10,950.00

**RESOLUTION  
of the  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS  
19-CR-**

Sponsored by: Dave Tassoni  
Submitted by: Public Works Committee

**RESOLUTION AUTHORIZING THE APPROPRIATION OF MFT FUNDS  
FOR THE MAINTENANCE OF COUNTY HIGHWAYS**

**WHEREAS** Winnebago County Highways need to be maintained and kept in proper repair on an annual basis; and

**WHEREAS** \$5,108,765.70 (five million one-hundred and eight thousand and seven-hundred sixty five dollars with seventy cents) needs to be appropriated from Motor Fuel Tax funds to pay for the maintenance and repairs of Winnebago County Highways; and

**WHEREAS** it is in the public interest to appropriate the needed MFT funds.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to appropriate from the Motor Fuel Tax fund the sum of \$5,108,765.70 (five million one-hundred and eight thousand and seven-hundred sixty five dollars with seventy cents) to pay for maintenance and repairs of Winnebago County Highways as outlined on the "County Maintenance Resolution" in the form as substantially attached here to.

**BE IT FURTHER RESOLVED** that the 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 authorized to prepare and deliver a certified copy of this Resolution to the County Engineer, Treasurer and Auditor.

Respectfully submitted,  
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Dave Tassoni, Chairman

\_\_\_\_\_  
Burt Gerl

\_\_\_\_\_  
Burt Gerl

\_\_\_\_\_  
Dave Boomer

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Dave Boomer

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David Kelley

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David Kelley

\_\_\_\_\_  
Jim Webster

\_\_\_\_\_  
Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Frank Haney, 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





**Resolution for Maintenance  
Under the Illinois Highway Code**



Resolution Number	Resolution Type	Section Number
19-007	Original	19-00000-00-GM

BE IT RESOLVED, by the Board of the County of Winnebago Illinois that there is hereby appropriated the sum of \$5,108,765.70 five million one hundred and eight thousand seven-hundred sixty five and .70 Dollars (\$5,108,765.70) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 04/01/19 to 03/31/20.  
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that County of Winnebago shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Lori Gummow County Clerk in and for said County of Winnebago in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Board of Winnebago at a meeting held on 03/28/19.  
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day day of Month, Year.

(SEAL)

Clerk Signature

**APPROVED**

Regional Engineer  
Department of Transportation

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**NEW BUSINESS**

# **BOARD APPOINTMENTS**



# Executive Summary

Date: March 25, 2019

From: County Board Chairman Frank Haney

Topic: **Board Appointment**

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**State of Illinois Public Act 099-0634** requires disclosure of appointments to local public entities.

**County Code Chapter 2, Article II, Division 4, Section 2-88** states, “The chairman shall make all appointments to commissions, boards, authorities, or special districts with the advice and consent of the county *board*, or as otherwise provided by law.”

**Recommendation:** County Board Chairman Frank Haney recommends the following person(s) to serve as County appointees.

.....  
**Danielle Potter** of Rockford, Illinois, to serve a 5-year term from March 2019 –February 2024 on the Winnebago County Housing Authority

About the Winnebago County Housing Authority	
<b>Location:</b>	3617 Delaware Street, Rockford, IL 61102
<b>Service Description:</b>	Provide housing assistance to areas outside of the City of Rockford. Provides housing assistance vouchers for qualified individuals.
<b>Board Composition:</b>	Seven commissions appointed by the Winnebago County Board Chairman with the advice and consent of the County Board
<b>Compensation</b>	N/A
<b>Origin of Entity:</b>	Housing Authority Act (310 ILCS 10/3)
<b>Property Tax/Funding:</b>	HUD Funding, Housing choice vouchers
<b>Consolidation/ Dissolution Plans:</b>	<i>If applicable</i>