



WINNEBAGO COUNTY

— ILLINOIS —

REVISED

AGENDA

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

Thursday, August 8, 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 Jim Webster
5. **Awards, Proclamations, Presentations, Public Hearings, and Public Participation**
 - A. Awards – None
 - B. Proclamations – “Winnebago County Buy Local Month” – Accepted by Members of Winnebago County Buy Local Board
 - C. Presentations – None
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 or (815) 319-4225 for guidelines.
7. **Board Member Correspondence** Board Members
8. **Chairman’s Report** Chairman Frank Haney
9. **Announcements & Communications** Clerk Lori Gummow
 - A. Correspondence (see packet)
10. **Consent Agenda**..... Chairman Frank Haney
 - A. Raffle Report
 - B. Approval of July 11, 2019 minutes
 - C. Layover of July 25, 2019 minutes

11. **County Administrator's Report.....Administrator Carla Paschal**
12. **Department Head Updates.....Department Heads**
13. **Standing Committee Reports Chairman Frank Haney**
 - A. **Public Works Committee Dave Tassoni, Committee Chairman**
 1. Committee Report
 2. (19-020) Resolution Authorizing the Execution of an Amendment to Extended License Agreement with the Illinois Department of Natural Resources for the Extension of Perryville Road Path Through Rock Cut State Park (Section 16-00633-00-BT)
WC Cost: \$247,000 C.B. District: 7
 3. (19-021) Resolution Authorizing the Execution of a Local Public Agency Agreement for Federal Participation for Guardrail Improvements at Various Locations throughout the County (Section 17-00637-00-GR)
WC Cost: \$100,000 C.B. District: County Wide
(Previously approved #18-017
County Board – 6/14/2018)
 4. (19-022) Resolution Authorizing the Execution of a Preliminary Engineering Services Agreement with Fehr Graham to Provide Right-Of-Way and other Land Surveying Services for Old River Road from Illinois Rte. 75 to Roscoe Road (Section 06-00384-00-RS)
Cost: \$41,344 C.B. District: 2 & 3
 - B. **Personnel and Policies Committee.....David Fiduccia, Committee Chairman**
 1. Committee Report
 2. Ordinance Amending Section 2-123 of the County Code of Ordinances (**Appointment and Dismissal of the County Administrator**) –Reconsideration
 3. **Resolution Appointing Steve Chapman to the Position of Interim County Administrator of the County of Winnebago, Illinois**
 4. **Ordinance Creating Sections of Chapter 2, Article III, Division 7 (Chief Human Resources Officer) of the County Code of Ordinances - Reconsideration**
 - C. **Finance Committee.....Jaime Salgado, Committee Chairman**
 1. Committee Report
 - D. **Zoning Committee Jim Webster, Committee Chairman**
Planning and/or Zoning Requests:
 1. Committee Report
 - E. **Economic Development Committee..... Jas Bilich, Committee Chairman**
 1. Committee Report
 - F. **Operations & Administrative Committee Keith McDonald, Committee Chairman**

1. Committee Report

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

1. Committee Report

14. Unfinished Business Chairman Frank Haney

A. Trustee Program Referred to Operations Committee (Status Update)

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

16. Adjournment Chairman Frank Haney

Next Meeting: Thursday, August 22, 2019



Proclamation

In Recognition of

Winnebago County

Buy Local Month

WHEREAS, there are many registered businesses in Winnebago County that provide employment for residents, creating jobs for a large portion of our local population; and,

WHEREAS, buying local is an investment which supports local families, and for every \$100 spent at a locally-owned business, nearly half goes back into our community; and,

WHEREAS, buying locally-grown food, locally-produced products, and services from locally-owned businesses can help ensure farms and businesses will continue to remain in our community for future generations; and,

WHEREAS, shopping locally is a conscious choice that moves Winnebago County toward self-sustainability and helps reduce our carbon footprint by reducing the packaging and fuel required to ship products from afar; and,

WHEREAS, businesses are key partners in helping our community remain viable and regularly support local charities and other organizations.

NOW, THEREFORE BE IT RESOLVED, I, Frank Haney, Chairman of the Winnebago County Board, do hereby proclaim August 2019 to be:

“Winnebago County Buy Local Month”

throughout Winnebago County and urge all citizens to recognize the economic, environmental, and social benefits of supporting our community by buying locally.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the County of Winnebago, Illinois to be affixed this 8th day of August, 2019.

Frank Haney, Chairman
Winnebago County Board

CHAIRMAN'S REPORT

ANNOUNCEMENTS & COMMUNICATIONS



WINNEBAGO COUNTY

— ILLINOIS —

Announcements & Communications

Date: August 8, 2019

Item: Correspondence to the Board

Prepared by: County Clerk Lori Gummow

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. Exelon Generation Company, LLC – Acceptance of Fleet License Request Regarding High Radiation Area Administrative Controls (EPIDs L-2019-LLA-0133 and L-2019-LLA-0134)
 - b. Federal Register / Vol. 84, No. 146 / Tuesday, July 30, 2019 / Notices
 - c. Exelon Generation Company, LLC – Acceptance of Fleet License Amendment Request to Adopt TSTF-427 (EPID L-2019-LLA-0132)
 - d. Byron Station – Integrated Inspection Report 05000454/2019002 and 05000455/2019002
 - e. Exelon Generation Company, LLC – Acceptance of Fleet License Amendment Request to Adopt TSTF-563 (EPID L-2019-LLA-0131)
2. County Clerk Gummow received from the Illinois Environmental Protection Agency a Notice of Application for Permit to Manage Waste (LPC-PA16) Description of Project: Alternate source demonstration for the first quarter 2019 confirmed exceedance of dissolved chloride at G527 in accordance with Condition VIII.15 of Permit Modification No.5.



WINNEBAGO COUNTY

— ILLINOIS —

3. County Clerk Gummow received from Theresa Grennan, Chief Deputy Winnebago County Treasurer the Investment Report for August, 2019.

CONSENT AGENDA

RAFFLE APPLICATION REPORT

Presently the County Clerk's office has Raffle Applications submitted by
14 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
30152	1	INTERNATIONAL WOMEN'S BASEBALL CENTER	08/14/2019-08/14/2019	\$ 3,000.00
30153	1	INTERNATIONAL WOMEN'S BASEBALL CENTER	09/13/2019-09/13/2019	\$ 3,000.00
30154	1	LAKE SUMMERSET ASSOCIATION	08/15/2019-08/31/2019	\$ 4,999.99
30155	1	MARINE VETS MC DOGS OF WAR CHAPTER	08/17/2019-08/17/2019	\$ 4,490.00
30156	1	NATIONAL ASSOCIATION OF LETTER CARRIERS	08/31/2019-08/31/2019	\$ 1,000.00
30157	1	NOTRE DAME CLUB OF ROCKFORD	08/09/2019-09/09/2019	\$ 540.00
30158	1	ROCK HOUSE KIDS	08/17/2019-08/17/2019	\$ 2,000.00
30159	1	ROCKFORD PROMISE	09/08/2019-09/08/2019	\$ 500.00
30160	1	ROCKFORD PROMISE	09/21/2019-09/21/2019	\$ 300.00
30161	1	ROCKTON VOLUNTEER FIREMEN'S ASSOCIATION	08/09/2019-10/06/2019	\$ 1,000.00
30162	1	ST. ANTHONY CHURCH	09/01/2019-10/10/2019	\$ 225.00
30163	1	ST. CONSTANTINE GREEK ORTHODOX CHURCH	08/10/2019-09/08/2019	\$ 3,500.00
30164	1	ST. RITA PARISH	08/16/2019-09/21/2019	\$ 4,999.99
30165	1	ALS ASSOCIATION GREATER CHICAGO CHAPTER	09/21/2019-09/21/2019	\$ 375.00

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
30166	1	BENEFIT FOR JACKI HELSINGER	08/13/2019-09/07/2019	\$ 4,999.99

The Following Have Requested A Class D, E, & F Limited Annual License				
LICENSE #	# OF RAFFLES	NAME OF ORGANIZATION	LICENSE DATES	AMOUNT
30167	1	JEFFERSON-HORTON AMERICAN LEGION #340	08/09/2019-07/31/2020	\$ 4,000.00

This concludes my report

Deputy Clerk Kayla Hilliard

LORI GUMMOW
Winnebago County Clerk

Date 8-Aug-19

**REGULAR ADJOURNED MEETING
WINNEBAGO COUNTY BOARD
JULY 11, 2019**

1. Chairman Haney Called to Order the Regular Adjourned Meeting of the Winnebago County Board for Thursday, July 11, 2019 at 6:02 p.m.
2. Chairman Haney announced the following Agenda Changes: No Changes
3. Roll Call: 19 Present. 1 Absent. (Board Members Arena, Bilich, Booker, Boomer, Butitta, Crosby, Fellars, Fiduccia, Gerl, Goral, Hoffman, Kelley, McDonald, Nabors, Redd, Salgado, Tassoni, Webster, and Wescott were present) (Board Member Schultz was absent.)
4. County Board Member Tassoni gave the invocation and led the Pledge of Allegiance.

AWARDS, PRESENTATIONS AND/OR PROCLAMATIONS AND PUBLIC PARTICIPATION

5. Awards - None
- Proclamations - None
- Presentations - None

PUBLIC COMMENT

6. None.

BOARD MEMBER CORRESPONDENCE

7. Board Member Wescott inquired on where the funds come from for all the new signs in the area. Discussion by Chairman Haney.

Board Member Arena asked State's Attorney Hite-Ross for confirmation regarding claims by the media that the County owes the City of Rockford and the Landfill for an over payment. Discussion by State's Attorney Hite-Ross.

Board Member Webster followed up on Board Members Wescott's comment. Discussion by Chairman Haney.

CHAIRMAN'S REPORT

8. Trustee Program Recommendation – Chairman Haney spoke of a good meeting with Deputy State's Attorney Emmert, Director of Development Services Dornbush, Sara from the State's Attorney's Office, and a couple of individuals from the Region 1 Planning Council. Chairman

Haney will be recommending that we make the change in agent to the R1PC. The recommendation may be ready to go to Committee next week.

ANNOUNCEMENTS & COMMUNICATION

9. County Clerk Gummow submitted the Items Listed Below as Correspondence which were "Placed on File" by Chairman Haney:
 - A. County Clerk Gummow submitted from the United States Nuclear Regulatory Commission the following:
 - a. Information Request to Support Upcoming Problem Identification and Resolution Inspection at Byron Station, Units 1 and 2.
 - b. Federal Register / Vol. 84, No. 127 / Tuesday, July 2, 2019 / Notices
 - B. County Clerk Gummow received from Charter Communications a letter regarding Quarterly Franchise Fee Payment.
 - C. County Clerk Gummow received from Comcast a letter regarding TiVo Customer Xfinity On Demand App.
 - D. County Clerk Gummow received from Sue Goral, Winnebago County Treasurer the Monthly Report for June, 2019 Bank Balances.

CONSENT AGENDA

10. Chairman Haney entertained a motion to approve the Consent Agenda for July 11, 2019 (Raffle Report and County Board Minutes of June 13, 2019 and to layover the County Board Minutes of June 27, 2019). Board Member Hoffman moved for the approval of the Consent Agenda, seconded by Board Member Fellars. The motion was approved by a unanimous vote of all members present. (Board Member Schultz was absent.)

COUNTY ADMINISTRATOR'S REPORT

11. No Report.

DEPARTMENT HEAD UPDATES

12. No Report.

REPORTS FROM STANDING COMMITTEES

ECONOMIC DEVELOPMENT

13. Board Member Bilich made a motion to approve a Resolution Authorizing Participation in Abandoned Residential Property Municipal Relief Program Grant, seconded by Board Member Redd. Motion was approved by a unanimous vote of all members present. (Board Member Schultz was absent.)
14. Board Member Bilich made a motion to approve a Resolution Authorizing Participation in Home Accessibility Program Grant, seconded by Board Member Hoffman. Motion was approved by a unanimous vote of all members present.) (Board Member Schultz was absent.)
15. Board Member Bilich made a motion to approve a Resolution Allocating \$5,000 of the Host Fee Allocations for Fiscal Year 2019 To Keeping Families and Communities Together-KFACT, seconded by Board Member Gerl. Board Member Bilich made a motion to lay over, seconded by Board Member Kelley. Motion to lay over was approved by a voice vote. (Board Members Fellars, Nabors, Crosby, and Redd voted no.) (Board Member Schultz was absent.)
16. Board Member Bilich made a motion to approve a Resolution Adopting the Winnebago County Economic Development, Business Incentive and Host Fee Program Policy, seconded by Board Member Fellars. Motion was approved by a unanimous vote of all members present. (Board Member Schultz was absent.)

PUBLIC SAFETY

17. Board Member Booker made a motion to approve a Resolution Approving an Intergovernmental Agreement between Winnebago and Win-Bur-Sew Protection District, seconded by Board Member Hoffman. Motion was approved by a unanimous vote of all members present. (Board Member Schultz was absent.) Discussion by Board Member Booker.

PERSONNEL AND POLICY COMMITTEE

18. Board Member Fiduccia made a motion to approve an Ordinance Creating Sections of Chapter 2, Article III, Division 7 (Chief Human Resources Officer) of the County Code of Ordinances, seconded by Board Member Boomer. Board Member Butitta made a motion to amend the Ordinance to read The Chief Human Resource Officer will develop and implement a Countywide performance management system. The system should ensure that following key areas are included: Performance Planning; Ongoing Employee Feedback; Employee Input; Employee Evaluation and Employee Performance Review, seconded by Board Member Fellars. Discussion by Board Members Butitta and Hoffman. Motion to amend the Ordinance was approved by a unanimous vote of all members present. (Board Member Schultz was absent.) Discussion by Board Members McDonald. Board Member Crosby made a motion to amend Section 2 under Duties and delete items O. and P., seconded by Board Member Kelley. Discussion by Board Members Crosby, Webster, Arena, Goral, Gerl, Fellars. Motion to amend the Ordinance to delete items O. and P. failed by a roll call vote of 14 no and 5 yes votes. (Board Members Arena, Bilich, Boomer, Booker, Fiduccia, Goral, Hoffman, McDonald, Nabors, Redd, Salgado, Tassoni, Webster, and Wescott voted no.) (Board Member Schultz was absent.) Discussion by Board Members Fiduccia and Gerl. Board Member Salgado made a motion to send the Ordinance back to the Personnel and Policy Committee, seconded by Board Member Kelley. Discussion by Chairman Haney and Board Member Fellars, Goral, Arena, Webster,

Salgado, Gerl, Boomer, Fiduccia, and Butitta. Board Member Goral made a motion to call the question, seconded by Board Member Kelley. Motion was approved by a unanimous vote of all members present. Motion to send the Ordinance back to Committee failed by a roll call vote of 12 no and 7 yes votes. (Board Members Arena, Bilich, Boomer, Butitta, Fiduccia, Goral, Hoffman, Nabors, Redd, Tassoni, Webster and Wescott voted no.) (Board Member Schultz was absent.) Board Member Boomer made a motion to call the question, seconded by Board Member Wescott. Motion was approved by a unanimous vote of all members present. Motion to approve the original amended Ordinance was approved by a roll call vote of 15 yes and 4 no votes. (Board Members Crosby, Fellars, Kelley, and McDonald voted no.) (Board Member Schultz was absent.)

19. Board Member Fiduccia read in for the first reading of an Ordinance Amending Section 2-123 of the County Code of Ordinances to be Laid Over. Board Member Arena made a motion to suspend the rules, seconded Board Member Boomer. Discussion by Board Member Fellars. Motion to suspend the rules was approved by a roll call vote of 13 yes and 6 no votes. (Board Members Butitta, Crosby, Fellars, Goral, Kelley, and Nabors voted no.) (Board Member Schultz was absent.) Discussion by Chairman Haney, Deputy State's Attorney Kurlinkus, and Board Members Fellars, Fiduccia, Boomer, Salgado. Board Member Webster made a motion to call the question, seconded by Board Member Wescott. Motion the call the question was approved by a roll call vote of 13 yes and 6 no votes. (Board Members Arena, Booker, Crosby, Fellars, McDonald, and Nabors voted no.) (Board Member Schultz was absent.) Motion to approve the Ordinance was approved by a roll call vote of 12 yes and 7 no votes. (Board Members Booker, Butitta, Crosby, Fellars, Gerl, Kelley, and Nabors voted no.) (Board Member Schultz was absent.)
20. Board Member Fiduccia entertained a motion to go into Closed Session to discuss Personnel. County Board Fiduccia made a motion to go into Closed Session pursuant to the provision of Section 2C-11 of the Illinois Open Meeting Act 5ILCS 20/2C-11 to discuss Personnel, seconded by Board Member Goral. Motion was approved by a roll call vote of 13 yes and 5 no votes. (Board Members Booker, Butitta, Crosby, Fellars, and Kelley voted no) (Board Member Schultz was absent.) The meeting closed at 7:20 p.m. The Open Session Meeting reconvened at 8:09 p.m. Chairman Haney announced that no action was taken during the Closed Session.

FINANCE COMMITTEE

21. Board Member Salgado announced that County Administrator Paschal and the Finance Team are working on the Budget.

ZONING COMMITTEE

22. Board Member Webster announced the Zoning Committee will have nothing for at least a month.

OPERATIONS & ADMINISTRATIVE COMMITTEE

23. No Report.

PUBLIC WORKS

24. No Report.

UNFINISHED BUSINESS

25. None.

NEW BUSINESS

26. Chairman Haney read in for the first reading of the Appointment listed below, to be Laid Over. County Board Member Wescott made a motion to suspend the rules to approve the appointments, as listed below, seconded by Board Member Hoffman. Motion to suspend the rules was approved by a voice vote. (Board Member Schultz was absent.) County Board Member Wescott moved for the approval of the appointment(s), seconded by Hoffman. Motion was approved by a voice vote. (Board Member Schultz was absent.)

Appointment(s):

Rockford Area Venues and Entertainment Authority

Howie Heaton

June 2019-June 2024, 5 year term

Machesney Park, IL

Board Member Crosby spoke of a Resolution dissolving the Personnel and Policy Committee. Discussion by Deputy State's Attorney and Board Member Boomer.

Board Member Webster spoke of an interim County Administrator.

Board Member McDonald suggested a talent search to find a new County Administrator.

Board Member Butitta agreed with Board Member McDonald's statement.

Board Member Redd suggested that the Board read the memo of intension to resign.

27. Chairman Haney entertained a motion to adjourn. County Board Member Boomer moved to adjourn the meeting, seconded by Board Member Arena. Motion was approved by a voice vote. The meeting was adjourned at 8:23 p.m.

Respectfully submitted,



Lori Gummow

County Clerk

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**REGULAR ADJOURNED MEETING
WINNEBAGO COUNTY BOARD
JULY 25, 2019**

1. Board Member Fellars Called to Order the Regular Adjourned Meeting of the Winnebago County Board for Thursday, July 25, 2019 at 6:01 p.m.
2. Board Member Fellars announced the following Agenda Changes:

UNDER FINANCE COMMITTEE

Please move Item 8. Budget Amendment 2019-029 Sheriff Unfunded Deputies to be laid over, up before Item 6. Resolution Approving Settlement of 19-CH-190 (Settlement of Sheriff's Lawsuit).

3. Roll Call: 18 Present. 2 Absent. (Board Members Arena, Bilich, Boomer, Butitta, Crosby, Fellars, Fiduccia, Gerl, Goral, Hoffman, Kelley, McDonald, Nabors, Salgado, Schultz Tassoni, Webster, and Wescott were present) (Board Members Booker and Redd were absent.)
4. County Board Member Bilich gave the invocation and led the Pledge of Allegiance.

AWARDS, PRESENTATIONS AND/OR PROCLAMATIONS AND PUBLIC PARTICIPATION

5. Awards - None
 Proclamations - None
 Presentations - None

PUBLIC COMMENT

6. None.

BOARD MEMBER CORRESPONDENCE

7. Board Member Wescott asked for a moment of silence in memory of Arnie Cabello.

Board Member Arena thanked County Administrator Pascal for her excellent work she has done with the County.

