

2nd REVISED
ORGANIZATIONAL MEETING
WINNEBAGO COUNTY BOARD
AGENDA

JOSEPH CHIARELLI
COUNTY BOARD CHAIRMAN

DATE: MONDAY, DECEMBER 7, 2020
TIME: 6:00 PM
LOCATION: VIRTUAL MEETING – ZOOM
(WINNEBAGO COUNTY
YOUTUBE LIVE)

AGENDA:

- A. Call to Order
- B. Roll Call
- C. Invocation and Pledge of Allegiance
- D. Resolution Amending the Organizational Structure of the County Board of the County of Winnebago, Illinois (Resolution will be distributed by end of business Friday)
- E. Ordinance Amending the Rules of Order and Procedure of the County Board of the County of Winnebago, Illinois (Ordinance will be distributed by end of business Friday)
- F. Appointment of Committee Chairs, Vice Chairs and Members
- G. Adjournment

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

2020 CR _____

SPONSORED BY: JOE HOFFMAN AND PAUL ARENA

**RESOLUTION AMENDING THE ORGANIZATIONAL
STRUCTURE OF THE COUNTY BOARD OF THE
COUNTY OF WINNEBAGO, ILLINOIS**

WHEREAS, the County Board of the County of Winnebago, Illinois, desires to make the committee structure of the County Board more workable and therefore finds it necessary to reorganize the committee structure.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the County of Winnebago, Illinois, that the organizational structure of the County Board shall be as follows:

I. WINNEBAGO COUNTY BOARD

A. Functional Responsibilities

1. Establish policies and goals
2. Approve budget, tax levies, and expenditures
3. Approve Ordinances and Resolutions
4. Approve appointments (advice and consent)

B. Standing Committee Structure

1. Finance Committee
2. Public Safety and Judiciary Committee
3. Public Works Committee
4. Zoning Committee
5. Economic Development Committee
6. Operations and Administrative Committee

C. Committees called by the Chair

1. Liquor Commission

II. FINANCE COMMITTEE

A. Functional Responsibilities

1. Financial policies and planning
2. Establish budget and subsequent amendments
3. Review of non-budget bids and recommendations to the County Board
4. Bond issuance and financing of capital improvements
5. Risk management
6. Collective bargaining contracts
7. Settlement of litigation against the County

B. Composition

1. Committee Chairman
2. Six (6) other Board Members (7 total)

III. PUBLIC SAFETY AND JUDICIARY COMMITTEE

A. Functional Responsibilities

1. Sheriff's Department and emergency services
2. County Jail
3. Courts and Probation
4. Alternative to Incarceration Programs
5. Coroner's Office
6. Animal Services

B. Composition

1. Committee Chairman
2. Six (6) other Board Members (7 total)

IV. PUBLIC WORKS COMMITTEE

A. Functional Responsibilities

1. 5-Year County Road Improvement Program including funding options
2. New construction of County roads
3. Maintenance of existing County roads
4. Intergovernmental cooperation with the other governmental units including financial participation
5. Cooperation with developers including financial participation and highway Equipment
6. Bikeway/pedestrian systems
7. Review of bids and recommendations to County Board
8. I-39/Baxter Road
9. Expansion of Water System

B. Composition

1. Committee Chairman
2. Six (6) other Board Members (7 total)

V. **ZONING COMMITTEE**

A. Functional Responsibilities

1. Zoning petitions
2. Unified Developers Ordinance
3. Building code changes
4. Subdivision codes
5. Plats
6. Coordination of zoning, building, and subdivision requirements with other communities within the County
7. Update of Land Use Guide

B. Composition

1. Committee Chairman
2. Six (6) other Board Members (7 total)

VI. **ECONOMIC DEVELOPMENT COMMITTEE**

A. Functional Responsibilities

1. County and regional economic development
2. Revolving Loan Requests Review Tax abatements
3. Host fee allocation
4. Renewable energy and green initiatives
5. Workforce Development

B. Composition

1. Committee Chairman
2. Six (6) other Board Members (7 total)

VII. **OPERATIONS AND ADMINISTRATIVE COMMITTEE**

A. Functional Responsibilities

1. Facilities management
2. Review Ordinances, Policies, and Procedures
3. Personnel Policies including benefits, wages and compensation
4. Information Technology
5. Health Department
6. River Bluff Nursing Home
7. Review of bids and recommendations to County Board
8. Rules of Order and Procedure

- B. Composition
 - 1. Committee Chairman
 - 2. Six (6) other Board Members (7 total)

COMMITTEES CALLED BY THE CHAIRMAN

VIII. LIQUOR COMMISSION

- A. Functional Responsibilities
 - 1. Liquor license application
 - 2. Liquor code enforcement

- B. Composition
 - 1. County Board Chairman
 - 2. Other Board Members (3)

BE IT FURTHER RESOLVED, that each election cycle the Board shall review the Committee Chairman and Committee Members and changes to Chairmen or Committee Members may be made by affirmative vote of a majority of the County Board at any time.

