

COUNTY BOARD AGENDA

County of Champaign, Urbana, Illinois
Thursday, May 22, 2014 – 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center,
1776 East Washington Street, Urbana, Illinois

Page #

- I. **Call To Order**
- II. ***Roll Call**
- III. **Prayer & Pledge of Allegiance**
- IV. **Read Notice of Meeting**
- V. **Approval of Agenda/Addenda**
- VI. **Date/Time of Next Regular Meetings**

Standing Committees:

- a. County Facilities Committee Meeting – June 3, 2014 @ 6:30 p.m.
Lyle Shields Meeting Room, Brookens Administrative Center
- b. Environment & Land Use Committee Meeting – June 5, 2014 @ 6:30 p.m.
Lyle Shields Meeting Room, Brookens Administrative Center
- c. Highway & Transportation Committee Meeting – June 6, 2014 @ 9:00 a.m.
Fleet Maintenance Facility, 1605 E. Main Street

Committee of the Whole:

- a. Tuesday June 10, 2014 @ 6:30 p.m.
(Finance; Policy, Personnel, & Appointments; Justice & Social Services)
Lyle Shields Meeting Room, Brookens Administrative Center

County Board:

- a. Tuesday, May 27, 2014 @ 5:30 p.m.
County Board RFQ 2014-005 Vendor Presentations
Lyle Shields Meeting Room, Brookens Administrative Center
- b. Thursday, June 19, 2014 @ 6:30 p.m.
Regular Meeting
Lyle Shields Meeting Room, Brookens Administrative Center

VII. ***Consent Agenda**

VIII. **Public Participation**

IX. **Communications**

X. **Approval of Minutes**

- A. April 24, 2014

XI. **Nursing Home Quarterly Report**

XII. Standing Committees:

A. County Facilities:

Summary of Action Taken May 6, 2014 Committee Meeting

9

B. Environment & Land Use:

Summary of Action Taken at May 8, 2014 Committee Meeting

10

C. Highway & Transportation:

Summary of Action Taken at May 9, 2014 Committee Meeting

11

XIII. Areas of Responsibility:

*Summary of Action Taken at May 15, 2014 Committee of the Whole Meeting
(Finance; Policy, Personnel, & Appointments ;Justice &Social Services)*

12-16

A. Finance:

1. Adoption of Resolution No. 8863 Payment of Claims Authorization

17

2. Adoption of Resolution No. 8864 Purchases Not Following the Purchasing Policy

18-19

B. Policy, Personnel, & Appointments:

1. Adoption of Resolution No. 8865 Authorizing the Appointment of Robert Guthrie to the Sangamon Valley Public Water District June 1, 2014-May 31, 2019

20

2. Adoption of Resolution No. 8866 Approving the Proclamation Designating the Month of June 2014 As "Marriage Fairness Act Awareness Month"

21

XIV. Other Business

A. Distribution and Explanation of Materials for May 27th Meeting

To be distributed at meeting

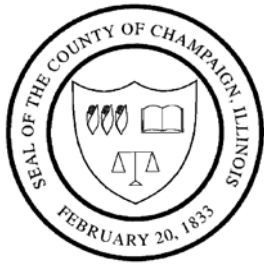
B. *Closed session pursuant to 5 ILCS 120/2 (c) (11) to consider litigation which is probable or imminent on behalf of Champaign County

XV. New Business

XVI. Adjourn

*Roll Call
**Roll call and 15 votes
***Roll call and 17 votes
****Roll call and 12 votes

Except as otherwise stated, approval requires the vote of a majority of those County Board members present.



COUNTY BOARD CONSENT AGENDA

County of Champaign, Urbana, Illinois

Thursday, May 22, 2014 - 6:30 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center,
1776 East Washington Street, Urbana Illinois

Page Number

A. County Facilities:

1. Adoption of Resolution No. 8838 Approving Award of Bid 2014-006 to A & R Mechanical 22
2. Adoption of Resolution No. 8877 Amending 2014 Facilities Committee Calendar of Meetings 23

B. Environment & Land Use:

1. Adoption of Resolution No. 8862 Authorizing County Board Chair Signature of Annual Facility Inspection Report Required for MS4 Stormwater Permit with I.E.P.A. for Program Year March 2013 Through March 2014 24-55

C. Highway & Transportation:

1. Adoption of Resolution No. 8858 Awarding of Contract for 2014 Pavement Striping of Various County Highways Section #14-00000-01-GM 56-57
2. Adoption of Resolution No. 8859 Awarding of Contract for the Replacement of a Bridge Located in compromise Road District Section #13-06002-00-BR 58-59
3. Adoption of Resolution No. 8860 Appropriating \$195,000 from County Bridge Funds for the Replacement of Structure #010-4306 on county Highway #11 Section #10-00962-00-BR 60
4. Adoption of Resolution No. 8861 Appropriating \$329,000 from County Bridge Funds for the Replacement of Structure #010-0117 on county Highway #16 Section #07-00944-00-BR 61

D. Finance:

1. **Adoption of Resolution No. 8867 Authorizing Budget Amendment #14-00019 Fund/Dept. 671 Court Document Storage-030 Circuit Clerk 62
Increased Appropriations: \$44,000
Increased Revenue: None: from Fund Balance
Reason: Increase to Encumber Funds Not Allocated in the Previous Fiscal Year
2. **Adoption of Resolution No. 8868 Authorizing Budget Amendment #14-00020 Fund/Dept. 105 Capital Asset Replacement Fund-051 Juvenile Detention Center 63
Increased Appropriations: \$2,450
Reason: Refund of Maintenance Coverage for Identix System at JDC that was Replaced in FY2013. Maintenance Coverage was paid Through 5/361/2014
3. **Adoption of Resolution No. 8869 Authorizing Budget Amendment #14-00021 Fund/Dept. 110 Workforce Development-773 WIA Dislocated Worker Rapid Response 64
Increased Appropriations: \$13,125
Increased Revenue: \$13,125
Reason: To Accommodate a New Grant Award for Dislocated Worker Rapid Response Funds Due to a Permanent Closure or Mass Layoff at a Plant, Facility, or Enterprise that Results in Mass Job Dislocation.

County Board Consent Agenda

May 22, 2014

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4. **Adoption of Resolution No. 8870 Authorizing Budget Amendment #14-00022 65
Fund/Dept. 075 Regional Planning Commission-868 Weatherization-DOE-ARRA
Increased Appropriations: \$152,809
Increased Revenue: \$152,809
Reason: To Accommodate a New Weatherization Department of Energy ARRA Grant.
Funds are the Result of the Redistribution of Remaining American Recovery &
Investment Act Weatherization Funds for the State of Illinois
 5. Adoption of Resolution No. 8871 Authorizing the Application for, and if Awarded, the 66
Acceptance of the Illinois Emergency Management Agency State Disaster Assistance to
Local Governments Grant
 6. Adoption of Resolution No. 8872 Authorizing an Intergovernmental Agreement between 67
the Illinois Department of Healthcare & Family Services & the Champaign County State's
Attorney
 7. Adoption of Resolution No. 8873 Authorizing the FY2015 Budget Process 68-71
 8. Adoption of Resolution No. 8874 Authorizing the Champaign County Financial Policies 72-79

E. Policy:

1. Adoption of Resolution No. 8875 Authorizing the Appointment of Diana Lenik to the 80
Urbana-Champaign Sanitary District June 1, 2014-May 31, 2017
2. Adoption of Resolution No. 8857 that Supersedes Resolutions No. 8306 and 8418 on 81-94
Establishment of Organization, Duties, Rules, Policies, and Procedures of the Champaign
County Board

RESUME OF MINUTES OF A REGULAR MEETING OF THE
COUNTY BOARD, CHAMPAIGN COUNTY, ILLINOIS
April 24, 2014

The County Board of Champaign County, Illinois met at a Regular Meeting, Thursday, April 24, 2014 at 6:30 P.M. in the Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois with John Schroeder presiding and Dan Busey as Clerk of the Meeting.

ROLL CALL

Roll call showed the following Board Members Present: Cowart, Esry, Harper, Hartke, James, Jay, Kibler, Langenheim, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Richards, Rosales, Schroeder, Schwartz, Alix, and Berkson – 20; Absent: Carter and Kurtz – 2. Thereupon, the Chair declared a quorum present and the Board competent to conduct business.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was recited.

READ NOTICE OF MEETING

The Clerk read the Notice of the Meeting, said Notice having been published in *The News Gazette* on April 3, April 7 and April 17, 2014.

APPROVAL OF AGENDA/ADDENDA

Board Member Esry offered the motion to approve the Agenda; seconded by Board Member Kibler.

DATE/TIME OF NEXT MEETINGS

Standing Committees

The next County Facilities Committee Meeting will be held on Tuesday, May 6, 2014 at 6:00 P.M. in the Brookens Administrative Center, the next Environment and Land Use Committee Meeting will be held on Thursday, May 8, 2014 at 6:30 P.M. in the Brookens Administrative Center and the next Highway and Transportation Committee Meeting will be held on Friday, May 9, 2014 at 9:00 A.M. in the Fleet Maintenance Facility Conference Room.

Committee of the Whole

The next Committee of the Whole for Finance; Justice & Social Services; Policy, Personnel, & Appointments will be held Thursday, May 15, 2014 at 6:30 P.M. in the Brookens Administrative Center.

County Board

The next regular meeting of the County Board will be held on Thursday, May 22, 2014 at 6:30 P.M. in the Brookens Administrative Building.

CONSIDERATION OF CONSENT AGENDA ITEMS BY OMNIBUS VOTE

Board Member Langenheim requested Resolution No. 8823 approving the Financial Institution and the Escrow Agreement for the California Ridge Wind Farm, be pulled from the Consent Agenda. Board Member Quisenberry requested Resolution No. 8838 adoption of Resolution No. 8838 Authorizing the Appointment of James Kirk to the Ludlow Fire Protection District, adoption of Resolution No. 8853 Authorizing the Designation of the Week of May 4 as National Correctional Officer Week and adoption of Resolution No. 8854 Authorizing the Designation of the Week of May 11 as National Police Officer Week, be pulled from the Consent Agenda.

Environment & Land Use

Adoption of Resolution No. 8822 Approving Minor Changes to Champaign County Land Resource Management Plan.

Adoption of Ordinance No. 944 Amending Zoning Ordinance-Zoning Case 768-AT-13.

Highway & Transportation

Adoption of Resolution No. 8795 Awarding of Contract for the Furnish and Spread on the Road of Bituminous Material for 2014 Maintenance of Various Road Districts in Champaign County.

Adoption of Resolution No. 8809 Awarding of Contract for the Purchase of a Salt Conveyor by the Champaign County Highway Department.

Adoption of Resolution No. 8810 Awarding of Contract for the Improvement of county Highways 11 & 20 Section #13-00434-00-RS.

Adoption of Resolution No. 8811 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501.

Adoption of Resolution No. 8812 Approving Appropriation of Funds from the County Bridge Fund Pursuant to 605 ILCS 5/5-501.

Adoption of Resolution No. 8813 Authorizing the County Board Chair to Sign an Intergovernmental Agreement with the Mahomet Road District for the Snow Removal and Ice Control of County Highways 50 and 54 in Champaign County

County Facilities

Adoption of Resolution No. 8814 Approving Award of Bid 2014-004 to DIG IT of Champaign, Inc.

Finance

Adoption of Resolution No. 8824 Authorizing An Amendment to the Delinquent Tax Program Agreement.

Adoption of Resolution No. 8825 Authorizing the Designation of Depositories for Funds.

Adoption of Resolution No. 8826 Authorizing the Application for, and If Awarded, the Acceptance of the Bureau of Justice Assistance Second Chance Act Prisoner Re-Entry Initiative Grant.

Adoption of Resolution No. 8827 Authorizing Budget Amendment #14-00012
Fund/Dept. 630 Circuit clerk Operation & Administration-030 Circuit Clerk
Increased Appropriations: \$60,000
Increased Revenue: \$60,000

Reason: Increase to Encumber Funds Not Allocated in the Previous Fiscal Year.

Adoption of Resolution No. 8828 Authorizing Budget Amendment #14-00013
Fund/Dept. 089 County Public Health Fund-049 Board of Health
Increased Appropriations: \$3,724
Increased Revenue: None: from Fund Balance

Reason: To Reimburse the Champaign-Urbana Public Health District for Additional Services Provided to the County During the Gifford Tornado Response Efforts, As Approved by the County Board of Health on 3/18/14.

Adoption of Resolution No. 8829 Authorizing Budget Amendment #14-00014
Fund/Dept. 080 General Corporate-010 County Board
Increased Appropriations: \$12,917
Increased Revenue: None: from Fund Balance

Reason: Legal Fees Line to Carry Over Unspent funds for the Original 2012 \$14,000 commitment for the Clinton Landfill Legal Challenge. Professional Services Line is to Carry Over Unspent Funds from the Original 2013 \$14,000 commitment to the Mahomet Aquifer sole source Designation Project.

Adoption of Resolution No. 8830 Authorizing Budget Amendment #14-00015
Fund/Dept. 075 Regional Planning Commission-780 Summer Youth Employment Program
Increased appropriations: \$200,000
Increased Revenue: \$200,000

Reason: To Administer Payroll Processing for the City of Champaign Summer Youth Employment Program in Cooperation with Unit 4 School District.

Adoption of Resolution No. 8831 Authorizing Budget Amendment #14-00016
Fund/Dept. 110 Workforce Development fund-781 ACCEL Training-Illinois Manufacturing
Increased Appropriations: \$18,536

Increased Revenue: \$18,536

Reason: To Accommodate Pass-Through Funding from Decatur Local Workforce Investment Area 17. The Grant Provides Funding for Job Training and Case Management for Workers Displaced by an Employer Transferring Production from Illinois to an Off Shore Facility.

Adoption of Resolution No. 8832 Authorizing Budget Amendment #14-00017
Fund/Dept. 080 General Corporate-127 Veterans Assistance Commission
Increased Appropriations: \$500
Increased Revenue: \$500

Reason: VFW #630 Ladies Auxiliary Provided gift to VAC with Instructions that it be used for Food Vouchers for Veterans.

Adoption of Resolution No. 8833 Authorizing Budget Amendment #14-00018
Fund/Dept. 075 Regional Planning commission-779 Weatherization
Training-DCEO
Increased Appropriations: \$45,000
Increased Revenue: \$45,000

Reason: To Accommodate a New Weatherization Training and Technical Assistance Grant Used to Pay for Weatherization Staff Training Salaries and Training Conferences Sponsored by Illinois Department of Commerce and Economic Opportunity.

Adoption of Resolution No. 8834 Authorizing Budget Transfer #14-00003
Fund/Dept. 679 Child Advocacy Center-179 Child Advocacy Center Total
Amount: \$33,665

Reason: Employee Moved from contractual to Temporary Status.

Policy, Personnel, & Appointments

Adoption of Resolution No. 8835 Authorizing the Appointment of Linda Kates to the Eastern Prairie Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8836 Authorizing the Appointment of Dorothea Hunt to the Edge-Scott Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8837 Authorizing the Appointment of Denny Jayne to the Ivesdale Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8839 Authorizing the Appointment of James Vickers to the Ogden-Royal Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8840 Authorizing the Appointment of Raymond Hettinger to the Pesotum Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8841 Authorizing the Appointment of Kevin Chalmers to the Philo Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8842 Authorizing the Appointment of William Eckerty to the Sadorus Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8843 Authorizing the Appointment of David Bright to the Sangamon Valley Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8844 Authorizing the Appointment of Chris Karr to the Scott Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8845 Authorizing the Appointment of Howard Marsh to the St. Joseph-Stanton Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8846 Authorizing the Appointment of William Kurth to the Thomasboro Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8847 Authorizing the Appointment of Ann Jack Haluzak to the Tolono Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8848 Authorizing the Appointment of Ruth Mitchell to the Windsor Park Fire Protection District – term 5/1/2014-4/30/2017.

