

Note: These minutes are not official until approved by the Ad Hoc Rules 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

**Ad Hoc Rules Committee Minutes
December 11, 2019**

The Ad Hoc Rules Committee of the DeKalb County Board met on Wednesday, December 11, 2019 in the Administration Building's Conference Room East in Sycamore, Illinois. Chairman Pietrowski called the meeting to order at 7:00 p.m. Those Members present were Mr. Tim Bagby, Mr. Scott Campbell, Mr. Steve Faivre, Ms. Dianne Leifheit, Mr. Jeff Whelan, Ms. Suzanne Willis, and Chairman Mark Pietrowski, Jr. Vice-Chairman John Frieders was absent. A quorum was established with all seven Members present and one absent.

Others present were Gary Hanson and Derek Hiland.

APPROVAL OF THE AGENDA

Mr. Faivre moved to approve the agenda as presented and Mr. Whelan seconded the motion. The motion was carried unanimously by voice vote.

APPROVAL OF THE MINUTES

It was moved by Mr. Bagby, seconded by Ms. Willis, and it was carried unanimously by voice vote to approve the minutes from the last meeting that was held on October 30, 2019.

PUBLIC COMMENTS

There were no public comments made.

PERSONNEL POLICY

Mr. Hanson noted that at the last meeting the Committee was provided with the draft Policy and they were to look over the Policy and bring back any questions or concerns they may have had with it. This is an interim step before the final version is brought back for approval at a future meeting, he explained.

Chairman Pietrowski commented that revamping this Policy has been a long time coming and he is glad to see it finally getting updated.

There were no initial questions from Committee Members but Mr. Hanson noted that he would gladly still accept any questions or concerns by email, if need be.

The main purpose of revamping the Personnel Policy was to get out-of-date information removed as well as outdated union negotiation language and Nursing Home items that no longer applies.

Mr. Hanson reminded the Committee that this Policy/Handbook actually impacts the smallest number of employees for the County due to most of them being under various union contracts and/or controlled by separate governing bodies.

Mr. Bagby moved to forward the Personnel Policy to the Executive Committee/ Full County Board recommending its approval. Mr. Campbell seconded the motion and it was carried unanimously by voice vote.

PRESERVATION OF COUNTY HISTORY

Mr. Hanson noted that he had updated some items since the Committee had first reviewed this item at their last meeting. The draft was sent to Michelle Donahoe, who is the Executive Director of the DeKalb County History Center. Ms. Donahoe wanted to ensure that in number two, it was clarified that the Joiner History Room is part of the DeKalb County History Center. In number four, the line was added that: All donations will be reviewed for acceptance in accordance with the DeKalb County History Center's Collection Policy. Lastly, Chairman Pietrowski wanted to add language to number six.

It was moved by Mr. Whelan, seconded by Mr. Faivre and was carried unanimously to forward the Preservation of County History Ordinance to the full County Board recommending its approval.

PARKING LOT ORDINANCE

Mr. Hanson explained that the draft Policy was sent out to all of the Sycamore Campus Department Heads for input and not too much surprised he received a lot of input. Mr. Hanson thinks he was able to incorporate most of the concerns into the newly revised document. He highlighted some additions that were made in items 2, 3, 4, and 5.

Community Development Director Derek Hiland noted that Mr. Hanson summarized everything in the document very well in order to capture the goal of accommodating County business and remembering why the parking is there in the first place. He believes that the way the Ordinance is drafted thus far will redirect patterns and habits in order to make those spaces again available for the public, which is why the County staff is here.

Mr. Hiland added that he believes refreshed signage will help elevate any confusion of where employees should not park as well.

Mr. Faivre noted that while reviewing the document he is a little confused on what is a violation and what is an offense. Mr. Bagby also suggested doing some type of payroll stuffer or a memo with an announcement and possibly a map to illustrate to the employees exactly where the visitor parking is.

Mr. Faivre moved to change the word offense to violation in number 7. Ms. Willis seconded the motion and it was approved unanimously.

It was moved by Ms. Willis, seconded by Mr. Bagby and it was carried unanimously to forward the Authority to Regulate the Parking of Vehicles on the County's Sycamore Campus Property Ordinance as amended to the full County Board recommending its approval.

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Chairman Pietrowski lastly noted that the Procurement Policy will be reviewed by the Finance Committee at their next meeting.

