

CHAMPAIGN COUNTY BOARD COMMITTEE AGENDA

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Brookens Administrative Center, Lyle Shields Meeting Room

(formerly Meeting Room 1)

1776 E. Washington, Urbana

Wednesday, May 3, 2006 – 7:00 p.m.

CHAIR: Tom Betz

MEMBERS: Beckett, Busboom, Fabri, Feinen, Knott, Moser, Putman, Wysocki

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**XIV. DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD
CONSENT AGENDA**

XV. ADJOURNMENT

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

POLICY, PERSONNEL, & APPOINTMENTS COMMITTEE

Wednesday, April 5, 2006

Brookens Administrative Center, Lyle Shields Meeting Room
1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: Beckett, Betz, Busboom, Fabri, Feinen, Knott, Moser, Putman, Wysocki

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator of Finance & HR Management), Denny Inman (County Administrator of Facilities), Andrew Buffenbarger (Nursing Home Administrator), David DeThorne (Senior Assistant State's Attorney), Michael Frerichs (Auditor), Ron Gremore (Deputy County Administrator of HR), Susan McGrath (Senior Assistant State's Attorney), Billie Pilotte (Nursing Home HR Director), Phyllis Buhr

CALL TO ORDER

Chair Betz called the meeting to order at 7:02 p.m.

ROLL CALL

The Recording Secretary called the roll. Beckett, Betz, Busboom, Fabri, Knott, Moser, Putman, and Wysocki were present at the time of the roll call. The Chair declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Wysocki to approve the agenda for the meeting; seconded by Putman. Motion carried.

APPROVAL OF MINUTES

MOTION by Putman to approve the regular session minutes of March 8, 2006; seconded by Wysocki.

Beckett requested the use of the word "weary" on pages two and three be changed to the word "wary". Putman requested a word change to page five.

Motion carried.

PUBLIC PARTICIPATION

There was no one for public participation.

MONTHLY REPORTS

County Clerk Fees Report

The County Clerk Fees Report was distributed to the committee.

MOTION by Beckett to receive and place on file the County Clerk's monthly report for March 2006; seconded by Wysocki. Motion carried.

COUNTY BOARD

Appointments/Reappointments

Broadlands-Longview Fire Protection District

MOTION by Wysocki to appoint Gary Walker to the Broadlands-Longview Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Eastern Prairie Fire Protection District

MOTION by Wysocki to appoint Emil Kucera to the Eastern Prairie Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Edge-Scott Fire Protection District

MOTION by Wysocki to appoint Linda Barcus to the Edge-Scott Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Beckett. Motion carried.

Ogden-Royal Fire Protection District

MOTION by Wysocki to appoint Maurice Gorman to the Ogden-Royal Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Pesotum Fire Protection District

MOTION by Wysocki to appoint Dennis Butler to the Pesotum Fire Protection District to fill the position vacated by the resignation of Roger Miller with a term from 4/20/2006 to 4/30/2007; seconded by Moser. Motion carried.

MOTION by Wysocki to appoint James Henry to the Pesotum Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Knott. Motion carried.

Philo Fire Protection District

MOTION by Wysocki to appoint John Godsell to the Philo Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Sadorus Fire Protection District

MOTION by Wysocki to appoint Gerald Henry to the Sadorus Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Sangamon Valley Fire Protection District

MOTION by Wysocki to appoint Ron Kuhns to the Sangamon Valley Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

MOTION by Wysocki to appoint Bryan Shields to the Sangamon Valley Fire Protection District for a term from 5/1/2006 to 4/30/2008; seconded by Moser. Motion carried.

St. Joseph-Stanton Fire Protection District

MOTION by Wysocki to appoint Richard Denhart to the St. Joseph-Stanton Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Thomasboro Fire Protection District

MOTION by Wysocki to appoint Ramon Freese to the Thomasboro Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Tolono Fire Protection District

MOTION by Wysocki to appoint Dennis Davis to the Tolono Fire Protection District for a term from 5/1/2006 to 4/30/2009; seconded by Moser. Motion carried.

Champaign-Urbana Mass Transit District

Betz noted that, by law, one of these appointments must be a Democrat and the other must be a Republican. Wysocki stated Friedman was the only Democrat to apply for the open appointments. Stewart and Toeppen are Republicans.

MOTION by Wysocki to appoint H. George Friedman to the Champaign-Urbana Mass Transit District for a term from 4/20/2006 to 12/31/2010; seconded by Beckett.

Busboom asked how many years Friedman has served on the MTD. Betz stated, based on his recollection, Friedman has served on the MTD for fifteen, nonconsecutive years. Betz stated there is no restriction on the number of terms someone can serve on this board.

Betz ordered a roll call vote. Motion carried with a vote of 5 to 3. Beckett, Fabri, Putman, Wysocki, and Betz voted in favor of the motion. Busboom, Knott, and Moser voted against the motion.

MOTION by Wysocki to appoint Vicki Stewart to the Champaign-Urbana Mass Transit District for a term from 4/20/2006 to 12/31/2010; seconded by Beckett.

Feinen entered the meeting at 7:13 p.m.

Betz ordered a roll call vote. Motion carried with a vote of 7 to 2. Beckett, Busboom, Fabri, Feinen, Putman, Wysocki, and Betz voted in favor of the motion. Knott and Moser voted against the motion.

ADMINISTRATOR'S REPORT
Vacant Positions Listing

The vacant positions listing was provided for information only.

Recommendation Regarding Assignment of Payroll Administration

Busey provided a memorandum in the agenda packet outlining the possible benefits to moving payroll administration to Administrative Services. In the last year, the County created the position of Deputy County Administrator HR. Busey believes, with this staff addition, that the County is moving towards better centralization and communication with regard to human resources management/personnel issues. The Kronos System has been in development for the past year to manage all timekeeping, payroll, and human resources management services. The human resources team, consisting of the Insurance Specialist, Deputy County Administrator HR, Project Manager for Kronos Project (who is one of the IT Programmers), Salary Administration Assistant, and the Payroll Accountant, has developed a strong working relationship. In discussions with the team, it was believed there were efficiencies to be gained by reassigning payroll administration to Administrative Services because it would create a human resources wing for all those services in one location within County government. The benefits of this move include centralization for the ease of employees and outside agencies, organization clarity, and creation of a team where all the human resources individuals are working together under one umbrella. There is currently a vacant office available in Administrative Services next to the other human resources team members. The timing of the change seemed appropriate. Busey included comparable information with four similar counties: Rock Island, McLean, Peoria, and Sangamon in her memorandum. The recommendation is for the Policy, Personnel, & Appointments Committee to recommend to the County Board the re-assignment of one full-time Payroll Accountant from the Office of the County Auditor to the Administrative Services Department, and the associated responsibilities of payroll administration for Champaign County, effective June 1, 2006. The recommendation further requests the committee recommend changing the designated IMRF Agent for the County from the County Auditor to the County Administrator of Finance and HR Management, effective June 1, 2006. On Monday, Busey was provided with a copy of the opinion from Karl Drake, the County's outside auditor, which was requested by the County Auditor and distributed to the committee tonight. Busey spoke with Drake this afternoon about his opinion. Busey was told by Drake that there was nothing wrong with the proposed recommendation on the matter of internal control. Drake said controls would need to be set in place if this change were to take place and he is available to work with the County to ensure that procedures are adopted to ensure against collusion. With regard to point five in Drake's opinion about Kronos, Busey was not certain who Drake spoke with regarding the Kronos Project. She believed it is not an accurate representation of the status of the Kronos Project. Kronos is a challenging, complicated, comprehensive project and as a result the go-live date has been pushed back. Busey does not think eighteen months is an unreasonable implementation time for a project of this size, considering it is a change to the entire system's business practices. She does not think there are considerable problems with the Kronos System as mentioned in Drake's opinion. The project is moving along well and is currently being tested in the Treasurer's Office.

