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DeKalb County Government  
Sycamore, Illinois

**Executive Committee Minutes  
June 12, 2019**

The Executive Committee of the DeKalb County Board met Wednesday, June 12, 2019, in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Mark Pietrowski, Jr. called the meeting to order at 7:00 p.m. Those Members present were Mr. Tim Bagby, Mr. Dan Cribben, Mr. Steve Faivre, Vice Chairman John Frieders, Ms. Dianne Leifheit, Mr. Roy Plote, Mr. Chris Porterfield, Mr. Paul Stoddard, and Chairman Mark Pietrowski, Jr. A quorum was established with all nine Members present.

Others present included, Gary Hanson, Jim Hutcheson, Craig Roman, Tim Hughes, Tracy Jones, MaryLynn Meisch, Jessica Rugerio, Judy Butler, Lynne Kunde, Christie Klein, Diane Chappell, Doug Johnson, Jeff Whelan, Maureen Little, John Mataitis, Jim Luebke, Ryan Cardinali, Pete Stefan, Karen Cribben, and Sandra Polanco.

**APPROVAL OF THE AGENDA**

**Mr. Faivre moved to approve the agenda as presented. Mr. Stoddard seconded the motion and it was carried unanimously by voice vote.**

**APPROVAL OF THE MINUTES**

**It was moved by Mr. Porterfield, seconded by Mr. Plote and it was moved unanimously to approve the minutes from the May 8, 2019 Executive Committee Meeting.**

**PUBLIC COMMENTS**

MaryLynn Meisch, Chief Deputy of Elections in the DeKalb County Clerk & Recorder's Office spoke on behalf of herself and her office regarding the potential movement of Juvenile Probation from the Legislative Center to the basement (Garden Level) of the Administration Building. She passed out the following handout from the offices detailing concerns of safety as well as security and storage of election supplies.

Date: June 12, 2019

To: The DeKalb County Board Executive Committee

Presented by: The DeKalb County Clerk/Elections Office Staff

RE: Moving Election Equipment from the Administration Building/Garden Room,  
Current uses of the room and Moving the Sycamore Early Voting Center off campus

**Summary of Elections Staff Concerns:**

1. Voting Machine security, environment, accessibility, for election staff and vendors.
2. Early Voting Judge security, safety, wellbeing and accessibility.
3. The need for the Elections Staff to have full and immediate access to all election equipment and supplies at all times.
4. Vendors need access to staff

5. Ballot security

**Please see the following bullet points for more details:**

- ❖ **Security** and sensitive nature of the expensive voting machines and equipment
- ❖ Elections staff needs to have visual and physical access to all equipment for preparedness of the election process.
- ❖ All of our equipment and supplies, whether in the Garden Room or elsewhere, are a cohesive unit and need to be within the same facility as the Elections Staff for servicing, testing, maintenance preparation, and distribution.
- ❖ Elections staff works with the equipment, sometimes late at night, during the 60 days prior to the election. This includes needing to have easy and immediate access to the Early Voting Center for 40 days prior to election day in order to troubleshoot issues and assist with checking in voters when needed; again into the night.
- ❖ The Garden Room is used for things other than storage of our equipment and supplies:
  - Training of Election Judges and Deputy Registrars
  - Ballot testing
  - Set up of a minimum of 35 laptops and ballot 6 ballot printers, needed to facilitate early voting and election day registration.
    - The laptops need to be set up to charge the batteries overnight before performing the install of files and testing.
    - Vendors remote in to install programs, files and to pretest for Early Voting and Election Day:
      - Involves having to wait on calls from vendors and getting to the equipment in a minute's notice, several times throughout the process, to assist with remote access and troubleshooting issues.
  - Storage of Election Day Registration equipment and supplies needed for Election Judges to facilitate registration.
    - Elections staff prepares each supplies in the Garden Room while also completing other required daily tasks done in Elections Office.
- ❖ The delivery and Security of ballots that will be out in the open during all of the above processes.
- ❖ Vendors need access and space to service equipment and easy and immediate access to Elections Staff.
- ❖ Blackhawk Moving and Storage needs access for equipment pickup and easy, immediate access to Elections Staff.
- ❖ Transport of equipment/supplies to and from an offsite facility will create unnecessary wear and tear on the equipment and cause a Security issue.
- ❖ Climate controlled environment is needed for the proper condition of the Voting Machines, laptops, ballot paper, ballot printers, label printers, ADA voting machines, etc.
- ❖ We have not been given the opportunity to voice our input about this situation or have had a County official ask about our processes and how these decisions would affect administering an efficient and cost effective election.
- ❖ Concerns for the Early Voting Judges and the Elections staff working in the Early Voting Center, in a low traffic, unlit and unmonitored neighborhood.
- ❖ We would like an input on the potential working environment of the Early Voting Judges, considering they will be there for 40 days.