Board Member Fellars spoke of a letter regarding the building of a casino in Rockford.

CHAIRMAN'S REPORT

8. No Report.

ANNOUNCEMENTS & COMMUNICATION

9. County Clerk Gummow submitted the Items Listed Below as Correspondence which were “Placed on File” by Chairman Haney:
 - A. County Clerk Gummow submitted from the United States Nuclear Regulatory Commission the following:
 - a. Byron Station, Units 1 and 2 – NRC Security Baseline Inspection Report 05000454/2019411; 05000455/2019411
 - b. Treatment of Reevaluated Seismic Hazard Information Provided Under Title 10 of the Code of Federal Regulations 50354(f) Regarding Recommendation 2.1 of the Near-Term Task Force Review of Insights from the Fukushima Dai-Ichi Accident
 - c. Federal Register /Vol. 84, No. 136 / Tuesday, July 16, 2019 / Notices
 - d. Braidwood Station, Units 1 and 2; Byron Station, Unit Nos. 1 and 2; Calvert Cliffs Nuclear Power Plant, Units 1 and 2; Clinton Power Station, Unit No. 1; Dresden Nuclear Power Station, Units 2 and 3; James A. Fitzpatrick Nuclear Power Plant; LaSalle County Station, Units 1 and 2; Limerick Generating Station, Units 1 and 2; Nine Mile Point Nuclear Station, Units 1 and 2; Peach Bottom Atomic Power Station, Units 2 and 3; Quad Cities Nuclear Power Station, Units 1 and 2; and R.E. Ginna Nuclear Power Plant – Proposed Alternative to use ASME Code Cases N-878 and N-880 (EPID L-2018-LLR-0077)
 - e. Braidwood Station, Units 1 and 2; Byron Station, Unit Nos. 1 and 2; Clinton Power Station, Unit No. 1; LaSalle Country Station, Units 1 and 2; Limerick Generating Station, Units 1 and 2; Nine Mile Point Nuclear Station, Unit 2; and Three Mile Island Nuclear Station, Unit 1 – Supplemental Information Needed to Support Request for Withholding Information Regarding Proposed Alternative to use Asme Code Case N-879.
 - B. County Clerk Gummow received from ComEd a letter regarding their intent to perform Vegetation management activities on distribution circuits in our area within the next few months.
 - C. County Clerk Gummow received from Illinois Environmental Protection Agency the following:
 - a. Notice of Application for Permit to Manage Waste. Description of Project: Significant Permit Modification Application for an Alternate Source Demonstration at Landfill No. 2.
 - b. A Public Notice regarding Renewal of the Federally Enforceable State Operating Permit Forest City Technologies, Inc. in Rockford.

- D. County Clerk Gummow received from Comcast a letter regarding Changes to the Comcast channel line-up in our community.
- E. County Clerk Gummow received from Charter Communication, locally known as Spectrum, letters regarding changes in channel lineup on or around May 24, 2019 for the following:
 - a. County of Winnebago
 - b. Township of Harlem
 - c. Township of Rockton
 - d. Township of Roscoe
- F. County Clerk Gummow received from Charter Communication, locally known as Spectrum, letters regarding changes in channel lineup on or around July 20, 2019 for the following:
 - a. County of Winnebago
 - b. Township of Harlem
 - c. Township of Rockton
 - d. Township of Roscoe

CONSENT AGENDA

- 10. Board Member Fellars entertained a motion to approve the Consent Agenda for July 25, 2019 (Raffle Report, Bills, and County Board Minutes of June 27, 2019 and to layover the County Board Minutes of July 11, 2019). Board Member Boomer moved for the approval of the Consent Agenda, seconded by Board Member Bilich. The motion was approved by a unanimous vote of all members present. (Board Member Booker and Redd were absent.)

COUNTY ADMINISTRATOR'S REPORT

- 11. County Administrator Paschal spoke of the open house for the new Swedish American Wellness Center.

On July 30th County Administrator Paschal will meet with Prairie Forge regarding the Public Safety Building project.

County Administrator Paschal and Auditor Crowley met with representatives of Baker Tilly as they finished their reviews of I.T. and Purchasing and the draft results will be provided at a meeting on July 30th.

DEPARTMENT HEAD UPDATES

- 12. No Report.

REPORTS FROM STANDING COMMITTEES

FINANCE COMMITTEE

13. Board Member Salgado brought forward a Resolution Subcontractor Agreements for the Domestic Violence Enhanced Training and Services to End Abuse in Later Life Grant. Board Member Gerl made a motion to approve the Resolution, seconded by Board Member Hoffman. Discussion by Board Members Salgado and Goral. Motion was approved by voice vote. (Board Members Booker and Redd were absent.)
14. Board Member Salgado read in for the first reading of a Budget Amendment 2019-025 Legal Fees to be laid over. Board Member Salgado made a motion to suspend the rules, seconded by Board Member Gerl. Motion to suspend the rules was approved by a voice vote. (Board Members Booker and Redd were absent.) Board Member Salgado made a motion to approve Budget Amendment 2019-025, seconded by Board Member Gerl. Discussion by Board Member Fellars. Motion was approved by a voice vote. (Board Member Schultz voted no.) (Board Members Booker and Redd were absent.)
15. Board Member Salgado read in for the first reading of a Budget Amendment 2019-026 Dental Sealant Program to be laid over. Board Member Salgado made a motion to suspend the rules, seconded by Board Member Goral. Motion to suspend the rules was approved by a voice vote. (Board Members Booker and Redd were absent.) Board Member Salgado made a motion to approve Budget Amendment 2019-026, seconded by Board Member Hoffman. Motion was approved by a voice vote. (Board Members Booker and Redd were absent.)
16. Board Member Salgado read in for the first reading of a Budget Amendment 2019-027 Regional Planning and Economic Development Salaries to be laid over. Board Member Salgado made a motion to suspend the rules, seconded by Board Member Webster. Motion was approved by a voice vote. (Board Members Booker and Redd were absent.) Board Member Salgado made a motion to approve Budget Amendment 2019-027, seconded by Board Member Gerl. Discussion by County Administrator Paschal and Board Members Crosby, Goral, Wescott, and Webster. Motion was approved by a voice vote. (Board Member Schultz voted no.) (Board Members Booker and Redd were absent.)
17. Board Member Salgado read in for the first reading of a Budget Amendment 2019-029 Sheriff Unfunded Deputies to be Laid Over. Board Member Salgado made a motion to suspend the rules, seconded by Board Member Boomer. Motion was approved by a voice vote. (Board Members Booker and Redd were absent.) Board Member Salgado made a motion to approve Budget Amendment 2019-029, seconded by Board Member Boomer. Discussion by County Administrator Paschal and Board Member Crosby. Motion was approved by a voice vote. (Board Members Salgado and Schultz voted no.) (Board Members Booker and Redd were absent.)
18. Board Member Salgado brought forward a Resolution Approving Settlement of 19-CH-190 (Settlement of Sheriff's Lawsuit). Board Member Hoffman made a motion to approve the Resolution, seconded by Board Member McDonald. Motion was approved by a roll call vote of 16 yes and 2 no votes. (Board Members Salgado and Schultz voted no.) (Board Members Booker and Redd were absent.)
19. Board Member Salgado read in for the first reading of a Budget Amendment 2019-028 Children's Waiting Room Funding to be Laid Over. Board Member Salgado made a motion to

suspend the rules, seconded by Board Member Gerl. Motion was approved by a voice vote. Board Member Salgado made a motion to approve Budget Amendment 2019-028, seconded by Board Member Boomer. Motion was approved by a voice vote. (Board Members Booker and Redd were absent.) Discussion by Board Members Salgado and Webster.

ECONOMIC DEVELOPMENT

20. Board Member Bilich made a motion to approve a Resolution Allocating \$5,000 of the Host Fee Allocations for Fiscal Year 2019 to Keeping Families and Communities Together-KFACT, seconded by Board Member Gerl. Shameka Williams, founder and executive director of KFACT gave a brief presentation. Discussion by Board Member Arena. Motion was approved by a voice vote. (Board Member Schultz voted no.) (Board Members Booker and Redd were absent.)
21. Board Member Wescott made a motion to approve a Resolution to Donate Five Thousand Dollars to The Rockford Area Convention and Visitors Bureau (RACVB) to Support the Fred VanVleet Celebration, seconded by Board Member Gerl. Discussion by Board Member Bilich and Arena. Motion was approved by a voice vote. (Board Member Schultz voted no.) (Board Members Booker and Redd were absent.)
22. Board Member Bilich made a motion to approve a Resolution Granting Authority to the Winnebago County Board Chairman to Execute the Documents Necessary to Complete a Loan for \$200,000 from Winnebago County Host Fees for the "Recapitalization of Northern Illinois Community Development Corporation" Program to Northern Illinois Community Development Corporation (NICDC), seconded by Board Member Butitta. Motion was approved by a voice vote. (Board Member Schultz voted no.) (Board Members Booker and Redd were absent.)

PERSONNEL AND POLICY COMMITTEE

23. 2. Board Member Fiduccia read in for the first reading of an Ordinance Amending Section 2-89 of the County Code of Ordinances (Appointment of Department Heads) to be Laid Over.
24. 3. Board Member Fiduccia read in for the first reading of an Ordinance Amending Section 2-168 of the County Code of Ordinances (Human Resources Director) to be Laid Over.

Board Member Fiduccia announced that the Personnel and Policy Committee appointed Board Member Arena as ADHOC chair.

Board Member Fiduccia reported that Animal Services received 981 calls for service, 623 were in the City and 143 calls were in unincorporated Winnebago County. Machesney Park had 83, Loves Park 44, Rockton had 12, Roscoe had 20, South Beloit had 27, Durand had 5, Pecatonica had 4, Winnebago 7, New Milford had 2, Cherry Valley had 10. They took in 59 dogs, 83 cats, 1 ferret, 1 guinea pig, 1 gerbil, 6 fish, 3 domestic rabbits, and a hamster.

Board Member Fiduccia thanked County Administrator Paschal for all she had done for Winnebago County.

25. Board Member Salgado made motion to suspend the rules on Agenda Item 2. (as listed above) An Ordinance Amending Section 2-89 of the County Code of Ordinances (Appointment of

Department Heard) to be Laid Over, seconded by Board Member Goral. Discussion by Board Member Salgado. Motion to suspend the rules was approved by a roll call vote of 13 yes and 5 no votes. (Board Members Butitta, Crosby, Fellars, Gerl, and Kelley voted no.) (Board Members Booker and Redd were absent.) Board Member Salgado made a motion to approve the Ordinance, seconded by Board Member Wescott. Board Member Goral made a motion to amend the Ordinance under Sec. 2-89. (b) to read; The County Administrator and two County Board Members (one from each political party) shall review the performance of all appointed department heads annually using a uniform evaluation system except as provided by law or ordinance and shall provide a copy of the evaluations to the Chief of Human Resources, seconded by Board Member Arena. Discussion by Board Members, Hoffman, Kelley, and Goral. Board Member Hoffman made a motion to amend the amended Ordinance to read: The County Administrator and two County Board Members chosen by the caucus chairs of each party (one from each political party) shall review the performance of all appointed department heads annually using a uniform evaluation system except as provided by law or ordinance and shall provide a copy of the evaluations to the Chief of Human Resources, seconded by Board Member Arena. Motion to approve the amendment to the Ordinance was approved by a voice vote. (Board Members Crosby and Schultz voted no.) (Board Members Booker and Redd were absent.) Motion to approve the amendment to the amended Ordinance was approved by a voice vote. (Board Members Crosby, Kelley, and Schultz voted no.) (Board Members Booker and Redd were absent.) Motion to approve the amended Ordinance was approved by a voice vote. (Board Members Kelley, Crosby, and Fellars voted no.) (Board Members Booker and Redd were absent.)

26. Board Member Salgado made a motion to suspend the rules on Agenda Item 3. (as listed above) An Ordinance Amending Section 2-168 of the County Code of Ordinances (Human Resources Director) to be Laid Over, seconded by Board Member Wescott. Motion to suspend the rules was approved by a roll call vote of 13 yes and 5 no votes. (Board Members Butitta, Crosby, Fellars, Gerl, and Kelley voted no.) (Board Members Booker and Redd were absent.) Board Member Salgado made a motion to approve the Ordinance, seconded by Board Member Boomer. Discussion by State's Attorney Hite-Ross and Board Member Arena. Board Member Arena made a motion to amend the Ordinance Section 2-168 by striking the word interim, seconded by Board Member Hoffman. Motion to amend the Ordinance was approved by a voice vote. (Board Member Crosby voted no.) (Board Members Booker and Redd were absent.) Motion to approve the amended Ordinance was approved by a roll call vote of 13 yes and 5 no votes. (Board Members Butitta, Crosby, Fellars, Gerl, and Kelley voted no.) (Board Members Booker and Redd were absent.) Discussion by State's Attorney Hite-Ross and Board Members Salgado, Gerl, Goral, Fiduccia and Webster.

ZONING COMMITTEE

27. No Report.

OPERATIONS & ADMINISTRATIVE COMMITTEE

28. No Report.

PUBLIC WORKS

29. No Report.

PUBLIC SAFETY

30. No Report.

UNFINISHED BUSINESS

31. Board Member Schultz spoke of host fee allocations.

Board Member Salgado addressed the vote on the Sheriff's Lawsuit.

Board Member Hoffman and State's Attorney Hite-Ross discussed the rules of a substitute Chairman.

Board Member Gerl had a follow-up question to Board Member Hoffman's question. Discussion by State's Attorney Hite-Ross.

Board Member Webster and State's Attorney Hite-Ross discussed the Chairman's pay.

NEW BUSINESS

32. Board Member Wescott discussed potholes.

Deputy State's Attorney Kurlinkus announced he attended the first 911 meeting with the municipalities and it was a productive meeting. The next meeting will be August 14th at 5:00 p.m.

Board Member Goral announced on August 6th River Bluff Nursing Home will host a dinner.

33. Board Member Fellars entertained a motion to adjourn. County Board Member Hoffman moved to adjourn the meeting, seconded by Board Member Crosby. Motion was approved by a voice vote. The meeting was adjourned at 7:04 p.m.

Respectfully submitted,


Lori Gummow
County Clerk

ar

ADMINISTRATOR'S REPORT

DEPARTMENT HEAD UPDATES

PUBLIC WORKS COMMITTEE

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

19-CR-XXX

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

**RESOLUTION AUTHORIZING THE EXECUTION OF AN
AMENDMENT TO EXTENDED LICENSE AGREEMENT WITH THE
ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR THE EXTENSION OF
PERRYVILLE ROAD PATH THROUGH ROCK CUT STATE PARK
(SECTION 16-00633-00-BT)**

WHEREAS the County of Winnebago entered into LICENSE AGREEMENT No. 724A with the STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES (IDNR), dated November 6th, 2001, to construct a path along the east side of Perryville Road through Rock Cut State Park from the south right-of-way line of Hart Road to the center of Willow Creek ; and

WHEREAS the County of Winnebago was award in October 2016 some \$984,960 through the Illinois Transportation Enhancement Program (ITEP) to in part extend the Perryville Road Path through Rock Cut State Park from the south right-of-way line of Hart Road, north to the south right-of-way line of Illinois Route 73; and

WHEREAS in order to construct the new path segment through Rock Cut State Park the current LICENSE AGREEMENT needs to be amended to include the new path segment; and

WHEREAS it is in the public interest to enter into the attached AMENDMENT TO EXTENDED LICENSE AGREEMENT with IDNR to accomplish the extension of the Perryville Road Path

NOW THEREFORE, BE IT RESOLVED by the County Board of the County of Winnebago, Illinois, that the Chairman of the County Board is hereby authorized to execute on behalf of the County of Winnebago an AMENDMENT TO EXTENDED LICENSE AGREEMENT with IDNR for the extension of the Perryville Road Path through Rock Cut State Park in substantially the form attached hereto; and

BE IT FURTHER RESOLVED that the AMENDMENT entered into shall not become effective and binding unless and until both parties have executed the same; 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

Dave Tassoni, Chairman

Burt Gerl

Burt Gerl

Dave Boomer

Dave Boomer

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

Project Location: Rock Cut State Park
Location Code: 50-4521-1
Agreement Number: 724A
Amendment Number: 1

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES
AMENDMENT TO EXTENDED LICENSE AGREEMENT

LICENSE AGREEMENT No. 724A, executed November 6th, 2001, by and between the STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES (IDNR) / [formerly known as the Department of Conservation or IDOC] and WINNEBAGO COUNTY (LICENSEE), hereby is amended as follows:

LICENSEE will extend multi-use recreation trail north on a strip of land 200 feet of even width adjacent to, east of, and parallel with the East ROW Line of Perryville Road (Winnebago County Highway 11) beginning at the South ROW Line of Illinois Route 173 and extending south to the center line of Willow Creek, all being in the East 12 of Sections 21 and 28 of Township 45 North, Range 2 East of the Third Principal Meridian, Harlem Township, Winnebago County, Illinois, comprising 36 Acres, more or less as show in revised Exhibit B.

LICENSEE, by its acceptance and execution of this Amendment, agrees and covenants that it will abide by and comply with all the terms, covenants, conditions and provisions of said original Extended License Agreement as herein amended.

Dated and executed by the parties hereto this _____ day of _____, 20 ____.

AGREED

APPROVED

LICENSEE

STATE OF ILLINOIS

WINNEBAGO COUNTY

DEPARTMENT OF NATURAL RESOURCES

BY: _____

Print Name
TITLE: _____
DATE: _____
FEIN NO.: _____

BY: _____
Connie Waggoner, Assistant Director
Office of Realty & Capital Planning
TITLE: _____
DATE: _____

IN WITNESS WHEREOF, the foregoing Modification #1 to Extended License Agreement Number 724A is hereby executed this ____ day of _____, 2019.