BE IT FURTHER RESOLVED, that Committee Members will serve a two (2) year term and the Committee Chairmen will serve a two (2) year term.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect immediately upon its adoption and that this Resolution shall be placed on the County website.

BE IT FURTHER RESOLVED, that the Clerk of the County Board shall prepare and deliver certified copies of this Resolution to the County Board Chairman and County Administrator.

Respectfully submitted,

CAUCUS CHAIRMEN

Joe Hoffman
Democratic Caucus Chairman

Paul Arena
Republican Caucus Chairman

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois, this _____ day of _____, 2020.

Joseph Chiarelli
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

SPONSORED BY: PAUL ARENA AND JOE HOFFMAN

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

2020 CO ____

ORDINANCE AMENDING THE RULES OF ORDER AND PROCEDURE
OF THE COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

WHEREAS, the County Board of the County of Winnebago, Illinois, desires to amend their Rules of Order and Procedure, as currently contained in Divisions 3 and 4 of Chapter 2, Article II, of the Winnebago County Code.

NOW, THEREFORE, BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that Divisions 3 and 4 of Chapter 2, Article II, of the Winnebago County Code of Ordinances are repealed in their entirety and are hereby replaced with Divisions 3 and 4 as set forth in Exhibit A, which is attached to this Ordinance.

BE IT FURTHER ORDAINED, that Section 2-35 of Article II, Division 1, of the Winnebago County Code is hereby repealed in its entirety.

BE IT FURTHER ORDAINED, that this Ordinance shall be in full force and effect immediately upon signing.

BE IT FURTHER ORDAINED, that the Clerk of the County Board shall provide a certified copy of this Ordinance upon its adoption to the County Board Chairman and the Chairmen of the Republican and Democratic caucuses and shall direct that the Department of Information Technology take appropriate action to revise the Code of Ordinances on the County Website so as to be consistent with the terms of this Ordinance.

Respectfully submitted,

CAUCUS CHAIRMEN

Joe Hoffman
Democratic Caucus Chairman

Paul Arena
Republican Caucus Chairman

APPROVED this _____ day of _____, 2020 by the County Board of the County of Winnebago, Illinois.

Joseph Chiarelli
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

EXHIBIT A

DIVISION 3. - RULES OF ORDER

Sec. 2-61. - Order of agenda.

The regular order in which business shall be considered by the county board at all regularly scheduled meetings of the board is as follows:

- (1) Call to order.
- (2) Invocation and pledge of allegiance.
- (3) Agenda announcements.
- (4) Roll call.
- (5) Awards, presentations, public hearings, and public participation.
- (6) Approval of minutes.
- (7) Consent agenda. (To include raffle report, auditor's report—approval of bills, administrator report—leaves of absences, and other administrative reports).
- (8) Appointments
- (9) Reports of standing committees.
- (10) Unfinished business.
- (11) New business.
- (12) Announcements and Communications.
- (13) Adjournment—Next meeting.

Sec. 2-62. - Power of chair.

The chairman shall preserve order and decorum and shall determine all questions of order. Rulings of the chair on all matters of order and decorum shall be conclusive unless appealed to the board by one member and seconded by another member. If the ruling of the chair is appealed and seconded, the chair shall submit the ruling to a vote of the board putting the question in the affirmative. A majority vote sustains the ruling of the chair. The chairman shall have the authority to issue an amended agenda when he is contacted by a committee chairman or otherwise determines that an item on the agenda is to be laid over.

Sec. 2-63. - Recognition by chair.

Each member, prior to speaking, shall be recognized by the chair. When two or more members request recognition, the chair shall designate the member to speak first, pursuant to the following:

- (1) Upon being recognized by the chair, the member recognized shall acknowledge the recognition by the chair before beginning his or her comments.
- (2) If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.
- (3) If the member who has seconded the motion claims the floor and has not already spoken on the question, he/she shall be recognized in preference to all other members except the movant.
- (4) No one is entitled to the floor a second time in debate on the same motion on the same day if any other member who has not spoken on the motion seeks the floor.

Sec. 2-64. - Actions on resolutions and ordinances.

