

*Note: These minutes are not official until approved by the Executive Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

DeKalb County Government  
Sycamore, Illinois

**Executive Committee Minutes  
October 11, 2017**

The Executive Committee of the DeKalb County Board met Wednesday, October 11, 2017, at 7:00 p.m. in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Pietrowski called the meeting to order. Those present were Mr. Bagby, Mr. Faivre, Mr. Frieders, Mr. Jones, Ms. Leifheit, Mr. Stoddard, and Chairman Pietrowski. Mr. Brown and Ms. Little were absent. A quorum was established with seven Members present and two absent.

Others that were present included: Gary Hanson, Craig Roman, Laurie Emmer, Greg Millburg, Jim Luebke, Misty Haji-Sheikh, Marjorie Askins, Joan Hanson, Sandra Polanco, Steve Reid, Roy Plote, Chris Porterfield, Sue Willis, Michelle Christensen, Brad Belanger, and the media.

In Ms. Little's absence, Vice Chairperson Marjorie Askins of the Health & Human Services Committee came to the table.

**APPROVAL OF THE MINUTES**

**It was moved by Mr. Faivre, seconded by Mr. Bagby and it was moved unanimously to approve the minutes from the September 12, 2017 meeting.**

**APPROVAL OF THE AGENDA**

**It was moved by Mr. Jones and seconded by Ms. Leifheit to approve the agenda as presented. Motion carried unanimously by voice vote.**

**PUBLIC COMMENTS**

There were no public comments.

**CHAIR'S COMMENTS**

Chairman Pietrowski shared that he would like to reserve his comments for later on when they talk more about the budget.

**ESTABLISHING THE DEKALB COUNTY HALL OF FAME**

In looking forward to the 2018 celebration of the bicentennial of the State of Illinois, Chairman Pietrowski shared that on behalf of the full County Board, in conjunction with Joiner History Room's Historian Sue Breese, he wanted to officially recognize the establishment of the DeKalb County Hall of Fame.

The purpose of the Hall of Fame is to identify and recognize examples of outstanding of community leaders. Annual awards to the Hall of Fame will honor men, women, families, and

organizations, past and present, who have made outstanding contributions to the betterment of DeKalb County. The program will be a yearly opportunity to highlight the best in our county and to recognize those accomplishments for future generations. Nominations may be made by any individual or organization in DeKalb County by completing a nomination form and returning it to the Joiner History Room county archives by November 30 of each year.

Candidates must have significant ties to DeKalb County and have made broad and lasting contributions to the betterment of DeKalb County or brought awareness and appreciation of DeKalb County's rich heritage to the community through their accomplishments. Candidates must be of exemplary character and reputation. Candidates can have made significant contributions through industry, science, medicine, business and philanthropy, education, military, sports, or arts and entertainment. Honorees will be individually showcased by placing their biography and a picture on the DeKalb County Hall of Fame. Selection each year will be made by the DeKalb County Hall of Fame Committee, one from each of the three categories: Individual, Family, and Organization. The decision of the committee shall be final, and is usually completed in mid-December each year. Acknowledge letters will be sent to all applicants. When appropriate up to two awards can be presented from each category annually. It was also clarified that there is no cost to the County for the program.

**It was moved by Mr. Faivre, seconded by Ms. Askins and approved unanimously to officially establish the DeKalb County Hall of Fame.**

#### **WEBSITE REVIEW COMMITTEE REQUEST FOR PROPOSAL RECOMMENDATION**

Chairman Pietrowski explained that the Ad Hoc Website Review Committee had met for the past few months and have all concurred with the idea of sending out a Request for Proposal (RFP) in order to solicit proposals for the implementation of a website theme design for the County. The objective of this initiative is to improve the accessibility of information on the website through site reorganization, intuitive navigation, enhanced search capability, accuracy of information and newer technology and web standards.

The Committee was presented with a draft of the RFP. Chairman Pietrowski noted that he would like to encourage local businesses to respond to the RFP and would like to keep the project local but also doesn't want to eliminate the potential of receiving great proposals from anywhere else as well. When asked, Chairman Pietrowski addressed that at this time he doesn't want to put a dollar amount range out there and would like to just see where the proposals come in at.

Mr. Hanson shared that the current timeline associated with the project was as follows: Oct. 18, 2017 RFP Available, Oct. 27, 2017 Questions due by, Nov. 3, 2017 Responses to questions, Nov. 15, 2017 RFP due by, Nov. 30, 2017 Oral Presentations (During period of Nov. 20 – Nov 30), and Dec. 20, 2017 Consideration and Award by County Board.