Adoption of Resolution No. 8849 Authorizing the Appointment of Kris Ehler to the Thomasboro Fire Protection District – unexpired term ending 4/30/2016.

Adoption of Resolution No. 8850 Authorizing the Appointment of Steven Westfall to the Upper Embarras River Basin Drainage District – unexpired term ending 8/31/2016.

Adoption of Resolution No. 8851 Authorizing the Appointment of Andrew Edwards to the Upper Embarras River Basin Drainage District – unexpired term ending 8/31/2014.

Adoption of Resolution No. 8852 Authorizing the Appointment of Phillip Nigg to the Yearsley Cemetery Association – unexpired term ending 6/30/2014.

Adoption of Resolution No. 8855 Authorizing An Amended Agreement Concerning the Provider and Administration of METCAD By & Between the City of Champaign, the City of Urbana, Champaign county, Champaign County Sheriff, the University of Illinois, and the Village of Rantoul.

Adoption of Resolution No. 8856 in Support of 911 Funding.

Board Member Kibler offered the motion to approve the Consent Agenda; seconded by Board Member Cowart. Chair Kurtz asked the Clerk to call the roll.

Consent Agenda approved by roll call vote.

Yeas: Cowart, Esry, Harper, Hartke, James, Jay, Kibler, Langenheim, Maxwell, McGuire, Michaels, Mitchell, Petrie, Quisenberry, Richards, Rosales, Schroeder, Schwartz, Alix and Berkson – 20;
Nays: None.

PUBLIC PARTICIPATION

Vice Chair Schroeder informed public participants there was a five minute limit per participant. Robert Michael Doyle spoke regarding a proposal for a same-sex marriage proclamation. Natalie Prochaska spoke regarding racial disparities within the Champaign County Jail population. Dorothy Vura-Weis Spoke regarding her concerns over Champaign County Jail funding. Charlotte Green spoke regarding a RFQ for the Champaign County Jail upgrades and how to reduce the population of the Jail. James Kilgore spoke regarding the Criminal Justice Task Force and incarcerations overall effects on the Country. Mark Enslin spoke regarding his own civic mindedness and gave book recommendations to the Champaign County Board. Bobbi Trist spoke regarding Mental Health and the Criminal Justice System in Champaign County. Danielle Chynoweth spoke regarding the idea of alternatives to Jail; she also spoke about the Champaign County Nursing Home and the Juvenile Detention Center. Niloofar Shambayati spoke regarding the RFQ put forth by the Sherriff's Office.

COMMUNICATIONS

Board Member Michaels offered condolences to the family of James Kirk and spoke about his service to the community. Board Member Alix pointed out that the Illinois Marathon was taking place this weekend, that there will be 21,000 entrants, what a great event it is for the community, and thanked all volunteers. Vice Chair Schroeder pointed out that Chair Kurtz and County Administrator Busey were not present and that Deputy Administrator Anderson was present. Board Member Langenheim informed the Board that his response to the Illinois Marathon would be to vacate the area.

APPROVAL OF MINUTES

Board Member Quisenberry offered the motion to approve the minutes of County Board Regular Meeting March 20, 2014; seconded by Board Member Mitchell. Adopted by voice vote.

STANDING COMMITTEES

Environment & Land Use

Board Member Langenheim, Chair, recommended adoption of **Resolution No. 8823** Approving the Financial Institution and the Escrow; seconded by Board Member Esry. Discussion followed. Adopted by voice vote.

Highway & Transportation

Board Member Cowart, Chair, asked County Engineer Jeff Blue and Bill Vavrik from Applied Research Associates to give an update on pavement management systems.

AREAS OF RESPONSIBILITY

Justice & Social Services

Board Member Berkson, Deputy Chair, recommended adoption of Resolution No. 8815 Authorizing a Change in business Hours for The Animal Control Office; seconded by Board Member Richards. Board Member James made a motion to defer to Committee of the Whole on May 15th; seconded by Board Member Michaels. Discussion followed. Deferred by voice vote.

Finance

Board Member Alix, Deputy Chair, recommended adoption of **Resolution No. 8816** Payment of Claims Authorization; seconded by Board Member Hartke. Adopted by voice vote.

Board Member Alix recommended adoption of **Resolution No. 8817** Purchases Not Following the Purchasing Policy; seconded by Board Member Rosales. Adopted by voice vote.

Board Member Alix recommended adoption of **Resolution 8818** Establishing Salaries of Elected Official – County Board Chair; seconded by Board Member Jay. Discussion followed. Adopted by voice vote.

Board Member Alix recommended adoption of **Resolution 8819** Establishing Salaries of Elected Officials – County Clerk, Sheriff, and Treasurer; seconded by Board Member Jay. A roll call was requested. Vice Chair Schroeder asked the clerk to call roll.

Adopted by roll call vote.

Yeas: Esry, Harper, Jay, Kibler, Langenheim, McGuire, Michaels, Mitchell, Quisenberry, Schwartz and Alix – 11;

Nays: Cowart, Hartke, James, Maxwell, Petrie, Richards, Rosales, Berkson and Schroeder – 9.

Policy, Personnel, & Appointments

Board Member Quisenberry, Deputy Chair, recommended adoption of **Resolution No. 8820** Authorizing the Reappointment of Elizabeth Burgener-Patton to the Board of Review – Term 6/1/2014-5/31/2016; seconded by Board Member Mitchell. Discussion followed. Adopted by voice vote.

Board Member Quisenberry recommended adoption of **Resolution No. 8821** Authorizing the Reappointment of Mark Whitsitt to the Board of Review – Term

6/1/2014-5/31/2016; seconded by Board Member Mitchell. Adopted by voice vote.

Board Member Quisenberry recommended adoption of Resolution No. 8857 that Supersedes Resolution No. 8306 and 8418 on the Establishment of Organization, Duties, Rules, and Procedures of The Champaign County Board; seconded by Board Member Hartke. Discussion followed. Board Member Michaels requested section 18-D be amended to reflect Board Members attending Meetings by video or telephone conference shall not receive the per diem payment; seconded by Board Member Schwartz. Discussion followed. Board Member Hartke made a motion to defer the resolution to the May 15th Committee of the Whole Meeting; seconded by Board Member McGuire. Discussion followed. Deferred by voice vote.

Board Member Quisenberry recommended adoption of Resolution No. 8853 Authorizing the Designation of the Week of May 4th as National Correctional Officer Week; seconded by Board Member Michaels. Adopted by voice vote.

Board Member Quisenberry recommended adoption of Resolution No. 8854 Authorizing the Designation of the Week of May 11th as National Police Officer Week; seconded by Board Member Maxwell. Adopted by voice vote.

OTHER BUSINESS

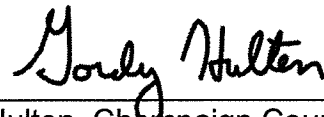
Board Member Petrie asked Deputy Administrator Anderson about the status of the RFQ for the Champaign County Jail. Mr. Anderson informed Board Member Petrie that it is entirely up to the Evaluation Committee and the Facilities Committee.

NEW BUSINESS

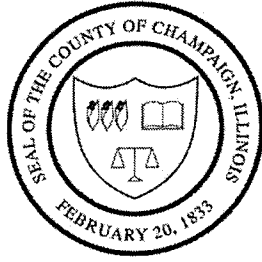
There was no new business.

ADJOURNMENT

The Board adjourned at 8:38 P.M.



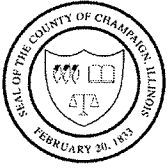
Gordy Hulten, Champaign County Clerk
and ex-Officio Clerk of the Champaign County Board
Champaign County, Illinois



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE
Summary of Action Taken at May 6, 2014 Meeting**

<u>Agenda Item</u>	<u>Action Taken</u>
I. <u>Call to Order</u>	6:03 p.m.
II. <u>Roll Call</u>	5 Committee members present, 2 Committee member absent
III. <u>Approval of Minutes</u> A. Committee Meeting – April 16, 2014	Approved
IV. <u>Approval of Agenda</u>	Approved
V. <u>Public Participation</u>	Mr. Kilgore urged the committee to look at other alternative to building.
VI. <u>Communications</u>	None
VII. <u>Facilities Director's Report</u>	<i>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Award of Contract for ITB-2014-006 Installation of Air-Cooled Chillers at the Brookens Administrative Center</i>
A. Approval of award of contract for ITB 2014-006 Installation of Air-Cooled Chillers at the Brookens Administrative Center	Information Only
B. Review FY14 Capital Asset Replacement – Budget Highlights	Information Only
C. Update on the pending ILEAS demolition	Information Only
D. Update on Courthouse Clock Tower LED Lighting Replacement	Information Only
E. Update on Illinois Green Business Association	Information Only
VIII. <u>Other Business</u>	None
IX. <u>Chair's Report</u>	
A. Amendment to the 2014 Calendar of Meetings for County Facilities Committee	Approved to change meeting time to 6:00pm for July – November meetings.
B. Future Meeting Tuesday, June 3, 2014, 6:30pm	Information Only
C. Facility Tours – meet at Courthouse June 3, 2014 at 5:15 at loading dock	Information Only
X. <u>Designation of Items to be placed on the Consent Agenda</u>	Item VII A to be placed on consent agenda
XI. <u>Adjournment</u>	6:53 p.m.

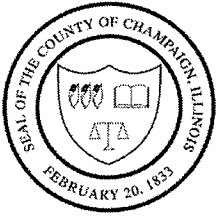
*Denotes Inclusion on the Consent Agenda



CHAMPAIGN COUNTY BOARD
ENVIRONMENT and LAND USE COMMITTEE (ELUC)
Summary of Action Taken at the May 8, 2014 Meeting

	<u>Action Taken</u>
I. Call to Order	6:30 p.m.
II. Roll Call	6 Committee Members Present
III. Approval of Minutes	
A. ELUC Committee meeting – April 10, 2014	Approved as Distributed
IV. Approval of Agenda/Addenda	Approved as Distributed
V. Public Participation	None
VI. Communications	None
VII. <u>Item for Information Only</u>	
A. Alternative staffing for the vacant Associate Planner position for the remainder of FY2014	None
VIII. <u>Items to be Approved by ELUC</u>	
Recreation & Entertainment Licenses:	
A. Champaign County Fair, Champaign County Fairgrounds – 1302 North Coler Avenue, Urbana, IL – July 18-26, 2014	Approved
B. Eastern Illinois A.B.A.T.E., Inc. for live bands, Rolling Hills Campground – 3151-A CR 2800E, Penfield, IL – June 6-8, 2014	Approved
C. Hammerdown Truck & Tractor Pull, Champaign County Fairgrounds – 1302 North Coler Avenue, Urbana, IL – June 6-7, 2014	Approved
IX. <u>Items to be Approved by ELUC for Recommendation to the County Board</u>	
A. Annual Facility Inspection Report for the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Storm Water Discharge Permit with the Illinois Environmental Protection Agency (IEPA) for the period 4/1/13 – 3/31/14	*RECOMMEND COUNTY BOARD APPROVAL of Annual Facility Inspection Report for the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Storm Water Discharge Permit with IEPA – 4/1/13-3/31/14
X. Monthly Reports	
A. March 2014	Received and placed on file
XI. Other Business	None
XII. Chair’s Report	None
XIII. Designation of Items to be Placed on the Consent Agenda	IX. A
XIV. Adjournment	6:47 p.m.

*Denotes inclusion on the Consent Agenda



**CHAMPAIGN COUNTY BOARD
HIGHWAY & TRANSPORTATION COMMITTEE**
Summary of Action Taken at May 9, 2014 Meeting

	<u>Action Taken</u>
I. Call to Order	9:01 a.m.
II. Roll Call	6 Committee members present, 1 Committee member absent, 1 Committee member arrived after roll call
III. Approval of Agenda/Addenda	Approved
IV. Public Participation	None
V. County & Township Motor Fuel Tax Claims	Received and placed on file
VI. Approval of Minutes	
A. Highway & Transportation Committee meeting – April 11, 2014	Approved
VII. Resolution Awarding of Contract for 2014 Pavement Striping of Various County Highways Section #14-00000-01-GM	*RECOMMEND COUNTY BOARD APPROVAL to Award Contract for 2014 Pavement Striping of Various County Highways Section #14-00000-01-GM
VIII. Resolution Awarding of Contract for Replacement of a Bridge Located in Compromise Road District Section #13-06002-00-BR	*RECOMMEND COUNTY BOARD APPROVAL to Award Contract for Replacement of a Bridge Located in Compromise Road District Section #13-06002-00-BR
IX. Resolution Appropriating \$195,000 From County Bridge Funds for the Replacement of Structure #010-4306 on County Highway #16 Section #07-00944-00-BR	*RECOMMEND COUNTY BOARD APPROVAL Appropriating \$195,000 From County Bridge Funds for the Replacement of Structure #010-4306 on County Highway #11 Section #10-00962-00-BR
X. Resolution Appropriating \$329,000 From County Bridge Funds for the Replacement of Structure #010-0117 on County Highway #11 Section #10-00962-00-BR	*RECOMMEND COUNTY BOARD APPROVAL Appropriating \$329,000 From County Bridge Funds for the Replacement of Structure #010-0117 on County Highway #11 Section #10-00962-00-BR
XI. Designation of Items to be Placed on the Consent Agenda	VII, VIII, IX, and X
XII. Other Business	Discussion on Olympian Drive project, Illinois Jobs Now money for road repairs
XIII. Adjournment	9:21 a.m.

***Denotes Inclusion on Consent Agenda**

COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services Action Report
County of Champaign, Urbana, Illinois
Thursday, May 15, 2014 – 6:30 p.m.