- (a) All resolutions and ordinances submitted by a member under new business, except actions or communications of courtesy, shall be referred without debate to the appropriate committee for consideration and recommendation. When the board is required by law or ordinance to conduct a hearing or to make specific findings of fact, the appropriate board committee shall, when permitted by law and ordered by the chairman, perform such function and thereafter promptly make a written report of its findings and recommendations to the board for its consideration and action.
- (b) All resolutions and ordinances shall be prepared on 8.5 x 11 paper.
- (c) After presentation to the board, each ordinance and grant application, except ordinances authorizing the issuance of bonds and other debt financing, shall lay over until the next regular meeting of the board for debate and action. This rule may be waived in the manner provided in Section 2-68, except for those matters which are required to be laid over pursuant to state or federal law or local ordinances.
- (d) Prior to presentation of the annual budget to the Board for layover, the draft budget shall be made available to the public on the County website and in the County Clerk's Office and a public hearing shall be held at a Committee of the Whole meeting to allow for comments by the public regarding the budget. Comments may be submitted in writing prior to the hearing or orally at the hearing, subject to the limitations set forth in Section 2-85(e), except that the number of speakers will not be limited. The annual county budget shall lay over after the first reading for at least 15 days.
- (e) Any item to be voted on shall be sponsored by the county board chairman or a sitting county board member.

Sec. 2-65. - Limitation of debate.

- (a) No member shall speak a total of more than twice on the same question, unless permitted to do so by the chair.
- (b) No member shall speak longer than three minutes upon recognition, unless permitted to do so by the chair. Any member called to order shall immediately cease speaking.
- (c) Non-members may address the board if written request is submitted to the county board office by noon on the day of the county board meeting for which recognition is sought. The written request must identify the name of the speaker, specify the subject matter the speaker will address, and indicate the speaker's interest in the subject. Comments shall be limited to three minutes. Speakers may not address zoning matters which are pending before the ZBA, zoning committee or the county board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. Personal attacks or inappropriate language of any sort will not be tolerated.
- (d) A maximum of 21 minutes shall be allowed for non-members to speak at each meeting. If a particular item is deemed by the chair to be controversial, the chair shall strive to allow all sides an equal amount of time within which to speak at each meeting, subject to the 21 minute time limit. The chair shall determine the sequential order in which non-members will be allowed to address the board.

Sec. 2-66. - Motions.

- (a) No motion shall be debated or voted upon unless it shall have been previously seconded. When seconded and prior to debate, the motion shall be clearly stated by the chair and shall be reduced to writing if requested by the chair or a board member.
- (b) After a motion has been stated by the chair, it shall be deemed to be in possession by the board.
- (c) A motion to "reconsider" a question may be made only at the meeting at which the vote was taken by a member who voted on the prevailing side. Reconsideration requires an affirmative vote of a majority of the members present, regardless of the vote necessary to adopt the question reconsidered. If adopted, reconsideration places the original question before the board in the exact position it occupied before being voted upon. No question may be twice reconsidered.
- (d) A motion to recess or adjourn is not debatable and requires the approval of a majority of the members present for adoption.

Sec. 2-67. - Roll call votes.

- (a) A roll call vote of the members shall be taken on all proposed ordinances and the appropriation or allocation of funds, whether by ordinance or resolution. This rule may not be suspended. The chairman may inquire whether any member opposes the question. If no more than two members indicate their opposition, the chairman may order the clerk to note for the record the names of the members in opposition and to enter the approval of all the other board members present on the record.
- (b) Any member on any question may call for a roll call vote.
- (c) Roll call votes shall be called in progressive alphabetical order. Each roll call vote shall commence with the second name called on the previous roll call vote.

Sec. 2-68. - Suspension of rules of order or procedure.

- (a) Any rule of order or procedure, unless otherwise specified by the rules or required by statute, may be temporarily suspended at any meeting of the board by an affirmative vote of three-fifths of the members present.
- (b) Zoning matters coming before the board from the zoning committee for vote must lay over to the next board meeting after they are introduced before being voted on, and this rule may not be suspended to provide for a vote of the board at the same meeting in which the zoning matter is introduced by the zoning committee unless by unanimous vote of all board members present to so suspend this rule.

Sec. 2-69. - Quorum; majority vote.

A majority of the members shall constitute a quorum for the transaction of business; and all questions which shall arise at a meeting shall be determined by the votes of the majority of the members present, except as otherwise provided by law or ordinance.

Sec. 2-70. - Abstention.

- (a) Each member present shall vote on each question put to a vote, unless excused from such vote as provided herein.
- (b) The chairman shall not vote except to break a tie.
- (c) Members shall be excused from a vote due to a conflict of interest as defined in [50 ILCS 105/3 et seq.](#) A conflict of interest to require abstention must involve a direct personal or financial interest in the issue being voted upon.
- (d) The chairman, after consultation with the board's legal counsel, shall have the power to excuse a member from voting for a conflict of interest even though not prohibited by [50 ILCS 105/3 et seq.](#)

Sec. 2-71. - Robert's Rules of Order to govern.