**It was moved by Ms. Askins, seconded the Mr. Faivre and was approved unanimously to move forward with sending out the Request for Proposal to solicit proposals for the implementation of a website theme design for the County's website.**

## **FY 2018 BUDGET**

### **Budget Appeals, if any**

There were no FY 2018 Budget Appeals for any County Departments that report to the Executive Committee.

### **Committee's Questions & Review of Departments' FY 2018 Budgets.**

There were no specific questions asked about any department's budgets that report to the Committee but Chairman Pietrowski wanted to address the budget as a whole. He shared that he would like to institute a policy that they can run with as a Board that would continue to strive for a Balanced Budget and not utilize any reserves. He explained that issues occurs when a Balanced Budget is passed and unforeseen events throughout the year occur that actually level the budget with a deficit amount by the start of their next budget planning session and he would like that issue addressed. Chairman Pietrowski shared that he is proposing to stick to the County Board's wish of not dipping into reserves and to bring the Fund Balance level back up to the auditor's suggested percentage and he shared to do this he would like to see the County Board adopt a policy that states: If after the County Board passes a Balance Budget, if it turns out expenses were more than estimated, then cuts must be made to make up that difference mid-year rather than utilizing the Fund Balance prior to the next Fiscal Year Budget.

Mr. Frieders and Mr. Stoddard both strongly agreed with the idea of having a Mid-Year Review of the Budget. Mr. Stoddard furthermore noted that he would like to have a review and discussion before make drastic cuts in the middle of a fiscal year.

The Committee discussed the issue further and there was a consensus that a formal Six Month Budget Review would help correct and not compound budget issues later on in the year. Chairman Pietrowski noted that he wanted to get the Ad Hoc Rules Committee together soon to institute that policy and a couple more in the very near future.

## **APPOINTMENTS**

Chairman Pietrowski recommended the following appointments for approval:

- a. **Kane, Kendall, DeKalb Workforce Development Board:** Jolene Willis appointed immediately until September 30, 2019.
- b. **Victor-Clinton Drainage District:** Tom Bangert appointed immediately for a three-year term until August 31, 2020.

**It was moved by Mr. Jones and seconded by Mr. Faivre to forward the recommended appointments to the full County Board for approval. Motion carried unanimously.**

## **APPROVAL OF THE COUNTY BOARD AGENDA**

The Chairman next asked to go around the table and hear an update from all of the Committee Chairpersons on what their Committees had done at their last meeting together and/or what they are anticipating in the months to come.

Mr. Bagby, Chairman of the Economic Development Committee shared that the Business Incubator gained a new tenant and there has been added interest and a potential of more new tenants. At their last meeting the Committee received a DCEDC update that detailed how critical the Enterprise has been for county-wide economic development and Mr. Borek also detailed his recent trip to China and Japan. As well, the DCEDC Annual Dinner will be help November 30<sup>th</sup>

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and Governor Bruce Rauner will be the speaker. The Committee lastly addressed a few appeals from the Chief Assessment Officer.

Mr. Bagby, additionally Vice Chairman of the Forest Preserve Committee, shared that the Committee met at the Potawatomi Woods and discussed possible future land acquisitions. They were presented with the District's FY 2018 Budget which is essentially the same as it has been for many years now. Lastly, Mr. Brown referred to a list that Mr. Hannan had compiled that outlined the many cooperative efforts and projects that he and the County have worked on together throughout the years and how he would accept the loss of the \$75,000 of the Host Fee from the Solid Waste Tipping Fees (for up to three years) to the County's General Fund to help the overall budget shortfalls.

Mr. Hanson added that the County is looking into whether they can buy liability insurance for the Sycamore Forest Preserve so that it can finally open and then once the FEMA paperwork is completed it will be transferred back to the Forest Preserve.

Mr. Frieders, Chairman of the County Highway Committee shared that the Committee is recommending approval of an Engineering Agreement for Somonauk Road Bridge in Hinckley. He also noted that the Bus Tour of the 2017 Completed Highway Projects held on September 28<sup>th</sup> was well attended and a good event. He lastly shared that the Peace Road Safety Study is coming up soon and that plans were starting to progress on the cold storage shed project.

Ms. Askins, Vice Chairperson of the Health & Human Services Committee shared that the Committee received an informative update from the Veteran Assistance Commission and noted that they are very impressive advocates for the County Veterans. The Commission works very hard and does whatever is necessary to assist Veterans in a multitude of ways and they also bring in a large amount of money into the County. The Committee additionally forwarded a resolution to the full Board recommending the submission of a Capital Assistance Grant for the Voluntary Action Center so they can update their existing facility and most importantly upgrade the building to be ADA compliant.