DeKalb County Clerk Elections Department: 815-895-7147/ elections@dekalbcounty.org  
Mary Lynn Meisch 815-895-7150/mlmeisch@dekalbcounty.org  
Lynne Kunde 815-895-7183/lkunde@dekalbcounty.org  
Jessica Rugerio 815-895-1607/jrugerio@dekalbcounty.org

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John Mataitis of Sycamore shared that he did not think it seemed right that Mr. Dan Cribben was scheduled to resign from the County Board and be appointed to the DeKalb County Board of Review. He also expressed that the Assessor's Office in general doesn't seem right and that DeKalb County property taxes are too high.

### **CHAIR'S COMMENTS**

Chairman Pietrowski shared that it was brought to his attention by the State's Attorney's Office that there was a potential Open Meetings Act Violation occurring at the Executive Committee. The Chair stated that he welcomed all Board Members to attend Executive Committee Meeting and encouraged their attendance but because there are more members attending there is a majority of a quorum of the Board in attendance and if Board Members as audience members begin participating along with the Executive Committee there is a violation occurring. He announcing that the Ad Hoc Rules Committee would be meeting to discuss this issue as well as discuss the potential of creating a Committee of the Whole. The Rules Committee would work in conjunction with the State's Attorney's Office to ensure that structure and language would be correct.

Chairman Pietrowski additionally shared that a couple weeks back on a Friday night Ms. Bessie Chronopoulos messaged him about a couple that needed a marriage license before their ceremony the next day. The Chairman messaged County Clerk Doug Johnson and he and one of his employees, Christie Klein, came into the office at about 11:00 p.m. that evening and helped the couple out and issued them a marriage license for the Saturday Ceremony. Chairman Pietrowski expressed his appreciation to Mr. Johnson and Ms. Klein for going above and beyond to help the couple in need.

The following meeting reminders were also announced:

County Board Workshop, Saturday, June 8<sup>th</sup> in the DeKalb County Community Outreach Building's Blank Slate Room from 9am-1pm. The Board will discuss the history of the County's Comprehensive Plan, zoning amendments proposed by Mr. Faivre, and future County Board plans/goals.

2020 Election Discussion, Tuesday, June 11<sup>th</sup> in the Legislative Center's Gathertorium at 6:30 p.m.

### **RELEASE OF EXECUTIVE SESSION MINUTES**

Mr. Hanson shared that pursuant to provisions of 5 ILCS 120/2.06, below are the results of the periodic review of the minutes and verbatim recordings of all closed meetings held by the DeKalb County Board. These minutes no longer require confidential treatment and should now be approved and released for public inspection and the verbatim recordings of those meetings could be destroyed in accordance with Illinois Open Meetings Act. Mr. Hanson added that once released, the Executive Session will be attached to the original minutes. The minutes that Mr. Hanson proposed to be released were:

04/04/2013	Highway Committee – Collective Bargaining per 5 ILCS 120/2(c)(2)
05/07/2013	Executive Committee – Collective Bargaining per 5 ILCS 120/2(c)(2)
03/02/2017	Highway Committee – Personnel per 5 ILCS 120/2(c)(1)
03/06/2017	Health & Human Services Committee – Personnel per 5 ILCS 120/2(c)(1)

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04/06/2017	Highway Committee – Personnel per 5 ILCS 120/2(c)(1)
05/04/2017	Highway Committee – Personnel per 5 ILCS 120/2(c)(1)
05/17/2017	Highway Committee – Personnel per 5 ILCS 120/2(c)(1)
08/16/2017	County Board Meeting – Litigation per 5 ILCS 120/2(c)(11)
09/20/2017	County Board Meeting – Litigation per 5 ILCS 120/2(c)(11)
09/28/2017	Finance Committee – Personnel per 5 ILCS 120/2(c)(3)
10/04/2017	Finance Committee – Personnel per 5 ILCS 120/2(c)(3)
10/24/2017	Forest Preserve Committee – Land Acquisition per 5 ILCS 120/2(c)(5)
11/28/2017	Forest Preserve Committee – Land Acquisition per 5 ILCS 120/2(c)(5)
01/04/2018	Forest Preserve Committee – Land Acquisition per 5 ILCS 120/2(c)(5)