Beckett asked to hear from Frerichs on this issue because Frerichs distributed a memorandum to the committee regarding this issue at the beginning of the meeting. Frerichs said Busey approached him about the change in January and he agreed to consider it. He stated his office is not in favor of the recommended change. Frerichs apologized for the way this information was presented to the committee because there were communication problems and Frerichs was waiting for Drake's opinion. Frerichs said his reasons for opposition were outlined in his memorandum and he was willing to take questions.

The committee discussed the issue of internal control and the opinion from Drake. The committee members decided to take more time to review the materials distributed at tonight's meeting and consider the matter further.

MOTION by Beckett to defer the recommendation regarding assignment of payroll administration to the May meeting; seconded by Wysocki.

Knott asked if deferring the item for a month would create any problems. Busey said it would not. Betz asked if Karl Drake could attend the May Policy, Personnel, & Appointment Committee meeting so he could answer the committee's questions. Busey said Drake could be asked.

Motion carried.

Discussion of Draft Revised Personnel Policy

Busey reported this draft of the Personnel Policy included a disclaimer on Page 5 clearly stating the policy does not create an employment contract. This addition was suggested by Joel Fletcher of the Office of the State's Attorney. The County's attorneys are still working on sections of the policy. The committee will receive a revised version of the policy for the May meeting. Busey asked if any committee members have noted any items they would recommend changing in the policy. Putman asked if the department heads had been invited to comment on the Personnel Policy. Busey said the department heads have been invited to comment and they have had no further suggestions.

Discussion of Draft Revised Travel Policy

Busey stated the Travel Policy is ready for approval at the May meeting. Putman noted the term "parent committee" is used in the Travel Policy and might require a definition. Knott said the University of Illinois has a policy that if an employee's travel reimbursement is not filed within sixty days, it can become taxable for the employee under IRS regulations. McGrath said Knott was correct. Knott suggested including language in the policy to reference this. McGrath explained, since the County typically does not give tax advice, the policy can make reference to the fact that there are IRS regulations affecting that particular form of reimbursement and recommend employees consult their tax advisers. Similar language is used in the Domestic Partner Policy.

CHAIR'S REPORT

Approval of Resolution Amending Resolution Number 4070 to Amend the Procedure for Adopting Addenda to Agendas for County Board and County Board Committee Meetings

MOTION by Beckett to approve the Resolution Amending Resolution Number 4070 to Amend the Procedure for Adopting Addenda to Agendas for County Board and County Board Committee Meetings; seconded by Knott.

Beckett stated he thinks this resolution is effective in protecting the party with a minority of votes at a committee meeting from the consequence of having controversial addenda items quickly pushed through a committee by the majority party. This resolution does not prevent the adoption of an item by a normal majority vote at a subsequent committee or County Board meeting.

Betz ordered a roll call vote. Motion carried with a vote of 9 to 0. Beckett, Betz, Busboom, Fabri, Feinen, Knott, Moser, Putman, and Wysocki voted in favor of the motion.

Approval of Resolution Amending Resolution Number 4070 to Amend the Duties of Committees

Busey stated this resolution reflects the fact that Personnel Policy and County Board Rules do not match with regard to how issues are brought to the County Board. This resolution corrects the County Board Rules to ensure the Policy, Personnel, & Appointments Committee and Finance Committee receive actions appropriate for those committees, as based on the Personnel Policy.

MOTION by Beckett to approve the Resolution Amending Resolution Number 4070 to Amend the Duties of Committees; seconded by Moser. Motion carried.

LEGISLATIVE REPORT

County Board Chair's Letter in Support of Woodlands Assessment Moratorium Written at the Request of the Policy, Personnel, & Appointments Committee

The County Board Chair's letter was provided for information only. Wysocki informed the committee that the woodlands assessment moratorium has passed the General Assembly and will likely take effect later this year.

IACBMC Counties at the Capitol Legislative Report

Knott said an ordinance banning smoking could become an issue in the near future. Senate Bill 2400 has passed the General Assembly and is sitting on the Governor's desk. Betz requested a copy of the bill be distributed to the County Board when it is signed to determine how many businesses it would affect and how a smoking ban would be enforced.

OTHER BUSINESS

Participation in Joint Municipal Intervention in Ameren Delivery Rate Increase Cases

Betz asked about the cost of intervention, which could be substantial, and how many other units of government are already involved. Wysocki reported that she had a conversation with Laurel Prussing, the Mayor of the City of Urbana, this morning about this issue. Prussing is actively looking to recruit communities in East Central Illinois to be part of a coalition to advocate on behalf of the citizens regarding the rate increases. Prussing was willing to provide Wysocki with additional information. Putman asked Beckett, as the County Board Parliamentarian, if this issue could be added to the County Board's April 11th study session. Beckett advised against adding this item to the study session because the County Board does not take any action at a study session and the session's agenda is already very full. It would be sufficient for the County Board to receive information about this issue in their weekly mailing. Wysocki confirmed the April 11th study session includes a presentation about the Nursing Home's budget and two closed sessions. Wysocki will pass on any appropriate information that she receives from Prussing to the County Board. McGrath stated the County might not have a statutory right to intervene in the case because it is not a municipality or a village. The committee requested McGrath research this issue.

Memorandum of Understanding with Retired and Senior Volunteer Program

Wysocki stated she received a call from the Retired and Senior Volunteer Program (RSVP) informing her that the County's memorandum of understanding with the organization was about to expire. The County Board had an agreement with RSVP that covered four individuals doing volunteer work and receiving credit for it through the RSVP. Wysocki found out there are perks for the seniors that volunteer with this program, including: gas mileage for traveling to and from the volunteer site, health benefits should the volunteer be involved in an accident going to or from the volunteer site, and recognition for volunteer work. Wysocki noted Gremore has been involved in trying to identify seniors interested in being greeters at the Brookens Administrative Center reception desk during the morning. Wysocki recommended having a volunteer greeter at the Brookens reception desk because the part-time receptionists are only there in the afternoons and a number of people have wandered into the County Board Chair's Office to ask for directions, especially during tax and election seasons. This memorandum of understanding will enable the County to maintain its status as a site for RSVP volunteers.