Ms. Leifheit, Chair of the Law & Justice Committee noted that the Committee is recommending the adoption of an Intergovernmental Agreement with Kane County to continue housing juveniles at their facility. Additionally at their last meeting, the Committee heard reports from The Public Defender, The State's Attorney, The Circuit Clerk, and received their Quarterly Pretrial Report from the Court Services Department.

Mr. Stoddard, Chairman of the Finance Committee reviewed that salaries of Elected Officials was presented and discussed. They discussed potentially of leaving all County Board-related items at a 0% increase and having County Clerk, Sheriff, and Treasurer 0%, 0%, 2%, 2% but the final decisions are tabled until the November 1st Meeting. As far as the FY 2018 Budget, they reviewed the summary of 11 budget appeals and received the Administrative Recommendation of the remaining \$740,000 cuts – with what was presented it does equal the \$740,000, Board Members and Department Heads have until tomorrow, Oct. 12th to appeal those additional recommendations. The Committee went into Executive Session to discuss Director Position and came out to recommend the appointment of Sheila E. Santos to the position of DeKalb County Information Management Office Director beginning October 30, 2017. He lastly reminded that the November 1st Finance Committee hosts public hearing on the proposed Budget and on the

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proposed Tax Levy. Any appeals successful at the Standing Committee level are decided at this meeting. Overall final budget adjustments are made at this time, and the entire budget is forwarded to the County Board for adoption.

Mr. Faivre, Chairman of the Planning & Zoning Committee noted that the Committee approved to forward an Ordinance to the full County Board recommending approval of a Special Use Permit for the operation of a storage business in Milan Township.

**It was moved by Mr. Frieders, seconded by Ms. Askins and it was carried unanimously to approve the County Board Agenda and to forward it to the full County Board for approval.**

#### **COUNTY ADMINISTRATOR'S REPORT**

Mr. Hanson presented the Committee with his County Administrator's Report. He shared the Rotary Club will be doing their annual End Polio Now light display on the Courthouse Lawn from October 20<sup>th</sup> – 25<sup>th</sup>.

Last night, Mr. Hanson shared he attending the 50<sup>th</sup> Anniversary of the Community Mental Health Board hosted at the Egyptian Theatre. He added that it was an excellent program and they had great speakers.

He reiterated that the second round of budget appeals are due tomorrow and depending on what comes in, there is a potential that some Committees may need to hold a special meeting.

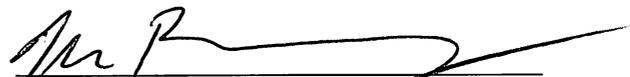
The momentum is continuing for a creating a broader-based history center. A task force is trying to coordinate to incorporate the various history museums from around the County and to either one location or potentially a centralized website.

Mr. Hanson lastly mentioned that in coordination with Mr. Faivre a reminder public news release went out recently about how individuals are not allowed to burn leaves if they live within 1000 feet of a City that bans burning.

#### **ADJOURNMENT**

**It was moved by Mr. Faivre, seconded by Ms. Askins and it was carried unanimously to adjourn the meeting.**

  
\_\_\_\_\_  
Tasha Sims, Recording Secretary

  
\_\_\_\_\_  
Chairman Mark Pietrowski, Jr.

## **Hall of Fame Guidelines**

**October 11, 2017**

**Purpose** of the DeKalb County Hall of Fame is to identify and recognize outstanding examples of community leaders. Annual awards to the Hall of Fame will honor men, women, families, and organizations, past and present, who have made outstanding contributions to the betterment of DeKalb County.

**Nominations** may be made by any individual or organization in DeKalb County by completing a nomination form and returning it to Sue Breese, DeKalb County Historian, by November 30 of each year (proposed time of award ceremony would be early in the following year.) Nominations must be submitted on a properly prepared application. Application guidelines will be available through the DeKalb County Government website.

**Candidates** must have made their contributions in DeKalb County and have significant ties to DeKalb County. Candidates must have made broad and lasting contributions to the betterment of the community or brought awareness and appreciation of DeKalb County's rich heritage to the community through their accomplishments. Candidates must be of exemplary character and reputation. Candidates can have achieved "fame" through industry, science, medicine, business and philanthropy, educators, military, sports, arts and entertainment.

Honorees will be individually showcased by placing their biography and a picture on the DeKalb County "Wall".