<u>Item</u>	<u>Action</u>
I. <u>Call To Order</u>	6:31 p.m.
II. <u>Roll Call</u>	20 members present
III. <u>Approval of Minutes</u> A. April 15, 2014 (<i>to be distributed</i>)	Approved
IV. <u>Approval of Agenda/Addenda</u>	Approved as Amended
V. <u>Public Participation</u>	Robert Michael Doyle spoke regarding the Resolution Approving the Proclamation Designating the Month of June 2014 as “Marriage Fairness Awareness Month” Bobbi Trist spoke regarding the jail facilities and mental health issues. Theodore Hartke spoke regarding the proposed elimination of the Recorder of Deeds office combining it with the County Clerk’s duties. Roger Meyer spoke regarding the Recorder of Deeds office
VI. <u>Communications</u>	Kurtz spoke about the Administration for Children & Family Services regarding the on-site program review of the Champaign County Head Start and Early Head Start Program. Kurtz announced a communication from the Governor’s office opposing the disposal of toxic waste at the Clinton Landfill in DeWitt County, Illinois. Petrie announced there were still openings for the UCCI Leadership Academy
VII. <u>Justice & Social Services</u>	
A. <u>Hours of Operation for Champaign County Animal Control</u>	Action deferred until August Committee of the Whole meeting in order to compile statistics for an informed decision
B. <u>Monthly Reports</u> – All reports are available on each department’s webpage through the department reports page at: http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm 1. Animal Control – March 2014	Reports received and placed on file

2. Emergency Management Agency – April 2014
3. Head Start – April 2014
4. Probation & Court Services – March 2014 and 1st Quarter Statistical Report
5. Veterans’ Assistance Commission – April 2014

- C. Other Business None
- D. Chair’s Report None
- E. Designation of Items to be Placed on the Consent Agenda None

VIII. Finance

A. Treasurer

1. Monthly Report – April 2014 – Reports are available on the Treasurer’s webpage at: <http://www.co.champaign.il.us/TREAS/reports.htm> Report received and placed on file

B. Auditor

1. Monthly Report – April 2014 – Reports are available on the Auditor’s webpage at: <http://www.co.champaign.il.us/Auditor/monthlyreports.htm> Report received and placed on file

C. Nursing Home Monthly Report

Report received and placed on file

D. Budget Amendments/Transfers

1. Budget Amendment #14-00019
Fund/Dept. 671 Court Document Storage-030 Circuit Clerk
Increased Appropriations: \$44,000
Increased Revenue: None: from Fund Balance
Reason: Increase to Encumber Funds Not Allocated in the Previous Fiscal Year
2. Budget Amendment #14-00020
Fund/Dept. 105 Capital Asset Replacement Fund-051 Juvenile Detention Center
Increased Appropriations: \$2,450
Increase Revenue: \$2,450
Reason: Refund of Maintenance Coverage for Identix System at JDC that was Replaced in FY2013. Maintenance

****RECOMMEND COUNTY BOARD APPROVAL of Resolutions Authorizing Budget Amendments 14-00019, 14-00020, 14-00021, and 14-00022***

Coverage was Paid Through 5/31/2014

3. Budget Amendment #14-00021
Fund/Dept. 110 Workforce Development-
773 WIA Dislocated Worker Rapid
Response
Increased Appropriations: \$\$13,125
Increased Revenue: \$13,125
Reason: To Accommodate a New Grant
Award for dislocated Worker Rapid
Response Funds Due to a Permanent
Closure or Mass Layoff at a Plant, Facility,
or Enterprise that Results in Mass Job
Dislocation.

4. Budget Amendment #14-00022
Fund/Dept. 075 Regional Planning
commission-868 Weatherization-DOE-
ARRA
Increased Appropriations: \$152,809
Increased Revenue: \$152,809
Reason: To Accommodate a New
Weatherization Department of Energy
ARRA Grant. Funds are the Result of the
Redistribution of Remaining American
Recovery & Investment Act Weatherization
Funds for the State of Illinois

E. Emergency Management Agency

1. Request Approval of Application for, & if
Awarded, Acceptance of the Illinois
Emergency Management Agency State
Disaster Assistance to Local Governments
Grant

****RECOMMEND COUNTY BOARD APPROVAL
of a Resolution Authorizing the Application for,
and if Awarded, the Acceptance of the Illinois
Emergency Management Agency State Disaster
Assistance to Local Governments Grant***

F. States Attorney

1. Request Approval of an Intergovernmental
Agreement Between the Illinois Department
of Healthcare and Family Services and the
Champaign County State's Attorney

****RECOMMEND COUNTY BOARD APPROVAL
of an Intergovernmental Agreement Between the
Illinois Department of Healthcare and Family
Services and the Champaign County State's
Attorney***

G. County Administrator

1. General Corporate Fund FY2014 Budget
Projection Report *(to be distributed)*
2. General Corporate Fund FY2014 Budget
Change Report *(to be distributed)*
3. FY2015 Budget Process Resolution

Received and placed on file

Received and placed on file

****RECOMMEND COUNTY BOARD APPROVAL
of a Resolution Authorizing the FY2015 Budget***

Process

4. Financial Policies ***RECOMMEND COUNTY BOARD APPROVAL of a Resolution authorizing the Champaign County Financial Policies**

H. Other Business None

I. Chair's Report None

J. Designation of Items to be Placed on the Consent Agenda D1-4; E1; F1; and G3-4

IX. Policy, Personnel, & Appointments

A. Appointments/Reappointments *(italics indicate incumbent)*

1. Sangamon Valley Public Water District – 1 **RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing the Appointment of Robert Guthrie to the Sangamon Valley Public Water District June 1, 2014-May 31, 2019**
 Term June 1, 2014-May 31, 2019
 Applicant:
 • *Robert Guthrie*

2. Urbana-Champaign Sanitary District – 1 ***RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing the Appointment of Diana Lenik to the Urbana-Champaign Sanitary District June 1, 2014-May 31, 2017**
 Term June 1, 2014-May 31, 2017
 Applicant:
 • *Diana Lenik (D)*

B. County Clerk

1. April 2014 Report Received and placed on file
 2. Request to Send Executive Secretary Position to the Job Content Evaluation Committee for Review and Recommendation Regarding Position Responsibility Changes Approved

C. County Administrator

1. Administrative Services April 2014 Report Received and placed on file
 2. Request for Evaluation and Review of HR Generalist and Executive Assistant to the County Administrator Positions by Job Content Evaluation Committee Approved

D. Other Business

1. Issues Report on Elimination of Recorder of Deeds No Action-Discussion Only
 2. County Board Rules ***RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing the County Board Rules**

- E. Chair's Report
1. Appointment of Strategic Planning Sub-Committee Stan Harper, Josh Hartke, Jeff Kibler, Patti, Petrie, and James Quisenberry, Chair appointed to Strategic Planning Committee
2. Resolution to Recognize Marriage Equity In Illinois **RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing the Proclamation Designating the Month of June 2014 as "Marriage Fairness Act Awareness Month"**
- F. Designation of Items to be Placed on the Consent Agenda A2; D2
- X. Other Business
- A. Recommendation for Approval to Change the Start Time of the May 27th County Board Study Session to 5:30 p.m. Approved
- B. ~~*Closed session pursuant to 5 ILCS 120/2 (e) (11) to consider litigation which is probable or imminent on behalf of Champaign County~~ Removed from Agenda
- XI. Adjournment 8:25 p.m.

RESOLUTION NO. 8863

PAYMENT OF CLAIMS AUTHORIZATION

MAY, 2014

FY 2014

WHEREAS, The County Auditor has examined the Expenditure Approval List of Claims against the County of Champaign totaling \$7,417,260.54 including warrants 504592 through 506321; and

WHEREAS, The claims included on the list were paid in accordance with Resolution No. 1743; and

WHEREAS, Claims against the Mental Health Fund do not require County Board approval and are presented for information only; and

WHEREAS, The County Auditor has recommended the payment of all claims on the Expenditure Approval List; and

WHEREAS, The County Board finds all claims on the Expenditure Approval List to be due and payable;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that payment of the claims totaling \$7,417,260.54 including warrants 504592 through 506321 is approved.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May, A.D. 2014.

Al Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8864

PURCHASES NOT FOLLOWING PURCHASING POLICY

May 2014

FY2014

WHEREAS, Purchases by Champaign County offices and departments sometimes occur that are not in compliance with the Champaign County Purchasing Policy; and

WHEREAS, The Champaign County Auditor must present those purchases to the Champaign County Board for approval of payment;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the purchases not following purchasing policy as presented by the Champaign County Auditor on May 22nd, 2014 are hereby approved for payment.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Vice- Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

5/22/14

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	PPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
NO PURCHASE ORDER ISSUED						
Public Properties	080-071-534.70	VR#071-417	04/22/14	Reglazing of Restrooms	Sterling Services Inc	\$ 6,402.00
CREDIT CARD PURCHASE WITH TAX						
** Court's Automation Func	613-030-522.44	VR#613-024	04/25/14	Tax on toner cartridge 3/24	Visa Cardmember Services	\$ 8.12
FY13 EXPENDITURE PAID IN FY14						
** Regional Planning	075-739-533.92	VR#029-887	04/10/14	CRIS reimbursement Oct-Nov	CRIS Rural Mass Transit District	\$ 44,561.21
** Circuit Court	080-031-533.03	VR#031-131	04/03/14	Attorney service 10/29-11/25	John B Hensley	\$ 187.00
** Circuit Court	080-031-533.03	VR#031-142	04/10/14	Attorney service 8/8/12-11/11/13	Heyl, Royster, Voelker, & Allen	\$ 17,790.77
** Circuit Court	080-031-533.03	VR#031-160	04/24/14	Guardian ad litem 2/9/11-11/25/13	Stephen Lesueur	\$ 1,140.00
** Nursing Home	081-var-534.65	VR#044-515	02/12/14	Contract nursing Nov	Favorite Healthcare Staffing	\$ 826.61
** Nursing Home	081-410-534.61	VR#044-558	02/12/14	HFS Assessment Oct'13	IL Dept. of Healthcare & Family S	\$ 34,502.00
** Nursing Home	081-410-533.03	VR#044-667	02/19/14	Attorney service 10/11-11/18	Polsinelli Shughart PC	\$ 5,861.42
** Nursing Home	081-430-534.83	VR#044-1063	03/31/14	Medical service 7/23-10/1	Carle Foundation Hospital	\$ 726.00
** Nursing Home	081-430-534.83	VR#044-1119	04/02/14	Medical service 9/12-19	Carle Physician Group	\$ 276.00
** Nursing Home	081-var-522-var	VR#044-1120	04/02/14	Operating supplies 11/5	Chemical Maintenance	\$ 1,186.00
** Nursing Home	081-430-522.93	VR#044-1185	04/10/14	Ostomy drain 9/23	Professional Medical	\$ (181.10)
** Nursing Home	081-410-534.37	VR#044-1329	04/24/14	FY12 cost report settlemnt F/C	CGS Administrators LLC	\$ 0.66
** Public Properties	080-071-533.30	VR#071-438	04/28/14	Additional gas charges 9/30-11/30	Ameren Illinois	\$ 15.02
** County Motor Fuel Tax	085-060-533.04	VR#085-029	04/15/14	Pavement mgmt. svc FY13	Applied Research Associates	\$ 8,000.00
** County Motor Fuel Tax	085-060-544.11	VR#085-030	04/15/14	Bridge construct 11/26/12-8/15/13	IL State Treasurer - IDOT	\$179,210.40
** Early Childhood Fund	104-647-533.89	VR#104-776	04/22/14	Job Fair registration 11/6	Eastern Illinois University	\$ 70.00
** Workforce Development	110-763-535.03	VR#110-778	04/07/14	Grant reimb mileage 8/21-11/1	Housing Authority of Champ Co	\$ 51.42
** Self-Funded Insurance	476-118-533.03	VR#118-044	04/29/14	Attorney service 8/26-10/27	Heyl, Royster, Voelker, & Allen	\$ 277.50
** Correctional Center	080-140-533.13	VR#140-275	04/22/14	Ambulance service 11/29	Arrow Ambulance LLC	\$ 14.33
** Access Initiative Fund	641-053-533.51	VR#641-051	03/31/14	Unit rental 11/30	Absopure Water	\$ 9.00

*****According to Illinois Attorney General and Champaign County State's Attorney,
the Purchasing Policy does not apply to the office of elected officials.*****

** Paid- For Information Only

RESOLUTION NO. 8865

RESOLUTION APPOINTING ROBERT GUTHRIE TO THE
SANGAMON VALLEY PUBLIC WATER DISTRICT

WHEREAS, Alan Kurtz has submitted to the County Board his appointment of Robert Guthrie to the Sangamon Valley Public Water District; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 3705/4; and

WHEREAS, Such appointment mandates that Robert Guthrie as trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Robert Guthrie to the Sangamon Valley Public Water District for a term beginning June 1, 2014 and ending May 31, 2019; and

BE IT FURTHER RESOLVED that Robert Guthrie shall enter a bond in an amount hereby fixed as \$1,000, pursuant to 70 ILCS 3705/4; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Robert Guthrie 2605 Appaloosa Lane, Mahomet IL 61853.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8866

RESOLUTION APPROVING THE PROCLAMATION DESIGNATING THE MONTH OF
JUNE 2014 AS "MARRIAGE FAIRNESS ACT AWARENESS MONTH"

WHEREAS, Marriage of two people forms the base of the family unit and helps to build a cohesive and successful society; and

WHEREAS, The County of Champaign has been issuing marriage licenses to all couples since March of 2014; and

WHEREAS, On June 2, 2014, the Religious Freedom and Marriage Fairness Act allows marriage licenses to be available equally to all couples in all 102 counties of the State of Illinois; and

WHEREAS, On June 2, 2014, the Religious Freedom and Marriage Fairness Act allows all couples joined by civil unions may, at no cost for one year, have their unions changed to marriages dated from the day of their civil union ceremonies;

NOW, THEREFORE BE IT RESOLVED by the Champaign County Board that the Proclamation designating the month of June 2014 as "Marriage Fairness Act Awareness Month" in the County of Champaign, Illinois" is hereby approved.

PRESENTED, ADOPTED, APPROVED and RECORDED this 22nd day of May, A.D. 2014.

ATTEST:

Alan Kurtz, Chair
Champaign County Board

Gordy Hulten, Champaign County Clerk
And *Ex-Officio* Clerk of the County Board

RESOLUTION NO. 8838

RESOLUTION APPROVING AWARD OF BID 2014-006 TO
A&R MECHANICAL

WHEREAS, the Champaign County Board contractually agreed to take reasonable steps to replace and install two chillers at Brookens Administrative Center;

WHEREAS, the Champaign County Board issued an invitation to bid (ITB), ITB 2014-006 for Installation of Air-Cooled Chillers at the Brookens Administrative Center, on April 17, 2014; and

WHEREAS, pursuant to the parameters and guidelines established by ITB 2014-006, the County Facilities Committee has recommended award of contract to A&R Mechanical;

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the Award of Bid pursuant to ITB 2014-006 for Installation of Air-Cooled Chillers at the Brookens Administrative Center to A&R Mechanical.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8877

RESOLUTION AMENDING THE 2014
CHAMPAIGN COUNTY BOARD CALENDAR OF MEETINGS

WHEREAS, The Champaign County Board adopted the 2014 Champaign County Board Calendar of Meetings with Resolution No. 8722 on November 21, 2013;

WHEREAS, The Champaign County Facilities Committee has adopted a change to the County Facilities 2014 Calendar of Meetings by changing the start time from 6:30pm to 6:00pm for its meetings from July through November;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the 2014 Calendar of Meetings for County Facilities is amended by changing the start time for County Facilities Committee Meetings from 6:30pm to 6:00pm from July through November.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May, A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8862

**AUTHORIZING COUNTY BOARD CHAIR SIGNATURE OF
ANNUAL FACILITY INSPECTION REPORT REQUIRED FOR
MS4 STORMWATER PERMIT WITH I.E.P.A.
FOR PROGRAM YEAR MARCH 2013 THROUGH MARCH 2014**

WHEREAS, Champaign County was identified in 2003 as a county with a Municipal Separate Storm Sewer System (MS4) as part of the expanded Phase II of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program under the Clean Water Act;

WHEREAS, Champaign County must maintain compliance with the MS4 requirements of the NPDES Storm Water Program by maintaining an updated Notice of Intent (NOI) on file with the Illinois Environmental Protection Agency (IEPA) at all times and to file an Annual Update (Annual Facility Inspection Report) each year;

WHEREAS, Champaign County filed a NOI with IEPA in 2003 and that became NPDES Permit No. ILR 4000256;

WHEREAS, Champaign County filed an updated NOI with IEPA on March 22, 2013;

WHEREAS, the Annual Update (Annual Facility Inspection Report) for the program year March 2013 through March 2014 must be filed with the IEPA no later than June 30, 2014;

WHEREAS, the Champaign County Board believes it is for the best interests of the County and for the public good and welfare to maintain compliance with the MS4 requirements of the NPDES Storm Water Program as much as practicable;

NOW, THEREFORE BE IT ORDAINED, by the Champaign County Board, Champaign County, Illinois, as follows:

1. The County Board Chair is hereby authorized to sign the attached Annual Update (Annual Facility Inspection Report).
2. The Champaign County Zoning Administrator is hereby directed to forward the signed Annual Update (Annual Facility Inspection Report) to the Illinois Environmental Protection Agency no later than May 31, 2014.