MOTION by Wysocki to approve the Memorandum of Understanding with Retired and Senior Volunteer Program; seconded by Beckett.

Feinen stated there were RSVP volunteers in the Circuit Clerk's Office and she was not aware if RSVP had a separate contract with that office. Busey stated the matter was discussed with department heads this morning because several offices have separate contracts and RSVP would appreciate it if all County offices with volunteers operated under one contract.

Motion carried.

Moser stated he had received a communication from a constituent who requested that the cat registration fee be waived for cat owners who are on Medicare, regardless of age. The constituent informed Moser that he is on Medicare, his cat is nineteen years old, and he does not want to pay the fee or put his cat to sleep. McGrath said if a vet recommended an older cat not be inoculated as required by the ordinance, then the owner does not pay the fee. McGrath's vet recommended her older cat not be inoculated and she does not pay the fee for that cat. Moser will contact his constituent with this information.

Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of an Employee

MOTION by Beckett to enter into executive session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee. He further moved the following individuals remain present: County's legal counsel, County Administrators, Andrew Buffenbarger, Billie Pilotte, Phyllis Buhr, and the Recording Secretary. Motion seconded by Wysocki. The Recording Secretary called the roll. Motion carried with a vote of 8 to 1. Beckett, Betz, Busboom, Fabri, Knott, Moser, Putman, and Wysocki voted in favor of the motion. Feinen voted against the motion. All persons present who were not Policy, Personnel, & Appointments Committee members or named in the motion exited the meeting room.

Betz declared the committee in closed session at 7:53 p.m.

The committee resumed open session at 9:13 p.m. Betz declared a ten-minute recess at 9:13 p.m. in order for the committee to review the documents presented in the closed session. Betz reconvened the meeting at 9:28 p.m.

MOTION by Beckett to deny the Step 5 Grievance filed by Phyllis Buhr; seconded by Moser. Betz ordered a roll call vote. Motion carried with a vote of 8 to 0. Beckett, Betz, Busboom, Feinen, Knott, Moser, Putman, and Wysocki voted in favor of the motion. (Fabri exited the meeting at 8:53 p.m. during the closed session.)

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated items VII A 1-12, IX A & B, and XI B for the consent agenda.

ADJOURNMENT

MOTION by Beckett to adjourn the meeting; seconded by Wysocki. Motion carried. Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.

**IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY, ILLINOIS**

In the matter of LOWER BIG SLOUGH)
SPECIAL DRAINAGE DISTRICT, in the)
County of Champaign and State of Illinois) No. 97-MC-40

RESIGNATION

I, Alvin Brock, one of the Commissioners for the above said District, do hereby tender my resignation.

Dated this 5 day of April, 2006



Alvin Brock, Commissioner

Prepared By:
James D. Cottrell of
DOBBINS, FRAKER, TENNANT,
JOY & PERLSTEIN
a Professional Corporation
215 North Neil Street
Champaign, Illinois 61820,
Telephone: (217) 356-7233,
Facsimile: (217) 356-3548
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CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE PRINT IN BLACK INK

NAME: Paul D. Berbaum PHONE: 863-2003 FAX: _____

ADDRESS: 476 County Road 1700 N Champaign IL 61822
Street City State Zip

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain: _____

NAME OF APPOINTMENT BODY OR BOARD: Scott Fire Protection District Trustee

TITLE OF APPOINTMENT REQUESTED: Scott Fire Protection District Trustee

BEGINNING DATE OF TERM REQUEST: May 1, 2006 ENDING DATE: April 30, 2009

Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment?
- landowner and homeowner, all within the Scott Fire Protection District
 - lived in Scott Fire Protection District all my life; current residence in the country north of Bondville
 - served as trustee and treasurer on Scott Fire District Board since its formation in 1992
 - farmed for past 18 years and owned and operated mechanics business for 13 years
 - currently a member of Champaign County Farm Bureau Board of Directors; starting second year as Treasurer of the Board of Directors
 - attended several Illinois Fire District Trustee's Training Seminars
 - received an Associate's degree from Parkland College

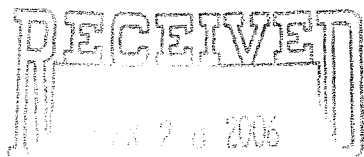
2. What is your knowledge of the District's operations, property holdings, staff, taxes, and fees?

I have a clear understanding of the operations, property holdings, staff, and taxes of the District given that I've served as a Scott Fire Protection District Trustee and as Treasurer since the District was establishment in 1992. For the past 14 years I have participated in the development and adoption of the District's budget and appropriation ordinance and tax levy ordinance.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes _____ No X

I yes, please explain.



Paul D. Berbaum
Signature

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE PRINT IN BLACK INK

NAME: Steve Parrish (217) PHONE: 595-5507 FAX: _____

ADDRESS: P.O. Box 83 Pentfield IL 61862
Street City State Zip

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain: _____

NAME OF APPOINTMENT BODY OR BOARD: Pentfield Water Dist.

TITLE OF APPOINTMENT REQUESTED: Trustee

BEGINNING DATE OF TERM REQUEST: June 1, 06 ENDING DATE: May 31, 11

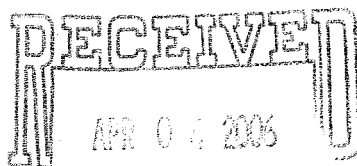
Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment?
Good mechanical skills, the ability to be a team member + assist with the input + work needed to supply a service to the community of Pentfield.
2. What is your knowledge of the District's operations, property holdings, staff, taxes, and fees?
I have been a Trustee for the past 6 years. I have lived in this community all my life, attended area schools + farm a family farm + pay taxes.
3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes No

I yes, please explain.



ADMINISTRATIVE SERVICES

Steve Parrish
Signature

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE PRINT IN BLACK INK

NAME: PAUL CLINEBELL PHONE: 217-5863130 FAX: 217-352-1438

ADDRESS: 1312 E. Wildwood Lane MACHOMET IL 61853
Street City State Zip

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain: _____

NAME OF APPOINTMENT BODY OR BOARD: SANGAMON VALLEY PUBLIC WATER DISTRICT

TITLE OF APPOINTMENT REQUESTED: Board Member, Trustee

BEGINNING DATE OF TERM REQUEST: June 1, 2006 ENDING DATE: MAY 31, 2009

Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment?

Registered professional engineer with 35 years of experience in the design and operation of water supply, water distribution, wastewater collection and treatment systems.

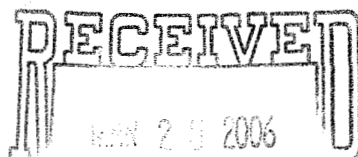
2. What is your knowledge of the District's operations, property holdings, staff, taxes, and fees?