LICENSEE:
COUNTY OF WINNEBAGO

STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES

By: _____
Frank Haney, Chairman of the
County Board of the
County of Winnebago, Illinois

By: _____
Director

Date: _____

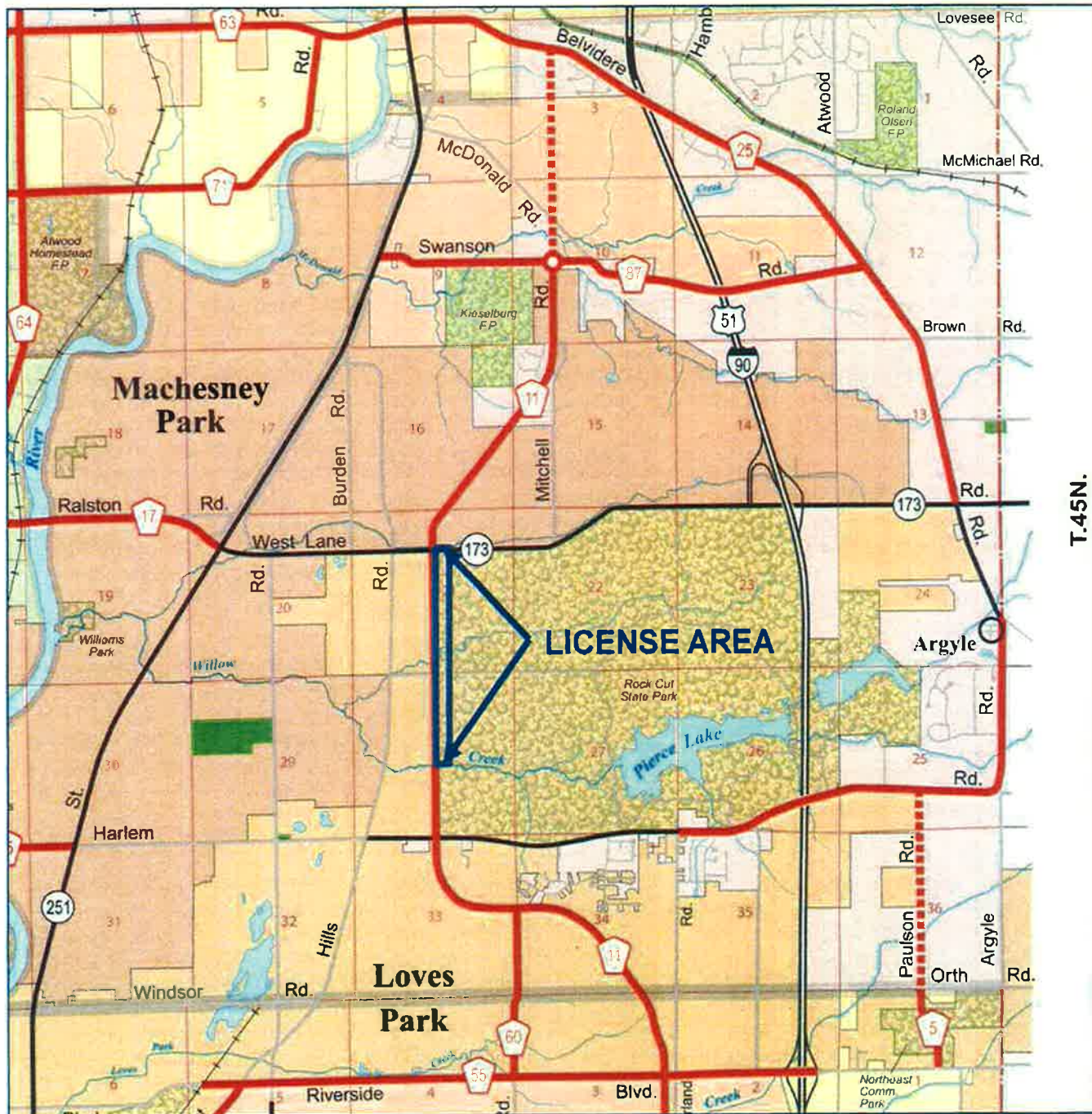
Date: _____

ATTEST:

ATTEST:

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

FEIN No. 36-6006681



**REVISED
EXHIBIT B
LICENSE NO. 724A**

**ROCK CUT STATE PARK
(PERRYVILLE PATH)
SEC'S. 21 & 28
T.45N. R.2E. 3rd P.M.
WINNEBAGO COUNTY**

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

19-CR-XXX

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

**RESOLUTION AUTHORIZING THE EXECUTION OF A LOCAL PUBLIC
AGENCY AGREEMENT FOR FEDERAL PARTICIPATION FOR GUARDRAIL
IMPROVEMENTS AT VARIOUS LOCATIONS THROUGHOUT THE COUNTY
(SECTION 17-00637-00-GR)**

WHEREAS the Winnebago County Highway Department (WCHD) applied to the State of Illinois Department of Transportation (IDOT) for Federal Highway Safety Improvement Project (HSIP) funds to support work involving improvements to guardrail installations at various locations on the County Highway system; and

WHEREAS the County has been selected to receive HSIP funds for guardrail improvements at various locations throughout the County at 90% of the project cost for a not to exceed Federal share of \$899,437; and

WHEREAS this agreement was previously approved as County Board Resolution 2018CR083 on June 14, 2018 but needs to be reauthorized as the time limit for IDOT execution has lapsed; and

WHEREAS it would be in the public interest to enter into the attached Local Agency Agreement for Federal Participation (hereafter, the "AGREEMENT").

NOW THEREFORE BE IT RESOLVED that the County Board Chairman is authorized to execute on behalf of the County of Winnebago the "Local Public Agency Agreement for Federal Participation" in substantially the form attached hereto; and

BE IT FURTHER RESOLVED that the AGREEMENT entered into shall not become effective and binding unless and until the respective parties have executed them; 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 one (1) certified copy of this Resolution to the Winnebago County Treasurer, Auditor and Winnebago County Engineer.

Respectfully submitted,
PUBLIC WORKS COMMITTEE

AGREE

Dave Tassoni, Chairman

Burt Gerl

Dave Boomer

Dave Kelley

Jim Webster

DISAGREE

Dave Tassoni, Chairman

Burt Gerl

Dave Boomer

Dave Kelley


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

 Illinois Department of Transportation Local Public Agency Agreement for Federal Participation	Local Public Agency Winnebago County	State Contract X	Day Labor	Local Contract	RR Force Account
	Section 17-00637-00-GR	Fund Type HSIP	ITEP, SRTS, or HSIP Number(s) 201712002		

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-92-071-18	NMYM(658)				

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "**LPA**", and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "**STATE**". The **STATE** and **LPA** jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the **LPA**, approved by the **STATE** and the **STATE's** policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "**FHWA**".

Location

Local Name Various Route Various Length 0.00 mi
Termini Various locations

Current Jurisdiction Winnebago County TIP Number 2-18-2 Existing Structure No N/A

Project Description

Guardrail terminal improvements

Division of Cost

Type of Work	HSIP	%	%	LPA	%	Total
Participating Construction	899,437	(*)	()	99,937	(BAL)	999,374
Non-Participating Construction		()	()		()	
Preliminary Engineering		()	()		()	
Construction Engineering		()	()		()	
Right of Way		()	()		()	
Railroads		()	()		()	
Utilities		()	()		()	
Materials						
TOTAL	\$ 899,437			\$ 99,937		\$ 999,374

*90% HSIP funds NTE \$899,437

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final **LPA** share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Local Public Agency Appropriation

By execution of this Agreement, the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum (**required for State-let contracts only**)

Method of Financing (State Contract Work Only)

METHOD A---Lump Sum (80% of **LPA** Obligation) _____
METHOD B--- _____ Monthly Payments of _____ due by the _____ of each successive month.
METHOD C---**LPA's** Share Balance divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

THE LPA AGREES:

- (1) To acquire in its name, or in the name of the **STATE** if on the **STATE** highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established State policies and procedures. Prior to advertising for bids, the **LPA** shall certify to the **STATE** that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the **LPA**, and the **STATE** and the **FHWA**, if required.
- (2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.
- (3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
- (4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.
- (5) To maintain or cause to be maintained, in a manner satisfactory to the **STATE** and the **FHWA**, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.
- (6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
- (7) To maintain, for a minimum of 3 years after final project close-out by the **STATE**, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the **LPA** agrees to cooperate fully with any audit conducted by the Auditor General and the **STATE**; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the **STATE** for the recovery of any funds paid by the **STATE** under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- (8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- (9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the **FHWA**.
- (10) (State Contracts Only) That the method of payment designated on page one will be as follows:
Method A - Lump Sum Payment. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of billing, in lump sum, an amount equal to 80% of the **LPA**'s estimated obligation incurred under this Agreement. The **LPA** will pay to the **STATE** the remainder of the **LPA**'s obligation (including any nonparticipating costs) within thirty (30) calendar days of billing in a lump sum, upon completion of the project based on final costs.
Method B - Monthly Payments. Upon award of the contract for this improvement, the **LPA** will pay to the **STATE**, a specified amount each month for an estimated period of months, or until 80% of the **LPA**'s estimated obligation under the provisions of the Agreement has been paid, and will pay to the **STATE** the remainder of the **LPA**'s obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the **LPA** will pay to the **STATE** within thirty (30) calendar days of receipt, an amount equal to the **LPA**'s share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.
Failure to remit the payment(s) in a timely manner as required under Methods A, B, or C, shall allow the **STATE** to internally offset, reduce, or deduct the arrearage from any payment or reimbursement due or about to become due and payable from the **STATE** to **LPA** on this or any other contract. The **STATE**, at its sole option, upon notice to the **LPA**, may place the debt into the Illinois Comptroller's Offset System (15 ILCS 405/10.05) or take such other and further action as may be required to recover the debt.
- (11) (Local Contracts or Day Labor) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.
- (12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of, the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal funds received under the terms of this Agreement.
- (13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which the project is federally authorized, the **LPA** will repay the **STATE** any Federal Funds received under the terms of this Agreement.

- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.
- Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.
- The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA**/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.
- Engineer's Payment Estimates shall be in accordance with the Division of Cost on page one.
- (15) And certifies to the best of its knowledge and belief its officials:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - (d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
- (16) To include the certifications, listed in item 15 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
- (17) (State Contracts) That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.
- (18) That for agreements exceeding \$100,000 in federal funds, execution of this Agreement constitutes the **LPA's** certification that:
- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
 - (c) The **LPA** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (19) To regulate parking and traffic in accordance with the approved project report.
- (20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.
- (21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.
- (22) To complete this phase of the project within three (3) years from the date this agreement is approved by the **STATE** if this portion of the project described in the Project Description does not exceed \$1,000,000 (five years if the project costs exceed \$1,000,000).
- (23) To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months.
- To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- (24) The **LPA** will submit supporting documentation with each request for reimbursement from the **STATE**. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fee invoice, progress report, and personnel and direct cost summaries and other documentation supporting the requested reimbursement amount (Form BLRS 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.

The **LPA** will submit to the **STATE** a complete and detailed final invoice with applicable supporting documentation or all incurred costs, less previous payments, no later than twelve (12) months from the date of completion of this phase of the improvement or from the date of the previous invoice, whichever ever occurs first. If a final invoice is not received within this time frame, the most recent invoice may be considered the final invoice and the obligation of the funds closed.

- (25) The **LPA** shall provide the final report to the appropriate **STATE** district within twelve months of the physical completion date of the project so that the report may be audited and approved for payment. If the deadline cannot be met, a written explanation must be provided to the district prior to the end of the twelve months documenting the reason and the new anticipated date of completion. If the extended deadline is not met, this process must be repeated until the project is closed. Failure to follow this process may result in the immediate close-out of the project and loss of further funding.
- (26) (Single Audit Requirements) That if the **LPA** expends \$750,000 or more a year in federal financial assistance they shall have an audit made in accordance with 2 CFR 200. **LPAs** expending less than \$750,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the **STATE** (Office of Finance and Administration, Audit Coordination Section, 2300 South Dirksen Parkway, Springfield, Illinois, 62764), within 30 days after the completion of the audit, but no later than one year after the end of the **LPA's** fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

Federal funds utilized for construction activities on projects let and awarded by the **STATE** (denoted by an "X" in the State Contract field at the top of page 1) are not included in a **LPA's** calculation of federal funds expended by the **LPA** for Single Audit purposes.

- (27) That the **LPA** is required to register with the System for Award Management or SAM (formerly Central Contractor Registration (CCR)), which is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award and the electronic payment processes. To register or renew, please use the following website: <https://www.sam.gov/portal/public/SAM/#1>.

The **LPA** is also required to obtain a Dun & Bradstreet (D&B) D-U-N-S Number. This is a unique nine digit number required to identify subrecipients of federal funding. A D-U-N-S number can be obtained at the following website: <http://fedgov.dnb.com/webform>.

THE STATE AGREES:

- (1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the **LPA's** certification of compliance with Titles II and III requirements.
- (2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the **STATE** (and **FHWA**, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.
- (3) (Day Labor) To authorize the **LPA** to proceed with the construction of the improvement when Agreed Unit Prices are approved, and to reimburse the **LPA** for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.
- (4) (Local Contracts) For agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:
- (a) To reimburse the **LPA** for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the **LPA**;
- (b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by **STATE** inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the **STATE**.

IT IS MUTUALLY AGREED:

- (1) Construction of the project will utilize domestic steel as required by Section 106.01 of the current edition of the Standard Specifications for Road and Bridge Construction and federal Buy America provisions.
- (2) That this Agreement and the covenants contained herein shall become null and void in the event that the **FHWA** does not approve the proposed improvement for Federal-aid participation within one (1) year of the date of execution of this Agreement.
- (3) This Agreement shall be binding upon the parties, their successors and assigns.
- (4) For contracts awarded by the **LPA**, the **LPA** shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The **LPA** shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The **LPA's** DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the **STATE** may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for

enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.). In the absence of a USDOT – approved **LPA** DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the **STATE's** USDOT approved Disadvantaged Business Enterprise Program.

- (5) In cases where the **STATE** is reimbursing the **LPA**, obligations of the **STATE** shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- (6) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1- Location Map. Number 2 – LPA Appropriation Resolution

(Insert Addendum numbers and titles as applicable)

The **LPA** further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all Addenda indicated above.

APPROVED

Local Public Agency

Frank Haney
Name of Official (Print or Type Name)

Title (County Board Chairperson/~~Mayor/Village President/etc.~~)

(Signature)

Date

The above signature certifies the agency's TIN number is
36-6006681 conducting business as a Governmental
Entity.

DUNS Number 010243822

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Secretary

Date

By: _____

Aaron A. Weatherholt, Deputy Director of Highways

Date

Omer Osman, Director of Highways/Chief Engineer

Date

Phil Kaufmann, Acting Chief Counsel

Date

Jeff Heck, Chief Fiscal Officer (CFO)

Date

NOTE: If the LPA signature is by an **APPOINTED** official, a resolution authorizing said appointed official to execute this agreement is required.

Winnebago County

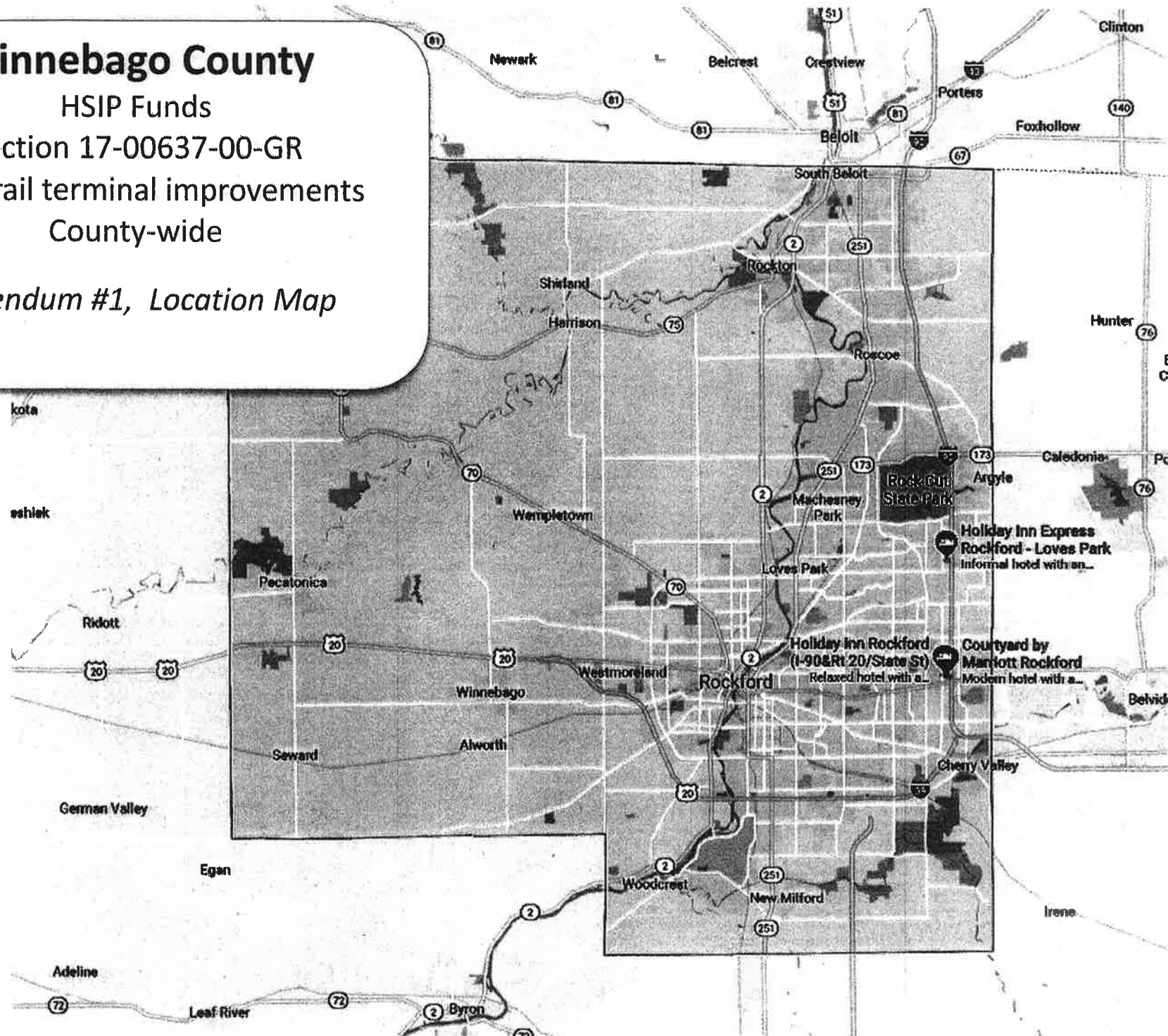
HSIP Funds

Section 17-00637-00-GR

Guardrail terminal improvements

County-wide

Addendum #1, Location Map



County of Winnebago

HIGHWAY DEPARTMENT

424 North Springfield Avenue
Rockford, Illinois 61101-5097

Joseph A. Vanderwerff, Sr. P.E.
County Engineer

Phone (815) 319-4000
Fax (815) 319-4001

TO: Kevin Marchek, P.E.
Deputy Director of Highways
Region Two Engineer
Illinois Department of Highways
819 Depot Avenue
Dixon, IL 61021

DATE: July 18, 2018

RE: Funding Agreement
HSIP Guardrail Improvements
Section 17-00637-00-GR

ATTN: Shawn L Ortgiesen, P.E., PTOE
Local Roads Field Liaison Engineer

We are sending you herewith the following:

Number of Copies	Item	Description
5	Form BLR 05310	Local Public Agency Agreement for Federal Participation, Job No. C-92-062-16, Project No. BROS-0201(033)
5	Form BLR 09110	Resolution for Improvement by County Under the Illinois Highway Code

TRANSMITTED:

☐ For your information ☐ As requested ☒ For approval
☐ Preliminary ☐ Progress ____ % ☐ Final ☐ For review


REMARKS: Please find five (5) copies of the above noted documents for your approval.

Sincerely,
Winnebago County Highway Department


Frank J. Hodina, P.E.
Senior Civil Engineer



It is our mission to provide high quality services and promote a safe community for all people in Winnebago County.

 Illinois Department of Transportation Local Public Agency Agreement for Federal Participation	Local Public Agency Winnebago County	State Contract X	Day Labor	Local Contract	RR Force Account
	Section 17-00637-00-GR	Fund Type HSIP	ITEP, SRTS, or HSIP Number(s) 201712002		

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-92-071-18	NMYM(658)				

This Agreement is made and entered into between the above local public agency, hereinafter referred to as the "LPA", and the State of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The **STATE** and **LPA** jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans prepared by, or on behalf of the **LPA**, approved by the **STATE** and the **STATE's** policies and procedures approved and/or required by the Federal Highway Administration, hereinafter referred to as "FHWA".