PRESENTED, PASSED, APPROVED, AND RECORDED this 22ND day of May, A.D. 2014.

SIGNED:

ATTEST:

Alan Kurtz, Chair
Champaign County Board
Champaign, Illinois

Gordy Hulten, County Clerk and *Ex Officio*
Clerk of the Champaign County Board

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
ANNUAL FACILITY INSPECTION REPORT

April 1, 2014

N.P.D.E.S. PHASE II PERMIT FOR STORMWATER DISCHARGES

from

MUNICIPAL SEPARATE STORM SEWER SYSTEMS

Champaign County, Illinois
NPDES Permit No. ILR40 00256

REPORTING PERIOD:

Year 5 is April 1, 2013, to March 31, 2014

MS4 OPERATOR INFORMATION:

County of Champaign, Illinois
Brookens Administrative Center
1776 East Washington Street
Urbana IL 61802
Contact person: John Hall, Director of Planning and Zoning

GOVERNMENTAL ENTITY IN WHICH MS4 IS LOCATED:

Champaign County, Illinois

INTRODUCTION

Champaign County was identified as a small Municipal Separate Storm Sewer System (MS4) in March 2003 as part of the expanded Phase II of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program.

Mandated by Congress under the Clean Water Act, the NPDES Storm Water Program is a comprehensive two-phased national program for addressing the non-agricultural sources of storm water discharges which adversely affect the quality of our nation's waters. The Clean Water Act prohibits anybody from discharging pollutants through a point source into a water of the United States unless they have an NPDES permit. A point source is any discernible, confined and discrete conveyance, such as a pipe, ditch, channel, or container.

Phase II required small MS4s in urbanized areas to obtain NPDES permits and implement six minimum control measures by using selected best management practices (BMPs).

Urbanized areas are delineated by the Census Bureau and are defined as a central place or places and the adjacent densely settled surrounding area, that together have a residential population of at least 50,000 people and an overall population density of at least 500 people per square mile. Only about 10 square miles (about 1%) of the approximately 1,000 square miles that make up Champaign County are included in the urbanized area (see the attached map).

Champaign County is not a municipality but the regulatory definition of MS4 also includes any County owned road with a drainage system. County Highway roadside ditches are currently the only point source discharges in the urbanized area maintained by Champaign County.

Champaign County must maintain compliance with the MS4 requirements of the NPDES Storm Water Program. MS4 compliance requires that an updated Notice of Intent (NOI) be on file with the Illinois Environmental Protection Agency (IEPA) at all times. The NOI must explain which best management practices Champaign County will use to implement the six required minimum control measures. The six required minimum control measures are the following:

- **Public Education and Outreach.** Selected BMPs should educate the public on the various ways to reduce storm water pollution.
- **Public Participation and Involvement.** Selected BMPs should involve the public in developing, implementing, and reviewing MS4 best management practices.
- **Illicit Discharge Detection and Elimination (IDDE) .** Selected BMPs should identify improper discharges and spills to drainage systems and include enforcement mechanisms.
- **Construction Site Runoff Control.** Selected BMPs should enable construction site operators (builders and MS4s) to manage storm water runoff so as to reduce pollution.
- **Post-Construction Runoff Control.** Selected BMPs should enable property owners (developers and MS4s) to manage storm water runoff so as to reduce pollution from a site after construction activities have ended.
- **Pollution Prevention and Good Housekeeping.** Selected BMPs should enable the MS4 entity to minimize pollution from its own property and facilities by reducing pollution from streets, parking lots, open spaces and storage and vehicle maintenance areas and is discharged into local waterways or that results poor maintenance of storm sewer systems.

Champaign County has worked in cooperation with the other MS4s in the Champaign County Urbanized Area to share costs and expertise and common efforts to develop a regional consistency towards fulfilling the NPDES Phase II MS4 requirements.

Champaign County has sought to develop a plan suited to the MS4 requirements but also tailored to the abilities of an Illinois county. The NPDES Phase II MS4 requirements were included as a formal County land use policy in the Champaign County Land Resource Management Plan that was adopted in April 2010.

Champaign County was late in submitting the second NOI to IEPA. Therefore, the five year period for this second NOI will be that of the reissued general permit, April 1, 2009, to March 31, 2014. This document serves as the annual report for Year 5 activities.

SELF ASSESSMENT OF PERMIT COMPLIANCE

Item A: Changes to Best Management Practices

The current Champaign County NOI (submitted to IEPA September 2013 and presumed effective April 1, 2014) contains 30 BMPs. One change to best management practices is proposed. The added BMP is regarding construction site evaluation and inspection training (see Attachment A) and will result in a total of 31 BMPs for Year one of the NOI effective April 1, 2014.

Item B: Permit Compliance Assessment

The Champaign County Stormwater Management Program proposed implementing 30 BMPs for Year 5 of the ILR40 permit (beginning with the reissued date of 2009). These BMPs address all six minimum control measures and at least one BMP in each minimum control measure was completed over the course of the reporting period. Tables 1 through 6 summarize stormwater management program activities from April 2013 through March 2014. Table 7 identifies BMP's that were started and still in progress and Table 8 identifies BMP's that remain pending.

Table 1: Public Education and Outreach

BMP ID	Activities
A.1.1. - Flyers and information sheets at permit counter.	Handout displayed and available at Planning and Zoning permit counter. These are available to the public at any time and are included in materials when applicable.
A.2.1. - Inform business groups about MS4, NPDES, and BMPs upon request.	No requests for presentations about MS4, NPDES and BMPs were made from business groups.
A.2.2. - Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	A presentation about MS4, NPDES and BMPs was not formally given to developers, contractors, engineers and architecture groups. However, information was sent to engineering firms regarding the proposed Erosion and Sediment Control Ordinance. Some comments were received that have improved the draft ordinance.
A.2.4. - Inform environmental, conservation, and citizen groups about MS4, NPDES, and BMPs upon request.	No requests for presentations about MS4, NPDES and BMPs were made from environmental, conservation, and citizen groups.

Table 2: Public Participation and Involvement

BMP ID	Activities
B.6.1. - Intergovernmental Storm Water Management group meetings	Staff attended and participated in 5 meetings over the course of the reporting year. The draft erosion and sediment control ordinance was discussed at a meeting and comments solicited.
B.7.1. - Include NPDES MS4 requirements in the County's Land Resource Management Plan	Annual update and Erosion Control Ordinance work included in RPC Work Plan for FY14.

Table 3: Illicit Discharge Detection and Elimination

BMP ID	Activities
C.3.1. - Establish citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding illegal dumping and illicit discharges. References could be added to relevant directories.
C.3.2. - Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding non-complying and / or non-functioning private sewage treatment systems. References could be added to relevant directories.
C.6.1. - Annual Report to the Environment and Land Use Committee (of the Champaign County Board) and the Champaign County Board.	Annual Report prepared and presented to the Environment and Land Use Committee (ELUC).

Table 4: Construction Site Runoff Control

BMP ID	Activities
D.4.1. - Develop processes and procedures to evaluate proposed construction site runoff mechanisms.	The draft Erosion and Sediment Control Ordinance identifies specific information that must be submitted in order to evaluate proposed construction site runoff mechanisms. Procedures will be implemented upon adoption of the ordinance.

Table 5: Post-Construction Runoff Control

BMP ID	Activities
	All BMP's in progress or incomplete
	See tables 7 and 8 below.

Table 6: Pollution Prevention / Good Housekeeping

BMP ID	Activities
	All BMP's incomplete
	See tables 7 and 8 below.

Table 7: BMPs in Progress

BMP ID	Status
C.2.1. - Prohibit illegal dumping and illicit discharges into drainage system.	Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems. Adoption of the draft language will be pursued after Erosion and Sediment Control Ordinance has been adopted.
C.3.3. - Create a database of existing private sewage treatment systems and develop management plan to bring non-compliant systems into compliance.	Records of private sewage treatment systems obtained from Public Health Department. GIS database is under development.
D.1.1. - Soil erosion and sediment control regulations.	Draft erosion and sediment control ordinance was presented to the County Environment and Land Use Committee and is currently undergoing public hearings.
D.2.1. - Erosion and sediment control BMPs.	Erosion and Sediment Control BMPs are included in the draft Erosion and Sediment Control Ordinance. Details are included as technical appendices.
D.3.1. - Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	The draft Erosion and Sediment Control Ordinance includes a prohibition of illegal dumping and illicit discharges from construction activities and seeks to address potential issues through appropriate site planning and buffer requirements for certain activities.
D.4.2. - Training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	A staff member attended the Illinois Center for Transportation class "Fundamentals of Storm Water Pollution and Erosion and Sediment Control.
D.6.1. - Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	The draft Erosion and Sediment Control Ordinance identifies the levels of compliance that are expected upon inspection. Inspection procedures will be implemented upon adoption of the ordinance.
E.3.1. - Develop procedures to insure that storm water management facilities are maintained to function as designed (post-construction).	The draft Erosion and Sediment Control Ordinance requires ongoing maintenance of stormwater management facilities.

Table 8: BMPs Pending

BMP ID	Explanation of Pending Status
A.2.3. – Inform agriculture community, Farm Bureau, and 4H about MS4, NPDES, and BMPs.	Looking for groups that would like a presentation.
A.6.1. - Educational and informational material on web page.	An individual webpage for the stormwater management program has not been developed yet. A page will be created once the erosion and sediment control ordinance is complete.
C.1.1. - Map drainage system outfalls into streams and rivers.	Mapping is expected to begin in 2014.
E.2.1. - Require annual inspections of publicly owned storm water management facilities (post-construction).	Expected to be included in SWPPP to be developed in 2015.
E.4.1. - Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	Dependent upon final requirements adopted in the erosion and sediment control ordinance.
E.5.1. - Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	Dependent upon final requirements adopted in the erosion and sediment control ordinance.
F.1.1. - Spill prevention protocol.	Undetermined due to lack of coordination within County Departments. Expected to be established with the development of the SWPPP.
F.1.2. - Spill response protocol.	Undetermined due to lack of coordination within County Departments. Expected to be established with the development of the SWPPP.
F.1.3. - Pesticide storage, application, and disposal training.	Investigating the storage, application and disposal of pesticides by grounds maintenance.
F.1.4. - Hazardous material and storage management training.	Investigating the storage, application and disposal of pesticides by grounds maintenance.
F.2.1. - Storm water Pollution Prevention Plan (SWPPP) for County owned facilities.	Begin planning in efforts in 2014.
F.3.1. - Investigate feasibility and effectiveness of integrated, bio-detention and filtering for County campus redesign.	Issue was not discussed by the County Board.

INFORMATION COLLECTED AND ANALYZED IN YEAR 5

Champaign County did not collect stream samples to assess stormwater quality for Year 5 of the permit period. No observations or reports were made or received during the reporting year.

Information related to private sewage treatment systems was collected and is being compiled into a GIS database.

STORMWATER PROGRAM ACTIVITIES PROPOSED FOR YEAR 1 OF THE NOI SUBMITTED SEPT. 2013

The activities proposed for Year 1(April 2014 – March 2015) are summarized in Attachment D.

RELIANCE ON OTHER GOVERNMENTAL ENTITY

Champaign County does, and will continue to participate in and share resources with the Cooperative MS4 Group; however, it does not rely on another governmental entity to satisfy its permit obligations.

YEAR 5 CONSTRUCTION PROJECTS

Champaign County construction projects may be authorized under the facilities department or the highway department. Projects and details are provided in Table 9.

Table 9: Construction Projects from April 2013 through March 2014

Project Name	Area of Disturbance	Status
Colfax Township Bridge Replacement (12-22986-00-BR)	Over 1 acre	Complete
Co Rd. 16 Bridge Replacement (10-00994-00-BR)	Over 1 acre	Complete

ATTACHMENTS

- A Changes to Best Management Practices
- B Status of Compliance with N.P.D.E.S. Permit Conditions for Year 5 (April 1, 2013 - March 31, 2014)
- C Information Collected for Year 5 (April 1, 2013 - March 31, 2014)
- D Proposed N.P.D.E.S. Permit Activities for Year 1 of the reissued MS4 permit (April 1, 2014 - March 31, 2015)
- E Champaign County Construction Projects for Year 5 (April 1, 2013- March 31, 2014)



Illinois Environmental Protection Agency

Bureau of Water • 1021 N. Grand Avenue E. • P.O. Box 19276 • Springfield • Illinois • 62794-9276

Division of Water Pollution Control ANNUAL FACILITY INSPECTION REPORT

You must have Adobe Acrobat Reader 5.0 or above installed to use the features on this form.

for NPDES Permit for Storm Water Discharges from Separate Storm Sewer Systems (MS4)

This fillable form may be completed online, a copy saved locally, printed and signed before it is submitted to the Compliance Assurance Section at the above address. Complete each section of this report.

Report Period: From March, 2013 To March, 2014

Permit No. ILR40 00258

MS4 OPERATOR INFORMATION: (As it appears on the current permit)

Name: Champaign County

Mailing Address 1:

Mailing Address 2: 1776 East Washington Street

County: Champaign

City: Urbana

State: IL Zip: 61802

Telephone:

Contact Person: John Hall

Email Address: jhall@co.champaign.il.us

(Person responsible for Annual Report)

Name(s) of governmental entity(ies) in which MS4 is located: (As it appears on the current permit)

Champaign

THE FOLLOWING ITEMS MUST BE ADDRESSED.

A. Changes to best management practices (check appropriate BMP change(s) and attach information regarding change(s) to BMP and measurable goals.)

- | | | | |
|--|--------------------------|---|-------------------------------------|
| 1. Public Education and Outreach | <input type="checkbox"/> | 4. Construction Site Runoff Control | <input checked="" type="checkbox"/> |
| 2. Public Participation/Involvement | <input type="checkbox"/> | 5. Post-Construction Runoff Control | <input type="checkbox"/> |
| 3. Illicit Discharge Detection & Elimination | <input type="checkbox"/> | 6. Pollution Prevention/Good Housekeeping | <input type="checkbox"/> |

B. Attach the status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving the statutory goal of reducing the discharge of pollutants to the MEP, and your identified measurable goals for each of the minimum control measures.

C. Attach results of information collected and analyzed, including monitoring data, if any during the reporting period.

D. Attach a summary of the storm water activities you plan to undertake during the next reporting cycle (including an implementation schedule.)

E. Attach notice that you are relying on another government entity to satisfy some of your permit obligations (if applicable).

F. Attach a list of construction projects that your entity has paid for during the reporting period.

Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))

Owner Signature:

Alan Kurtz

Printed Name:

Date:

Champaign County Board Chair

Title:

EMAIL COMPLETED FORM TO: epa.ms4annualinsp@illinois.gov

or Mail to: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
WATER POLLUTION CONTROL
COMPLIANCE ASSURANCE SECTION #19
1021 NORTH GRAND AVENUE EAST
POST OFFICE BOX 19276
SPRINGFIELD, ILLINOIS 62794-9276

This Agency is authorized to require this information under Section 4 and Title X of the Environmental Protection Act (415 ILCS 5/4, 5/39). Failure to disclose this information may result in: a civil penalty of not to exceed \$50,000 for the violation and an additional civil penalty of not to exceed \$10,000 for each day during which the violation continues (415 ILCS 5/42) and may also prevent this form from being processed and could result in your application being denied. This form has been approved by the Forms Management Center.