ADJOURNMENT

It was moved by Ms. Willis, seconded by Mr. Whelan and it was carried unanimously to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Chairman Mark Pietrowski

Tasha Sims, Recording Secretary

DEKALB COUNTY GOVERNMENT
PRESERVATION OF COUNTY GOVERNMENT HISTORY
Draft as of 12/11/2019

Purpose: The County desires to provide for the preservation of DeKalb County Government history that can be shared with, and enjoyed by, future generations. This ordinance pertains to documents and artifacts that are not mandatory by Federal and State Statutes to be retained by the County, but rather other documents and artifacts that would be of historical interest.

1. The DeKalb County History Center is named as the County's official repository for documents and artifacts not required by Statute to be retained by the County.
2. The DeKalb County Joiner History Room, which is part of DeKalb County Government and located at the DeKalb County History Center, is the County's resource for assisting the History Center, and the general public, in acquiring documents and artifacts on DeKalb County Government, as well as providing a place and/or methods for the public to research and learn about DeKalb County Government.
3. In as much as DeKalb County Government derived historically from the township form of government, the Joiner History Room is also charged with the responsibility to secure documents and artifacts about township government in DeKalb County.
4. DeKalb County Department Heads are charged with the responsibility of working with the DeKalb County History Center to determine and provide documents and artifacts which are of historical significance, if Departments are not otherwise required by law to house said documents and artifacts within offices and storage areas provided to the Department. All donations will be reviewed for acceptance in accordance with the DeKalb County History Center's Collection Policy.
5. The DeKalb County Board Chair, with the advice and consent of the County Board, may appoint a "County Historian" for a two-year term beginning on July 1st of even-numbered years and ending on June 30th of even-numbered years. If a vacancy exists, an interim appointment may be made to fill out the term, using the same method as for a complete term. The County Historian may be removed by a majority vote of the County Board. This Code Section becomes operative on July 1, 2026, or when the position next becomes vacant, whichever is first.
6. The role of the County Historian is to oversee the Joiner History Room within the standards, policies and procedures established by the DeKalb County History Center Board; provide for the easy access, physically or electronically, of DeKalb County Government documents and artifacts no longer under the responsibility of a County Department Head; and provide opportunities for the public to learn about DeKalb County Government history as well as Township Government.

DEKALB COUNTY GOVERNMENT
AUTHORITY TO REGULATE THE PARKING OF VEHICLES ON THE COUNTY'S
SYCAMORE CAMPUS PROPERTY
Draft as of 12/11/2019

Purpose: The County desires to regulate parking on the County's Sycamore Campus as a means to (a) set aside a reasonable number of designated visitor parking spaces to allow citizens conducting County business easy access to the services needed, and (b) to maximize safety, maintenance, and the useful life of the parking lots.

1. Visitor Parking: The County Administrator is responsible for designating restricted visitor parking spaces as needed and to see that proper signage is in place designating such, including any restrictions.
2. Employee Parking: County employees may park in any spaces not designated for visitors or for special uses. Employees at work during normal County business hours who also have access to the Sheriff's secured lot, should avail themselves to park in the secured area or in parking areas east of Locust Street. Seasonal restrictions, upon proper notice, may be imposed for such things as to facilitate snow removal. Employees may use visitor parking for ten minutes for drop-offs and pick-ups.
3. Parking for County-owned Vehicles: County vehicles, except for Sheriff's Office vehicles, shall be parked in lots east of Locust Street or by the Facility Management Office garage. The Sheriff may designate parking for vehicles for the Sheriff's Office based on the specific needs of that office. Off-campus County vehicles may use visitor parking for ten minutes for drop-offs and pick-ups.
4. No overnight parking (11:00pm to 5:00am) is allowed unless it is related to official County business, or unless a specific, limited time exception is granted by the County Administrator or Sheriff.
5. Vehicular Limitations: No person shall park on the County's campus parking lots any motor vehicle, or attached combination of motor vehicles, twenty-five (25) feet or more in length, except that vehicles exceeding said length may park temporarily for the purpose of loading and unloading and/or conducting official County business.
6. Parking Citations: Citations for parking violations may be issued by the Community Development Office under their Code Enforcement responsibilities. The citation shall specify thereon the amount of the applicable fine as provided in this chapter and a payment due date.
7. Fines: The first two violations will be noticed as warnings only. A third violation will be assessed a fine of five dollars (\$5.00), the second offense a fine of ten dollars (\$10.00), and a fine of twenty dollars (\$20.00) for the third and future offenses. Parking violations under this chapter may be paid by mail or in person at the DeKalb County Treasurer's Office. Fines double when not paid within thirty (30) calendar days of citation issuance.