Location

Local Name Various Route Various Length 0.00 mi
Termini Various locations

Current Jurisdiction Winnebago County TIP Number Existing Structure No

Project Description

Guardrail terminal improvements

Division of Cost

Type of Work	HSIP	%	%	LPA	%	Total
Participating Construction	899,437	(*)	()	99,937	(BAL)	999,374
Non-Participating Construction		()	()		()	
Preliminary Engineering		()	()		()	
Construction Engineering		()	()		()	
Right of Way		()	()		()	
Railroads		()	()		()	
Utilities		()	()		()	
Materials		()	()		()	
TOTAL	\$ 899,437			\$ 99,937		\$ 999,374

*90% HSIP funds NTE \$899,437

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final **LPA** share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

Local Public Agency Appropriation

By execution of this Agreement, the **LPA** attests that sufficient moneys have been appropriated or reserved by resolution or ordinance to fund the **LPA** share of project costs. A copy of the authorizing resolution or ordinance is attached as an addendum (**required for State-let contracts only**)

Method of Financing (State Contract Work Only)

METHOD A---Lump Sum (80% of **LPA** Obligation) _____
METHOD B--- _____ Monthly Payments of _____ due by the _____ of each successive month.
METHOD C---**LPA's** Share Balance divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.
- Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.
- The **LPA** is responsible for the payment of the railroad related expenses in accordance with the **LPA**/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.
- Engineer's Payment Estimates shall be in accordance with the Division of Cost on page one.
- (15) And certifies to the best of its knowledge and belief its officials:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - (d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
- (16) To include the certifications, listed in item 15 above, and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
- (17) (State Contracts) That execution of this agreement constitutes the **LPA's** concurrence in the award of the construction contract to the responsible low bidder as determined by the **STATE**.
- (18) That for agreements exceeding \$100,000 in federal funds, execution of this Agreement constitutes the **LPA's** certification that:
- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
 - (c) The **LPA** shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (19) To regulate parking and traffic in accordance with the approved project report.
- (20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.
- (21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.
- (22) To complete this phase of the project within three (3) years from the date this agreement is approved by the **STATE** if this portion of the project described in the Project Description does not exceed \$1,000,000 (five years if the project costs exceed \$1,000,000).
- (23) To comply with the federal Financial Integrity Review and Evaluation (FIRE) program, which requires States and subrecipients to justify continued federal funding on inactive projects. 23 CFR 630.106(a)(5) defines an inactive project as a project which no expenditures have been charged against Federal funds for the past twelve (12) months.
- To keep projects active, invoicing must occur a minimum of one time within any given twelve (12) month period. However, to ensure adequate processing time, the first invoice shall be submitted to the **STATE** within six (6) months of the federal authorization date. Subsequent invoices will be submitted in intervals not to exceed six (6) months.
- (24) The **LPA** will submit supporting documentation with each request for reimbursement from the **STATE**. Supporting documentation is defined as verification of payment, certified time sheets or summaries, vendor invoices, vendor receipts, cost plus fix fee invoice, progress report, and personnel and direct cost summaries and other documentation supporting the requested reimbursement amount (Form BLRS 05621 should be used for consultant invoicing purposes). **LPA** invoice requests to the **STATE** will be submitted with sequential invoice numbers by project.

enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.). In the absence of a USDOT – approved **LPA** DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the **STATE's** USDOT approved Disadvantaged Business Enterprise Program.

- (5) In cases where the **STATE** is reimbursing the **LPA**, obligations of the **STATE** shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- (6) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1- Location Map, Number 2 – LPA Appropriation Resolution

(Insert Addendum numbers and titles as applicable)

The **LPA** further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all Addenda indicated above.

APPROVED

Local Public Agency

Frank Honey
Name of Official (Print or Type Name)

Chairman
Title (County Board Chairperson/~~Mayor/Village President/etc.~~)

[Signature]
(Signature)

6/15/18
Date

The above signature certifies the agency's TIN number is
36-6006681 conducting business as a Governmental
Entity.

DUNS Number 010243822

APPROVED

State of Illinois
Department of Transportation

Randall S. Blankenhorn, Secretary Date

By:
Aaron A. Weatherholt, Deputy Director of Highways Date

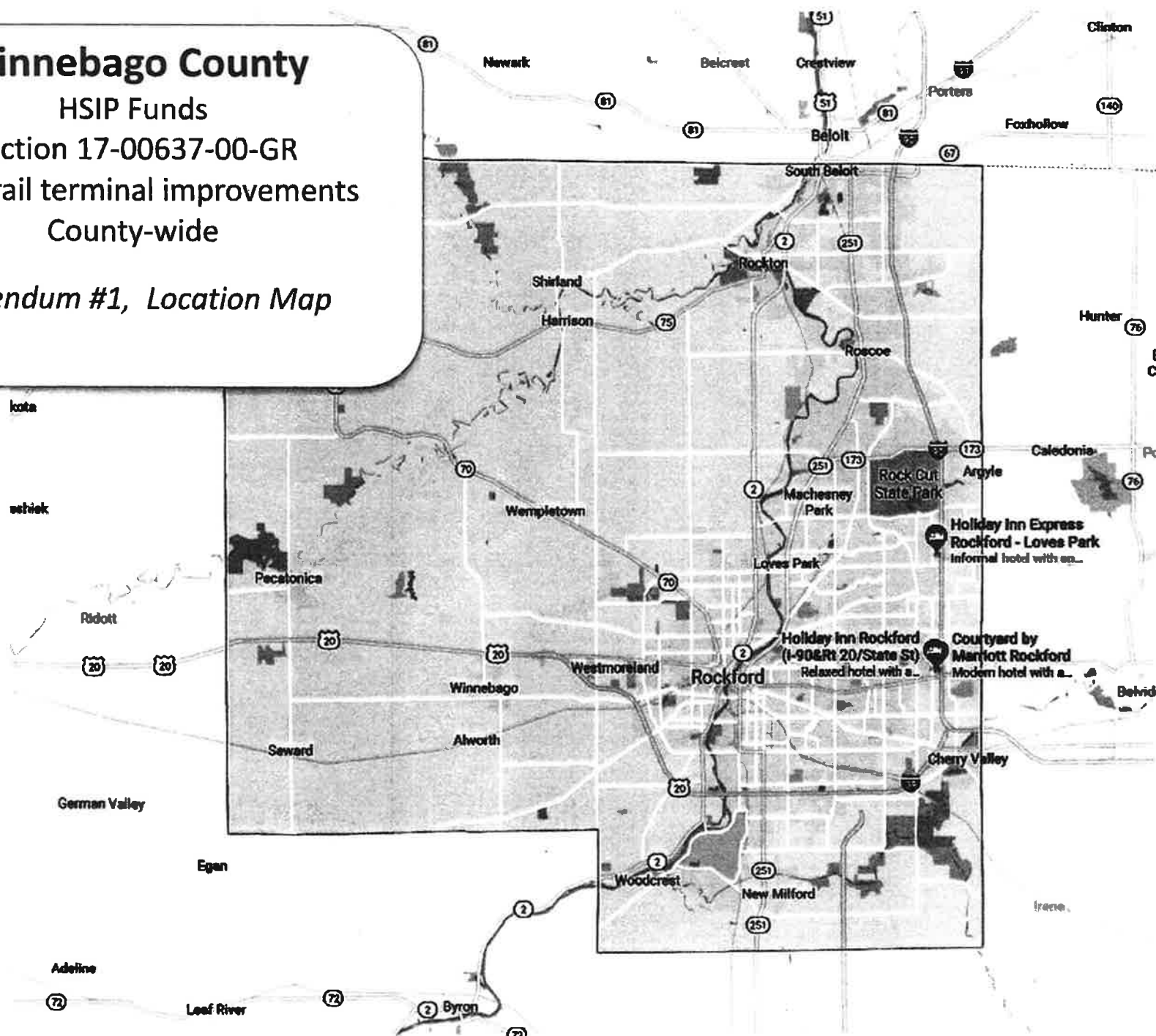
Omer Osman, Director of Highways/Chief Engineer Date

Phil Kaufmann, Acting Chief Counsel Date

Jeff Heck, Chief Fiscal Officer (CFO) Date

NOTE: If the LPA signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

Addendum #1, Location Map



STATE OF ILLINOIS, } ss.
COUNTY OF WINNEBAGO }

I, TIANA J. McCALL, County Clerk in and for said County, in the State aforesaid, do hereby certify that I have compared the foregoing attached copy of:

**A RESOLUTION APPROPRIATING THE LOCAL SHARE OF FUNDS AND
AUTHORIZING THE EXECUTION OF A LOCAL PUBLIC AGENCY
AGREEMENT FOR FEDERAL PARTICIPATION FOR GUARDRAIL
IMPROVEMENTS AT VARIOUS LOCATIONS THROUGHOUT THE
COUNTY (SECTION 17-00637-00-GR)**

with the original document which is on file in my office; and found it to be a true, perfect and complete copy of the original document.

*IN TESTIMONY WHEREOF, I have hereunto set my
hand and affixed the seal of said County, at my office in
the City of Rockford, in said County,*

this 15TH DAY OF JUNE, 2018.

TIANA J. McCALL, Winnebago County Clerk

BY: Angela Rivera Deputy County Clerk



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

2018 CR 083

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

**RESOLUTION APPROPRIATING THE LOCAL SHARE OF FUNDS AND AUTHORIZING
THE EXECUTION OF A LOCAL PUBLIC AGENCY AGREEMENT FOR
FEDERAL PARTICIPATION FOR GUARDRAIL IMPROVEMENTS AT
VARIOUS LOCATIONS THROUGHOUT THE COUNTY
(SECTION 17-00637-00-GR)**

WHEREAS the Winnebago County Highway Department (WCHD) applied to the State of Illinois Department of Transportation (IDOT) for Federal Highway Safety Improvement Project (HSIP) funds to support work involving improvements to guardrail installations at various locations on the County Highway system; and

WHEREAS the County has been selected to receive HSIP funds for guardrail improvements at various locations throughout the County at 90% of the project cost for a not to exceed Federal share of \$899,437; and

WHEREAS the federal fund source requires a match of local funds, of which \$100,000 will be appropriated from the County's Motor Fuel Tax (MFT) fund; and

WHEREAS it would be in the public interest to enter into the attached Local Agency Agreement for Federal Participation (hereafter, the "AGREEMENT") and to appropriate monies from the County's MFT fund to cover the County's cost of this project.

NOW THEREFORE BE IT RESOLVED that the County Board of the County of Winnebago, Illinois appropriates one hundred thousand dollars (\$100,000) or as much of such sum as may be needed to match federal funds in the completion of the aforementioned project known as MFT Section Number 17-00637-00-GR and that the County Board Chairman is authorized to execute on behalf of the County of Winnebago the "Local Public Agency Agreement for Federal Participation" in substantially the form attached hereto; and

BE IT FURTHER RESOLVED that the AGREEMENT entered into shall not become effective and binding unless and until the respective parties have executed them; 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 one (1) certified copy of this Resolution to the Winnebago County Treasurer, Auditor and Winnebago County Engineer.

Respectfully submitted,
PUBLIC WORKS COMMITTEE

AGREE

DISAGREE

Dave Kelley, Chairman

Dave Kelley, Chairman

Burt Gerl

Burt Gerl



Dave Boomer

Dave Boomer



Dave Tassoni

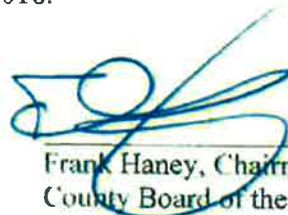
Dave Tassoni



Jim Webster


Jim Webster

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this 14th day of June, 2018.



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

ATTEST:



Tiana McCall, Clerk of the
County Board of the
County of Winnebago, Illinois



**Resolution for Improvement by County
Under the Illinois Highway Code**

BE IT RESOLVED, by the County Board of Winnebago County, Illinois, that the following described County Highway be improved under the Illinois Highway Code:

County Highway various, beginning at a point near various

and extending along said route in an _____ direction to a point near _____
various

_____, a distance of approximately _____; and,

BE IT FURTHER RESOLVED, that the type of improvement shall be Guardrail improvements

and shall be designated as Section 17-00637-00-GR and,

BE IT FURTHER RESOLVED, that the improvement shall be constructed by contract and the County through its officers, agents and employees; and

(Insert either "contract" or "the County through its officers, agents and employees")

BE IT FURTHER RESOLVED, that there is hereby appropriated the sum of one hundred thousand only

dollars, (\$100,000.00)

from the County's allotment of Motor Fuel Tax Funds for the construction of this improvement and,

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

I, Tiana McCall County Clerk in and for said County,
in the State aforesaid, 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 County Board of

Winnebago County, at its regular

meeting held at 401 West State Street, Rockford, Illinois 61101

on

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and
affixed the seal of said County at my office in Rockford, IL

in said County, this 15th day of June A.D. 2018

(SEAL)

Tiana J. McCall County Clerk

Approved

Regional Engineer
Department of Transportation

Date

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

19-CR-XXX

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

**RESOLUTION AUTHORIZING THE EXECUTION OF A
PRELIMINARY ENGINEERING SERVICES AGREEMENT WITH
FEHR GRAHAM, TO PROVIDE RIGHT-OF-WAY AND OTHER LAND SURVEYING
SERVICES FOR OLD RIVER ROAD FROM ILLINOIS RTE. 75 TO ROSCOE ROAD
(SECTION 06-00384-00-RS)**

WHEREAS by County of Winnebago resolution 2006 CR 26, dated February 23rd, 2006, the County entered into an intergovernmental agreement with the Village of Rockton to jurisdictionally transfer Old River Road (CH 64) from Illinois Rte. 75 to Roscoe Road, once said roadway section was improved; and

WHEREAS Federal funding of this project will soon be made available which will require the completion of Phase I and II construction documents; and

WHEREAS most of the preliminary engineering work for this project is being done by County Highway engineering staff, however, there are right-of-way and other land surveying items associated with this project that County staff cannot perform; and

WHEREAS Fehr Graham has agreed to perform and assist County staff to complete required right-of-way work and other related land surveying services for the completion of the Phase I and Phase II construction documents for a not to exceed fee of \$41,344 as set forth in the attached Agreement; and

WHEREAS it would be in the public interest to enter into the attached Preliminary Engineering Services Agreement for Phase I and II improvements on Old River Road (CH 64) from Illinois Rte. 75 to Roscoe Road.

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 Preliminary Engineering Services Agreement to provide Phase I and II land surveying and other related service in substantially the form attached hereto; and

BE IT FURTHER RESOLVED that the Agreement entered into shall not become effective and binding unless and until both parties have executed the same; and

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 County Engineer.

**Respectfully submitted,
PUBLIC WORKS COMMITTEE**

AGREE

DISAGREE

Dave Tassoni, Chairman

Dave Tassoni, Chairman

Burt Gerl

Burt Gerl

Dave Boomer

Dave Boomer

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

- h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

- i. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals
- j. ☐ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
- k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.
- (2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plans, plats and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:

- a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
- b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost	
Awarded Cost	Percentage Fees
Under \$50,000	(see note)
	%
	%
	%
	%
	%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined

as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.

"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:

- a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
- b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus _____ percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

Winnebago County of the
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By _____

(Seal) Clerk By _____
Title _____

Executed by the ENGINEER:

Fehr Graham
200 Prairie Street, Suite 208
Rockford, Illinois 61107

ATTEST:

By *Angie M. Riggle* By *[Signature]*
Title Project Administrator Title Principal

<p style="text-align: center;">Approved</p> <p style="text-align: center;">_____ Date Department of Transportation</p> <p style="text-align: center;">_____ Regional Engineer</p>
--

SUPPLEMENT TO AGREEMENT PROVISIONS

Winnebago County
Old River Road Right of Way
Section

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated under The Engineer Agrees in paragraphs 1a, 2, 3, 4, 5 and 6 on a time and material basis, not to exceed of \$41,344.
 2. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraphs cited above. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge. "Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classification for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.
 3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
 - a. Upon completion of detailed plans and estimate of cost - being the work required by paragraphs 1a, 2, 3, 4, 5 and 6 under The Engineer Agrees - to the satisfaction of the LA and their approval by the LA or DEPARTMENT, 100 percent of the total fee due under this AGREEMENT.
- By mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.
4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, 2, 3, 4, 5, 6 and prior to the completion of such services, the LA shall reimburse the ENGINEER for his costs incurred up to the time he is notified in writing of such abandonment as stipulated in paragraph 1 of the LA AGREES. Traveling and other out-of-town pocket expenses will be reimbursed to the ENGINEER at his actual cost.
 5. That, should the LA require changes in any of the detailed plans, specifications or estimates (except for those required pursuant to paragraph 4 of The Engineer Agrees) after they have been approved by the LA or DEPARTMENT, the LA will pay the ENGINEER for such changes as stipulated in paragraph 4 above. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.
-



July 1, 2019

Mr. Frank Hodina
Winnebago County Highway Department
424 N. Springfield Ave
Rockford, Illinois 61101

RE: Land Surveying Services: Right of Way Survey for Old River Road, East River Street, and South Ferry Street

Dear Mr. Hodina:

In response to your request, we are pleased to present you with this scope of work for Professional Land Surveying Services. Below is our understanding of the Scope of Services desired and our estimate of fees to complete these tasks.

SCOPE OF SERVICES

Establish existing right-of-way along Old River Road from Roscoe Road to IL 75; along East River Road from IL 75 to South Ferry Street; and South Ferry Street from East River Street to Old River Road. Work to include field survey and investigation of existing monumented right of way corners, right of way computation and analysis, and final drawings of existing right of way. Project to include topographic surveys of the North side of East River Road, the East side of Ferry Street, and the East side of Old River Road from Ferry Street to the Park entrance.

Not to exceed fee of \$41,344

EXCLUSIONS

- Setting survey monuments at all angle points and jogs in right of way
- Preparing individual Parcel Plats

Additional items requested outside the above-specified scope can be completed as directed for an additional fee.

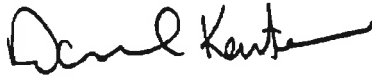
The scope of work as outlined in this proposal will be incorporated into our current annual services contract and subject to the terms and conditions of same

I trust that the information we have provided is in line with your expectations. We estimate time of completion to be approximately 4 weeks from the date of authorization to proceed.

Please sign below and return a copy of this proposal to my attention.

We look forward to working with you on this project.

Sincerely,



Dan Kasten, P.L.S.

DLK:sls

Acceptance of Proposal by Winnebago County

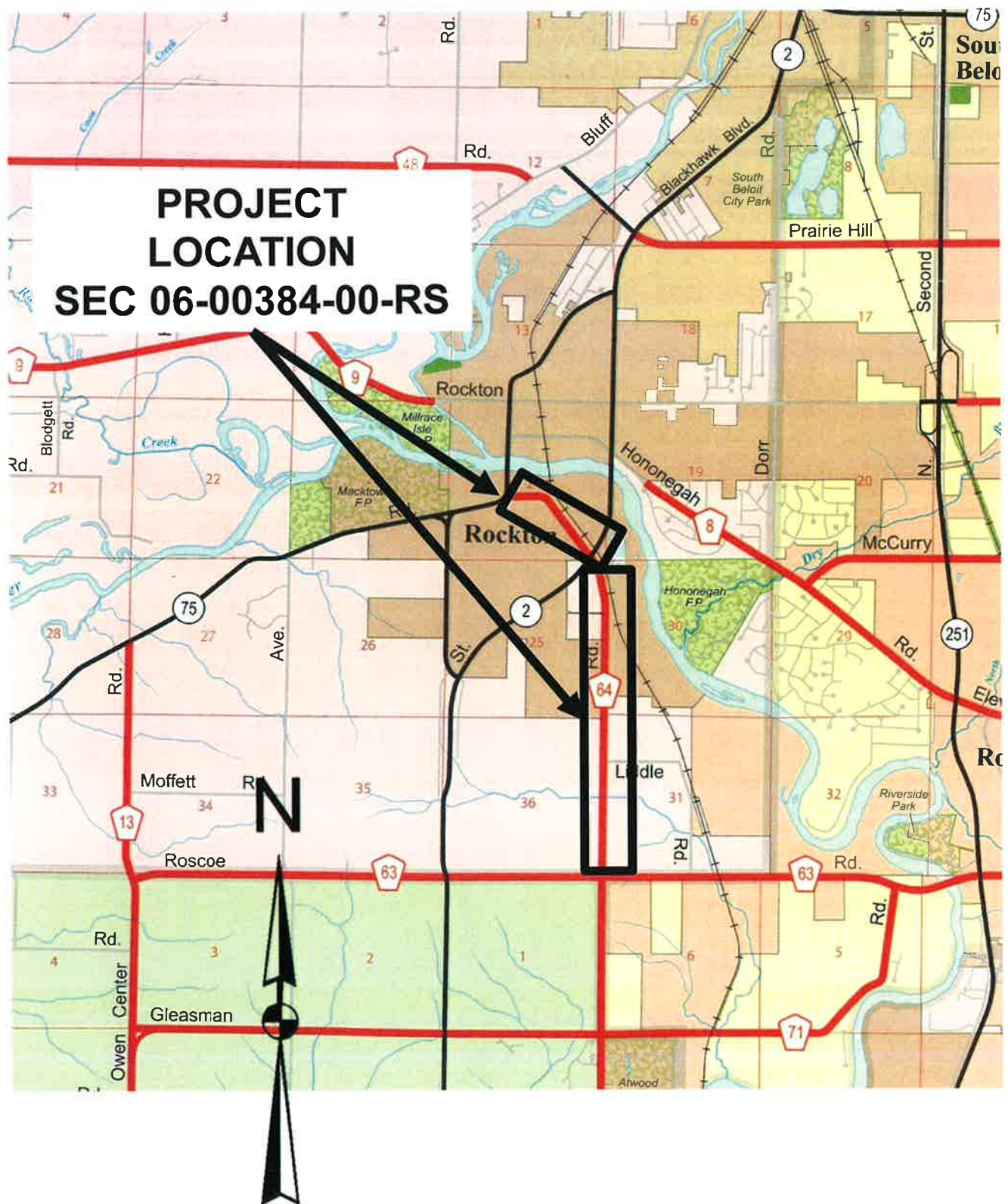
Signature: _____

Print Name: _____

Title: _____

Date: _____

N:\Proposals\2019\Dan Kasten\Winnebago County Hwy Dept\Old River Road ROW.docx



**PERSONNEL &
POLICIES
COMMITTEE**

Sponsored by: David Boomer

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

SUBMITTED BY: PERSONNEL AND POLICIES COMMITTEE

2019 CO_____

AN ORDINANCE AMENDING SECTION 2-123 OF THE COUNTY CODE OF ORDINANCES

WHEREAS, Chapter 2 of the County Code of Ordinances, Article III, sets forth the duties of various members of the County Administration; and

WHEREAS, the County Board wishes to amend Section 2-123 of Chapter 2, 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 III of the County Code of Ordinances be amended as follows:

Sec. 2-123. – Appointment/dismissal.