Selection each year will be made by the DeKalb County Hall of Fame Committee, one from each of the three categories; Individual, Family, and Organization. The decision of the committee shall be final, and is usually completed in mid-December each year and acknowledge letters will be sent to all applicants. There can be one or two awards presented from each category yearly.

The DeKalb County Hall of Fame Committee will coordinate with the DeKalb County Government in arranging a suitable time, place for a fundraising dinner event to present the award(s). Funds raised will go to promote DeKalb County history.

## **Application**

### **DEKALB COUNTY HALL OF FAME NOMINATION FORM**

#### **Criteria for Selection**

1. Someone who at one time called DeKalb County home (past or present.)
2. An individual/family/organization (past or present) who has earned fame or significant distinction in a field(s) of endeavor.
3. An individual/family/organization who has made an exceptional contribution to benefit DeKalb County and its citizens.
4. Select from one of the three categories – Individual, Family, or Organization.
5. Include copies of source documents to verify information.

#### **Nominee**

1. State briefly why you think the nominee should be recognized for the DeKalb County Hall of Fame. (200 words or less)
2. How did the individual/family/organization positively impact DeKalb County? (200 words or less)
3. List any other factory to be considered in selecting this person/family/organization for the DeKalb County Hall of Fame. (200 words or less)
4. List the Nominee's name, contact information (telephone and email), and category.

#### **Nominating Party Information**

Name                      Relationship to Nominee  
Address  
Phone                      Email address  
Date

Send to:

Sue Breese, DeKalb County Historian  
Joiner History Room  
103 E. State Street  
Sycamore, IL 60178

**DEKALB COUNTY GOVERNMENT**  
**REQUEST FOR PROPOSAL**  
**WEBSITE RE-DESIGN**



*Release Date: October 18, 2017*

*Due Date: 2:00 p.m. November 15, 2017*

*For questions, please contact:*

*Tasha Sims • 815-895-1630 • [tsims@dekalbcounty.org](mailto:tsims@dekalbcounty.org)*

## I. Introduction

The purpose of this Request for Proposal (RFP) is to solicit proposals for the implementation of a website theme design (open source preferable) for the County of DeKalb, Illinois. The objective of this initiative is to improve the accessibility of information on the website through site reorganization, intuitive navigation, enhanced search capability, accuracy of information and newer technology and web standards.

## II. Background

The key component of the County's website is to provide easy to use information in a manner that is consistent with the County's image. The website needs to integrate existing information on the County's current website in an easy to use manner. The site should be created in a software that allows County-staff to maintain information on a day-to-day basis.

## III. Scope of Work

The Contractor will provide services to DeKalb County Government to design and develop the DeKalb County Government website to provide users access to important County-related information. The Contractor will enable the County to make design changes to the site. The County values communication and desires to develop a responsive website that will work with CPU's, tablets and smartphones.

### A. Objectives:

1. Assist DeKalb County Government in providing the users with accurate, up-to-date, easily accessible and actionable information via website and mobile applications.
2. Train the County staff to update the content of the website using the recommended software.

### B. Website Design Needs:

1. **The official County of DeKalb site ([www.dekalbcounty.org](http://www.dekalbcounty.org)) will be the main design and focus of this RFP.** After a thorough analysis of the current website, the Contract will design a new look and feel for the website, as well as new navigation.
2. Provide a design for the Home Page that is consistent with DeKalb County Government's image and design standards that serves all of its users; including residents, businesses, visitors, etc. using high image and low text layouts (local photos of the County not stock photos) while yet being advanced, creative, and futuristic.
3. Provide two templates to be used for the first and second pages beyond the Home Page. Sixteen completed pages (identified) by the County should be provided as part of the package in addition to the templates.
4. Create a user friendly website that is easy to navigate with large amounts of information available to users.
5. Responsive to various user hardware (CPU's, tablets and smartphones).
6. Consideration for access by users with disabilities (W3C WCAG 2.0 Compatibility, Section 508 Compliance, Mobile/Cell Phone Web Compatible).
7. Fast load times of content by users.
8. Searchable website and searchable documents.
9. Provide the County with access to basic website analytics.
10. Recommend web-design software to use and reasons for the recommendation, but the County retains the final selection decision.
11. Knowing that the County will re-build pages with the newly designed templates, the overall design layout should include a method to utilize the existing "old pages" while the new pages get completed, but allow for interim updates of the new pages.