Have served on this board for 15 years and have helped establish policies and operating procedures to guide the growth of this very essential utility system

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes _____ No X

I yes, please explain.



ADMINISTRATIVE SERVICES

Paul Clinebell
Signature

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Drainage, Cemetery, Water, & Farmland Assessment

PLEASE PRINT IN BLACK INK

NAME: 06 PARKHILL JR. PHONE: 586 4937 FAX: 586 6026

ADDRESS: 1812 FORESTVIEW DR. MAHOMET IL 61853
Street City State Zip

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain: _____

NAME OF APPOINTMENT BODY OR BOARD: SANGAMON VALLEY PUBLIC WATER DISTRICT

TITLE OF APPOINTMENT REQUESTED: TRUSTEE

BEGINNING DATE OF TERM REQUEST: JUNE 1, 2006 ENDING DATE: June 1, 2011

Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment?

I have been a member of the Board of Trustees at Sangamon Valley Public Water District since it's inception in 1966.

2. What is your knowledge of the District's operations, property holdings, staff, taxes, and fees?

As Chairman of the Board, I attend monthly board meetings to review pertinent information regarding the District's operations.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes _____ No

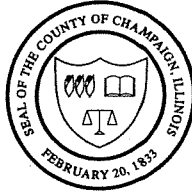
I yes, please explain.

06 Parkhill Jr.
Signature

BOARD OF REVIEW

Champaign County
Illinois

Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802



Telephone (217) 384-3758
Fax (217) 384-3896

March 23, 2006

Ms. Barbara Wysocki
Champaign County Board
Brookens Administrative Center
1776 E. Washington St.
Urbana, IL 61802

RE: Board of Review member reappointment

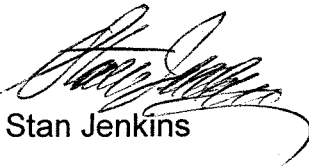
Dear Ms. Wysocki:

In May, 2006 my current term on the Champaign County Board of Review will expire.

I believe the current Board of Review is unique to this county and in the State of Illinois in that all three members are Certified Illinois Assessing Officers *and* Licensed Real Estate Appraisers with extensive experience in real estate valuation and assessment practices.

For these reasons I respectfully request reappointment to the Champaign County Board of Review for another term running through May, 2008

Respectfully submitted

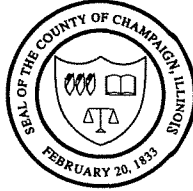


Stan Jenkins

BOARD OF REVIEW

Champaign County
Illinois

Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802



Telephone (217) 384-3758
Fax (217) 384-3896

March 29, 2006

Barbara Wysocki
Champaign County Board
1776 E. Washington
Urbana, IL 61802

RE: Board of Review Member Appointment

Dear Ms. Wysocki

In May 2006 my current term on the Champaign County Board of Review will expire.

I have enjoyed serving the taxpayers for almost seven years now and would like to be reappointed to the Champaign County Board of Review for another term running through May, 2008.

Respectfully,

A handwritten signature in black ink, appearing to read "D Stebbins".

Dan Stebbins

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: Jenny Heck - Dodson PHONE: 384-6435 FAX: _____

ADDRESS: 2602 Brownfield Rd #1 Urbana IL 61802
Street City State Zip

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain: _____

NAME OF APPOINTMENT BODY OR BOARD: Liquor Advisory Commission

TITLE OF APPOINTMENT REQUESTED: Liquor Advisory Commission

BEGINNING DATE OF TERM REQUEST: May 2006 ENDING DATE: May 2007

Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I am serving on the liquor advisory
commission at present

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

To listen to the problems or complaints and
handle them with the interest of both
parties concerned

3. What is your knowledge of the district/association's operations, specifically property holdings and management, staff, taxes, fees?

I am currently a Diguou Advisory member

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes ___ No

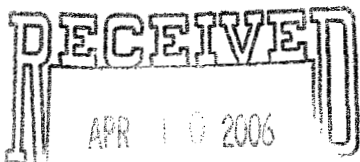
If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes No ___

If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



ADMINISTRATIVE SERVICES

Signature: Kenny Heck-Rodson
Date: April 7, 2006

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK

NAME: Steve Bantz PHONE: 398-0990 FAX: 328-1435

ADDRESS: 718 S. Elm Champaign IL 61820
Street City State Zip

PARTY AFFILIATION: (Please check one) Democrat Republican Other, please explain: _____

NAME OF APPOINTMENT BODY OR BOARD: Urbana-Champaign Sanitary District

TITLE OF APPOINTMENT REQUESTED: Board Member

BEGINNING DATE OF TERM REQUEST: June 1, 2006 ENDING DATE: May 31, 2009

Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I have worked as a real estate appraiser/broker
in the Champaign - Urbana - Savoy area for the
past 35 years and I understand the ways
in which our community is growing and
where future needs will need to be met.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

The sanitary district has done a good job in anticipating
current and future needs, it is important for board
members to continue to prepare for future development by
making sure that C-U has an adequate infrastructure. My
first hand knowledge of C-U will help to insure that future

3. What is your knowledge of the district/association's operations, specifically property holdings and management, staff, taxes, fees?

The U-C sanitary district is responsible for
the treatment of C-U/sewage waste water
and it is also responsible for insuring that we
have a safe environment. Fees have remained
low in the past ten years and the recent rate
increase has not been controversial.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes _____ No

If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes No _____

If no, please explain:

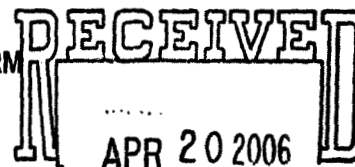
The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

ST RT
Signature

Date: March 3, 2006

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE PRINT IN BLACK INK



NAME: Jerry Lyke PHONE: 352-5181 ADMINISTRATIVE FAX: SERVICES 964

ADDRESS: 304 N. Draper Champaign IL 61821
Street City State Zip

PARTY AFFILIATION: (Please check one) [] Democrat [X] Republican [] Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD:

TITLE OF APPOINTMENT REQUESTED: Urbana-Champaign Sanitary District Board Member

BEGINNING DATE OF TERM REQUEST: June 2006 ENDING DATE: May 2009

Champaign County appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

The Champaign County Board

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I have a college degree from Notre Dame and a law degree from the University of Illinois. I have practiced law out of offices in Champaign since 1982. I was a Champaign County Board Member for six years and a Champaign County Forest Preserve Commissioner for five years. While on the County Board, I was involved in the process that ultimately led to the requirement of annexation to (see attached)

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

A basic responsibility is to attend meetings. I had an excellent attendance record as a County Board Member and Forest Preserve Commissioner. I understand that a Board Member does not manage the District - that is the responsibility of the Executive Director. However, the Board Members evaluate the Executive Director annually.

- 3. What is your knowledge of the district/association's operations, specifically property holdings and management, staff, taxes, fees?