The county administrator shall be appointed, disciplined or dismissed by the county board upon recommendation of the Personnel and Policies Committee.

BE IT FURTHER ORDAINED, that the remainder of Chapter 2, Article III, of the County Code of Ordinances shall remain unchanged.

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 Amendment 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

Dave Fiduccia, Chairman

Dave Boomer

Angie Goral

Joe Hoffman

Dave Kelley

Dorothy Redd

Jim Webster

APPROVED this _____ day of _____, 2019, by the
County Board of the County of Winnebago, Illinois.

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

Ayes: _____ Nays: _____ Absent: _____

Sponsored by: David Boomer

COUNTY BOARD MEETING
July 11, 2019

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

Submitted by: Personnel and Policies Committee

2019 CO

**AN ORDINANCE AMENDING SECTION 2-123 OF THE
COUNTY CODE OF ORDINANCES**

WHEREAS, Chapter 2 of the County Code of Ordinances, Article III, sets forth the duties of various members of the County Administration; and

WHEREAS, the County Board wishes to amend Section 2-123 of Chapter 2, 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 III of the County Code of Ordinances be amended as follows:

Sec. 2-123. – Appointment/dismissal.

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BE IT FURTHER ORDAINED, that the remainder of Chapter 2, Article III, of the County Code of Ordinances shall remain unchanged.

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 Amendment 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

DAVE BOOMER

DAVE BOOMER

ANGIE GORAL

ANGIE GORAL

JOE HOFFMAN

JOE HOFFMAN

DAVE KELLEY

DAVE KELLEY

DOROTHY REDD

DOROTHY REDD

JIM WEBSTER

JIM WEBSTER

APPROVED this _____ day of _____, 2019, by the County
Board of the County of Winnebago, Illinois.

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

Ayes: _____ Nays: _____ Absent: _____

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

Submitted by: Personnel and Policies Committee

2019 CR_____

**RESOLUTION APPOINTING STEVE CHAPMAN TO THE
POSITION OF INTERIM COUNTY ADMINISTRATOR OF THE
COUNTY OF WINNEBAGO, ILLINOIS**

WHEREAS, as of August 31, 2019, there will be a vacancy in the position of the County Administrator due to the resignation of the previous Administrator; and

WHEREAS, it is the recommendation of the Winnebago County Board to appoint Steve Chapman to fill the vacancy in the position of the County Administrator as Interim County Board Administrator while a search is conducted for a permanent County Administrator.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that it appoints Steve Chapman to the position of Interim County Administrator of the County of Winnebago, Illinois, effective August 31, 2019.

BE IT FURTHER RESOLVED, that the compensation for this position shall be \$66.2019 per hour.

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

Respectfully submitted,
Personnel and Policies Committee

AGREE

DISAGREE

Dave Fiduccia, Chairman

Dave Fiduccia, Chairman

Dave Boomer

Dave Boomer

Angie Goral

Angie Goral

Joe Hoffman

Joe Hoffman

Dave Kelley

Dave Kelley

Dorothy Redd

Dorothy Redd

Jim Webster

Jim Webster

APPROVED this _____ day of _____, 2019 by the
County Board of the County of Winnebago, Illinois.

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

Ayes: _____ Nays: _____ Absent: _____



WINNEBAGO COUNTY

— ILLINOIS —

Memorandum

Date: June 28, 2019
To: County Board
From: County Administrator Carla Paschal
Re: Chief Human Resources Officer

While some of the areas of responsibility cover the same areas for both the Human Resources Director and the Chief Human Resources Officer, the role is completely different (in some cases areas in my responsibility overlap the Human Resources Director but the my responsibilities are more strategic and administrative while the Human Resources Director is to “administer” which means handling the daily functions surrounding the area).

The following are areas that overlap but contrast in responsibility:

Human Resources Director	Chief Human Resources Officer
Administering all collective bargaining agreements between the county and bargaining units of employees under the employment jurisdiction of the county board.	Oversee administration of collective bargaining agreements between the county and bargaining units of employees under the employment jurisdiction of the county board and participate in and advise the county administrator in negotiations of collective bargaining agreements
Administering the health and dental insurance program that is available to the employees.	Assists the county administrator in developing employee benefit programs and oversee implementation and administration.
Administering any and all federal and state laws related to fair and equitable hiring and employment practices with respect to employees under the employment jurisdiction of the county board, including, but not limited to, the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), Title VII of	Maintains responsibility for the county’s compliance with federal, state, and local legislation pertaining to all personnel matters. Serves as the Meaningful Access Coordinator for the County, designated to promote equal access and full participation under Title VI Civil



WINNEBAGO COUNTY

— ILLINOIS —

the Civil Rights Act of 1964, the Civil Rights Act of 1991 and the Americans With Disabilities Act.	Rights and Title II Americans with Disabilities Act (ADA) for the county.
Administering the safety and liability risk management program for employees under the employment jurisdiction of the county board.	Assists the county administrator with developing policy and strategy related to the county's risk management program and self-funded insurance programs; assists in the development and implementation of policies and guidelines to protect the county and its property from loss, damage, liability, and other risks; investigates claims and directly participates in the resolution of claims against the county.

The following are items that are included in the Chief Human Resources Officer job description that are NOT included in the Human Resources and are not currently being performed:

- Serve as a strategic partner to the county administrator to optimize human capital resources.
- Oversees the annual review for improvement of the county's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation to ensure compliance.
- Communicate changes in the county's personnel policies and procedures, and ensures that proper compliance is followed.
- Assists the county administrator with developing effective employee recruitment and retention programs. Responsible for developing reporting metrics to assess the success of these programs.
- Assist the county administrator in the annual review, preparation, and administration of the county's wage and salary program.
- Develop and oversee job description development. Ensures job descriptions are compliant with state and federal regulations.
- Recommend and evaluate staff development for the county.
- Responsible for managing OSHA training and compliance throughout the County. Develop and maintain a system for the Human Resources department to track, audit, provide support and identify what training should be completed by county departments.

These functions are critical to support the County Administrator, minimize risk to the County and drive the Human Resource initiatives of the County.



WINNEBAGO COUNTY

— ILLINOIS —

I have compared salaries for similar positions in the local area and a salary of \$100,000 to \$120,000 is comparable. If you would like salary suggestions, I feel we should reach out to an independent source to evaluate. It would be a conflict for our Human Resources department to evaluate compensation for this position.

Sponsored by: David Fiduccia, Chairman

COUNTY BOARD MEETING
June 13, 2019

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

Submitted by: Personnel and Policies Committee

2019 CR

**ORDINANCE CREATING SECTIONS OF CHAPTER 2, ARTICLE III,
DIVISION 7 (CHIEF HUMAN RESOURCES OFFICER)
OF THE COUNTY CODE OF ORDINANCES**

WHEREAS, the County wishes to create Division 7, Sections 2-XXX through 2-XXX of Chapter 2, Article III 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 III, Division 7 of the County Code of Ordinances be created as follows:

ARTICLE III

DIVISION 7. - CHIEF HUMAN RESOURCES OFFICER

Sec. 2-xxx. - Establishment.

The office of chief human resources officer is hereby established.

Sec. 2-xxx. - Qualifications.

The chief human resources officer shall have, at a minimum, a bachelor's degree with ten to twelve years of progressive HR management experience, including leading an HR division or department within the public sector (preferably a county) or a combination of higher level private sector HR leadership and higher education or manager experience within a public sector environment. Preferred Master's degree in Human Resources Management or a similar master's degree program and HR certification through SHRM or IPMA-HR. A chief human resources officer who meets the above criteria may be exempt from the residency requirement set forth in [section 62-5](#) of the County Code of Ordinances.

Sec. 2-xxx. - Appointment/dismissal.

The chief human resources officer shall be recommended by the county administrator, and appointed or dismissed by the county administrator with the advice and consent of the county board.

Sec. 2-xxx - Duties.

Under the supervision of the county administrator, the chief human resources officer will perform the following duties:

- (a) Serve as a strategic partner to the county administrator to optimize human capital resources.
- (b) Oversees the annual review for improvement of the county's policies, procedures and practices on personnel matters.
- (c) Maintains knowledge of industry trends and employment legislation to ensure compliance.
- (d) Maintains responsibility for the county's compliance with federal, state, and local legislation pertaining to all personnel matters.
- (e) Communicate changes in the county's personnel policies and procedures, and ensures that proper compliance is followed.
- (f) Assists the county administrator with developing policy and strategy related to the county's risk management program and self-funded insurance programs; assists in the development and implementation of policies and guidelines to protect the county and its property from loss, damage, liability, and other risks; investigates claims and directly participates in the resolution of claims against the county.
- (g) Assists the county administrator in developing employee benefit programs and oversee implementation and administration.
- (h) Assists the county administrator with developing effective employee recruitment and retention programs. Responsible for developing reporting metrics to assess the success of these programs.
- (i) Assist the county administrator in the annual review, preparation, and administration of the county's wage and salary program.
- (j) Develop and oversee job description development. Ensures job descriptions are compliant with state and federal regulations.
- (k) Recommend and evaluate staff development for the county.
- (l) Responsible for managing OSHA training and compliance throughout the County. Develop and maintain a system for the Human Resources department to track, audit, provide support and identify what training should be completed by county departments.
- (m) Serves as the Meaningful Access Coordinator for the County, designated to promote equal access and full participation under Title VI Civil Rights and Title II Americans with Disabilities Act (ADA) for the county.
- (n) Oversee administration of collective bargaining agreements between the county and bargaining units of employees under the employment jurisdiction of the county board, and participate in and advise the county administrator in negotiations of collective bargaining agreements.

- (o) May perform functions of the county administrator in absence of same.
- (p) Participate on committees and special projects and seeks additional responsibilities.

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

BE IT FURTHER ORDAINED, that this Ordinance shall be 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

DAVE BOOMER

DAVE BOOMER

ANGIE GORAL

ANGIE GORAL

JOE HOFFMAN

JOE HOFFMAN

DAVE KELLEY

DAVE KELLEY

DOROTHY REDD

DOROTHY REDD

JIM WEBSTER

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

Winnebago County

2018 Strategic Planning and Goal Development



WINNEBAGO COUNTY

— ILLINOIS —

Prepared by

Greg Kuhn, Ph.D.
Assistant Director, Public Management

Jeanna Ballard, MPA
Research Associate

Melissa Henriksen, MPP
Senior Research Associate

NIU CGS

OCTOBER 2018



NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development

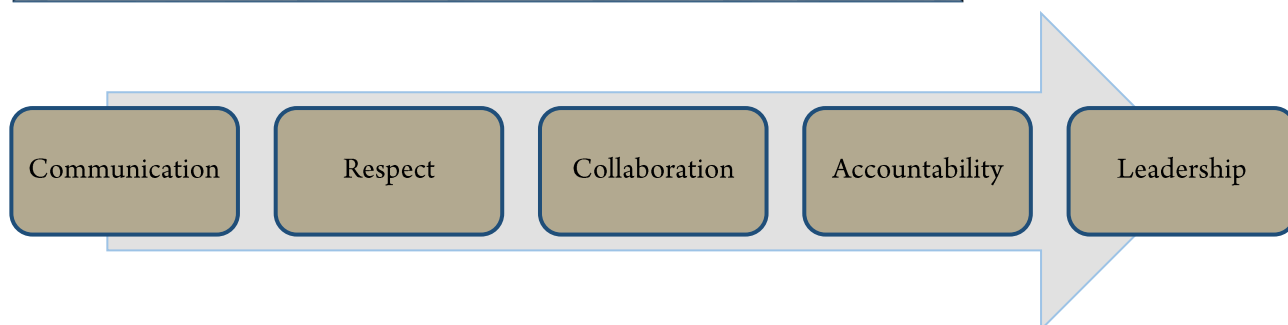
EXECUTIVE SUMMARY

Strategic planning is a preferred approach to expressing and guiding an organization's future. Rather than making decisions issue by issue, a holistic strategic planning process serves as a designed conversation to provide a forum for a methodical exchange of ideas and development of strategic goals. Winnebago County ("the County") engaged the Center for Governmental Studies (CGS) at Northern Illinois University (NIU) to facilitate a strategic planning process and workshop with Board members. Prior to the 2018 workshop, several focus groups were held with community stakeholders to gather input on their vision for the County. With the focus groups as a starting point for discussions, the workshop provided a collaborative atmosphere for the Board and management staff to work together to explore the future, develop strategic goals and determine where it is the County wants to go as an organization. As was discussed and reviewed during the workshop, executive-level strategic planning sessions are a staple of good governance and leadership for progressive organizations.

ORGANIZATIONAL VALUES

In early 2018, County Administration officials leveraged a partnership with Rockford University graduate students to survey employees on the organization's values. Research began with an exploratory phase to determine best practices in the identification of organizational values that included a review and analysis of 37 organizations. The official survey of Winnebago County employees began on March 21, 2018 and closed on April 12, 2018. The questions focused on the top five organizational values currently seen in the **ORGANIZATION**, in their **DEPARTMENT**, and **GOING FORWARD**. Below are the top five values that survey participants want to see in the organization going forward (see [Appendix A](#) for the full Winnebago County Organizational Values report).

Going Forward: Top Organizational Values for Winnebago County



STRATEGIC PRIORITY AREAS

Ultimately, five key strategic priority areas were identified as an outcome of the 2018 planning process and workshop. These five strategic priority pillars highlight the key activities and initiatives that the County should focus its resources on in both the short- and long-term. The strategic priority areas identified during the workshop sessions [in no particular order] are financial sustainability and stewardship, organizational efficiency and collaboration, community health and public safety effectiveness, 21st century infrastructure and dynamic economic development.



STRATEGIC GOALS

Another outcome of the process was the creation of key organizational goals helping to ensure that employees and other stakeholders are working toward common priorities. After all of the goals were shared and discussed during the workshop, participants were asked to classify each goal according to a matrix model of time and complexity. The goals were classified as short- or long-term and as complex or routine. In total, the group developed 4 short-term routine goals, 6 short-term complex goals, 3 long-term routine goals, and 6 long-term complex goals. Following the classification exercise, the Board was asked to delineate, via an online ranking exercise, which goals should be given a higher priority than others should. The top goals based on the Board's average scores from each category are offered here as a process "snapshot" representing the most important strategic goals or priority areas for the Board and staff to address in the months and years ahead (see [Appendix B](#) for a full review of all the strategic goals presented, discussed and ranked).

Goal Snapshot: Highest Ranked Goals within each Time and Complexity Quadrant	
SHORT-TERM ROUTINE	<ul style="list-style-type: none"> • Promote fiscal soundness and take steps to create and maintain a balanced budget for the County Government • Analyze and review the short- and long-term operations of the County's nursing home at River Bluff • Evaluate County public safety facilities and operations • Examine organizational human resource system and policy reforms
SHORT-TERM COMPLEX	<ul style="list-style-type: none"> • Improve/create intergovernmental partnerships and collaborations to create and capitalize on economies of scale • Enhance economic growth and activities in and across the County • Review, analyze and reform/redesign animal services policies and operations
LONG-TERM ROUTINE	<ul style="list-style-type: none"> • Develop a long-term capital improvement plan (CIP) for highways, major equipment, building maintenance and other essential capital improvements • Invest in infrastructure maintenance and improvement to protect, conserve, restore and properly manage County assets • Explore innovative alternatives to incarceration
LONG-TERM COMPLEX	<ul style="list-style-type: none"> • Promote, facilitate and take an active role to encourage outside economic investments in the County • Take steps to establish/improve mental health support and care systems • Capitalize on the County's unique natural assets and features (i.e., river)

INTRODUCTION

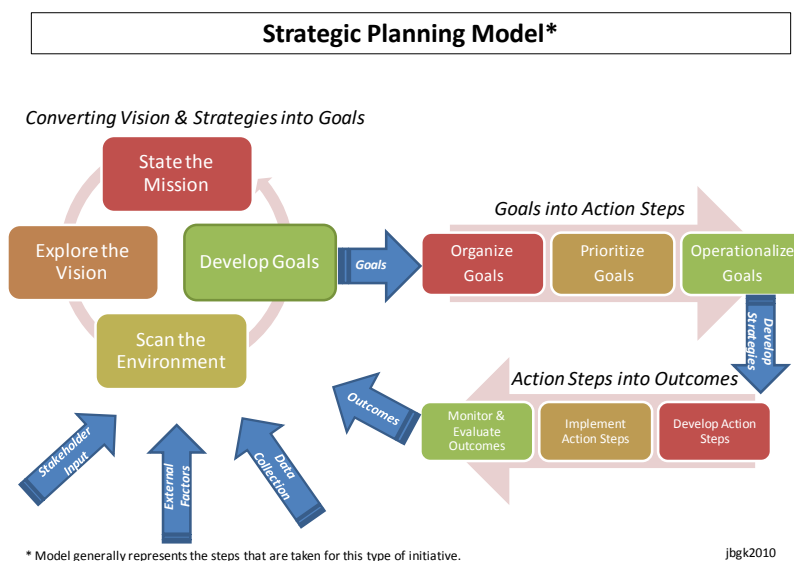
The County has placed itself among the special group of organizations that engage in formalized strategic planning and goal setting exercises (Figure 1). Strategic planning sessions are not a new phenomenon for progressive communities and the value of such processes continues to be recognized by policy-making boards and staff in both private and public organizations. This important work will serve the community well into the coming years.

The County Board gathered in early 2018 to explore and discuss the future, share a vision for the community, and establish new goals for Winnebago County. The 2018 workshop sessions provided a positive atmosphere to methodically and *strategically* determine where it is the County wants to go as an organization. As was shared with Board members at the conclusion of the workshop, the County should resist the temptation to rearrange priorities as the fiscal year moves along. It is important to adhere to

the results of the Board's efforts throughout the County's strategic planning and budgeting processes; do not pull a seemingly easy goal from the bottom of the list of priorities just because it seems easy. This kind of shifting can create a confusing tone in the organization.

The judicious use of the County's limited resources (including financial resources and professional staff time) will be the key to good results. The County as an organization has high standards, so it is important to keep in mind that high standards can place a strain on the organization, as excellence requires adequate staff time, expertise, and resources. In the end, quality policies and quality implementation equate to tough choices in setting priorities and in allocating resources. Only a limited number of goals and objectives can be effectively managed and implemented at any given time. In a very realistic sense, clear and stable priorities must be maintained if the County desires to stretch its resources as far as they can go.