#### **IV. Proposal Submission**

- A. Bidders are urged to submit a proposal for establishing and performing the services described. Proposal must be submitted in accordance with the requirements for the RFP. Failure to furnish any required information with your proposal is grounds for rejection.
- B. Each bidder shall demonstrate in its proposal that the firm and its management and employees are experienced and competent and that it has the background and necessary expertise to perform the required services.
- C. Proposals in one original and three copies will be received from each bidder in sealed packages with the RFP name and company name on the outside of each package. The original should be signed and dated by an authorized official to bind the firm. Unsigned proposals will not be considered.
- D. All proposals must be received 2:00 p.m. on Wednesday, November 15, 2017. If materials arrive after the due date, the materials will not be accepted but kept in the file unopened and may be returned to the bidder unopened. In fairness to all bidders, submission times will be strictly adhered to. Sealed materials must arrive at The Administration Office, 200 N. Main Street, Sycamore, IL 60178 address by the submission deadline.
- E. Proposals shall be publicly opened at 2:00 p.m. on November 15, 2017 in the Legislative Center's Freedom Room, 200 N. Main Street, Sycamore, IL 60178. Interested agencies and businesses may attend the bid opening. Submitted materials will be opened and noted with the name of each bidder announced publicly.
- F. Upon review of the written presentations, chosen bidders may be invited to make an oral presentation. Qualified presenters will be notified of date and time. DeKalb County Government reserves the right to request discussion with any or all bidders for purpose of clarification of the materials presented in any part of the proposal. After completion of the oral presentations, final evaluations will be made and presented to the County Board for approval.
- G. Bidders will not be compensated any costs related to their responses, or any other costs incurred by participation in the process. There is no expressed or implied obligation for DeKalb County Government to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- H. The bidder must disclose any pending litigation against the firm or its principals, if it would hinder the firm's ability to perform to the County's expectations.
- I. Bid price shall include all labor materials needed to cover the scope of work, development of the site, training and launching the site.
- J. DeKalb County Government maintains the right to use any materials generated by the vendor and may do so without vendor consent or approval. The County would retain the sole right to use any materials created.

**V. Written Presentation**

A bidder's proposal must be made up of the following sections, and be labeled as such:

**A. General Information:**

1. This section must include, in narrative or outline form, the bidder's approach to accomplishing the scope of the RFP.
2. Clear and concise descriptions of tasks and deliverable schedules are expected.
3. Illustration of the agency's past work on two websites designed for client, or clients within the last four years. For each include:
  - a. Goals and objectives of campaign
  - b. Research and methodology used to develop the website
  - c. Website analytics
  - d. Website budget

**B. Project Staff and Organization:**

This section should include background information on the agency and should give details of experience with similar projects.

1. Account Manager: Identify the individual who will manage the work and be the primary contact for the agency. Document overall experience in website design and demonstrate a minimum of two years of service in this area.
2. Account Team: Identify by name, title and role, each proposed member with their relevant experience.
3. A brief statement of how long the bidder has been performing the type of services requested by the RFP.
4. Location of office and contact information.
5. Identify any potential conflicts of interest.

**C. Cost/Compensation**

1. Cost proposal must be clearly defined and articulated in detail. Open ended cost proposals will considered non-responsive to this RFP.
2. At a minimum the proposal should detail the following based upon your website design
  - a. Expected costs for in-house creative development.
  - b. Estimated out-of-house creative production costs.
  - c. Total estimated project cost.

**D. Additional Examples**

1. Relevant creative examples may be requested by evaluation team for consideration.

**VII. Schedule- (Subject to change)**

Oct. 18, 2017	RFP Available
Oct. 27, 2017	Questions due by
Nov. 3, 2017	Responses to questions
Nov. 15, 2017	RFP due by
Nov. 30, 2017	Oral Presentations ( <i>During period of Nov. 20 – Nov 30</i> )
Dec. 20, 2017	Consideration and Award by County Board

**IX. Right to Reject Proposals**

A. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected.

B. The County reserves the right to reject any and all proposals, either in part or in its entirety, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of DeKalb County Government.

**X. Disclosure**

The content of all proposals, correspondence and any other medium which disclosed any aspect of the request for proposals will be considered public information when the award decision is announced.

**THIS PAGE SHOULD BE SUBMITTED WITH BID PROPOSAL**

SIGNATURE PAGE

By signature(s) below, Respondent(s) agrees to the following:

1. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by the Respondent in the Respondent's proposal during Proposal process.
2. Respondent has fully and truthfully submitted this form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
3. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

The undersigned certifies that (s)he is authorized to submit this proposal on behalf of the entity named below:

\_\_\_\_\_  
Respondent Entity Name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_