Parliamentary rules contained in the current edition of "Robert's Rules of Order," newly revised, shall govern the county board and its committees in all cases applicable, except

where such rules are inconsistent with these rules of order or procedure, Illinois law, or other specific county ordinance.

Secs. 2-72—2-80. - Reserved.

DIVISION 4. - RULES OF PROCEDURE

Sec. 2-81. - Presiding officer.

The county board chairman shall act as the presiding officer at county board meetings. If the chairman is unable to attend a regular or special meeting of the county board and if he or she is able to do so, the chairman shall designate a member to act as the presiding officer in his or her absence. If the chairman is unable to so designate, the county clerk shall convene the meeting, and the county board shall choose a member by majority vote to preside as chairman pro tem.

Sec. 2-82. - Amendment of rules of order and procedure.

At the first meeting of the board held in the month of December in the even-numbered years, the board may adopt, amend, or rescind the rules of order and procedure or the organizational structure of the county board. The rules of order and rules of procedure or the organizational structure of the county board may be amended at any regular meeting of the county board by the affirmative vote of three-fifths of the members present.

Sec. 2-83. - Selection of committee chairmen and members.

(a) The following shall be the standing committees of the county board:

1. Finance Committee
2. Public Safety and Judiciary Committee
3. Public Works Committee
4. Zoning Committee
5. Economic Development Committee
6. Operations and Administrative Committee

(b) The caucus chairmen of the majority and minority parties of the newly elected county board shall recommend to the county board for its advice and consent, the appointment of the chairman, vice-chairman, and members of all standing committees at the first meeting of the board held in the month of December, of each even numbered year.

(c) Where possible, each committee shall reflect a cross section of the board.

Sec. 2-84. - Committees called by the chair.

- (a) The chairman of the county board shall appoint such committees called by the chair as may be necessary.
- (b) Committees called by the chair shall report to the county board as necessary.

Sec. 2-85. - Responsibilities of committee chairmen and vice-chairmen.

- (a) The committee chairman shall submit an agenda at the time of public notice; items on the agenda may be acted upon at the discretion of the committee.
- (b) Meetings shall be called by the chairman and shall be scheduled during non-county board meeting weeks, except for the Zoning Committee and if a meeting is required to address an emergency. The county board office shall, by no later than 9:00 a.m. on the Friday preceding a committee meeting, submit items for the committee agenda. The committee chairman shall amend the proposed agenda as necessary and return a final approved version to the county board office by no later than noon of that day.
- (c) The text of any resolution, ordinance or budget amendment, along with a redlined copy of any changes to existing legislation, agreements or documents, if applicable, along with a summary explaining the purpose for the resolution or ordinance, must be posted on the county website and distributed to the members of the committee by 5:00 p.m. on the Friday of the week prior to the committee meeting.
- (d) The chairman may, on his own motion, lay over any matter before the committee to the next meeting of the committee.
- (e) Members of the public who wish to address a committee shall sign up on a sheet provided at the committee meeting. The speaker shall provide his or her name and the subject to be discussed before the committee. A maximum of five speakers shall be permitted to address the committee on a first come basis. Comments shall be limited to three minutes. Speakers may not address zoning matters which are pending before the ZBA, zoning committee or the county board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. Personal attacks or inappropriate language of any sort will not be tolerated.
- (f) Matters before a committee shall be presented by the sponsoring board member. The sponsoring board member or committee chairman may request input from non-board members in response to questions posed on the proposed matter by board members. Board members who are not committee members may be permitted to ask questions regarding a matter before the committee after all committee members have had an opportunity to speak and with the consent of the committee members.
- (g) Each committee shall make a report to the county board of any matters voted on by the committee. The committee report shall be presented to the county board by the chairman or vice-chairman of the committee, or by any other member of the committee designated by the chairman. If a committee report recommends that the county board adopt or pass an ordinance, resolution or other matter, that ordinance, resolution or other matter may be taken up and acted upon after its presentation, subject to deferral

by appropriate action. All zoning petitions from the Zoning Committee shall be taken up and acted upon, even if the Committee did not recommend adoption or approval. For all other matters, if a committee report recommends that the county board not adopt or pass an ordinance, resolution or other matter, then at the time such report is presented, or at the next meeting if the county board has deferred action on such report, such ordinance, resolution or other matter shall be automatically tabled and may not be further considered, unless a member of the county board moves to disapprove the committee report and such motion is adopted by the affirmative vote of a majority of the county board members present. If the motion to disapprove receives a majority vote, the ordinance, resolution or other matter shall be before the county board.