I recently met with Mike Little, Executive Director of the Sanitary District. We discussed District operations and issues confronting the District. He gave me a tour of the northeast treatment plant in Urbana. He also gave me a copy of the Executive Summary of the District's current long range plan and a copy of the District's current budget. The District has a northeast treatment plant in _____ (see attached)

- 4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the board or commission for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)

Yes _____ No X

If yes, please explain:

- 5. Would you be available to regularly attend the scheduled meeting of the Board district?

Yes X No _____

If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Jerry Lyke
Signature
Date: 4/20/06

1. (continued)

to Champaign or Urbana in order to connect to the Sanitary District as well as Champaign and Urbana taking over responsibility for the Boneyard. As a County Board Member and Forest Preserve Commissioner, I have had experience with local government operations and interacting with the public. I believe I have been a fiscal conservative who also understands that the functions of government must be carried out.

2. (continued)

I believe a Board Member should work with the other Board Members to help the District set policy and procedures to implement policy and also act as a liaison between the Executive Director and the public. I envision carrying out the role of Sanitary District Board Member as I did the role of a Forest Preserve Commissioner, an appointed position of a local governmental body with a structure fairly similar to the structure of the Sanitary District. It seems like the Sanitary District has been well run and largely free of controversy. My only agenda would be for that to continue.

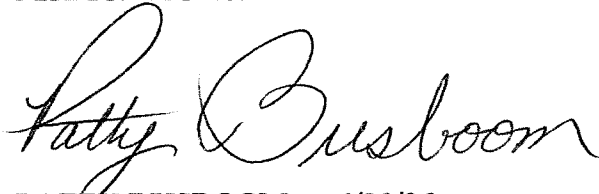
3. (continued)

Urbana and a southwest treatment plant in Champaign. The District's administrative offices are at the northeast plant. The management team is comprised of the Executive Director, Director of Administrative Services, Director of Operations and Maintenance and Director of Engineering Services. The District has 51 employees. The District's revenue comes from user fees, billed bi-monthly, connection fees and interceptor costs recovery fees.

TO WHOM IT CONCERN:

IT HAS BEEN A GREAT EXPERIENCE TO SERVE ON THE COUNTY BOARD.
I WANT TO RESIGN FROM THE COUNTY BOARD, APRIL 30, 2006. I HAVE
INFORMED THE REPUBLICAN PARTY AND THEY ARE SEEKING A
CANDIDATE.

I HAVE DEVELOPED A HEALTH PROBLEM AND MY DOCTORS AND
HUSBAND FEEL I NEED GET RID OF SOME STRESS AND ADJUST TO MY
MEDICATIONS.

A handwritten signature in cursive script that reads "Patty Busboom". The signature is written in black ink and is positioned above the typed name and date.

PATTY BUSBOOM 4/20/06

CHAMPAIGN COUNTY
REPUBLICAN CENTRAL COMMITTEE

Telephone: 217/355-3175
Facsimile: 217/352-8032
E-mail: info@champaigncountyrepublicans.org
<http://www.champaigncountyrepublicans.org>

106 West Springfield Avenue
Champaign, Illinois 61820

Jason A. Barickman, Chairman
Greg Knott, Vice-Chair
Brett Penick, Treasurer
Lisa Mettler, Secretary

April 24, 2006

Barb Wysocki
Attn: County Board Chairman
Brookens Administrative Center
Urbana, IL 61802

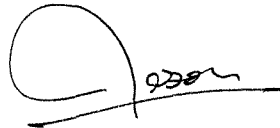
RE: Resignation of Patty Busboom

Dear Barb:

I am in receipt of Patty Busboom's resignation dated April 20, 2006. Please note that the Republican Party will convene on May 9th to vote on and make a recommendation for Patty's interim replacement. I will deliver the name of the nominee immediately following our meeting to you.

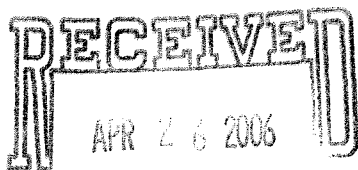
If you have any questions or concerns regarding this matter, please contact me at my office, (217) 352-5900.

Best Regards,



Jason A. Barickman
Chairman

JAB/jnh



ADMINISTRATIVE
SERVICES

Barb Wysocki, Chair
Champaign County Board
1776 E Washington Street
Urbana, IL 61801

April 26, 2006

Dear Barb,

As Chair of the Republican Caucus of the Champaign County Board, I respectfully request the following changes in committee assignments for our members.

With the recent resignation of Patty Busboom from District 2, I would like to appoint Jon Schroeder from District 3 to the Policy Committee. Mr. Schroeder would remain a member of the ELUC committee, but would drop off of the Justice Committee.

Upon the appointment of Mrs. Busboom's replacement, this new member would have committee assignments on the ELUC and Justice committee's.

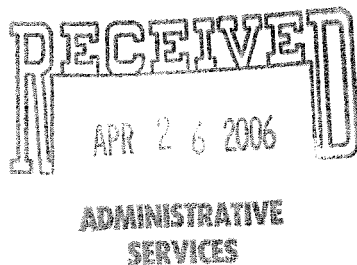
I would like to make this effective immediately upon board approval.

Please contact me if you have any questions.

Sincerely,

Greg Knott

Greg Knott



Prepared By: E. Boatz
4/24/2006

**VACANT POSITIONS LISTED ON DATA BASE
AS OF April 24, 2006**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2006 ANNUAL HOURS	FY2006 ANNUAL SALARY
80	22	DEPUTY COUNTY CLERK	\$9.36	624	\$5,840.64	626.4	\$5,863.10
80	30	LEGAL CLERK	\$9.36	1950	\$18,252.00	1957.5	\$18,322.20
80	30	LEGAL CLERK	\$9.36	1040	\$9,734.40	1044	\$9,771.84
80	51	ASSISTANT DIRECTOR-PROB CRT SRV	\$27.91	1950	\$54,424.50	1957.5	\$54,633.83
80	51	COURT SERVICES OFFICER	\$17.26	1950	\$33,657.00	1957.5	\$33,786.45
80	51	COURT SERVICES OFFICER	\$17.26	1950	\$33,657.00	1957.5	\$33,786.45
80	52	COURT SERVICES OFFICER	\$15.43	1950	\$30,088.50	1957.5	\$30,204.23
80	52	SENIOR COURT SERVICES OFFICER	\$17.28	1950	\$33,696.00	1957.5	\$33,825.60
80	52	SENIOR COURT SERVICES OFFICER	\$17.28	1950	\$33,696.00	1957.5	\$33,825.60
80	140	CLERK	\$9.36	1950	\$18,252.00	1957.5	\$18,322.20
80	140	LIEUTENANT--CORRECTIONS	\$31.99	2080	\$66,539.20	2088	\$66,795.12
83	60	MECHANIC	\$19.32	2080	\$40,185.60	2088	\$40,340.16
671	30	LEGAL CLERK	\$9.36	1950	\$18,252.00	1957.5	\$18,322.20
			\$210.53		\$396,274.84		\$397,798.98

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Joseph J. Gordon

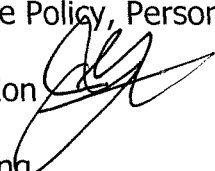
Director

Probation Services
Courthouse
101 E. Main
Urbana, IL 61801
Phone: (217) 384-3753
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Rd.
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

Date: April 10, 2006

TO: Mr. Tom Betz, Chairman
Members of the Policy, Personnel and Appointments Committee

FR: Joseph J. Gordon 

RE: Position Opening

Ms. Sheri Arenas, one of our juvenile supervision line staff officers, tendered her resignation. Her last day of employment will be May 31, 2006. She is relocating to Arizona.