IL 532 2585
WPC 891 Rev 8/10

**Attachment A. Changes to Best Management Practices
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

Champaign County Permit No. ILR40 00256

April 1, 2014

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The following BMP will be added.

BMP No. D.4.2.

Brief Description of BMP: Training class or workshop for evaluating and inspecting construction site runoff control mechanisms.

Measurable Goal(s), including frequencies: Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms.

Permit Milestones:

Milestones: Year 1: Director's designee attends training.

Year 2: Director's designee attends training.

Year 3: Director's designee attends training.

Year 4: Director's designee attends training.

Year 5: Director's designee attends training.

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
A.1.1	Flyers and information sheets at permit counter.	COMPLETE	Develop and distribute one new educational material handout.	Update & distribute handout.	Handout displayed and available at Planning and Zoning permit counter.
A.2.1	Inform business groups about MS4, NPDES, and BMPs <u>upon request</u> .	COMPLETE	Conduct one presentation per year <u>upon request</u> .	Conduct one presentation <u>upon request</u> .	No requests for presentations about MS4, NPDES and BMPs were made from business groups.
A.2.2	Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	COMPLETE	Conduct one presentation per year.	Conduct one presentation.	A presentation about MS4, NPDES and BMPs was not formally given to developers, contractors, engineers and architecture groups. However, information was sent to engineering firms regarding the proposed Erosion and Sediment Control Ordinance. Some comments were received that have improved the draft

**Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
					ordinance.
A.2.3	Inform agriculture community, Farm Bureau, and 4H about MS4, NPDES, and BMPs.	<i>INCOMPLETE</i>	Conduct one presentation per year.	Conduct one presentation.	NONE
A.2.4.	Inform environmental, conservation, and citizen groups about MS4, NPDES, and BMPs <u>upon request</u> .	<i>COMPLETE</i>	Conduct one presentation per year.	Conduct one presentation.	No requests for presentations about MS4, NPDES and BMPs were made from environmental, conservation, and citizen groups.
A.6.1.	Educational and informational material on web page.	<i>INCOMPLETE</i>	Develop web page with annual updates on informational and educational materials.	Develop web page.	NONE
B.6.1.	Intergovernmental Storm Water Management group meetings	<i>COMPLETE</i>	Hold at least four MS4 coordination meetings year	Attend meetings	Staff attended and participated in 5 meetings over the course of the reporting year. The draft erosion and sediment control ordinance was discussed at a

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
					meeting and comments solicited.
B.7.1.	Include NPDES MS4 requirements in the County's Land Resource Management Plan	<i>COMPLETE</i>	Include NPDES MS4 requirements in the County's Land Resource Management Plan and include in annual long range work plan as required.	Include MS4 in work plan for FY14.	Annual update and Erosion Control Ordinance work included in RPC Work Plan for FY14.
C.1.1.	Map drainage system outfalls into streams and rivers.	<i>INCOMPLETE</i>	Update as information is available and complete a system wide updated every 3 years.	Develop drainage system map.	NONE
C.2.1.	Prohibit illegal dumping and illicit discharges into drainage system.	<i>IN PROGRESS</i>	Review existing Nuisance Ordinance and revise Ordinance language to include illegal dumping and illicit discharges into drainage systems. Implement either a new ordinance or amend existing ordinance.	Review existing Ordinance and draft new language for future adoption.	Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems. Adoption of the draft language will be pursued after Erosion and Sediment Control Ordinance has been

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
					adopted.
C.3.1.	Establish citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	<i>COMPLETE</i>	Develop and maintain complaint phone line.	Identify phone line in both online and published materials (phone book, local government reference book).	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding illegal dumping and illicit discharges. References could be added to relevant directories.
C.3.2.	Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems	<i>COMPLETE</i>	Develop and maintain complaint phone line.	Identify phone line in both online and published materials (phone book, local government reference book).	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding non-complying and / or non-functioning private sewage treatment systems. References could be added to relevant directories.
	Create a database of existing private	<i>IN PROGRESS</i>	Create database and develop	Create database and	Records of private sewage

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
C.3.3.	sewage treatment systems and develop management plan to bring non-compliant systems into compliance.		management plan. Implement plan.	develop management plan.	treatment systems obtained from Public Health Department, GIS database is under development.
C.6.1.	Annual Report to the Environment and Land Use Committee (of the Champaign County Board) and the Champaign County Board.	<i>COMPLETE</i>	Present Annual Report and place on file.	Annual Report completed.	Annual Report prepared and presented to the Environment and Land Use Committee (ELUC).
D.1.1.	Soil erosion and sediment control regulations.	<i>IN PROGRESS</i>	Review existing soil erosion and sediment control regulations. Prepare draft regulations for County Board adoption. Approve revised regulations	Present draft erosion and sediment control regulations for approval by the County Board after public hearing at Zoning Board of Appeals.	Draft erosion and sediment control ordinance was presented to the County Environment and Land Use Committee and is currently undergoing public hearings.
D.2.1.	Erosion and sediment control BMPs.	<i>IN PROGRESS</i>	Review and evaluate existing BMPs to determine which	Include BMP's in new draft erosion and	Erosion and Sediment Control BMPs are included in

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
			should be included in the erosion and sediment control ordinance. Review existing regulations and develop new regulations for ordinance.	sediment control regulations for approval by the County Board after public hearing at Zoning Board of Appeals.	the draft Erosion and Sediment Control Ordinance. Details are included as technical appendices.
D.3.1.	Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	<i>IN PROGRESS</i>	Review and strengthen Nuisance Ordinance to include illegal dumping and illicit discharges into drainage system. Implement either a new ordinance language or amend existing.	Review existing ordinance and draft proposed revisions for future adoption.	The draft Erosion and Sediment Control Ordinance includes a prohibition of illegal dumping and illicit discharges from construction activities and seeks to address potential issues through appropriate site planning and buffer requirements for certain activities.
D.4.1.	Develop processes and procedures to evaluate proposed construction site	<i>IN PROGRESS</i>	Develop procedures and processes to evaluate proposed	Develop and implement procedures	The draft Erosion and Sediment Control Ordinance

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
	runoff mechanisms.		construction site runoff control mechanisms.		identifies specific information that must be submitted in order to evaluate proposed construction site runoff mechanisms. Procedures will be implemented upon adoption of the ordinance.
D.4.2.	Training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	<i>COMPLETE</i>	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	Director's designee attends training.	A staff member attended the Illinois Center for Transportation class "Fundamentals of Storm Water Pollution and Erosion and Sediment Control.
D.6.1.	Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	<i>IN PROGRESS</i>	Develop and implement plan for inspection of construction site runoff control mechanisms.	Develop and implement procedures.	The draft Erosion and Sediment Control Ordinance identifies the levels of compliance that are expected upon inspection. Inspection procedures will be

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
					implemented upon adoption of the ordinance.
E.2.1.	Require annual inspections of publicly owned storm water management facilities (post-construction).	<i>INCOMPLETE</i>	Review and update ordinance requiring annual inspections of publicly-owned storm water management facilities to insure they function as designed (post-construction).	Develop language for ordinance and amend ordinance.	NONE
E.3.1.	Develop procedures to insure that storm water management facilities are maintained to function as designed (post-construction).	<i>IN PROGRESS</i>	Develop maintenance and operations plans for storm water facilities (post-construction).	Develop and implement maintenance and operation plan.	The draft Erosion and Sediment Control Ordinance requires ongoing maintenance of stormwater management facilities.
E.4.1.	Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	<i>INCOMPLETE</i>	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting site runoff control mechanisms	Director's designee attends training.	NONE

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
			(post-construction).		
E.5.1.	Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	<i>INCOMPLETE</i>	Develop procedures and processes to inspect construction sites for compliance with approved post-construction site runoff control mechanisms.	Develop and implement procedures.	NONE
F.1.1.	Spill prevention protocol.	<i>INCOMPLETE</i>	Conduct annual spill prevention training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet.	Training session completed.	NONE
F.1.2.	Spill response protocol.	<i>INCOMPLETE</i>	Conduct annual spill response training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet.	Training session completed.	NONE
F.1.3.	Pesticide storage, application, and	<i>INCOMPLETE</i>	Conduct annual pesticide	Review license and	NONE

**Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
	disposal training.		storage, application, and disposal training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet. Review licensing annually.	complete training.	
F.1.4.	Hazardous material and storage management training.	<i>INCOMPLETE</i>	Conduct annual hazardous material and storage management training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet. Review licensing annually.	License review and training session completed.	NONE
F.2.1.	Storm water Pollution Prevention Plan (SWPPP) for County owned facilities.	<i>INCOMPLETE</i>	Prepare SWPPP for all County owned facilities.	Begin development of SWPPP for all County owned facilities including a timeline for proposed implementation.	NONE

Attachment B. Status Of Compliance With N.P.D.E.S. Permit Conditions for Year 5
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 5 Milestone	Description of Activities
F.3.1.	Investigate feasibility and effectiveness of integrated, bio-detention and filtering for County campus redesign.	<i>INCOMPLETE</i>	Review and develop a feasibility plan. Update feasibility plan each year, if necessary.	Champaign County Environment and Land Use Committee to review and consider whether this goal should be retained.	NONE

Attachment C. Information Collected for Year 5 (April 1, 2013- March 31, 2014)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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There was no information collected from April 2013 through March 2014.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
A.1.1	Flyers and information sheets at permit counter.	Develop and distribute one new educational material handout.	Distribute handout.	Update if necessary & distribute handout.
A.2.1	Inform business groups about MS4, NPDES, and BMPs.	Conduct one presentation per year, <u>upon request.</u>	Conduct one presentation, <u>upon request.</u>	Conduct one presentation if requested.
A.2.2	Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	Conduct one presentation each year.	Conduct one presentation.	Conduct one presentation.
A.2.3	Inform agriculture community, Farm Bureau, and 4H about MS4, NPDES, and BMPs.	Conduct one presentation each year.	Conduct one presentation.	Conduct one presentation.
A.2.4.	Inform environmental, conservation, and citizen groups about MS4, NPDES, and BMPs.	Conduct one presentation each year, <u>upon request.</u>	Conduct one presentation, <u>upon request.</u>	Conduct one presentation if requested.
A.6.1.	Educational and informational material on web page.	Develop web page with annual updates on informational and educational materials.	Develop web page.	Develop webpage and post materials to County website.
B.4.1.	Comply with applicable State and local	Annual number of meetings with	Provide notice of pending	Post meeting announcements as required

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
	public notice requirements.	MS4 related topics. Maintain electronic records of notices, agendas, and public participation.	stormwater regulatory changes and provide opportunity for public comment.	by law.
B.6.1.	Intergovernmental Storm Water Management group meetings (coordination meetings for all Champaign County MS4 jurisdictions)	Hold at least four MS4 coordination meetings each year.	Attend meetings.	Attend cooperative MS4 meetings.
B.7.1.	Fund aspects of NPDES MS4 implementation in the County's Land Resource Management Plan implementation budget including public involvement when appropriate.	Include NPDES MS4 requirements in the County's Land Resource Management Plan and include in annual long range work plan as required.	Include MS4 in work plan for FY15	Identify and establish budget for NPDES related tasks. Include tasks in the Champaign County Planning Contract.
C.1.1.	Map drainage system out falls into streams and rivers.	Update as information is available and complete a system wide update every 3 years.	Develop drainage system map.	Produce a drainage map including outfalls of Champaign County MS4 jurisdiction based on 2010 Urbanized Area definition.
C.2.1.	Prohibit illegal dumping and illicit discharges into drainage systems through nuisance ordinance.	Review existing Nuisance Ordinance and revise Ordinance to include illegal dumping and illicit discharges	Review existing Ordinance and draft new language for future	Continue reviewing ordinances and drafting new language for future adoption.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
		into drainage systems. Implement either a new Ordinance or amend existing Ordinance. Review existing Nuisance Ordinance and revise Ordinance to include illegal dumping and illicit discharges into drainage systems. Adopt a new Ordinance or amend existing Ordinance.	adoption after public hearing at Zoning Board of Appeals.	
C.3.1.	Establish citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	Develop and maintain phone line.	Maintain complaint phone line and record of complaints.	Add illegal dumping and illicit discharge categories to published materials with current phone number. Maintain complaint phone line.
C.3.2.	Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems	Develop and maintain complaint phone line.	Identify phone line in both online and published materials (phone book, local government reference book).	Add private sewage treatment system category to published materials with current phone number. Maintain complaint phone line.
C.3.3.	Create a database of existing private sewage treatments systems and develop	Create database and develop and adopt management plan.	Create database and develop management	Continue building the GIS database. Distribute database to relevant users and

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
	management plan to bring non-compliant systems into compliance.	Implement management plan.	plan.	develop management plan.
C.6.1.	Annual report to the Environment and Land Use Committee of the Champaign County Board.	Present Annual Report and place on file.	Annual report completed	Complete annual report.
D.1.1.	Soil Erosion and Sediment Control regulations.	Review existing erosion and sediment control regulations. Prepare draft regulations for County Board adoption. Approve revised regulations.	Present draft erosion and sediment control regulations for approval by the County Board after public hearing at Zoning Board of Appeals.	Continue with public hearing at Zoning Board of Appeals. Present final ordinance to the County Board for adoption.
D.2.1.	Erosion and Sediment Control BMPs.	Review and evaluate existing BMPs to determine which should be included in the erosion and sediment control ordinance. Review existing regulations and develop new regulations for the ordinance.	Include BMPs in new draft erosion and sediment control regulations for approval by the County Board after public hearing at Zoning Board of Appeals.	BMPs have been selected and included in the technical appendix of the draft erosion and sediment control ordinance. Once ordinance is adopted, begin enforcing BMPs.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
D.3.1.	Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	Review existing Nuisance Ordinance and revise Ordinance language to include illegal dumping and illicit discharges into drainage systems from construction activities. Implement either a new Ordinance or amend existing Ordinance.	Review existing Nuisance Ordinance, draft new Nuisance Ordinance language.	Continue reviewing existing ordinances and drafting new language for future adoption.
D.4.1.	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Develop and implement review procedures.	Develop and implement procedures upon adoption of the Erosion and Sediment Control Ordinance.
D.4.2.	Training class/ workshop for evaluating and inspecting construction site runoff control mechanism.	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	Director's designee attends training.	Director's designee attends training.
D.6.1.	Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	Develop procedures and processes to inspect construction sites for compliance with construction site runoff control mechanisms.	Develop and implement inspection procedures.	Develop and implement procedures upon adoption of the Erosion and Sediment Control Ordinance.