- (h) The committee chairman shall appoint such sub-committees and sub-committee chairman as may be necessary to carry out the work assigned to or undertaken by the committee.
- (i) The committee vice-chairman shall assume all responsibilities of the committee chairman in the event of the absence or inability to act of the committee chairman.

Sec. 2-86. - Record keeping and communications.

- (a) Ordinances and resolutions adopted by the county board shall be numbered consecutively by the clerk of the board in the order of their passage. Each document number shall be made up of a prefix containing the last two digits of the year of its adoption (e.g., 12 to represent 2012) followed by a two-letter code designating the type of action (e.g. CR to represent County Resolution, and CO to represent County Ordinance) followed by the consecutive numbers assigned by the clerk (e.g., 01, 02, 03, etc.).
- (b) The clerk of the board shall deliver to the county auditor, county clerk, county treasurer, and county board chairman's office certified copies of all documents adopted by the board which affect the appropriation, levy, or expenditure of any county funds. When directed by the county board or its chairman, the clerk of the board shall also distribute to the designated persons or entities certified copies of any other document reflecting actions of the board.
- (c) All letters, petitions, and correspondence addressed or directed to the county board or its chairman or which relate to the business of the county board received by the county clerk as clerk of the board, shall be immediately delivered by said clerk to the office of the chairman. The chairman at the next regular board meeting shall report the receipt of such materials to members under "announcements and communications" and may read such material to the board. Correspondence should be available in the county board office for at least 30 days. Urgent matters shall be delivered by the chairman forth-with to the appropriate committee, and the chairman shall advise the board members of such referral at the next regular board meeting.
- (d) The chairman of the board shall prepare and mail to the members and principal members of the news media, an agenda for each county board meeting. The agenda shall be placed in the mail by 3:00 p.m. the Friday prior to the next board meeting. The chairman prior to the call of the roll shall announce all changes in the agenda.

Sec. 2-87. - Appointments to fill vacancies of elected positions.

In case of death, resignation, or legal inability to hold elective office, the county board chairman, with advice and consent of the county board, shall select a person qualified under state statute to serve as the interim as provided by law.

Sec. 2-88. - Appointments to commissions, boards, authorities, or special districts.

- (a) The board chairman shall make all appointments to commissions, boards, authorities, or special districts with the advice and consent of the county board, or as otherwise provided by law.
- (b) The board chairman shall submit to the members a listing of the recommended appointees on the agenda of a regular board meeting for the advice and consent of the board. All appointments shall be laid over for a period of not less than 30 days.
- (c) The chairman shall present a list of all county board appointees serving on commissions, boards, authorities, or special districts to board members within 30 days after the beginning of each board term. This list shall indicate the month and year of appointment, term of office, and compensation.
- (d) Appointments to fill vacancies on commissions, boards, authorities, or special districts shall be filled in the same manner as provided above and shall be for the balance of the unexpired term.

Sec. 2-89. - Appointment of department heads.

Appointments or re-appointments of department heads shall be made according to the County Code of Ordinances or as required by state statute. Any position not specifically mentioned in the County Code of Ordinances or in state statute shall be appointed or re-appointed upon recommendation of the county administrator with the advice and consent of the county board.

Sec. 2-90. - Closed sessions.

Closed sessions may be held in accordance with "The Open Meetings Act," 5 ILCS 120/1 et seq.

Secs. 2-91—2-110. - Reserved.

Finance

Jaime Salgado (C)
Steve Schultz (VC)
John Butitta
Paul Arena
Joe Hoffman
Jean Crosby
Keith McDonald

**Operations and
Administration**

Keith McDonald (C)
John Butitta (VC)
Jean Crosby
Paul Arena
Joe Hoffman
Dorothy Redd
Jaime Salgado

Zoning

Jim Webster (C)
Angie Goral (VC)
Steve Schultz
Aaron Booker
Tim Nabors
Dave Kelley
Jas Bilich

**Public Safety and
Judiciary**

Burt Gerl (C)
Aaron Booker (VC)
Kevin McCarthy
Brad Lindmark
Tim Nabors
Angie Goral
Dorothy Redd

Public Works

Dave Tassoni (C)
Dave Kelley (VC)
Kevin McCarthy
Angela Fellars
Burt Gerl
Jim Webster
Jas Bilich

Economic Development

Jas Bilich (C)
Dorothy Redd (VC)
Jean Crosby
Fred Wescott
Brad Lindmark
Angela Fellars
Tim Nabors