Figure 1. Strategic Planning Model



Pre-Workshop Environmental Scanning - Stakeholder Focus Groups

This valuable pre-workshop component is an important piece designed to help ground the environmental scanning portions of the process. Listening is vital to planning and several focus groups were held with County staff and community members (i.e., civic groups, intergovernmental organizations, and residents). These steps are an important part of "taking stock" and helping to understand current County policies and

operational perspectives, perceptions, and preferences. The focus group sessions were designed to serve as a primer for the strategic planning process. The information that is presented in this summation was designed to add *exploratory and thematic information* for the Board to consider during the strategic planning workshop sessions (see [Appendix C](#) for a full summary of all focus group data). Five focus groups were held in January 2018 and included the following groups:

- Advisory Council
- Governmental Stakeholder
- Community Leaders
- Constitutional Officers
- County Staff

Key Themes and Data Analysis Highlights – Focus Group Aggregated General Themes

- **For Winnebago County, we envision a future in which...**
 - County leadership is unified and engaged with residents
 - Affordable housing is available to all
 - Residents have an increased sense of security in the community
 - Diversity and inclusion of all residents is a high priority
 - Amenities and infrastructure are maintained and updated
- **Winnebago County is...**
 - A great place to raise a family
 - A caring, faith-based community
 - Progressive with a lot of potential
 - Strategically-located
 - Diverse and supportive of its community
- **Winnebago County offers...**
 - Diverse, high-quality employment opportunities
 - Excellent public recreation and park district
 - Active community and social service organizations
 - Numerous amenities at an affordable cost of living
 - A mixture of rural locations and urban development
- **Winnebago County should strive towards...**
 - Having a variety of dining and entertainment options
 - Improving community perceptions and changing the narrative
 - Providing high-quality rehabilitation and mental health services to residents
 - Increasing services provided for youth and seniors (all age spectrum planning)
 - Improving employee retention and recognition
- **Winnebago County's future expectations and priorities are to...**
 - Improve collaboration and communication within the County Board
 - Follow-through and have a “move forward” mindset
 - Provide residents with an increased sense of security in the community
 - Diversify revenue and funding sources
 - Encourage more citizen engagement

Outline of Leadership Exercises and Discussion Sessions

The format for all of the discussion sessions used in the planning effort employed approaches that were highly participative and interactive. The process utilized a group discussion approach called ‘*Nominal Group Technique*’ where participants are assured equal opportunities to speak and share opinions by the facilitators. During the sessions, individuals had the opportunity to generate and share their ideas, as well as participate in group activities allowing them to weigh alternatives and refine their thinking through dialogue. As ideas were shared and debated, the group worked steadily toward a consensus regarding organizational values, purpose, future directions, and priorities.

Workshop Session I. Introduction Exercise – Important Topics and Visioning

Each participant started the workshop by introducing themselves and answering two questions about Winnebago County. The first question was “What topics or issue, with regards to Winnebago County, do you think most needs to be addressed during this workshop? The second question involved participants exploring the vision of Winnebago County, “In 10-15 years, when I return to the County, I hope to see, or think I will see...” in regards to what services, programs, staffing levels, capital needs, and other opportunities that would or should be present in the County at these intervals. Participants were asked to think about their ideas ahead of time and be ready to share them with the group during the first workshop session. This was a brainstorming exercise—any and all ideas about the County’s future were encouraged and shared. No evaluative or judgmental debate was permitted during this session. Below is a summary of those answers.

A. Opening Exercise: Important Topic to be Discussed

(*) Denotes the answer was given by multiple participants

- Fiscal responsibility (long-term) *
- Uniformity across county/organization, remove silo mentality *
- Quality education for students*
 - Youth is the future/vocational training dollars for schools
- Sustainable job training for all *
- Every neighborhood safe*
- External and internal County infrastructure *
- Population growth*
 - Make Winnebago County a destination (jobs, quality of life)
- Drug and mental health issues*
- Crime reduction and public safety*
- New revenue sources*
- Transparency *
- Hire and retain good leaders/personnel
- Consolidation of services and resources to better serve taxpayers*
 - Metro policing example
- Need to improve infrastructure including county roads/highways. Prioritize spending.

- Improved economic development in the County*
 - Industrial, community, small business
- Animal control – reform/changes, improve care
- Improve criminal justice system
 - Reduce recidivism
- Retaining youth/retirees in area – jobs, quality of life*
- Support homeownership vs. rentals
- How do we do more with less – be the shining star of Illinois
- Insufficient workforce for needs
- Property tax rates
- Improve River Bluff nursing home
- Need to implement plans/recommendations
- Need to address political corruption
- Outside investment in County

B. Exploration of the Visions of the Future for Winnebago County

At the conclusion of the icebreaker and brainstorming exercise, participants were asked to use their imagination and knowledge of the community to respond to the following visioning question: “In 10-15 years, when I return to the County, what do I hope to see or think I will see?” Responses included visions related to services, development, programs, housing, economic activity, organization design, capital needs, etc., that would or should be present at the County in the future.

Visions of the Future:

- Hope – Thriving community across the County
 - High homeownership
- No boarded-up/distressed properties
- Consolidation of services – police, roads, elimination of townships*
 - More efficient/maintain quality
- If economic climate and financial picture doesn’t change – population declines
- Community pride*
- Thriving west and southwest sides with better transportation and economic development, services (county and city)*, i.e., grocery stores
- Thriving downtown district*, low unemployment (less than 5% especially with minorities)
- Maintain great amenities such as park district, golf courses – capitalize
- All communities, local government, work together for whole County – collaboration
- New Spring Creek interchange – new development, hospitals, convention center, metro police
- Rock River won’t be a community divider/barrier
- More energy, infrastructure
- Government complex out of downtown area
- No silos in County organizations
 - Helps budget process
- One location – combine services into strategic areas
 - Housing, health center

- Internal
 - More transparent, less silos in departments
 - Budget transparency
- Aquatics Center, Zoo
- Less than 5,000 people without a GED or high school diploma - including literacy
- More minorities in skilled trades - 25-50% improvement
- Revenues up, taxes down, including in population, community pride – support each other, implement economic development values, less crime, funding mental health*, taking care of aging population
- Health care, aerospace/aviation hub, IT infrastructure, County reacts to cutting-edge industries – look forward – “Metroplex” – interconnected
- Destination for vocational training
 - Companies want to hire graduates, produce best students – workforce ready
- Hilton hotel = Meridian and West State, hospital, nice homes, mall/shopping, workforce in County that mirrors the make-up of the community, minorities in skilled trades, domestic violence addressed
- Alignment Rockford, continued collaboration with higher education institution – bring more training/education

Workshop Session II. Surrender or Lead

Participants were introduced to a leadership exercise called “Surrender or Lead.” The premise is that sub-groups of participants work to develop responses to some simple, but effective and thought-provoking questions. Participants were broken up into four working groups and asked to respond to a series of structured questions designed to initiate discussion and reveal perspectives, challenges, and frustrations of the participants as a whole. The participants’ responses were recorded on flip chart paper and discussed. The responses provided by each group are recorded below. Underlined sections are key phrases that groups provided in response to the open questions.

Group #1

1. We want to be influential and see progress soon, but our challenges hold us back.
2. The two most important things to focus on are education (trades, equal opportunity) and community collaboration because of root causes.
3. If it weren’t for problems, we would have better services, better leaders/personnel and better results/outcomes.
4. We need to finally accept/attack all challenges and execute our priorities.
5. Budget gets followed, consolidation happens, “who does what” gets figured out will have the biggest impact on Winnebago County in the coming 2-3 years.

Group #2

1. We want to improve the quality of life for all Winnebago residents, but resources and authority are limited.
2. The two most important things to focus on are economic development and public safety because they directly impact the quality of life.
3. If it weren't for being behind in technological advancements and negative community self-perceptions, we would be further along.
4. We need to finally collaborate within the County and across governments to achieve a sustainable budget and quality of life.
5. Working together will have the biggest impact on Winnebago County in the coming 2-3 years.

Group #3

1. We want to improve the quality of life, but complacency holds us back.
2. The two most important things to focus on are safety and economic diversity because we want to retain and grow population.
3. If it weren't for crime, we would prosper.
4. We need to finally stop talking and act.
5. Career options/stop being a welfare destination will have the biggest impact on Winnebago County in the coming 2-3 years.

Group #4

1. We want to stay within the budget, but need to set priorities.
2. The two most important things to focus on are cooperation, County Board and Administration among the elected silos because they don't comprehend the big picture.
3. If it weren't for state unfunded mandates (taking County funds), it would be much easier to balance the budget.
4. We need to finally have consequences to/for budgets not being met.
5. Train the workforce to create a workforce to attract businesses will have the biggest impact on Winnebago County in the coming 2-3 years.

Surrender or Lead Themes

- | | |
|--------------------------------------|---|
| ▪ Quality of life | ▪ Collaboration, consolidation where needed |
| ▪ Finance, budget | ▪ Set priorities – follow-through, action, benchmarks, success measures |
| ▪ Complacency | ▪ See the “big picture” |
| ▪ Perceptions | ▪ Organizational improvement |
| ▪ Safety and crime | ▪ Education and training, career options |
| ▪ Economic diversity and development | |

Workshop Session III. Environmental Scanning: Internal and External S.W.O.T

The next step of the strategic planning process involved reviewing and accounting for the internal and external factors present in the environment that can potentially influence the success of the County both negatively and positively. Given the exploratory statements and challenges raised in the Surrender or Lead exercise, participants were then asked to identify what constraints and practical difficulties are likely to be encountered that will make it difficult to achieve the desired future state. These elements included both internal and external factors, conditions, trends, regulations, agencies, resources, etc. Furthermore, participants were asked to identify the organization's **strengths (S)** and **weaknesses (W)**. In what areas does the County regularly excel, and in what areas are there difficulties or shortcomings in terms of expertise, resources, training, etc.? What **opportunities (O)** are on the horizon that can be used to the County's advantage? Conversely, what trends or **threats (T)** lie ahead that would be obstacles or hindrances? Many responses spanned all four categories.

S.W.O.T. EXERCISE (Strengths, Weaknesses, Opportunities, Threats)

INTERNAL

STRENGTHS	WEAKNESSES/CHALLENGES
<ul style="list-style-type: none"> ▪ Health systems ▪ Medical centers ▪ Carla/professional staff ▪ Location/transportation ▪ Aerospace ▪ Shovel-ready sites ▪ Sports centers ▪ Parks ▪ Open land ▪ Airport free trade zone ▪ Low cost of living ▪ Farming/agricultural business ▪ Host fees ▪ Higher education institution in the County ▪ Landfill ▪ Air quality ▪ River – scenic – natural assets ▪ Downtown develop 	<ul style="list-style-type: none"> ▪ Technology ▪ Volume of parks ▪ Deferred maintenance ▪ Public perceptions ▪ County deferred ▪ Maintenance facility and IT infrastructure ▪ Population loss ▪ True diversity ▪ Infrastructure ▪ Out-migration affects businesses ▪ School system ▪ Crime stats ▪ Entrenched poverty/crime cycles ▪ Mixed results housing authorities ▪ Silos organic barriers ▪ Not enough public transportation ▪ Blight ▪ Public information meetings/town hall on county government functions ▪ Lack of collaboration with other governments ▪ Justice center ▪ Financial cash flow ▪ Highway maintenance ▪ Lack of a capital improvement plan

EXTERNAL

OPPORTUNITIES	THREATS
<ul style="list-style-type: none">▪ Aerospace cluster▪ Health care▪ Landfill▪ Educational (higher education)▪ Location▪ Shovel-ready commercial sites▪ Airport-free trade zone▪ UPS▪ Low cost of living▪ Scenic open space▪ Casino▪ Farming – Agricultural business▪ Outside investors▪ Downtown▪ River district▪ Public information town hall meetings▪ Rail lines – Metra▪ Collaboration/consolidation<ul style="list-style-type: none">○ Evaluate for efficiency▪ Justice system▪ Communication – outreach, IT, website	<ul style="list-style-type: none">▪ County deferred maintenance (facilities, IT)▪ Population loss/decline▪ Infrastructure cost maintenance▪ Out-migration of businesses to Wisconsin▪ Casino▪ Taxes▪ State of Illinois dysfunction▪ Generational poverty▪ Generational wealth▪ Educational system has low standards for passing students▪ Recidivism▪ Blight▪ Increasing interest rates▪ Trade wars▪ Not consolidating – status-quo▪ Landfill

Workshop Session IV. Nominal Group Goal Identification

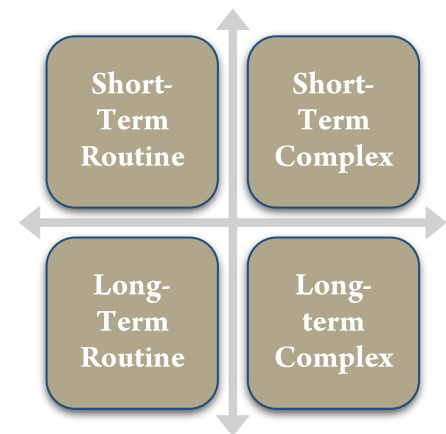
This extensive discussion session provided the forum for the collaborative establishment of strategic goals and objectives necessary to achieve the future vision of the County. With the preceding sessions serving as a sound foundation for goal setting, the final session was a healthy group discussion of goals and/or strategies needed to achieve the future visions as expressed by the group. To begin the process, groups were allotted time to highlight the three or four most important policy and program goals that they think the County should accomplish in the next 1-3 years (short-term) and 4-8 years (long-term).

Goals could be highly specific or general. Again, only questions of clarification were permitted to be asked during this session. Evaluative or judgmental assertions or debates were deferred to a follow-up session where all participants engaged in open discussions of the goals or action items, their impact on the region, the organization and their relative importance to the County's current or future circumstances.

Classification

At the end of the open discussion, participants were asked to classify each goal according to a matrix model of time and complexity. Agreed criteria were used to classify a goal as short- or long-term and as complex or routine (Figure 2). **Short-term goals** were those goals that could or should be completed or substantially underway in the next one to three years. **Long-term goals** were those goals that could or should be completed or substantially underway within a four- to eight-year timeframe. **Complex goals** were goals that required extraordinary resources, specialists, funding, or the agreement of outside organizations or agencies. **Routine goals**, although not necessarily simple, were goals that could be accomplished upon unilateral decision of the Board and within present budget streams or with minor revenue enhancements or reallocations.

Figure 2. Time and Complexity Matrix
by Professor G. Gabris



The purpose of the exercise is to group goals of roughly the same type together so when prioritization occurs, the participants can avoid the problem of comparing “apples to oranges.” All statements were recorded on flipchart paper.

Open Group Discussion and Consolidation of Goals

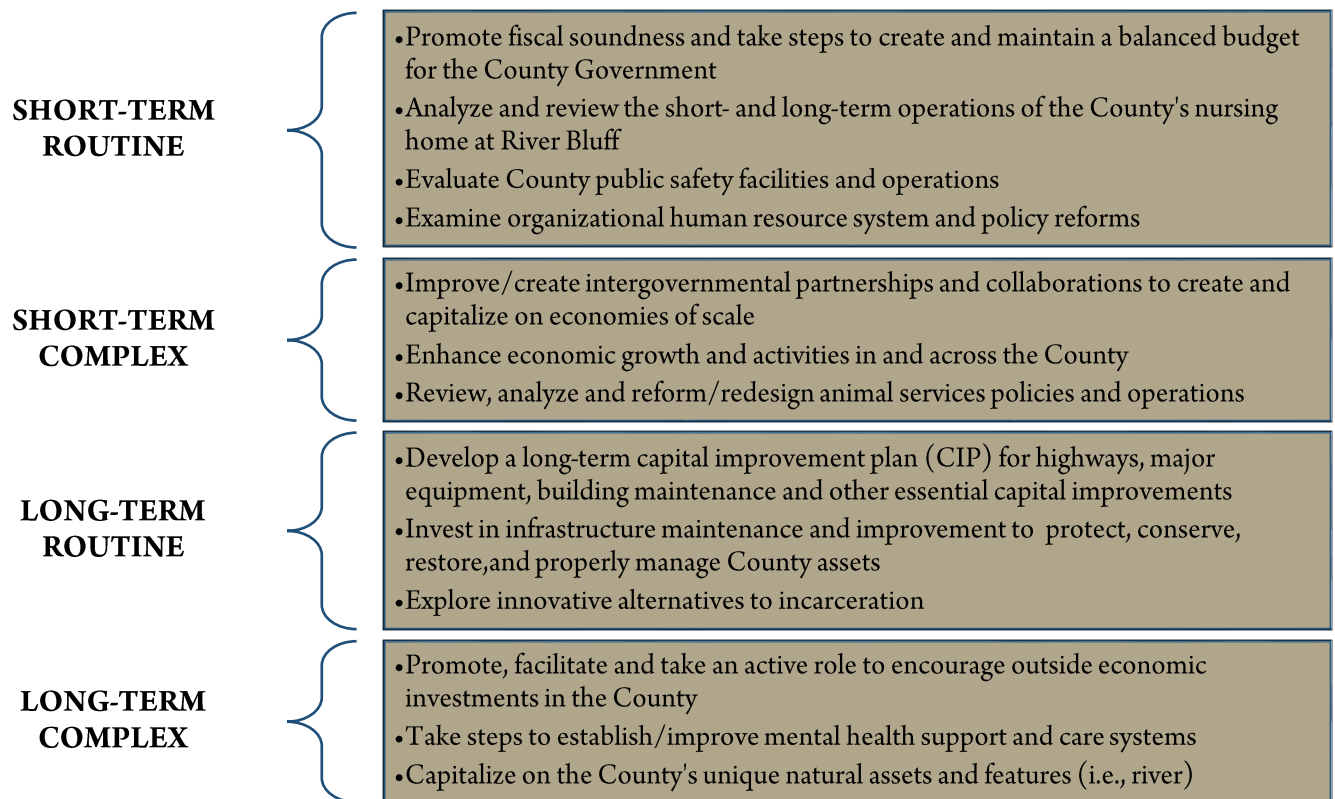
This final phase of the discussion served as the forum for the County Board members and senior staff to discuss, evaluate, and debate the ideas and goals offered by each participant in the previous sessions. Participants were asked to give their opinions, evaluations, and judgments of the worthiness and value of different policy objectives. In total, the group developed 4 short-term routine goals, 6 short-term complex goals, 3 long-term routine goals, and 6 long-term complex goals.

Prioritization of Goals

Following the classification exercise, the County Board was asked to delineate, via an online ranking exercise, which goals should be given the highest priority. Board members were provided an online ranking tool where a ranking value was assigned to each goal in each quadrant of the matrix. The calculation of goal ranking consisted of ‘forced ranking’ where the ranking of each identified goal is averaged by the rankings given by all Board members. For example, if a goal is given the scores of 2, 5, 6, 6, 1, 2 and 3, the average total would be 3.57. **The lower the score, the higher the priority.** Again, the average totals were based on the ratings provided.

The following presents the Board’s prioritized goals, within each quadrant, as they emerged from the consensus ranking exercise (Figure 3). The top goals based on the Board’s average scores are offered here as a process “snapshot” of the most important strategic goals or issue areas for the Board and senior staff to address in the months and years ahead.

Figure 3. Goal Snapshot: Highest Ranked Goals within each Time and Complexity Quadrant*



* For a full review and presentation of all of the strategic goals developed during the Board's Leadership Workshop, please see [Appendix B](#).

STRATEGIC PRIORITY AREAS

Several key strategic priority areas surfaced during the workshop and were observable in many of the goal areas (Figure 4). The strategic priority areas identified during the workshop sessions [in no particular order] are financial sustainability and stewardship, organizational efficiency and collaboration, community health and public safety effectiveness, 21st century infrastructure and dynamic economic development.

Figure 4. Strategic Priority Areas



Conclusion

The value of the group's workshop discussions and this summary report will be fully realized when used as an active working guide to both the County's leadership team and staff. This report captures the content of the discussions and is designed to assist the organization in developing action plans through a follow-up session for appropriate committees, departments, and elected officials. The report should also be used as the issues explored during the strategic planning process are discussed, pursued, operationalized, and put into action.