**It was moved by Vice Chairman Frieders, seconded by Mr. Bagby and it was approved unanimously to forward the resolution to the full County Board recommending the approval to release the Executive Session Minutes listed above.**

### **RECOMMENDATION TO ACQUIRE PROPERTY IN SYCAMORE TOWNSHIP**

After several County Departments have expressed need for additional storage space for vehicles and equipment, the County Board appropriated \$300,000 in the County's budget to build a storage facility on the Highway Department campus and authorized the Board's Highway Committee to oversee that project. The Highway Committee did seek public bids on such a storage facility on two different occasions in 2018 and both times bids far exceeded the amount of money that was available. Then, the County decided to seek other options to address the storage needs and ultimately identified an opportunity with the City of Sycamore to acquire buildings that they desired to vacate so that they could consolidate some of their operations in one location. Discussions with the City of Sycamore led to a productive conclusion and an Intergovernmental Agreement (IGA) was drafted to convey three different buildings to the County for a price of \$475,000 with terms set forth in the IGA. The County identified funding for this acquisition to come from the existing \$300,000 appropriation out of the County Farm Fund and the additional money of \$175,000 for the balance owed on the building and an additional \$25,000 for minor building alterations or repairs to come from the County's Opportunity Fund.

The IGA with the City of Sycamore would be for the acquisition of a storage building at 1721 N. Main Street (part of PIN #06-21-300-052) and the acquisition of two buildings at 202 E. Page Street (part of PIN #06-32-230-010) with monies to come (a) \$300,000 from the County Farm Fund, (b) \$175,000 for the building acquisitions from the Opportunity Fund, and (c) up to \$25,000 from the Opportunity Fund for minor renovations and repairs.

The Highway Committee has recommending the acquisition and IGA be approved and now Mr. Hanson was requesting concurrence from the Executive Committee. They are still waiting for the final surveys to be completed so Mr. Hanson was requesting that the Executive Committee concur with the Highway's recommendation to approve but to place this item on the August 21<sup>st</sup> full County Board Agenda.

**It was moved by Mr. Faivre, seconded by Mr. Porterfield and approved unanimously to forward the resolution for the acquisition and IGA to the full County Board recommending its approval at the August 21, 2019 County Board Meeting.**

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## **APPOINTMENTS**

The following appointments were recommended for approval:

- a. **DeKalb County Board Member – District 7:** Terri Mann-Lamb appointed immediately to fill the unexpired term of Misty Haji-Sheikh until November 30, 2020.
- b. **Committee Assignments:** Terri Mann-Lamb appointed immediately to the DeKalb County Economic Development Committee until November 30, 2020.
- c. **Board of Review:** Robert Merriman reappointed immediately for a two-year term expiring May 31, 2021; Dan Cribben newly appointed for a term beginning June 21, 2019 and expiring May 31, 2021.
- d. **Board of Review – Alternates:** Ryan Cardinali and John Linderoth both appointed immediately for one-year terms until May 31, 2020.
- e. **DeKalb County Rehab & Nursing Center Operating Board / Supportive Living Facility Board:** Chris Porterfield appointed immediately until December 31, 2019.
- f. **Northwest Water Planning Alliance:** Suzanne Willis appointed immediately until November 30, 2022.
- g. **Regional Planning Commission:** Steve Faivre (*Primary*) and Suzanne Willis (*Alternate*) both appointed immediately until March 31, 2020.
- h. **Stormwater Management Committee:** Kevin Bunge, Mark Bushnell, Tom Horak, Paul Stoddard, and Patricia Vary all reappointed for two-year terms beginning July 1, 2019 and expiring June 30, 2021; Zax Gill newly appointed for a two-year term beginning July 1, 2019 and expiring June 30, 2021.

**Mr. Stoddard moved to forward the recommended appointments to the full County Board for approval. Mr. Porterfield seconded the motion and it was carried with one abstention from Mr. Cribben.**

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

Chairman Pietrowski 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. Porterfield, Chairman of Health & Human Services Committee, shared that the Committee was visited by Heather Coyle, County Director Unit 2 of the University of Illinois Extension Office as well as DeKalb County Public Health Administrator Lisa Gonzalez. Ms. Coyle introduced herself as well as provided the Committee with an update on DeKalb County Extension services and Ms. Gonzalez presented her 2018 Annual Report.