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
E.2.1.	Require annual inspection of publicly-owned storm water management facilities (post- construction).	Establish and implement procedures for annual inspections of publicly-owned storm water management facilities to ensure facilities function as designed (post-construction) in the County SWPPP.	None identified.	No activity for Years 1 & 2. Expected start date in Year 3.
E.3.1.	Develop procedures to ensure that storm water facilities are maintained to function as designed (post- construction).	Procedures identified for storm water facility maintenance (post-construction) in the County SWPPP.	None identified.	No activity for Years 1 & 2. Expected start date in Year 3.
E.4.1.	Training class or workshop for evaluating and inspecting site runoff control mechanisms (post-construction).	Zoning Officer (or Director's designee) attendance at training class or workshop for evaluating and inspecting site runoff control mechanisms (post-construction).	Director's designee attends training.	Director's designee attends training.
E.5.1.	Develop procedures and processes to inspect construction sites for compliance with runoff control mechanisms.	Develop procedures and processes to inspect construction sites for compliance with approved post-construction site runoff control	Develop and implement procedures.	Develop and implement procedures

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
		mechanisms.		
F.1.1.	Spill prevention protocol	Conduct annual spill prevention training with appropriate County staff. Track with meeting agenda, materials, and attendee sign-in sheet.	Training session completed.	Complete a training session with appropriate staff.
F.1.2.	Spill response protocol	Conduct annual spill response training with appropriate County staff. Track with meeting agenda, materials and attendee sign-in sheet.	Training session completed.	Complete a training session with appropriate staff.
F.1.3.	Pesticide storage, application, and disposal training.	Conduct annual pesticide storage, application, and disposal training with appropriate County staff. Track with meeting agenda, materials and attendee sign-in sheet. Review licensing annually.	Review license and complete training.	Complete a training session with appropriate staff and review relevant licenses.
F.1.4.	Hazardous material and storage management training.	Conduct annual hazardous material and storage management training	License review and training session	Complete a training session with appropriate staff and review relevant

Attachment D. Proposed N.P.D.E.S. Permit Activities for Reporting Year 1 (April 2014 – March 2015)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 1 Milestone	Proposed Activity (2014-2015)
		with appropriate County staff. Track with meeting agenda, materials and attendee sign-in sheet. Review licensing annually.	completed.	licenses.
F.2.1.	Prepare a Stormwater Pollution Prevention Plan (SWPPP) for County owned facilities.	Prepare SWPPP for all County owned facilities.	Develop the plan.	Begin development of SWPPP for all County owned facilities including a timeline for proposed implementation.
F.3.1.	Investigate feasibility and effectiveness of integrated bio-detention and filtering for County campus redesign.	Review and develop a feasibility plan. Update feasibility plan each year, if necessary.	None identified.	No activity for Years 1 & 2. Expected start date in Year 3.

Attachment E. List of Construction Projects for Year 5 (April 2013 – March 2014)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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ROADWAY CONSTRUCTION PROJECTS

Section Number	Project Name	Project Location	Project Statistics	Project Notes
	12-29984-00-BR	Tolono Township		Culvert
	12-22986-00-BR	Sadorus Township		Culvert
	12-06987-00-BR	Compromise Township		Culvert
	12-22989-00-BR	Colfax Township	Over 1 acre	Bridge
	12-08991-00-BR	Crittenden Township		Culvert
	12-17994-00-BR	Ogden Township		Culvert
	12-17995-00-BR	Ogden Township		Culvert
	12-29997-00-BR	Tolono/Pesotum Townships		Culvert
	13-16999-00-BR	Newcomb Township		Culvert
	13-16000-00-BR	Newcomb Township		Culvert
	10-00994-00-BR	Co Rd 16 over the Embarrass River	Over 1 acre	Bridge

Attachment E. List of Construction Projects for Year 5 (April 2013 – March 2014)
FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Champaign County Permit No. ILR40 00256

April 1, 2014

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OTHER CONSTRUCTION PROJECTS

Project Name	Project Location	Project Statistics	Project Notes

NOTES

RESOLUTION NO. 8858

**RESOLUTION AWARDING OF CONTRACT
FOR 2014 PAVEMENT STRIPING
OF VARIOUS COUNTY HIGHWAYS
SECTION #14-00000-01-GM**

WHEREAS, The following bid was received at a Public Letting held on May 6, 2014, in Urbana, Illinois, for the Pavement Striping of various County Highways:

Varsity Striping & Construction Company – Champaign, Illinois.....\$50,925.28; and

WHEREAS, The County Engineer recommends to the County Board that the above bid be awarded; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the County Engineer;

NOW, THEREFORE, BE IT RESOLVED, The County Board of Champaign County does hereby award the above listed bid to Varsity Striping & Construction Company - Champaign, Illinois, subject to concurrence of the Illinois Department of Transportation; and

BE IT FURTHER RESOLVED, That the County Clerk be and he is hereby directed to transmit three (3) certified copies of this resolution to Illinois Department of Transportation, Division of Highways, Paris Illinois, through its District Engineer.

PRESENTED, ADOPTED, APPROVED and RECORDED This 22nd day of May A.D., 2014.

Alan Kurtz, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

Resolution No. 8858

I, Gordy Hulten, 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 Champaign County, at its County Board meeting held at Urbana, Illinois, on May 22, 2014.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Urbana, in said County, this ____ day of _____ A.D. _____.

(SEAL) _____ County Clerk

APPROVED

Date

Department of Transportation

District Engineer

RESOLUTION NO. 8859

RESOLUTION AWARDING OF CONTRACT
FOR THE REPLACEMENT OF A BRIDGE
LOCATED IN COMPROMISE ROAD DISTRICT
SECTION #13-06002-00-BR

WHEREAS, The following low bid was received at a Public Letting held on May 6, 2014, in Urbana, Illinois, for the replacement of a bridge located approximately 1.20 miles South of Gifford in Compromise Road District - Section #13-06002-00-BR:

Stark Excavating, Inc. – Champaign, Illinois.....\$223,997.90; and

WHEREAS, The County Highway Engineer recommends to the County Board that the above bid be awarded; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the County Highway Engineer;

NOW, THEREFORE, BE IT RESOLVED, That the County Board of Champaign County does hereby award the above listed bid to Stark Excavating, Inc. – Champaign, Illinois; and

BE IT FURTHER RESOLVED, That the County Clerk is hereby directed to transmit three (3) certified copies of this resolution to the Illinois Department of Transportation, District Engineer, Paris, Illinois.

PRESENTED, ADOPTED, APPROVED and RECORDED this 19th day of April A.D., 2012.

Alan Kurtz, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

Resolution No. 8859

I, Gordy Hulten, 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 Champaign County at its County Board Meeting held at Urbana, Illinois, on May 22, 2014.

IN TESTIMONY, WHEREOF, I have hereunto set my hand and affixed the seal of said County at my office in Urbana in said County, this _____ day of _____ A.D., 2014.

(SEAL) _____ County Clerk

APPROVED

Date

Department of Transportation

District Engineer

RESOLUTION NO. 8860

RESOLUTION APPROPRIATING \$195,000.00 FROM
COUNTY BRIDGE FUNDS
FOR THE REPLACEMENT OF STRUCTURE #010-4306
ON COUNTY HIGHWAY #11
SECTION #10-00962-00-BR

WHEREAS, Structure #010-4306 on County Highway 11 (Thomasboro Road) located between Sections 26 and 35 in Compromise Township has been replaced; and

WHEREAS, To insure the safety of the traveling public, it was necessary that said bridge be replaced; and

WHEREAS, The local share of replacing the aforesaid bridge is estimated to be \$195,000.00; and

WHEREAS, The Highway and Transportation Committee recommends that said funds be appropriated from the County Bridge Fund; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the Committee;

NOW, THEREFORE, BE IT RESOLVED, That there is hereby appropriated the sum of One Hundred Ninety-five Thousand Dollars (\$195,000.00) from County Bridge Funds for this replacement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 22nd day of May A.D., 2014.

Alan Kurtz, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

RESOLUTION NO. 8861

RESOLUTION APPROPRIATING \$329,000.00 FROM
COUNTY BRIDGE FUNDS
FOR THE REPLACEMENT OF STRUCTURE #010-0117
ON COUNTY HIGHWAY #16
SECTION #07-00944-00-BR

WHEREAS, Structure #010-0117 on County Highway 16 (St. Mary's Road) located between Sections 21 and 28 in Crittenden Township has been replaced; and

WHEREAS, To insure the safety of the traveling public, it was necessary that said bridge be replaced; and

WHEREAS, The local share of replacing the aforesaid bridge is estimated to be \$329,000.00; and

WHEREAS, The Highway and Transportation Committee recommends that said funds be appropriated from the County Bridge Funds; and

WHEREAS, The County Board of Champaign County concurs in the action recommended by the Committee;

NOW, THEREFORE, BE IT RESOLVED, That there is hereby appropriated the sum of Three Hundred Twenty-nine Thousand Dollars (\$329,000.00) from County Bridge Funds for this replacement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 22nd day of May A.D., 2014.

Alan Kurtz, Chair
County Board of the County of
Champaign, Illinois

ATTEST: _____
Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

Prepared by: Jeff Blue
County Engineer

RESOLUTION NO. 8867

BUDGET AMENDMENT

May 2014

FY 2014

WHEREAS, The Finance Committee of the Whole has approved the following amendment to the FY2014 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2014 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2014 budget.

Budget Amendment #14-00019

Fund 671 Court Document Storage
Dept. 030 Circuit Clerk

ACCOUNT DESCRIPTION

AMOUNT

Increased Appropriations:

571.30 To Court Automation Fund

Total \$44,000
\$44,000

Increased Revenue:

None: From Fund Balance

Total \$0
\$0

REASON: To Encumber Funds Not Allocated in the Previous Fiscal Year

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8868

BUDGET AMENDMENT

May 2014

FY 2014

WHEREAS, The Finance Committee of the Whole has approved the following amendment to the FY2014 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2014 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2014 budget.

Budget Amendment #14-00020

Fund 105 Capital Asset Replacement
Dept. 051 Juvenile Detention Center

<u>ACCOUNT DESCRIPTION</u>		<u>AMOUNT</u>
Increased Appropriations:		
533.42 Equipment Maintenance		<u>\$2,450</u>
	Total	\$2,450
Increased Revenue:		
369.90 Other Misc. Revenue		<u>\$2,450</u>
	Total	\$2,450

REASON: Refund of Maintenance Coverage for Identix System at JDC that was Replaced in FY2013. Maintenance Coverage was Paid Through 5/31/2014

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8869

BUDGET AMENDMENT

May 2014

FY 2014

WHEREAS, The Finance Committee of the Whole has approved the following amendment to the FY2014 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2014 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2014 budget.

Budget Amendment #14-00021

Fund 110 Workforce Development
Dept. 773 WIA Dislocated Worker Rapid Response

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
511.03 Regular Full-time Employees	\$1,000
513.02 IMRF – Employer Cost	\$100
513.01 Social Security – Employer	\$100
513.04 Worker’s Compensation	\$100
513.05 Unemployment Insurance	\$100
535.11 Dislocated Worker-Direct Training	\$9,000
535.14 Dislocated worker-Other Program Cost	<u>\$2,725</u>
Total	\$13,125
Increased Revenue:	
332.24 Labor-WIA Dislocated Worker	<u>\$13,125</u>
Total	\$13,125

REASON: To Accommodate a New Grant Award for dislocated Worker Rapid Response Funds Due to a Permanent Closure or Mass Layoff at a Plant, Facility or Enterprise that Results in a Mass Job Dislocation.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8870

BUDGET AMENDMENT

May 2014

FY 2014

WHEREAS, The Finance Committee of the Whole has approved the following amendment to the FY2014 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2014 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2014 budget.

Budget Amendment #14-00022

Fund 075 Regional Planning Commission
Dept. 868 Weatherization-DOE-ARRA

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
511.03 Regular Full-time Employees	\$60,000
522.15 Gasoline & Oil	\$1,909
522.16 Tools	\$2,500
522.93 Operational Supplies	\$500
533.29 Computer/Information Technology Services	\$1,000
533.40 Automobile Maintenance	\$500
533.55 Weatherization Health/Safety	\$13,200
534.30 Weatherization Labor	\$10,000
534.94 Weatherization Materials	<u>\$63,200</u>
Total	\$152,809
Increased Revenue:	
332.16 Department of Energy-Weatherization-ARRA	<u>\$152,809</u>
Total	\$152,809

REASON: To Accommodate a New Weatherization Department of Energy ARRA Grant. Receipt of These funds is the Result of the Redistribution of Remaining American Recovery & Reinvestment Act Weatherization Funds for the State of Illinois

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8871

RESOLUTION APPROVING THE APPLICATION, & IF AWARDED, THE ACCEPTANCE OF
THE ILLINOIS EMERGENCY MANAGEMENT AGENCY- STATE DISASTER ASSISTANCE
TO LOCAL GOVERNMENT GRANT

WHEREAS, the Champaign County Emergency Management Agency (hereinafter "EMA") has been notified of grant funding is available through the Illinois Emergency Management Agency for State Disaster Assistance to Local Government; and

WHEREAS, The Illinois Emergency Management Agency State Disaster Assistance to Local Government Grant Program's (hereinafter "Grant") objective is to provide a partial reimbursement to local governments in nine Illinois counties for prior incurred costs by those local governments arising from damage caused by the November 17, 2013, tornadoes; and

WHEREAS, The total compensation and reimbursement payable by the Grantor to Champaign County Emergency Management Agency shall not exceed seventy-five percent (75%) of the amount of eligible costs incurred by the Grantee; and

WHEREAS, the term of the grant agreement shall be from the date of execution until June 30, 2014;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County hereby authorizes the Champaign County Emergency Management Agency's application, and if awarded, the acceptance of the Illinois Emergency Management Agency State Disaster Assistance to Local Government Grant.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8872

RESOLUTION AUTHORIZING THE AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE ILLINOIS DEPARTMENT OF HEALTHCARE & FAMILY SERVICES &
THE CHAMPAIGN COUNTY STATE'S ATTORNEY

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et. seq. enables units of local government to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, The Illinois Department of Healthcare and Family Services (hereinafter "IDHFS") and the Champaign County State's Attorney desire to enter into Agreement No. 2015-55-013-K!; and

WHEREAS, The term of this agreement shall be from July 1, 2014 through June 30, 2015 unless the Agreement is otherwise terminated and this Agreement may be renewed for two additional periods, not to exceed two years;

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into Agreement No. 2015-55-013-K1 between the Illinois Department of Healthcare and Family Services and the Champaign County State's Attorney's Office.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of April, A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8873

RESOLUTION ESTABLISHING THE BUDGET PROCESS for FY2015

WHEREAS, the Champaign County Board determines it appropriate to establish a formal process for the compilation, presentation, approval and execution of the annual budget; and

WHEREAS, based on the anticipated receipt of revenues and expenditure appropriations for FY2014 and the need for careful study of both revenues and expenditures for FY2015, the Finance Committee recommends guidelines and policies for the process and development of the FY2015 annual budget;

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted and shall be adhered to by the County Administrator and Champaign County departments in the submission, review, preparation, and implementation of the Fiscal Year 2015 Budget:

Budget Development Process

Department budget requests shall be performance-based and focused on goals, objectives, and performance indicators.

The FY2015 budget development process schedule is established as follows:

June 11, 2014	Budget Instruction and Training Seminar for Department Budget Preparers
June 11, 2014	Instructions for FY2015 Budget Submission sent to outside agencies
July 11, 2014	FY2015 Budgets DUE from Departments
July 14-30, 2014	Department Budget Reviews with County Administrator
August 1-15, 2014	Tax Revenues & Other Revenue Estimates Confirmation
August 21, 2014	Preliminary Budget Documents submitted to County Board Members
August 25-27, 2014	6:00pm each evening – Legislative Budget Hearings before the County Board
September 9, 2014	County Administrator Report to Finance Committee of FY2015 Budget Overview and Decision Points for Committee Direction
September 23, 2014	County Board Public Hearing on FY2015 Budget Decisions

September 30, 2014	Special Finance Committee of the Whole Meeting to Provide Final Direction to Administrator Regarding FY2015 Tentative Budget
October 14, 2014	Administrator FY2015 Tentative Budget Recommendation presented to Finance Committee to be forwarded to County Board
October 23, 2014	County Board Truth in Taxation Public Hearing (<i>if required</i>)
October 23, 2014	County Board – Receive & Place on File FY2015 Tentative Budget Recommendation
November 13, 2014	Finance Committee approval of Final FY2015 Budget
November 20, 2014	County Board approves Final FY2015 Budget & FY2015 Tax Levy Ordinance

Fiscal Year

Effective January 1, 2015, the County's fiscal year begins on January 1st and ends on December 31st each year.