The next step is for the County's senior staff to review the results, fine-tune these goals and create objectives and key tasks via their action-planning sessions. Staff should be prepared to report back to the County Board (and/or appropriate committees) on how and when the top priorities and goals might be most efficiently and effectively addressed.

What became apparent to the NIU team was a commitment by the Board and senior staff members to advance the County. It was clear during the exchange of ideas and dialogue throughout the discussion sessions and workshops that the organization is fortunate to have progressive leadership and a management team that is looking ahead. One noted observer summarized the challenges of progress this way:

*"The art of progress is to preserve order amid change,
and change amid order..." -A.N. Whitehead*

We wish you well with the ambitious year that lies ahead.



Greg Kuhn, PhD and Mel Henriksen, MPP
Session Facilitators
NIU Center for Governmental Studies

APPENDIX A:

Winnebago County Organizational Values Report

APPENDIX A: Winnebago County Organizational Values Report



WINNEBAGO COUNTY

— ILLINOIS —

Organizational Values Report

Winnebago County is engaged in its first board-level, formal strategic planning process. In addition to defining the organization’s vision, mission, and objectives, defining the organizational values is equally important to determining organizational direction.

“The values guide the perspective of the organization as well as its actions....They form an ethical foundation for the organization”¹

While facilitation of developing the strategy has been led by Northern Illinois University Center for Governmental Studies, the County Administration leveraged a partnership with Rockford University graduate students to survey employees on the organizational values.

Survey Development

Research began with an exploratory phase to determine best practices in the identification of organizational values. This included the review and analysis of 37 organizations.

By Type

9 governmental agencies
5 county governments
2 quasi-governmental agencies
5 not-for-profits
16 private companies

By Location

24 Winnebago County
5 Illinois
8 United States

There were 170 unique values (238 values in total) identified across the 37 agencies reviewed. The most common values that occurred were “integrity”, “accountability”, and “collaboration.” However, the majority of the values were variations on similar themes. Therefore, the values were classified into groups based on terminology as well as the descriptions provided by the agency (where applicable.) This resulted in 20 broad, representative values that served as the basis for an employee values survey.

- | | | |
|----------------------------------|---------------------------|------------------------|
| 1. Accountability/Responsibility | 8. Continuous | 14. Quality/Excellence |
| 2. Agility | Improvement/Innovation | 15. Respect |
| 3. Celebration | 9. Diversity | 16. Results-Driven |
| 4. Civility | 10. Employee Engagement | 17. Safety |
| 5. Collaboration/Teamwork | 11. Fiscal Responsibility | 18. Service |
| 6. Communication | 12. Integrity | 19. Sustainability |
| 7. Community Engagement | 13. Leadership | 20. Transparency |

¹ Leyla Norman: <http://smallbusiness.chron.com/organizational-value-statement-23848.html>

Survey Distribution

The survey began on March 21, 2018. A reminder email was sent on April 2, 2018. Supervisor follow-up was conducted on April 6, 2018. The survey closed on April 12, 2018.

It should be noted that not all employees have County email addresses, nor can it be confirmed that paper copies were distributed to employees where the supervisor did not respond to requests for confirmation. Therefore, the survey was *verifiably* distributed by email and in print to 1,001 employees.

324 surveys were returned (299 online; 25 in print); a return rate of 32%.
With a total of 1,263 employees and officials, this represents 25.6% of the workforce.

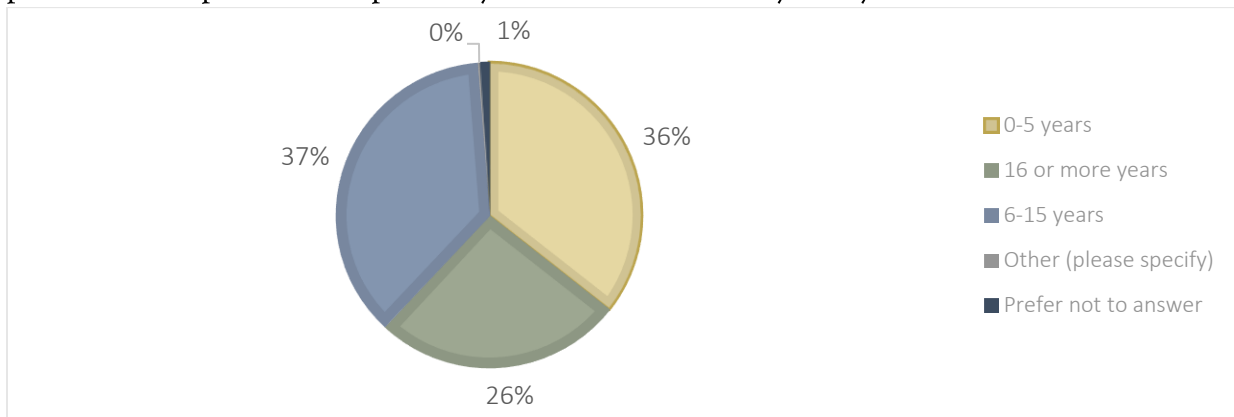
Survey Results

Question 1: Employees were first asked to identify the elected official to whom their department reports to in order to identify the areas represented by the survey results.

Elected Official	Responses	Total	Represented
Auditor	2	3	67%
Chief Judge	59	239	25%
Circuit Clerk	1	80	1%
Coroner	9	12	75%
County Board/Chairman	120	458	26%
County Clerk	4	10	40%
Recorder of Deeds	1	14	7%
Sheriff	72	335	21%
State's Attorney	22	81	27%
Superintendent of Education	4	7	57%
Treasurer	5	8	63%
Other*	5	13	38%
Prefer not to answer	20		

**36 respondents selected "other" and named a department. These were manually assigned to the appropriate elected official. NOTE: This suggests that they either do not know which elected official oversees their department, or do not to identify their department with that official.*

Question 2: Respondents were asked to provide their years of service to the County in order to identify the profile of the respondents. Respondent years of service were fairly evenly distributed.



Should the organization wish to further analyze the data, it may also be useful in determining whether or not there is a difference in opinions among employees based on their length of time with the organization.

Instructions: Before answering any other questions, respondents were instructed to read this statement:

“Organizational values represent traits and qualities identified as the most highly regarded by its stakeholders. Organizational values drive our everyday behaviors, decision-making, interpersonal interactions, prioritization, and recognition.”

Question 3: Respondents were asked what the top five values are that they currently see in the ORGANIZATION (across County departments.)

45% of respondents selected service as an existing top five value across the organization.

<u>The Organization Now</u>	<u>Frequency</u>
Service	147
Diversity	99
Safety	96
Accountability/Responsibility	90
Collaboration/Teamwork	90
Community Engagement	79
Continuous Improvement/Innovation	74
Fiscal Responsibility	69
Results-Driven	64
Respect	64
Civility	62
Communication	58
Leadership	55
Integrity	54
Employee Engagement	48

Other	41
Quality/Excellence	35
Sustainability	33
Celebration	28
Transparency	26
Agility	20
Total:	1332

Question 4: Respondents were asked what the top five values are that they currently see in their DEPARTMENT.

43% of respondents selected collaboration/teamwork as a top five value in their department.

42% of respondents selected service as a top five value in their department.

37% of respondents selected accountability/responsibility as a top five value in their department.

<u>Your Department Now</u>	<u>Frequency</u>
Collaboration/Teamwork	140
Service	139
Accountability/Responsibility	120
Respect	94
Safety	89
Integrity	86
Continuous Improvement/Innovation	86
Fiscal Responsibility	83
Leadership	76
Communication	72
Results-Driven	72
Quality/Excellence	59
Diversity	59
Employee Engagement	54
Community Engagement	48
Civility	39
Transparency	32
Sustainability	27
Agility	24
Celebration	22
Other	20
Total:	1441

Question 5: Respondents were asked, GOING FORWARD, what top five values they would like to see in the entire organization including their own department, partners, and leadership, place an emphasis on.

60% of respondents ranked communication as a top five value to emphasize going forward.

47% of respondents ranked respect as a top five value to emphasize going forward.
 45% of respondents ranked collaboration/teamwork as a top five value to emphasize going forward.
 43% of respondents ranked accountability/responsibility as a top five value to emphasize going forward.

<u>Together Going Forward</u>	<u>Frequency</u>
Communication	194
Respect	153
Collaboration/Teamwork	148
Accountability/Responsibility	141
Leadership	109
Employee Engagement	106
Continuous Improvement/Innovation	102
Integrity	97
Safety	88
Quality/Excellence	86
Fiscal Responsibility	72
Transparency	70
Service	53
Diversity	47
Community Engagement	39
Results-Driven	38
Sustainability	32
Civility	30
Celebration	24
Other	13
Agility	5
Total:	1647

More than one comment indicated five values could not be identified presently within the organization as a whole. These respondents selections may have therefore contributed to the mean number selected regarding the organization being 4.11, the department 4.45, and going forward is 5.08 (includes the selection of “Other”.) The increase from organization, to department, to going forward, supports the indication that opinions are least favorable of the organization as a whole, more favorable of their department, and a desire to see more of these values demonstrated going forward.

Comparing the selection frequency and ranking of each value from present to future provides insight as to what strategies may need to be deployed in order to promote the organizational values the agency should reinforce.

For example, shown below the value “Communication” is highlighted in pink. It is visible across the organization and slightly better in departments currently. However, it is ranked as the most important value going forward. This indicates the organization should develop a plan to address its internal communication gaps.

The Organization Now	Frequency Q3	% Q3	Your Department Now	Frequency Q4	% Q4	Together Going Forward	Frequency Q5	% Q5
Service	147	11.036%	Collaboration / Teamwork	140	9.715%	Communication	194	11.8%
Diversity	99	7.432%	Service	139	9.646%	Respect	153	9.3%
Safety	96	7.207%	Accountability / Responsibility	120	8.328%	Collaboration / Teamwork	148	9.0%
Accountability / Responsibility	90	6.757%	Respect	94	6.523%	Accountability / Responsibility	141	8.6%
Collaboration / Teamwork	90	6.757%	Safety	89	6.176%	Leadership	109	6.6%
Community Engagement	79	5.931%	Integrity	86	5.968%	Employee Engagement	106	6.4%
Continuous Improvement / Innovation	74	5.556%	Continuous Improvement / Innovation	86	5.968%	Continuous Improvement / Innovation	102	6.2%
Fiscal Responsibility	69	5.180%	Fiscal Responsibility	83	5.760%	Integrity	97	5.9%
Results-Driven	64	4.805%	Leadership	76	5.274%	Safety	88	5.3%
Respect	64	4.805%	Communication	72	4.997%	Quality / Excellence	86	5.2%
Civility	62	4.655%	Results-Driven	72	4.997%	Fiscal Responsibility	72	4.4%
Communication	58	4.354%	Quality / Excellence	59	4.094%	Transparency	70	4.3%
Leadership	55	4.129%	Diversity	59	4.094%	Service	53	3.2%
Integrity	54	4.054%	Employee Engagement	54	3.747%	Diversity	47	2.9%
Employee Engagement	48	3.604%	Community Engagement	48	3.331%	Community Engagement	39	2.4%
Other	41	3.078%	Civility	39	2.706%	Results-Driven	38	2.3%
Quality / Excellence	35	2.628%	Transparency	32	2.221%	Sustainability	32	1.9%
Sustainability	33	2.477%	Sustainability	27	1.874%	Civility	30	1.8%
Celebration	28	2.102%	Agility	24	1.666%	Celebration	24	1.5%
Transparency	26	1.952%	Celebration	22	1.527%	Other	13	0.8%
Agility	20	1.502%	Other	20	1.388%	Agility	5	0.3%
Total:	1332	100%	Total:	1441	100%	Total:	1647	100%
Mean # of selections	4.11		Mean # of selections	4.45		Mean # of selections	5.08	

Another example is “Respect”, highlighted in orange. This suggests that employee engagement and recognition methodologies may need to be deployed.

Next Steps

1. Board commitment to a set employee-inspired organizational values as a part of the strategic planning process; 5-6 values is ideal.
2. Administrative launch of a lead-by-example commitment to organization values with supporting purpose, descriptions, and exemplary behaviors.
3. Conduct an employee engagement survey to gain employee input and understand the discrepancies between current and future state.
4. Develop strategies for deployment based on employee engagement responses and suggestions.
5. Integrate into the daily culture, work, ritual, and recognition.
6. Embed into performance measurements, processes, and operations.

This report submitted by Deputy County Administrator Julia Halsted on June 15, 2018.

Appendix A-I: survey statistics

Appendix A-II: survey respondent comments

Appendix A-I: Survey Statistics

Values identified based on exploratory research of commonly held values of reputable organizations ranging from local through national in size

NOTE: Values categorized based on the definition established by the agency.

Values	Count of Value
Accountability	10
Accountability	5
Accountable	2
Responsibility	2
Responsibility to the Public	1
Agility	3
Agility	1
Bias for Action	1
Move fast	1
Celebration	3
Celebrate	1
Celebrations of Successes	1
Fun-LUing Attitude	1
Civility	10
Caring	3
Decency	1
Fairness	1
Mutual Respect	1
Respect	1
Welcoming	1
Friendly Customer Service	1
Say thank you	1
Collaboration	19
Alliances	1
Build social value	1
Collaborate	1
Collaboration	5
Community Partners	1
Community Resources	1
Interconnectedness	1
Our partners	1

Partnerships	1
Relationship-Oriented	1
Teamwork	3
Unity	1
Discuss. Decide. Deliver.	1
Communication	2
Communicate	1
Communication	1
Community Engagement	12
Community	1
Community Ownership and Stakeholder Investment	1
Enhance Community Character	1
Give	1
Involve All Sections of the Community	1
Involve Residents	1
Involving the Local Public Health System	1
Justice	1
Our communities	1
Ownership	2
Public Trust	1
Continuous Improvement	27
Build on Previous Experience	1
Competency	1
Consolidation/Efficiency	1
Continuous Improvement	3
Continuously Data-Driven Decision Making	1
Efficiency	1
Ideas	1
Ideation	1
Improvement	1
Innovation	7
Invent and simplify	1
Optimize toward ideals	1
Positive Change	1
Shared Responsibility and Working Toward a Shared Vision	1
Simplicity	1
Simplify	1
Technological Advancement	1
Problem-Solving	1
Keep it simple	1
Diversity	13
Diversity	7
Diversity and Expand	1

Embrace	1
Inclusion	1
Inclusive to Diversity	1
Open and inclusive	1
Faith	1
Employee Engagement	21
Education	1
Employee Empowerment	1
Empower individuals	1
Excellence in Training	1
Have Fun	1
High Expectations	1
Hire and Develop the Best	1
Loyalty	1
Our fellow employees	1
Ownership	1
Passion	1
People	2
Pride	1
Professional	1
Staff	1
Story telling	1
Tradition	1
Value Employees	1
Value Every Voice	1
Act like owners	1
Fiscal Responsibility	6
Fiscal Responsibility	1
Frugality	1
Know Our Assets and Remove Liabilities	1
Our investors	1
Stewardship	1
Low Costs	1
Integrity	13
Honesty	1
Honor	1
Integrity	10
Trustworthiness	1
Leadership	25
Advocacy	1
Are Right, A Lot	1
Be bold	1
Courageous	1

Dive Deep	1
Earn Trust of Others	1
Have Backbone; Disagree and Commit	1
Humility	1
Inspire Action	1
Leadership	4
Learn	1
Optimism	1
Passion	1
Strategic Leadership	1
Think Big	1
Think First	1
Trailblaze	1
Vocally Self Critical (Learn and Be Curious)	1
Warrior Spirit	1
Inspire Trust	1
Lead from the head and heart	1
Tell it like it is	1
Quality	17
Design is not a luxury	1
Excellence	4
Good work takes time	1
Insist on the Highest Standards	1
Passion	1
Performance	2
Quality	6
Quality and Efficiency	1
Respect	7
Respect	5
Respect	1
Respectful	1
Results-Driven	15
Achieve	1
Achievement	1
Align	1
Commitment	1
Deliver Results	1
Focus on impact	1
Focus on Success	1
Learner-Centered Community	1
Mission-Oriented	1
Performance Driven	1
Quality of Life	1

Results-Driven	2
Student Responsibility	1
Passion for Execution	1
Safety	5
Promote Safety	1
Safety	3
Safety and Reliability	1
Service	12
Be your own customer	1
Consumer first	1
Customer obsession	1
Customer Service	1
Exceptional Service	1
Our customers	1
Serve	1
Service	2
Willing	1
Servant's Heart	1
Customer-Focused	1
Service	3
Service	1
Service-Centered	1
Service-Oriented	1
Sustainability	8
Environmental Stewardship	1
Good Stewardship	1
Planning	1
Respect Resources	1
Seed	1
Strategic Planning	1
Systems Thinking	1
Sustainability	1
Transparency	6
Be open	1
Honesty	1
Present	1
Transparency	2
Trust	1
Grand Total	237

Average # Values per Agency – 6.4

Median # Values - 6

Agencies	Count of Values
Gov	9
City of Loves Park, Illinois	1
Rock Valley College	1
Rockford Park District	1
Rockford Public Schools	1
Rockton Fire Department	1
Village of Cherry Valley Police	1
Winnebago County Adult Probation Dept	1
Winnebago County Health Dept	1
Winnebago County Sheriff's Dept	1
Gov - County	5
Champaign County, Illinois	1
Dupage County, Illinois	1
Kane County, Illinois	1
Lake County, Illinois	1
Polk County, Iowa	1
Not-for-Profit	5
Goodwill of Northern Illinois	1
The Rock River Valley Blood Center	1
Transform Rockford	1
Winnebago County Crime Commission	1
YMCA of Rock River Valley	1
Private	16
Amazon	1
Build-A-Bear	1
Coca-Cola	1
Disney	1
Facebook	1
Kellogg's	1
Kraft/Heinz	1
Squarespace	1
Starbucks	1
United Technologies	1
UTC Aerospace Systems	1
Southwest Airlines	1
Woodward	1

Mondelez International	1
UPS	1
Lowe's	1
Quasi-Gov	2
Rockford Area Economic Development Council	1
Rockford Chamber of Commerce	1
Grand Total	37

Agency	# of Values
Amazon	14
Build-A-Bear	6
Champaign County, Illinois	6
City of Loves Park, Illinois	5
Coca-Cola	7
Disney	6
Dupage County, Illinois	5
Facebook	5
Goodwill of Northern Illinois	5
Kane County, Illinois	5
Kellogg's	6
Kraft/Heinz	5
Lake County, Illinois	5
Polk County, Iowa	8
Rock Valley College	7
Rockford Area Economic Development Council	5
Rockford Chamber of Commerce	11
Rockford Park District	10
Rockford Public Schools	9
Rockton Fire Department	8
Squarespace	6
Starbucks	5
The Rock River Valley Blood Center	5
Transform Rockford	9
United Technologies	10
UTC Aerospace Systems	4
Village of Cherry Valley Police	5
Winnebago County Adult Probation Dept	5
Winnebago County Crime Commission	5
Winnebago County Health Dept	9
Winnebago County Sheriff's Dept	3
Lowe's	6
Mondelez International	7
Southwest Airlines	6

UPS	5
Woodward	4
YMCA of Rock River Valley	5
Grand Total	237

Agency Values

Amazon

Are Right, A Lot
 Bias for Action
 Customer obsession
 Deliver Results
 Dive Deep
 Earn Trust of Others
 Frugality
 Have Backbone; Disagree and Commit
 Hire and Develop the Best
 Insist on the Highest Standards
 Invent and simplify
 Ownership
 Think Big
 Vocally Self Critical (Learn and Be Curious)

Build-A-Bear

Achieve
 Celebrate
 Collaborate
 Embrace
 Give
 Learn

Champaign County, Illinois

Diversity
 Justice
 Quality of Life
 Responsibility to the Public
 Teamwork
 Value Employees

City of Loves Park, Illinois

Communicate
 Diversity and Expand
 Enhance Community Character
 Involve All Sections of the Community
 Know Our Assets and Remove Liabilities