Mr. Cribben, Chairman of the Finance Committee, shared the Committee forwarded one item to the full Board for consideration, which was for amendments to the Procurement Policy for Federal and State Grants. The Committee also met the Consultant that is putting out an RFP for liability and excess workers compensation insurance for the County. They also obtained an updated from Ms. Santos, IMO Director, on the digitizing of County records and approved the Annual Report of Compliance with the Bond Record Keeping Policy and the FY 2020 Budget Calendar and Process.

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Mr. Bagby, Chairman of the Economic Development Committee, shared the Committee received the 2018 Supervisor of Assessments Annual Report. Mr. Bagby provided a couple of highlights from that report to the Executive Committee as well. He shared they also received an update on the status of the Kingston Township Assessment books which are being completed and for lesser costs than initially anticipated.

Ms. Leifheit, Chair of the Law & Justice Committee, shared that the Committee forwarded an Ordinance to the full County Board in order to fulfill a state mandate to consolidate court civil fees & criminal & traffic assessment fees into unified schedules for all Counties, to realign fees to be constitutional, and to provide for fee waivers for low income individuals. The Committee additionally received the Sheriff's Annual Report, which she highlighted some points from to the Executive Committee.

Mr. Stoddard, Chairman of the Forest Preserve Operations Committee, shared the Committee met at Sycamore Forest Preserve and had a fairly short meeting (due to the weather and the bugs) reviewing the District's monthly reports.

Mr. Faivre, Chairman of the Planning & Zoning Committee, shared the Committee forwarded a Special Use Ordinance as well as an Ordinance updating DeKalb County's building codes to the 2015 International Building Code Services with modification to fit the County. Mr. Faivre also shared that the Committee will be meeting in June to bring discussions on modifications to the 40D2 rule and the 40 acre rule.

Mr. Plote, Chairman of the County Highway Committee, shared there would Special Meeting before the full County Board Meeting. There will be a Bid Letting at 9:00 a.m. the morning of the County Board Meeting. Those resolutions will be sent to the Board as soon as available. At the May 30<sup>th</sup> Highway Committee Meeting, the Committee reviewed the 2020 scheduled equipment replacements and full construction project schedule. They additionally reviewed some vacant positions within the department and discussed the previously explained building acquisitions from the City of Sycamore.

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

Chairman Pietrowski acknowledged the County Clerk & Recorder's staff that was present. He requested that County Administrator Gary Hanson set up a meeting between Court Services and the County Clerk & Records Office to address the outlined concerns and safety issues that were addressed earlier in the meeting.

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

Mr. Hanson presented the Committee with his County Administrator's Report. His report consisted of reminders for the following upcoming important dates:

Regarding E911, the consolidation of dispatching centers took place on June 3<sup>rd</sup>. There are now two centers in the County, the County and the City of DeKalb. The two that closed were Sandwich and NIU.

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Equipment is installed in the various tower sites for the Sheriff's P25 Digital Radio System. Next week installation of the consoles in the Dispatching Center will be happening. The jail systems is up and running and working currently and the hope is that by the end of July the system will be complete.

Mr. Hanson shared that DeKalb County officials unveiled an interactive mapping software that will help smaller municipalities provide information for interested businesses. Geographic analysts from the DeKalb County Information Management Office showed off at a DeKalb County Regional Planning Commission meeting new geographic information system software that they have been working on for a year. The system takes data such as infrastructure, zoning and property taxes and allows users to view the information in layers on an interactive map. Waterman is the first community to be utilized as a test. It was commented that this will be a great service to the overall County economy so there will be no upfront costs to the municipalities.

DCEDC has moved to their new location behind Ellwood Stake & Fish House in DeKalb. Mr. Hanson also shared that there has been no movement on the architectural documents for the third floor build-out within the Courthouse. The contracts are still being worked out and are in the State's Attorney's Office.

Lastly, Mr. Hanson shared that he, Chairman Pietrowski, Mr. Cribben, and Mr. Stefan all attending an IMRF Trustee Meeting in the hopes to slow down the implementation of the assumption of rate change which as of right now is causing an \$800,000 deficit for the FY 2020 Budget. There is no positive outcome yet though. The Kane County Board Chairman is continuing to try and gauge more individuals to hold this rate of assumption off, Mr. Hanson reported.

#### **ADJOURNMENT**

**It was moved by Mr. Porterfield, seconded by Mr. Cribben and it was carried unanimously to adjourn the meeting at 8:12 p.m.**

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Chairman Mark Pietrowski

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Tasha Sims, Recording Secretary