General Corporate Fund Budget Requests

General Corporate Fund Departments Budgets are to be prepared as follows:

- a. Include department operation analysis and planning documentation to include alignment to County Board Strategic Plan, and department objectives and performance indicators;
- b. Revenue lines - Document, evaluate and project revenues for department with the inclusion of recommendation for fee increases or modifications of revenue structure proposed, if warranted;
- c. Non-personnel expenditure lines - To be prepared with incorporation of 0% total change from the original anticipated 12-month FY2014 department budget (acknowledging that the entire FY2014 budget was for 13 months due to transition in fiscal year), with the following exceptions:
 - a. Contractual increases required by competitively negotiated contracts for services;
 - b. Documented need for increase in commodities lines based on FY2014 utilization and cost increases;
- d. Personnel expenditure lines – Administrative Services Salary Administration staff will enter salary information based upon negotiated labor contracts and County Board direction for non-bargaining salary administration.
- e. Documentation of Budget Change Requests - Document any anticipated operational changes, particularly in the areas of personnel, technology, and facilities space needs that will increase or reduce the department budget in the next three years. Provide an estimate of the impact on the department budget resulting from the anticipated changes.

Non-General Corporate Fund Budget Requests

All non-General Corporate Fund Budgets are to be prepared as follows:

- a. FY2015 budget to be presented within the County Board's definition of balanced budget;
- b. To include fund balance information including goal statements and explanation for any variance in ending fund balance;
- c. Documentation and analysis of operations, expenditures and revenues; and strategic planning information regarding FY2015 including alignment with County Board Strategic Plan, and specific fund objectives and anticipated performance indicators;

Capital Asset Replacement Fund

The County Board directs that the Capital Asset Replacement Fund be presented with re-establishment of full funding for future reserve for all items currently included and covered by the Fund, and with continuing phase-in funding for facilities deferred maintenance and capital replacement projects as recommended by the County Facilities Committee to be incorporated in the FY2015 Budget .

Contingency Fund

The County Board directs that the FY2015 Contingency line item be appropriated at 0.5% of the total General Corporate Fund FY2015 appropriation.

Property Tax Revenue

The County Board directs the preparation of the property tax revenue for FY2015 be calculated in accordance with the Property Tax Extension Limitation Law, as established in the County Board Financial Policies.

Form of the Budget

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections;
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year;
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year;
- Any additional information required by state law.

Financial Policies

The final Budget shall further be prepared in acknowledgement of the Champaign County Board Financial Policies, as documented in Attachment A of this Resolution.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D.
2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

RESOLUTION NO. 8874

RESOLUTION ADOPTING THE CHAMPAIGN COUNTY FINANCIAL POLICIES

WHEREAS, the Champaign County Board has adopted its financial policies with Resolution No. 7761 on June 23, 2011; and

WHEREAS, the Champaign County Board has identified the need to amend its financial policies as documented in the Attachment to this Resolution;

NOW, THEREFORE BE IT RESOLVED by the County Board of Champaign County that the Financial Policies as documented in the Attachment to this Resolution are hereby approved; and

BE IT FURTHER RESOLVED by the County Board of Champaign County that Resolution No. 7761 is hereby rescinded.

PRESENTED, ADOPTED, APPROVED and RECORDED this 22nd day of May, A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

Gordy Hulten, Champaign County Clerk and
Ex-Officio Clerk of the County Board



CHAMPAIGN COUNTY FINANCIAL POLICIES

OPERATING BUDGET POLICIES

Amending the Budget

After the adoption of the annual budget, the budget may be amended through a budget amendment or budget transfer.

Budget Amendments -

- Amendments to the budget require a 2/3rd majority vote (15) of the County Board.

Budget Transfers -

The budget may be amended by transfers in two ways:

- Department heads may authorize transfers between non-personnel budget line items in their department budget as long as they do not exceed the total combined appropriation for these categories; and department heads may transfer from one personnel line item to another personnel line item in their department budget as long as they do not exceed the total combined appropriation for the personnel line items.
- All other transfers require a 2/3rd majority vote (15) of the County Board.

Appropriation

All County funds are appropriated in the “Official Budget”. Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend.

Balanced Budget

The County will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, realizing future revenues early, or rolling over short-term debt. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations.

Capital Asset Replacement Fund

A Capital Asset Replacement Plan includes a multi-year plan for vehicles, computers and technology, and furnishings and office equipment will be updated and prepared for the General Corporate Fund departments in the annual budget process. These expenditures will be appropriately amortized and reserves for replacement will be appropriated to the Capital Asset Replacement Fund.

The Capital Asset Replacement Plan also includes a multi-year plan for the facilities owned and maintained by the County. The County will maintain all its assets at a level adequate to protect the County's capital interest and to minimize future maintenance and replacement costs.

The County will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted and included in the Capital Asset Replacement Fund plan.

The County Administrator is authorized to approve all expenditures from the Capital Asset Replacement Fund in compliance with the multi-year plan and policies established by the County Board. No more than 3% of the total of the General Corporate Fund Appropriation may be appropriated annually to the Capital Asset Replacement Fund.

Contingency Fund

A General Corporate Fund contingency appropriation will be designated for emergency purchases during the year. The contingency appropriation goal is 1% of the total anticipated expenditure for the General Corporate fund. No more than 5% of the total General Corporate Fund Appropriation may be appropriated to the Contingency Fund. Money appropriated in the contingency fund may be used for contingent, incidental, miscellaneous, or general county purposes, but no part of the amounts so appropriated shall be used for purposes for which other appropriations are made in such budget unless a transfer of funds is made with the approval of 2/3rd of the members (15) of the County Board.

Form of the Budget

The final Budget document must include the following, showing specific amounts:

- Statement of financial information including prior year revenue and expenditure totals, and current year and ensuing year revenue and expenditure projections;
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year;
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year;
- Any additional information required by state law.

Fund Structure

Champaign County's budgetary policies are in accordance with generally accepted accounting principles (GAAP). The County's financial structure begins with funds. A fund is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable State and Federal laws.

Each fund has at least one Department Budget, which is a group of expenditures that provide for the accomplishment of a specific program or purpose.

A major fund is a budgeted fund whose revenues or expenditures represent more than 10% of the total appropriated revenues or expenditures.

Fund Statements

A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:

- Revenues – presented in line item detail within revenue categories;
- Expenditures – presented in line item detail within major categories – e.g., personnel, commodities, services, etc.
- Fund Balance – the actual or estimated funds remaining at the end of the fiscal year.

Fund Types

All county funds are included in the Annual Budget Document except the fiduciary funds which include two Private Purpose Trust Funds in which the County Engineer acts in a trustee capacity on behalf of townships to use state funding to maintain township roads and township bridges, which resources are not available to support the County's own programs; and Agency Funds whose purpose is to report resources, such as property taxes and circuit court fees and fines, held in a custodial capacity for external individuals, organizations and governments.

Governmental Funds – Governmental funds account for traditional governmental operations that are financed through taxes and other fixed or restricted revenue sources.

- General Fund:** the General Corporate Fund is available for any authorized purpose, and is used to account for all financial resources except those required to be accounted for in another fund. A General Corporate Fund summary is prepared which lists the amount of General Corporate Fund appropriation for all affected departments. The General Corporate Fund is a Major Fund.
- Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific sources that are legally restricted to expenditures for a specific purpose. Currently, the County has three major funds in Special Revenue Funds – the Mental Health Fund which uses property taxes to fund mental health agencies; the Developmental Disability Fund, which uses property taxes to provide for the care and treatment of persons with a developmental disability; and the County Motor Fuel Tax fund, which uses state-shared motor fuel taxes to fund construction and maintenance of county highways. Special Revenue Funds also include 46 non-major funds.
- Debt Service Fund:** Debt Service Funds are utilized to account for the payment of interest, principal and related costs on the County's general long-term debt. The County has three debt services funds: one for the repayment of the bonds issued for the construction of the Satellite Jail and remodeling of the Downtown Correctional Center; one for the repayment of bonds issued for

the construction of the Nursing Home Facility; and one for the repayment of bonds issued for the construction of the Highway Fleet Maintenance Facility. (In addition to Debt Service Funds, the County also has three debt service budgets included in other funds as appropriation based on the purpose of the fund.)

- D. Capital Projects Funds:** Capital Project Funds are used to account for all expenditures and revenues associated with the acquisition or construction of major facilities that are not financed through proprietary funds or funds being held for other governments.

Proprietary Funds – Proprietary Funds account for certain “business-type” activities of governments that are operated so that costs incurred can be recovered by charging fees to the specific users of these services.

- A. Enterprise Fund:** An enterprise fund is used to account for operations that are financed primarily by User charges. The Nursing Home Fund is a Major Fund, and is the only enterprise fund in Champaign County.
- B. Internal Services Funds:** An Internal Service Fund is established to account for the financing of goods and services provided to the County and other agencies on a cost reimbursement basis. The activities of the Self-Funded Insurance Fund and Employee Health Insurance Fund are budgeted and appropriated through the use of Internal Service Funds.

Joint Venture Fund – According to GASBS-14, a joint venture is defined as “a legal entity or other organization that results from a contractual arrangement and that is owned, operated, or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain (a) an ongoing financial interest or (b) an ongoing financial responsibility.” The Champaign County GIS Consortium is a joint venture fund, created by an Intergovernmental Agreement shared by the County of Champaign, City of Champaign, City of Urbana, Village of Mahomet, Village of Rantoul, Village of Savoy and University of Illinois.

REVENUE POLICIES

Sources of Revenue

The County will try to maintain a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations in any one-revenue source.

The County will estimate its annual revenues by an objective, analytical process, wherever practical. The County will project revenues for the next year and will update the projection annually. Each existing and potential revenue source will be re-examined annually.

One-Time Revenues

To the extent feasible, one-time revenues will be applied toward one-time expenditures; they will not be used to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures.

Grants

The Champaign County Board supports efforts to pursue grant revenues to provide or enhance County mandated and non-mandated services and capital needs. Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met: (a) the activity or service can be terminated in the event the grant revenues are discontinued; or (b) the activity should, or could be, assumed by the County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding. Grant approval shall be subject to the terms and conditions of Champaign County Ordinance Number 903.

Financial Reserves and Surplus

On an annual basis, the fund balance for each fund shall be reviewed, and projections of reserve requirements and a plan for the use of an excess surplus shall be documented. The minimum fund balance requirement for the General Corporate Fund is a 45-day or 12.5% of expenditure fund balance for cash flow purposes. Instances where an ending audited fund balance is below the 45-day minimum requirement, a plan will be developed to increase the fund balance.

It is the intent of the County to use all surpluses generated to accomplish three goals: meeting reserve policies, avoidance of future debt and reduction of outstanding debt.

Property Tax

The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law.

User Fees

The County charges user fees for items and services, which benefit a specific user more than the general public. State law or an indirect cost study determines the parameters for user fees. The County shall review all fees assessed in its annual budget preparation process to determine the appropriate level of fees for services and recommend any proposed changes to the fees collected to be implemented in the ensuing budget year.

ACCOUNTING POLICIES

Accounting/Auditing

State statutes require an annual audit by independent certified public accountants. A comprehensive annual financial report shall be prepared to the standards set by the Government Finance Officers Association (GFOA).

The County follows generally accepted accounting principles (GAAP).

The County uses an accounts receivable system to accrue revenues when they are measurable for governmental fund types. Departments should bill appropriate parties for amounts owed to Champaign County, review aging reports, complete follow-up information about the account, and monitor all accounts receivables.

DEBT MANAGEMENT POLICIES

When applicable, the County shall review its outstanding debt for the purpose of determining if the financial marketplace will afford the County the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue a Present Value savings of three percent over the life of the respective issue, at a minimum, must be attainable.

The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

When the county finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

The County will strive to have the final maturity of general obligation bonds at, or below, thirty years.

Whenever possible, the County will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

The County will not use long-term debt for current operations.

The County will maintain good communications with bond rating agencies regarding its financial condition. The County will follow a policy of full disclosure on every financial report and borrowing prospectus.

FIXED ASSETS

The County maintains a fixed asset inventory of furniture, equipment, buildings, and improvements with a value of greater than \$5,000 and a useful life of one year or more.

ENCUMBRANCE

An encumbrance system is maintained to account for commitments resulting from purchase orders and contracts. Every effort will be made to ensure that these commitments will not extend from one fiscal year to the next. Any emergency encumbrances, which do extend into the next fiscal year, shall be subject to appropriation in the next year's budget. Encumbrances at year - end do not constitute expenditures or liabilities in the financial statements for budgeting purposes.

FISCAL YEAR

The County's fiscal year is January 1st through December 31st.

INVESTMENT

The County Treasurer is responsible for the investing of all Champaign County funds. With County Board approval, the Treasurer may make a short term loan of idle monies from one fund to another, subject to the following criteria:

- a. Such loan does not conflict with any restrictions on use of the source fund;
- b. Such loan is to be repaid to the source fund within a twelve month period.

PURCHASING

All items with an expected value of \$30,000 or more must be competitively bid with exceptions for professional services (other than engineering, architectural or land surveying services). Additional competitive bid requirements may apply by statute or as a condition of using funds from an outside source. All purchases over the respective limit of \$30,000, which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board. The Champaign County Purchasing Ordinance establishes the procedures to be followed in all purchasing activities.

RISK MANAGEMENT

The County established a self-funded insurance program for workers compensation and liability. To forecast expenditures, the county hires an actuarial consulting firm to review loss history and recommend funding taking into consideration claims, fixed costs, fund reserves, and national trends. The County strives to maintain the actuary recommended fund balance.

SALARY ADMINISTRATION

The County Administrator is responsible for computing salaries and fringe benefits costs for all departments. Increases for non-bargaining employees, as defined in the Personnel Policy, will be established by the Finance Committee at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.

RESOLUTION NO. 8875
RESOLUTION APPOINTING DIANA LENIK TO THE
URBANA-CHAMPAIGN SANITARY DISTRICT BOARD

WHEREAS, Alan Kurtz has submitted to the County Board his appointment of Diana Lenik to the Urbana-Champaign Sanitary District Board; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 70 ILCS 2405/3;

WHEREAS, such appointment mandates that Diana Lenik as Trustee enter a bond with security to be approved by the County Board in an amount hereby fixed as \$1,000.00 pursuant to 70 ILCS 2405/3; and

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Diana Lenik to the Urbana-Champaign Sanitary District Board for a term commencing June 1, 2014 and ending May 31, 2017;

BE IT FURTHER RESOLVED that Diana Lenik shall enter a bond in an amount hereby fixed as \$1,000.00; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Diana Lenik, 1110 S. Mattis Ave., Champaign IL 61821.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 8857

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 8306 and 8418
ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD**

WHEREAS, The Champaign County Board by Resolution No. 8306, which superseded Resolution Number 7143, and Resolution No. 8418 which amended Resolution 8306, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

WHEREAS, The Champaign County Board has determined that Resolution 8306 and as amended by Resolution No. 8418 requires revision;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies, and procedures of the Champaign County Board, except as otherwise required by law, and shall supersede all previous resolutions concerning the same matters adopted by the Champaign County Board.