Coca-Cola

Accountability

Collaboration
Diversity
Integrity
Leadership
Passion
Quality

Disney

Community
Decency
Innovation
Optimism
Quality
Story telling

Dupage County, Illinois

Accountability
Consolidation/Efficiency
Leadership
Quality
Transparency

Facebook

Be bold
Be open
Build social value
Focus on impact
Move fast

Goodwill of Northern Illinois

Have Fun
Respect Resources
Think First
Value Every Voice
Say thank you

Kane County, Illinois

Good Stewardship
Inclusive to Diversity
Involve Residents
Promote Safety
Strategic Leadership

Kellogg's

Accountability
Focus on Success
Humility
Integrity
Passion

Simplicity

Kraft/Heinz

Consumer first

Innovation

Integrity

Ownership

Quality

Lake County, Illinois

Environmental Stewardship

Excellence

Exceptional Service

Fiscal Responsibility

Leadership

Polk County, Iowa

Collaboration

Continuous Improvement

Diversity

Employee Empowerment

Mission-Oriented

Planning

Results-Driven

Technological Advancement

Rock Valley College

Collaboration

Diversity

Excellence

Innovation

Learner-Centered Community

Mutual Respect

Public Trust

Rockford Area Economic Development Council

Align

Inspire Action

Seed

Serve

Trailblaze

Rockford Chamber of Commerce

Accountable

Advocacy

Communication

Diversity

Excellence

Improvement
Integrity
Leadership
Professional
Service
Teamwork

Rockford Park District

Accountability
Agility
Diversity
Innovation
Integrity
Passion
Relationship-Oriented
Respectful
Results-Driven
Service-Centered

Rockford Public Schools

Achievement
Community Partners
Community Resources
Continuous Improvement
Diversity
High Expectations
Staff
Stewardship
Student Responsibility

Rockton Fire Department

Honesty
Loyalty
People
Pride
Quality
Respect
Safety
Tradition

Squarespace

Be your own customer
Design is not a luxury
Empower individuals
Good work takes time
Optimize toward ideals
Simplify

Starbucks

Accountable
Courageous
Performance Driven
Present
Welcoming

The Rock River Valley Blood Center

Alliances
Continuous Improvement
Customer Service
Efficiency
Quality

Transform Rockford

Caring
Ideation
Inclusion
Interconnectedness
Respect
Responsibility
Transparency
Trustworthiness
Unity

United Technologies

Excellence
Innovation
Integrity
Our communities
Our customers
Our fellow employees
Our investors
Our partners
Respect
Trust

UTC Aerospace Systems

Ideas
Integrity
People
Performance

Village of Cherry Valley Police

Commitment
Excellence in Training
Honor

Lowe's

Integrity
Ownership
Respect
Teamwork
Customer-Focused
Passion for Execution

Mondelez International

Inspire Trust
Act like owners
Open and inclusive
Discuss. Decide. Deliver.
Keep it simple
Lead from the head and heart
Tell it like it is

Southwest Airlines

Friendly Customer Service
Fun-LUVing Attitude
Low Costs
Safety and Reliability
Servant's Heart
Warrior Spirit

UPS

Innovation
Safety
Service
Quality and Efficiency
Sustainability

Grand Total

Appendix A-II: Survey Respondent Comments

Questions 3, 4, and 5, provided two open-ended responses: "Other" allowed for suggested values not listed. "Comments" allowed for open-ended commentary.

Question 3: What are the TOP FIVE values you see CURRENTLY in the ORGANIZATION (across County departments)?

Responses to "Other (please specify):

Suggestions, Positive, or Neutral

cant think of anything

consistency

Creativity in creating County Revenue

I am unable to answer regarding other departments because I don't work for them

Unsure - only see my department

Negative

Cutting budgets without regard for consequences

downsizing

I do not see any of these now.

I think everything needs to be worked on. Honestly, I can't check any of them.

I think that with the exception of a few departments these qualities are lacking, particularly respect, integrity and collaboration/teamwork. Many decisions and procedures are decided upon without regard for their efficiency and effectiveness.

In the county as a whole I don't see these values, esp. at animal services

lack of respect by county board

Low Morale

N/A

Needs improvement on above values

Non apply

None of the above

none

None

None

none

none

none

none above

None in this area

None of above

None of the above

none of the above
none of the above
none of the above

None of the above applies to CORRECTIONS. Corrections get no respect, and are treated like a lower class person. Corrections are UNDER STAFFED ALWAYS --The only things the Sherriff followed through with from his LAST campaign promises have been new uniforms and new radios. And the radios are not much better. The nepotisms is as bad if not WORSE with this administration than the last. Double dipping pensions is a joke while work my ass off. Pod officers were laid off while 3 SGT sat on their ASS in Administration. How many officer would that have been. . [redacted name] is a JOKE- Bad attitude and unapproachable
none of these

None... I "hear" talk... I do not see!!

political/campaign promises, lack of employer accountability/responsibility, total disregard for employee safety, lack of leadership county wide and lack of cooperation between department heads!

Power, Anti-Law Enforcement, arrogance, none of the others apply

Sorry - Still learning about other departments so can't choose five

The lack of integrity, leadership and accountability within the county board alone, is the worst I have seen it in the 12 years I have been here.

There is too much emphasis on fiscal responsibility and not enough on generating revenue.

Top five problems: Employee Engagement, Fiscal Responsibility, Respect, Service, Safety

WITH THE CURRENT ADMINISTRATION CAN ONLY PICK 1 ITEM

Working together while short staffed

Question 3: What are the TOP FIVE values you see CURRENTLY in the ORGANIZATION (across County departments)?

Responses to "Comments"

Employees are not considered when making decisions that directly affect them. There is no fiscal responsibility. Money is spent on pet projects instead of retaining good employees. There is very little respect for County Board and Chairman. There is little to no safety for employees. It is hard to provide more service with fewer employees.

We are failing - more diversity is needed in the County. Some offices are not taxpayer friendly. A lot of employees do not respect the County Board/Chairman. The County does NOT consider the safety of employees. Transparency only when convenient to the County.

Question 4: What are the TOP FIVE values you see CURRENTLY in your DEPARTMENT?

Responses to "Other (please specify):"

Suggestions, Positive, or Neutral

Be responsible for your own work. More people need to be responsible for their own jobs and not have to pick up other workers slack. Too many chiefs not enough Indians. Respect is earned not given. Cameras.

consistency

My dept. fulfills all of the above.

[Redacted name] work s side by side with her people. [Redacted name] is working on it.

tenacity

Negative

Cutting staff

I don't feel any of the above apply to my department

I work in the jail and have worked there for [redacted]. This is the absolute worst I have ever seen morale and staff levels. We started the year 52 OFFICERS SHORT. When the County Board finally decided to bring back the 10 laid off officers, only 7 came back. Since 1-1-2018, we have had at least 4 officers quit, with others on the way out. So technically, we are only "up" 3 officers. Lockdowns are nonstop, officer burn out is abundant, and officer and inmate safety in on the brink. Something needs to be done. We need staff, plain and simple. And not just 5-10 officers. We need staff. We also need a minimum staffing number set and adhered to. When we have 5 quit, we get approval to hire 2-3. In that time, another 1-2 have quit so even with the new hires, we are constantly behind the gun and severely understaffed. Find the money, redirect money, we need staff.

lack of employee engagement, diminishing employee moral

Need improvement

Non apply

None of the above

none

None

None

none

None

none

None of the above

We need overall improvement

Question 4: What are the TOP FIVE values you see CURRENTLY in your DEPARTMENT?

Responses to "Comments"

Collaboration / Teamwork has to be an ongoing process. We strive to provide the utmost service to our taxpayers. We believe our taxpayers are our top priority.

We are working on [teamwork] but it is hard to do when we are short staff and we are spread then to get things done. If we do not get more hires, our office is not going to do well. We are working on [communication] but it feels like we are being ignored when we ask for 1 to 2 new hires to help with workflow - improving the way we do our work. Employee Engagement - on some new topics. Quality/Excellence - toward taxpayers and our work.

Other (please specify):GOING FORWARD I would like to see the ENTIRE ORGANIZATION including my department, partners, and leadership, place an emphasis on these TOP FIVE common values:

Responses to "Other (please specify):"

Suggestions, Positive, or Neutral

the county has good employees who know their job and have vested interest in the department doing well but you don't utilize those employees knowledge
Trust

Negative

a livable wage

cross training

EVERYONE treated the same

High priority: Employee raises

I think the board should have more respect for the staff of the county.

Low morale

Needs improvement

Pay equality

proper staffing levels

recognize that the amount of work placed on us is unhealthy and improper, and that the county is setting itself up for lawsuits

Staffing. Hire people.

Comment: GOING FORWARD I would like to see the ENTIRE ORGANIZATION including my department, partners, and leadership, place an emphasis on these TOP FIVE common values:

Responses to "Comments"

Hire more minorities. Leadership always goes unnoticed. Elected offices need to take a class on how to provide quality service to taxpayers. Elected offices are quick to transfer a phone call from a taxpayer before finding out what they actually need. We need real cameras in the Admin building, panic buttons, emergency drills, parking in ramp for employees; we risk our lives crossing the street to get to work. The Chairman/County Board need to be transparent not just when they want.

Respect from departments & leaders for the work being done. Safety is a very large issue. There needs to be real cameras in all offices. The employees are constantly at risk when walking to the parking lots they are assigned - County ^ City need to make accommodations for employees to park in the ramp.

When your employees are treated well - taxpayers will be also. Respect and trust are earned. All employees should be allowed to park in garage! Transparency not only when they want us to see it.

APPENDIX B: PRIORITIZED STRATEGIC GOALS

APPENDIX B: Prioritized Strategic Short- and Long-term Goals

SHORT-TERM ROUTINE		
GROUP AVG	GOAL ID #	GOAL
1.1	STR - 1	Promote fiscal soundness and take steps to create and maintain a balanced budget for the County Government. -Continue taking steps to accomplish ongoing budget balancing and undertake process improvement reviews in County operations and activities. -Explore budgeting frameworks that would establish guidelines and disadvantages for elected officers not staying within the allocated budget
2.6	STR - 2	Analyze and review the short- and long-term operations of the County's nursing home at River Bluff -Evaluate the climate of short- and long-term nursing care trends and needs -Assess the gap between revenue and costs at the County nursing home
2.9	STR - 3	Evaluate County detention facilities and operations -Explore detention reform options such as low level misdemeanor reform alternatives and eliminating overnight jail stays in certain conditions
3.5	STR - 4	Examine organizational human resource system and policy reforms -Evaluate and assess possible consolidations of human resource functions within the County organization where it would be most efficient and effective

SHORT-TERM COMPLEX

GROUP AVG	GOAL ID #	GOAL
2.2	STC - 1	<p>Improve/create intergovernmental partnerships and collaborations to create and capitalize on economies of scale</p> <ul style="list-style-type: none"> -Explore, facilitate, encourage and evaluate shared use of resources and capabilities within the County including possibilities as noted below: <ul style="list-style-type: none"> - County Sheriff and Rockford police and other local police agencies - A metro fire and emergency services response model - Public safety collaboration for shared technologies, i.e., possible 911 consolidation, (Fusion Center) -Boards or elected officials possible consolidation
2.3	STC - 2	<p>Enhance economic growth and activities in and across the County</p> <ul style="list-style-type: none"> -Implement community redevelopment strategies to stimulate economic growth -Take steps to promote economic diversity and investments -Explore business and development incentives to increase job opportunities that are sustainable while offering a living wage -Promote programs for employment and workforce development -Be willing to explore and advance second chance employment programs -Support workforce training programs with schools and training programs at all levels including technical, high school, college, apprenticeship, etc. -Partner with educators to upgrade outcomes from school suspensions
3.3	STC - 3	Review, analyze and reform/redesign animal services policies and operations
3.7	STC - 6	<p>Advance and improve the County organization</p> <ul style="list-style-type: none"> -Encourage organizational development and the creation of a positive and dedicated work environment -Promote employee wellness -Enhance and improve efficiency in processes and innovation across departments -Evaluate retention and attraction issues/challenges of the County workforce
4.4	STC - 4	<p>Undertake a County branding, awareness and communication plan</p> <ul style="list-style-type: none"> -Create/implement a plan to improve the perceptions/branding and image of the County to multiple stakeholders, businesses, visitors and investors -Help citizens understand the role of County government
5.1	STC - 5	Explore the future role, function and structure of townships

LONG-TERM ROUTINE		
GROUP AVG	GOAL ID #	GOAL
1.7	LTR - 2	Develop a long-term capital improvement plan for highways, major equipment, building maintenance and other essential capital improvements
2.0	LTR - 1	Invest in infrastructure maintenance and improvement to protect, conserve, restore, and properly manage County assets <ul style="list-style-type: none"> -Improve County-maintained roads -Explore financing options and funding streams including possible host fees, a 1% sales tax for infrastructure improvements -Seek and prepare for state/federal funding programs and collaborations to improve, maintain or expand infrastructure
2.3	LTR - 3	Explore innovative incarceration or detention options and programs with stakeholders for outside of jail alternatives: <ul style="list-style-type: none"> -Work to promote GED program improvements and reinstatement -Explore alternative work/trade programs for inmates-workforce development to reduce recidivism

LONG-TERM COMPLEX

GROUP AVG	GOAL ID #	GOAL
1.7	LTC - 1	<p>Promote, facilitate and take an active role to encourage outside economic investments in the County</p> <ul style="list-style-type: none"> -Develop strategies and steps for business retention/acquisition -Encourage multiple career paths and workforce skill development including promoting and supporting vocational tech programs, schools and providers -Increase and diversify revenue and grow population across the County -Promote economic development and investment in the western part of the County
2.8	LTC - 3	<p>Take steps to establish/improve mental health support and care systems</p> <ul style="list-style-type: none"> -Explore and evaluate options and alternatives -Partner and integrate with community providers and agencies including courts, law enforcement and social services
3.5	LTC - 2	<p>Take steps to recognize and capitalize on the river as a unique natural asset and feature</p> <ul style="list-style-type: none"> -Encourage economic development along the river -Promote the river as an asset for both recreation and commercial activities -Partner with stakeholders to capitalize on the river as a unique place, amenity and economic engine
4.1	LTC - 4	<p>Promote energy source maximization and sustainability using County assets</p> <ul style="list-style-type: none"> -Explore waste to energy production -Evaluate renewable alternatives in partnership with the County landfill
4.1	LTC - 5	<p>Promote community engagement, inclusion and participation</p> <ul style="list-style-type: none"> -Broaden inclusion and work to engage underrepresented populations and add to those involved -Develop strategies to improve/enhance the inclusivity and diversity of the County's governing units, government frameworks and the County organization
4.8	LTC - 6	<p>Undertake an assessment and feasibility study of a Metra rail line to connect Rockford to O'Hare and Union Station in Chicago</p>

APPENDIX C:

Summary of Focus Group Data

APPENDIX C: Summary of Focus Group Data

One of the key analytical techniques used for focus group notes is an analyst's search for key phrases, words, or terms that cut across all groups. Coding is done by analysts' individual readings of the data, followed by key term searches with the aid of document software. The words and phrases listed below present the results of the study team's analysis of the collected focus group notes. At a glance, the reader can discover what terms were used or referred to most frequently in the feedback notes. Using individual analysts' coding, the researcher identifies terms that recur across groups and across questions. The results are revealing in that, they highlight key topics or issues that should be weighed and considered when proceeding with strategic planning discussions.

The information that follows is a summary of key themes and topics that emerged during the exploratory focus group/outreach sessions. The sessions were designed to serve as a primer for the strategic planning process. The information that is presented in this summation was designed to add *exploratory and thematic information* for the Board to consider during the strategic planning workshop sessions.

The same six exploratory focus group discussion questions were asked to each focus group and are listed below:

1. How would you describe Winnebago County to a stranger or someone who doesn't live or work here?
2. If you left Winnebago County tomorrow, and did not return for 10-15 years, what do you think you'll see, or what do you hope you'll see, when you return?
3. What do you like best about Winnebago County? Related to that, what are the strengths/greatest assets of the County?
4. Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses/greatest needs in Winnebago County? Challenges?
5. What are/should be the top priorities for the County over the next 3-5 years?
6. If you could change or initiate one key item or thing about the County, what would it be?

Overall Themes

The data below were derived from the analysis of the bundled focus group data. Using qualitative analysis techniques such as reviews of phrases, developing sorting categories, and conducting word counts, the following comment themes, topics, and phrases surfaced. *Note: Some categories, topics, and phrases that were seen as closely related by the analysts were combined for the theme/phrase/word counts presented below.*

1. How would you describe Winnebago County to a stranger or someone who doesn't live or work here?

- Frequent Themes or Phrases

- Shift to new ideas/change with the times/lack of sense of awareness as a County (20)
- Great place to raise a family/"little big town"/has it all/good resources (16)
- Amenities/quality of life/downtown/shopping (14)
- High employment opportunities/economic driver/aerospace (12)
- Evolving/good potential/becoming a destination (11)
- Location (10)

- Passionate people/good community spirit/diverse community (8)
- County leadership/collaboration (6)
- Crime (6)
- Vacant buildings/opportunities for increased income level/population decline (5)
- Transportation/airport (4)

2. If you left Winnebago County tomorrow, and did not return for 10-15 years, what do you think you'll see, or what do you hope you'll see, when you return?

- Frequent Themes or Phrases

- Regional and community development/goal alignment/unification (23)
- More opportunities for youth/increased graduation rates (13)
- Growth in downtown/amenities/follow Rockford (12)
- Better handle on crime/safer neighborhoods/crime and safety perceptions (11)
- Employment opportunities/talent retention/change perception of blue collar (9)
- Stable/sustainable community/accepting (8)
- Change in leadership/active leadership (7)
- Improved transportation system (4)
- Housing improvements (2)

3. What do you like best about Winnebago County? Related to that, what are the strengths/greatest assets of the County?

- Frequent Themes or Phrases

- Access to officials/leadership (13)
- Park district/public recreation (13)
- Community/diversity (10)
- Natural resources/land/open space (9)
- Services/nonprofits/health department/faith-based (7)
- Amenities/downtown/children's museum (7)
- Diverse housing mix/affordable housing options/cost of living (5)
- Infrastructure/water utility (4)
- Location (4)
- Airport/transportation (4)
- Schools/education (3)
- Size (2)

4. Can you identify areas or topics in need of attention or improvement? Related to that, what are the weaknesses/greatest needs in Winnebago County? Challenges?

- Frequent Themes or Phrases

- Leadership/more engaged/follow-through (16)
- Community culture/"boys club"/diversity (10)
- Public perception/need for mentorship/social-emotional/ (7)
- Crime/drugs (6)
- Improve budgeting/diversify funding (5)

- Poverty/food deserts/shrinking middle class (5)
- Location (3)
- Housing development (3)
- Infrastructure (3)
- Public transportation/limited public transportation (3)
- Maintain what we have/loss of amenities (2)
- Education/options besides college (2)

5. What are/should be the top priorities for the County over the next 3-5 years?

- Frequent Themes or Phrases

- Access to officials/leadership (5)
- Airport/transportation (5)
- Diverse housing stock/affordable housing options/cost of living (4)
- Geographic location/size (4)
- Natural resources/land/open space (4)
- Park district/public recreation opportunities (3)
- Economic development (3)
- Community/diversity/faith-based (2)
- Services/nonprofits/health department (2)
- Current amenities/sports complex/tourism/downtown (2)
- Schools/education (1)

6. If you could change or initiate one key item or thing about the County, what would it be?

- Frequent Themes or Phrases

- Downtown redevelopment/inviting to business/variety of entertainment and dining options/beautification (18)
- Undertake a city-wide organizational review (staffing levels, ordinances, etc.) (8)
- Marketing and branding initiative/communication improvements/transparency (7)
- Rec center/community center with pool/YMCA (7)
- Move-forward mindset/follow-through (5)
- Unify community/positive narrative/community group to identify solutions and priorities (4)
- Affordable housing (3)

ZONING COMMITTEE

Attachment
ZONING COMMITTEE
OF THE COUNTY BOARD AGENDA
August 8, 2019

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

1. **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, **August 14, 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, **August 21, 2019**, at 5:00 p.m. in Room 303 of the County Administration Building.