We request permission to fill the line staff vacancy created by the resignation of Ms. Arenas, but would note, that once approved, all positions are first posted within our own department. The position opening created by this vacancy may result in officers from other units in our department requesting a lateral transfer. Once all potential internal shifting has occurred, it may be that the remaining position will exist in another unit. I would like to have this noted and ask that the vacancy, no matter where located in our Department, can be filled.

I will be available at the May Policy, Personnel and Appointments Committee meeting should you have any questions.

Thank you for your consideration of this request.

xc: Justice and Social Services Committee (for informational purposes)

Julia R. Rietz
State's Attorney



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816
email: statesatty@co.champaign.il.us

**Office of
State's Attorney
Champaign County, Illinois**

MEMO

TO: Thomas E. Betz, Chairman, Policy, Personnel & Appointments Committee
Brendan M. McGinty, Chairman, Finance Committee
Champaign County Board

FROM: Julia R. Rietz, State's Attorney

A handwritten signature in black ink, appearing to be "Julia R. Rietz".

RE: Approval of Administrative Legal Secretary position (Bargaining Unit)

DATE: April 20, 2006

This office is requesting approval for the addition of a bargaining unit Administrative Legal Secretary position to the FY'06 State's Attorney's budget 080-041. This request would be effective June 1, 2006. Attached you will find a request for budget amendment in the amount of \$10,474 or \$8,714, which would cover salary costs for the position for the remainder of FY '06.

As you may recall, our request to renew our Domestic Violence Grant was denied in 2005. That grant officially ended February 28, 2006. That grant funded four full-time positions and one part time position. The County Board agreed to increase our 2006 budget in order to allow us to continue funding one Assistant State's Attorney position and one Victim Advocate position that had previously been funded by the grant. We were unable to continue to fund a Senior Assistant State's Attorney position and a part-time Investigator position. Because we had excess funds remaining in the grant at the end of February, 2006, the grant monitor agreed to allow us to use the excess to fund the Administrative Legal Secretary position until the funds ran out. That funding will officially end June 30, 2006. We are requesting that as funding for this position is being eliminated due to the end of the Domestic Violence Grant, that it be added to the General Corporate State's Attorney's fund. We are also requesting that funding for that position begin June 1, 2006, rather than July 1, 2006, in light of the implementation of the Continuous Jury Term System.

The loss of an Administrative Legal Secretary would create a substantial hardship for the State's Attorney's Office. Currently, our Legal Secretaries and Administrative Legal Secretaries are assigned to support at least two if not more attorneys, in addition to other general office responsibilities. The recent transfer of an Administrative Legal Secretary position in the State's Attorney's Office to the Civil Division to provide clerical support for three attorneys in that

Division has created a hardship for support staff in our Criminal Division. That Administrative Legal Secretary previously was located at the courthouse, and provided support for both the Civil Division and a criminal attorney. With the expansion of the Civil Division from two to three attorneys, it became necessary to add support staff to the Civil Division at Brookens, making it logistically impossible for that secretary to be responsible for criminal matters at the courthouse.

This office is also reorganizing its professional staff and support staff in conjunction with the implementation of the Continuous Jury Term. Cases will be assigned directly to one of three courtrooms. The State's Attorney's Office and the Public Defender's Office, have agreed to assign attorneys directly to those courtrooms to create trial teams. Two or three attorneys will be assigned to each courtroom. It is my intention to assign one Administrative Legal Secretary to each of those trial teams. Without the Administrative Legal Secretary position currently funded by the Domestic Violence Grant, I would be unable to do that. The transfer of the secretarial position in our Criminal Division to the Civil Division and the potential loss of the secretarial position funded by the Domestic Violence Grant will create a serious shortfall in the amount of clerical support available to assist in the prosecution of criminal cases.

I am requesting that funding this position be approved to begin June 1, 2006, rather than July 1, 2006. The grant requires that the Administrative Legal Secretary work only on Domestic Violence cases. When the grant funded two attorney positions, that secretary was assigned to those two attorneys and all domestic violence cases were handled by those two attorneys. With the implementation of the Continuous Jury Term System, Domestic Violence cases will be set in three felony courtrooms and one misdemeanor courtroom, and will be prosecuted by five different attorneys, all of whom will have other case responsibilities. The grant requirement limiting the secretary to working only on Domestic Violence cases will be a logistical mess. Funding the position at the current salary rate beginning July 1, 2006, would cost \$8,715 rather than the requested \$10,474, a savings of approximately \$1,800. In my opinion, the difficulty that will be created by limiting one secretary to one type of case will not be worth the small savings.

It is essential that the General Corporate Fund provide funding for the Administrative Legal Secretary position currently funded by the Domestic Violence Grant. This will ensure the support needed to successfully implement the Continuous Jury Term System and to maintain the support necessary for the efficient prosecution of cases.

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-041-511.03 REG. FULL-TIME EMPLOYEES	1,685,857	1,685,857	1,696,331	10,474
080-041-511.03 REG. FULL-TIME EMPLOYEES	1,685,857	1,685,857	1,696,331	10,474
TOTALS	3,371,714	3,371,714	3,392,662	20,948

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: TO FUND THE SALARY OF AN ADMINISTRATIVE LEGAL SECRETARY POSITION IN THE STATE'S ATTORNEY'S OFFICE FOR THE REMAINDER OF FY '06. THAT POSITION IS CURRENTLY FUNDED BY THE DOMESTIC VIOLENCE GRANT.

DATE SUBMITTED:

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

April 20, 2006

APPROVED BY PARENT COMMITTEE:

DATE:

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

RESOLUTION NO. _____

RESOLUTION HONORING RETIRING BOARD MEMBER PATTY BUSBOOM

WHEREAS, Patty Busboom was sworn in as a Champaign County Board member in 1998; and

WHEREAS, Patty Busboom admirably served the citizens of Champaign County with her full commitment to her responsibilities as a representative of the Champaign County Board District 2 until her retirement from that position on April 30, 2006; and

WHEREAS, Patty Busboom's service to the County Board was exemplified by her energetic involvement and advocacy in effectively representing the interests of the rural community of Champaign County; her endorsement of prudent fiscal management; and her uncanny ability to introduce levity and humor at appropriate turning points in discussion and debate; and

WHEREAS, the County Board of Champaign County seeks to permanently and publicly recognize the commitment and dedication of Patty Busboom, who diligently served the citizens of Champaign County as an elected official over a term of eight years.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County hereby recognizes that the service of Patty Busboom was an asset to the County Board of Champaign County; and expresses gratitude and sincere appreciation for her eight years of service.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Patty Busboom in recognition of her years of dedicated service to the citizens of Champaign County.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18th day of May, A.D. 2006.