Organization and Duties of the County Board

1. County Board

The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter “Board”). The number of members of the Board, number of County Board Districts and number of members representing each district shall be determined by the Board, effective on or before July 1, 2001, and every ten years thereafter, as required by statute. Every member of the County Board shall be a member of the Committee of the Whole.

2. Biennial Organizational Meeting

Unless otherwise required by law, the Board shall hold an organizational meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. The organizational meeting will be conducted as follows:

- A. The meeting chair (the sitting Board Chair, sitting Board Vice-Chair, or if neither is still a member of the County Board, a temporary Board Chair selected by the majority of board members present, shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including himself or herself. The meeting chair may offer a nomination after all other members have had an opportunity to do so. A member may decline nomination. When all members who wish to do so, including the meeting chair, have offered nominations, the meeting chair shall declare nominations closed.

- B. The meeting chair shall give each nominee an opportunity to speak, once, in order of their nomination. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.
- C. After all nominees have one opportunity to speak, the meeting chair shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.
- D. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. In the case of the election for Board Chair, a successfully elected nominee immediately becomes the meeting chair. If no nominee receives the votes of a majority of the members present, the meeting chair shall call for a ten minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with Step 1, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected.
- E. The Board shall next select from among its members a Vice Chair, by majority vote of the members present.
- F. The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs for each Area of Responsibility assigned to the Committee of the Whole, and Chairs, Assistant Chairs and members of each standing committee. These appointments made under Article 2-F can be made at the Biennial Organizational Meeting or at the regularly scheduled December County Board Meeting immediately following the Biennial Organizational Meeting.
- G. In the month of December in even-numbered years where a biennial organizational meeting is held, the County Board will not conduct Standing Committee or Committee of the Whole Meetings, but will bring all business for that month directly to the County Board Meeting.

3. Board Chair

The Board shall be presided over by a Board Chair who shall be selected by the Board from among its members at the Organizational Meeting, for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

4. Vice-Chair

A Vice Chair, who shall be selected by the Board from its membership at the Organizational Meeting, for a term of two years, shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death, resignation, or extended disability of the Vice Chair,

the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

5. Duties of County Board Chair

- A. The County Board Chair shall preside at all meetings of the Board and meetings of Committee of the Whole.
- B. The County Board Chair shall appoint the deputy and assistant deputies for each area of County Board responsibility assigned to the Committee of the Whole, and the Chair, Assistant Chair and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the County Board Chair shall reflect the expressed will of the party caucuses.
- C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the County Board Chair may establish special committees and appoint their members, Chair and Vice Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the County Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of a session of the Board
- D. All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the County Board shall be appointed to one standing committee.
- E. Unless assigned to the relevant committee, the County Board Chair is an ex-officio member (i.e., non-voting member) of all Standing committees, special committees, and subcommittees.
- F. The County Board Chair shall be responsible for the proper and timely implementation of the resolutions, ordinances, and policies of the Board, and shall act in concert with the County Administrator to enforce the ordinances, orders, resolutions, and policies of the Board relevant to the operations of the Champaign County government.
- G. The County Board Chair shall be the Board liaison with the County Administrator.
- H. The County Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- I. The County Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy.
- J. The Board Chair shall first appoint the respective party's Central Committee nominee as a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.
- K. The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance,

in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center.

- L. The County Board Chair, in cooperation with the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Administrator, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting. The County Board Chair shall designate a portion of the regular monthly County Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the County Board Chair believes will be unanimously adopted without discussion. Motions to go into closed session may not be included in the Consent Agenda.

6. **Rules**

- A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.
- B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.
- C. For the purpose of these Rules, a Session of the Board shall be for the two year period commencing with the biennial organizational meeting.
- D. Every item listed on a County Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION or INFORMATION ONLY on the agenda.
- E. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the County Board for action as “without recommendation” out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the County Board for action “without recommendation” from the special committee or Committee of the Whole.
- F. All meetings of the Board and the Committee of the Whole, standing committees, special committees, and subcommittees shall be held in compliance with the terms of the Illinois Open Meetings Act.

7. **Parliamentarian**

- A. The County Board Chair may designate a Parliamentarian, who may be a member of the Board, or may rely on the advice of the State’s Attorney’s Office.
- B. The Parliamentarian, if any, shall advise the County Board Chair or Deputy Chair on any Rule when called upon to do so by the Chair.

8. **Rule Changes**

Written notice of any proposed change(s) to these Rules *is* to be presented to the Policy, Personnel, and Appointments Committee of the Whole at least fourteen (14) days prior to any consideration of such changes.

9. Suspension of Rules

Any Rule, except Rule 8 (Rule Changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

10. Quorum

- A. A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.
- B. A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.
- E. Any member of the Board or Committee of the Whole or standing or special or subcommittee then meeting may, at any time, suggest the Chair shall immediately order a roll call to determine the presence or absence of a quorum.

1. Appointive Position – Procedures

- A. The Board Chair shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.
- B. On or before February 1 of each year, the Chair shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.
- C. All persons desiring to be considered for appointment to any such appointive office shall make written application to the Board Chair. Forms for those applications shall be approved by the Board Chair who shall direct that they be made available at a place of County business reasonably convenient to the public.
- D. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the Board Chair.
- E. The Board Chair shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office.

- F. To the extent practicable, the Board Chair shall personally interview all applicants for such offices.

12. County Board Meetings

- A. As required by statute, the Board shall meet during the months of June and September of each year. The Biennial Organizational Meeting shall take place on the first Monday of December of each even numbered year. Unless otherwise scheduled in accordance with these Rules, the Board shall hold regular meetings on the Thursday following the third Monday of each month, (which shall include the required June and September meetings).
- B. Regular meetings of the Board shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year pursuant to the Illinois Open Meetings Act.
- C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law.
- D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act.
- E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:
 - 1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
 - 2. The total time allotted for public participation shall not exceed sixty (60) minutes.
 - 3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the Chair or by majority vote of the Board or committee members present.
 - 4. No Board member shall be permitted to address the Board during the time reserved for public participation.
 - 5. Board members shall not engage in dialogue with members of the public during public participation.
- F. The following requirements shall apply to items to be considered for placement on the Agenda:
 - 1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
 - 2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.

3. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:

- a) Matters relating to pending litigation;
- b) Correction of the form of matters previously presented to the Board;
- c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
- d) Matters presented to the Board at its Biennial Organizational Meeting;
- e) Collective bargaining and employment matters;
- f) Purely procedural matters, such as scheduling meetings;
- g) Announcements, and matters for consideration and not formal action; and
- h) Emergency budget amendments.

G. All meetings of the Board, Committee of the Whole, standing committees, special committees, subcommittees, and informal or incidental meetings of these bodies (including those, which may occur during party caucuses) shall be held in compliance with the Illinois Open Meetings Act. All meetings of the Board that are subject to the Open Meetings Act (including those meetings which may occur during party caucuses), shall be preserved by a tape recording, which at the close of the meeting shall be placed in the custody of the County Clerk for the possibility of Further review, as may be required by law. County Board, Committee of the Whole and standing committee meeting minutes and proceedings will also be posted on the County's website.

H. To the extent possible, seating of Board members shall be by district.

13. Order of Business – County Board, Committee of the Whole, & Special Committee Meetings

- A. The Chair shall call the meeting to order at the time scheduled for the meeting or as soon thereafter, as it shall appear that a quorum is present.
- B. Prior to the conduct of any other business, the Chair shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.
- C. The Order of Business for each regular meeting of the Board shall be as follows:

Call to Order

Roll Call

Prayer and Pledge of Allegiance

Read Notice of Meeting

Approval of Agenda and Addendum

Approval of the Consent Agenda

Public Participation

Communications

Approval of Minutes of Previous Meeting(s) (if not approved as part of the Consent Agenda)

Reports of Standing Committees
Areas of Responsibility Reports
Other Business
New Business
Adjournment

- D. The order of business for meetings of Committee of the Whole shall include the following:

Call to Order
Roll Call
Approval of Minutes of Previous Meeting(s)
Approval of Agenda/Addenda
Public Participation
Communications
Areas of Responsibility Items:
 New Business
 Other Business
 Chair's Reports
 Designation of Items to be Placed on the Consent Agenda
Adjournment

- E. The order of business for meetings of standing committees, special committees and subcommittees shall include the following:

Call to Order
Roll Call
Approval of Minutes of Previous Meeting(s)
Approval of Agenda/Addendum
Public Participation
Communications
New Business
Other Business
Chair's Report
Designation of Items to be Placed on the Consent Agenda
Adjournment

- F. All questions regarding the priority of business shall be decided by the Chair, subject to appeal to the Board or special committee or subcommittee.
G. The Chair shall decide all questions of order and procedure, subject to appeal to the Board.
H. Breaks or recesses shall be taken at the discretion and by declaration of the Chair.

1. Recognition of Members of the Board, Committee of the Whole, and Others

- A. Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the Chair. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Deputy Chair responsibilities, where the relevant Deputy Chair shall preside.
- B. No member of the Board, Committee of the Whole, Standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken unless otherwise recognized by the Chair.
- C. The Chair shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.
- D. No member who has the floor shall be interrupted except for the following:
 - 1. By a call to order by the Chair;
 - 2. By an objection to the introduction of the question;
 - 3. By a call for a point of order;
 - 4. A Question of Privilege;
 - 5. A Parliamentary inquiry.
- E. The appearance of elected and appointed officials of Champaign County and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the Chair.

15. Motions, Resolutions, Ordinances, Voting and Roll Call – County Board Meetings

- A. Motions shall be stated by the mover. No motion shall be debated before it has received a second, except motions placed before the Board by vote or consensus of a committee.
- B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C. Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.
- D. In a case where a member, except the County Board Chair, abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board. If the County Board Chair abstains in a voice vote or to break a tie, the County Board Chair must state the reason for the abstention.
- E. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call vote which shall be recorded in the minutes of the meeting.
- F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of ALL the members constituting such Board; the

- vote to be taken by ayes and nays and entered on the record of the meeting, as required by 55 ILCS 5/6-1003.
- G. A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last. This shall be recorded in the minutes.
 - H. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
 - I. Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through the County Administrator or Administrative Services Department.
 - J. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.
 - K. The Consent Agenda shall be approved by roll call vote without debate or discussion.

16. Areas of County Board Responsibilities Assigned to the Committee of the whole

A. STRUCTURE OF AREAS OF RESPONSIBILITY

The following shall be the Areas of Responsibility of the Champaign County Board assigned to the Committee of the Whole:

- Finance
- Policy, Personnel, & Appointments
- Justice & Social Services

B. MEETINGS OF COMMITTEE OF THE WHOLE

- 1. Regular Meetings of the Committee of the Whole shall be held in compliance with the Annual Calendar of Meetings approved by the County Board each year pursuant to the Illinois Open Meetings Act. Notices of all meetings shall be placed on the calendar of the Champaign County Board. Any changes of meeting dates and times must be submitted to the County Administrator in time to be placed on the weekly County Calendar, in strict compliance with the notice requirements of the Illinois Open Meetings Act.
- 2. All members present at a Committee of the Whole Meeting shall vote on all action items presented on that agenda.
- 3. The Committee of the Whole shall be scheduled as follows:

The Committee of the Whole Meeting of each month shall be held on the Tuesday following the second Monday of the month and shall take up matters pertaining to Finance; Policy, Personnel, & Appointments; and Justice & Social Services. The chair of this meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee

of the Whole that evening. The other Deputy Chairs will report out the business of their Area of Responsibility.

D. DUTIES OF DEPUTY CHAIR

1. The Deputy Chair may vote on all motions before the Committee of the Whole.
2. The Deputy Chair, in cooperation with the County Board Chair and the County Administrator, shall be responsible for developing the agenda for each meeting.
3. The Deputy Chair shall notify the Administrative Services Department, in a timely manner, of any recommendations or actions requiring County Board action.
4. The Deputy Chair, with the approval of the majority of the Board members, may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties.
5. In the absence of a Deputy Chair, the Assistant Deputy Chair shall serve in the Deputy Chair's stead.

E. AREAS OF RESPONSIBILITY: DUTIES AND ROLES

1. Finance
 - a) Establishes process with County Administrator for annual budget preparation.
 - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
 - c) Plans overall budget, in view of department proposal and County needs.
 - d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.
 - e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
 - f) Prepares and submits final budget to the Board.
 - g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
 - h) Approves transfer of funds on line item accounts as necessary.
 - i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
 - j) Receives periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
 - k) Receives, reviews, and considers recommendation to the County Board from the Champaign County Salary Administrator regarding position classification, evaluation, salary administration, and County staffing.
 - l) Reviews and recommends Champaign County Financial Policies annually.
2. Justice & Social Services
 - a) Considers issues and receives reports from the Champaign County Mental Health Board, Developmental Disabilities Board, Cooperative Extension

Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children’s Advocacy Center, Veterans’ Assistance Commission, and Community Services Board.

- b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
- c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
- d) Considers programs and receives reports involving Courts, Circuit Clerk, State’s Attorney, Public Defender, Court Services, Coroner, Animal Control, and Emergency Management Agency departments.

3. Policy, Personnel, & Appointments

- a) Reviews and acts upon all appointments recommended by the County Board Chair.
- b) Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
- c) Accepts and reviews reports for County Administrator, County Board Chair, and County Clerk.
- d) Receives, reviews, and makes recommendations from subcommittees.
- e) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
- f) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
- g) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

17. Standing Committees

A. Names and Sizes of Standing Committees

The following shall be the standing committees of the Champaign County Board and their respective sizes:

- County Facilities Committee (7 members)
- Environment and Land Use Committee (7 members)
- Highway and Transportation Committee (8 members)

B. Rules for Standing Committees

- 1. Except as specifically provided for in this section, all rules and procedures set forth elsewhere in this Resolution (including but not limited to those related to notice of meetings, conduct of meetings, establishment of quorum, provision for public

participation and compliance with the Illinois Open Meetings Act) shall apply to standing committees.

2. All standing committees shall hold a regular meeting once each month, prior to the second Monday of the month. Standing committees shall set a regular meeting day and time. Notices of standing committee meetings shall be the County Calendar.
3. Standing committee meetings shall be presided over by the Chair of the standing committee or in the absence of the Chair, the Assistant Chair of the standing committee, or in the absence of the Assistant Chair, by a member of the committee elected by a majority of the committee members present.

C. Duties of Standing Committees

1. County Facilities Committee
 - a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements
 - b) Reviews topics involving acquisition, leasing, and disposition of real property for the County.
 - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
 - d) Provides overall supervision of matters relating to County facilities.
2. Environment and Land Use Committee
 - a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
 - b) Makes recommendations for guidance and control of the future economic development of the County.
 - c) Drafts rules and regulations for subdivisions.
 - d) Acts on approval of plats.
 - e) Issues various licenses as established by the Board.
 - f) Provides Cable television oversight.
 - g) Provides Solid Waste oversight.
 - h) Reviews and recommends policies and actions regarding all zoning and enforcement issues.
3. Highway and Transportation
 - a) Establishes and approves long-range plans for County roads and highway construction.
 - b) Provides overall supervision of matters relating to County roads, bridges, and right-of-way.
 - c) Approves all highway construction plans.
 - d) Considers acquisition and disposition of County Highway equipment and materials.

18. Per Diem

- A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one per Diem shall apply on any given calendar day.
- D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable.

In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to per diem and mileage.

19. Effective Date

This Resolution shall become effective June 1, 2014.

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 22nd day of May A.D. 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST:

Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board