Barbara Wysocki, Chair
Champaign County Board

ATTEST:

Mark Sheldon, County Clerk and
Ex-Officio Clerk of the County Board

RESOLUTION NO.

RESOLUTION HONORING A RETIRING COUNTY EMPLOYEE
WALTER WOLFE

WHEREAS, Walter Wolfe was employed continuously by Champaign County from January 6, 1975 until June 17, 2006, as a Deputy Sheriff and retired as Chief Deputy; and

WHEREAS, Walter Wolfe admirably served the citizens of Champaign County with his full commitment to his responsibilities as Deputy Sheriff; to work in partnership with fellow Deputy Sheriffs and as Chief Deputy with officials of Champaign County; and with his full commitment, service and dedication to the best interests of all the people of Champaign County.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County hereby recognizes that the service of Walter Wolfe was an asset to the citizens of Champaign County; and expresses gratitude and sincere appreciation for his thirty-one years of service.

BE IT FURTHER RESOLVED that a copy of this Resolution is presented to Walter Wolfe as a dedicated and faithful Champaign County employee with our sincere appreciation.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 18th day of May, A.D., 2006.

Barbara Wysocki, Chair
County Board
Champaign County, Illinois

ATTEST:

Mark Shelden, County Clerk
and ex-officio Clerk of the
Champaign County Board

Resolution No. _____

**RESOLUTION COMMENDING AND THANKING THE
CHAMPAIGN COUNTY GENEALOGICAL SOCIETY
FOR THEIR WORK ON BEHALF OF
THE CHAMPAIGN COUNTY CLERK**

WHEREAS the Champaign County Genealogical Society has indexed 34,274 death and birth records within the Champaign County Clerk's Office, and

WHEREAS the work of the Champaign County Genealogical Society has been a volunteer effort with no cost to Champaign County, and

WHEREAS the efforts of the Champaign County Genealogical Society greatly enhances the ability of genealogists to research their family history, and

WHEREAS the efforts of Champaign County Genealogical Society provides a great resource for historians, and

WHEREAS through the efforts of the Champaign County Genealogical Society, the Champaign County Clerk's Office and the Champaign County Historical Archives at the Urbana Free Library are able to provide a better and more efficient level of service to genealogists, historians, and the general public.

NOW THEREFORE BE IT RESOLVED, that the Champaign County Board joins with the Champaign County Clerk in commending and thanking the Champaign County Genealogical Society for their hard work and dedication to the cause of improving access to the historical records of Champaign County.

Presented, adopted, approved and recorded this 18th day of May, 2006.

Barbara Wysocki, Chair
Champaign County Board

ATTEST:

Mark Shelden, County Clerk
and Ex-Officio Clerk of the County Board



BRUCE K. WALDEN
CHIEF ADMINISTRATIVE OFFICER

(217) 384-2454, Ext. 110
FAX (217) 384-2426
bkwalden@city.urbana.il.us

City of Urbana
400 South Vine Street
Urbana, IL 61801

April 5, 2006

Ms. Barbara Wysocki
1212 W. Springfield
Urbana, IL 61801

RE: Ameren Rate Case

Dear Barbara:

Enclosed please find a copy of the intergovernmental agreement that Champaign and Urbana are entering into for our work on the Ameren rate case.

Mayor Prussing indicated that you are interested in perhaps joining us in this effort. That is great news, as this is an issue that will impact all County residents.

In terms of participation financially, anything will help, but a pro rata share of \$17,000 would be particularly helpful.

I look forward to hearing from you.

Sincerely,

Bruce K. Walden
CHIEF ADMINISTRATIVE OFFICER

BKW:ss

cc: Mayor Prussing
Trisha Crowley

**INTERGOVERNMENTAL AGREEMENT FOR INTERVENTION IN AMEREN
ELECTRICITY DELIVERY RATE CASE**

THIS AGREEMENT entered into this _____ day of _____, 2006, by and between the CITY OF CHAMPAIGN, ILLINOIS (“Champaign”), and the CITY OF URBANA, ILLINOIS (“Urbana”)

WHEREAS, reliable and low cost electric service is essential for the economic health of the local and regional community; and

WHEREAS, AmerenCILCO, AmerenCIPS, and AmerenIP have proposed a general increase in rates for delivery service as reflected in Illinois Commerce Commission Docket Nos. 06-0070, 06-0071, and 06-0072 (consolidated); and

WHEREAS, the parties and their individual, commercial, and industrial residents purchase substantial energy services from the above-named businesses; and

WHEREAS, the parties desire to agree to share the costs of intervening in those cases; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and “The Intergovernmental Cooperation Act” (5 ILCS 220/, et seq.) provides for intergovernmental cooperation.

NOW, THEREFORE, Champaign, and Urbana, agree as follows:

Section 1 Original Parties. The CITY OF CHAMPAIGN, ILLINOIS and the CITY OF URBANA, ILLINOIS), shall be designated "original parties".

Section 2. Additional Parties. Other governmental agencies may become parties to this agreement by requesting to do so if all other original parties consent. Such consent shall be evidenced by the written approval of the parties, which may be

party and the agreement of the original parties, an additional party may become a member of the Executive Committee.

Section 5. Cost sharing. Champaign and Urbana agree to share all costs of hiring attorneys and experts pursuant to Section 2, such costs to be split among the parties on the basis of population. If an additional party is added to this Agreement, the total costs shall be shared with the original parties and all additional parties on the basis of population. Total cost of the intervention action and research shall not exceed \$95, 000 provided that if additional parties enter this Intergovernmental Agreement, the additional funds contributed by those parties will increase the total amount authorized to be spent under this Agreement..

If additional funds are required above \$95,000, each party will be contacted by the Lead Agency with a proposed amendment to this Agreement, stating the required additional funds and each party will have an opportunity to continue with the project pursuant to the Agreement as amended. If a party chooses not to continue its participation due to the need for additional funds, such party may cease to participate but will be responsible for its proportionate share of costs to date.

No party to this Agreement will seek reimbursement for its own staff time or in house resources provided to support this project.

Section 6. Payment. Payment for attorney and expert services rendered under this Agreement shall be due to the Lead Agency within 45 days following receipt by each of the participants of an itemized statement of the services performed. Such statement shall describe the services rendered. Billing in this manner will be performed periodically, but in no event more often than once per month.

based on the default. The terminating party shall pay the Lead Agency its proportionate share of the project costs up to the point of termination.

Section 8. Notice. Notice given hereunder shall be given to:

Champaign at:

City Manager
City of Champaign
102 North Neil Street
Champaign, IL 61820

City Attorney
City of Champaign
102 North Neil Street
Champaign, IL 61820

Urbana at:

Chief Administrative Officer
City of Urbana
400 South Vine Street
Urbana, IL 61801

City Attorney
City of Urbana
400 South Vine Street
Urbana, IL 61801

]

IN WITNESS WHEREOF, the Cities of Champaign and Urbana have executed this Agreement.

CITY OF URBANA, ILLINOIS

CITY OF CHAMPAIGN, ILLINOIS

By: _____
Chief Administrative Officer

By: _____
City Manager

ATTEST:

ATTEST:

City Clerk

City Clerk

APPROVED AS TO FORM:

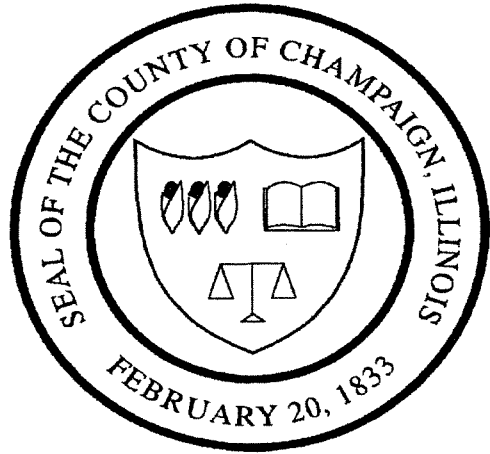
APPROVED AS TO FORM:

City Attorney

City Attorney

DATE: _____

DATE: _____



CHAMPAIGN COUNTY TRAVEL POLICY

**TRAVEL REGULATIONS
CHAMPAIGN COUNTY, ILLINOIS**

ARTICLE I. APPLICABILITY AND POLICY

APPLICABILITY: These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article IX, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.

POLICY: The purpose of the Regulations is to insure that Elected and Appointed Officials and Employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official's or Employee's compensation.

ARTICLE II. AUTHORITY TO TRAVEL

- A. The County Board, through its budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either Appointed or Elected Officials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the Department's appropriate parent committee. Summary reports provided to parent committees are not a requirement for reimbursement of expenses.

ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES

A. Governing Regulations

1. All travel shall be by the most direct route.
2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
3. County owned vehicles shall be used whenever possible.

B. Use of Public Transportation

1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

C. Use of Personal Vehicle

1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
4. No mileage payments are allowed for Elected or Appointed departments to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chairman and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, and County Board meetings.

ARTICLE IV. ALLOWABLE LIVING EXPENSES

A. Meal Expense

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide

departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.

Receipts for individual meals need not be submitted, but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

2. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending conferences and seminars, if the attendance at the conference or seminar is required by the Department Head and if the conference or seminar requires the Official or Employee to be away from their workplace or home during a meal. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.
5. Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.

B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:
 - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
 - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

ARTICLE V. ALLOWANCE MISCELLANEOUS EXPENSES

A. The following are items that may be reimbursed by the County under Miscellaneous Expenses, if authorized by the affected elected official/department head:

1. Business telephone calls.
2. Taxicab fares (where a hotel limousine is available, it is to be used).
3. Limousine fares, i.e. hotel limousine.
4. City transit (if used instead of taxicab or limousine).
5. Parking fees.
6. Bridge, road and tunnel tolls.
7. Registration fees.
8. Storage of baggage.
9. Hire of room for official business (when appropriate).
10. Credit card membership fees, if approved by the Policy, Procedures and Appointments Committee.
11. Car rentals (when appropriate).
12. Tips for parking attendants and baggage handling.
13. Reimbursement for one (1) personal phone call per day while employee is attending schooling, conference, etc.

B. Any miscellaneous expense OVER \$10.00 shall be accompanied by a receipt.

ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS

A. Any Exceptions

1. The Policy, Personnel and Appointments Committee may direct the Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interests of the County. Any exception to the above regulations shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval.

ARTICLE VII. PREPARATION OF A TRAVEL VOUCHER

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement until the Auditor has received approval of the County Board for payment of purchase not following policy.
- B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to November 30th, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred up to November 30th of each year should be submitted to the Auditor's Office by the December deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement until approval is received from the County Board for Purchase Not Following Policy.
- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$10.00.
 - 1. If telephone calls are included in the receipt for lodging, they should be subtracted from the lodging expense and entered under Miscellaneous Expense.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

ARTICLE VIII. OTHER EXPENSE GUIDELINES

- A. **Items Billed Directly.** No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.
- B. **Business Meals & Expenses.** Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of

conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.

Example: A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

Business breakfasts, lunches and dinners shall:

1. Be in accord with IRS per diem meal allowances as published annually, for county employees.
2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.

C. All reimbursement is subject to budget limitations.

D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel & Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

ARTICLE IX. PROSPECT AND APPOINTEE TRAVEL

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

ARTICLE X. CREDIT CARDS

- A. A credit card may be obtained by a County department if it is necessary for the efficient operation of the department in regard to charging and payment of departmental travel expenses.

All requests for authority for a department to obtain a credit card must be made to the Finance Committee. Finance Committee approval is required prior to application for a departmental credit card.

- B. Credit cards must be issued in the name of the department with the Department Head as the responsible party for billing purposes.
- C. Charges shall not be made, to a department credit card, which are not covered by sufficient appropriations in the appropriate County budget.

ARTICLE XI. ADVISORY BOARDS AND COMMITTEES

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.

ARTICLE XII. FOR COUNTY BOARD MEMBERS ONLY

- A. County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.
- B. No mileage payments are allowed for elected or appointed department heads to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings and County Board meetings.

ARTICLE XIII. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

533.12 JOB-REQUIRED TRAVEL – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

- Examples: - Viewing property – Assessor’s Office
- Inspecting county roads – Highway Department
- Delivering reports, etc. – Coroner

Reimbursement may be made for trips outside the County which are required by the individual’s job and are not an option. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

- Examples: - Transporting prisoners – Correctional Center
- Meeting with IDOT officials in Paris, IL – Highway

533.95 CONFERENCE & SCHOOLING – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

- Examples: – National Association of County Officials Annual Meeting
- American Payroll Association Annual IRS Up-Date
- County Clerk/Recorder Zone meetings
- Total Quality Management Two-Day Seminar
(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.

- Examples: - IN-COUNTY: Parkland College business writing class,
University of Illinois accounting class
- OUT-OF-COUNTY: Danville Community College workshop on
Microsoft Windows

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

- Examples – Property Assessment Institute classes, for Board of Review members or Supervisor of Assessment employees, to maintain CIAO designation.
- Coroner's classes to satisfy 24-hr annual schooling requirement.

NOTE: Restrictions set forth in the Travel Policy apply.

ARTICLE XIV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.