

# COUNTY BOARD AGENDA

County of Champaign, Urbana, Illinois  
Thursday, May 18, 2023 – 6:30 p.m.

**Shields-Carter Meeting Room**  
**Brookens Administrative Center**  
**1776 East Washington Street, Urbana, Illinois**

## Agenda Items

## Page #'s

- 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  
Tuesday, June 6, 2023 @ 6:30 p.m.  
Shields-Carter Meeting Room
  - B. Environment & Land Use Committee  
Thursday, June 8, 2023 @ 6:30 p.m.  
Shields-Carter Meeting Room
  - C. Highway & Transportation Committee  
Friday, June 9, 2023 @ 9:00 a.m.  
1605 E Main Street, Urbana
- Committee of the Whole:**
  - A. Justice & Social Services; Policy, Personnel & Appointments; Finance  
Tuesday, June 13, 2023 @ 6:30 p.m.  
Shields-Carter Meeting Room
- County Board:**
  - B. Regular Meeting  
Thursday, June 22, 2023 @ 6:30 p.m.  
Shields-Carter Meeting Room
- VII. **Public Participation**
- VIII. **\*Consent Agenda** 1-91
- IX. **Communications**
- X. **Approval of Minutes**
  - A. April 20, 2023 – Regular Meeting 92-97
- XI. **Standing Committees:**
  - A. Facilities Committee  
*Summary of Action Taken May 2, 2023 Meeting* 98-99
    1. Adoption of Resolution No. 2023-122 Naming the County Plaza Building in Honor of Scott M. Bennett 100
    2. Adoption of Resolution No. 2023-123 Authorizing a Building Purchase Agreement between the County of Champaign and the Champaign County Humane Society (please choose option A or B) 101-102
  - B. Environment and Land Use Committee  
*Summary of Action Taken May 4, 2023 Meeting* 103-106
    1. Adoption of Ordinance No. 2023-12 Granting a Special Use Permit, Zoning Case 074-S-22 – “Medanos Solar LLC” PV Solar Farm Including the Decommissioning and Site Reclamation Plan 107-115
  - C. Highway & Transportation Committee  
*Summary of Action Taken May 5, 2023 Meeting* 116-117

**XII. Areas of Responsibility**

*Summary of Action Taken May 9, 2023 at Committee of Whole Meeting (Justice & Social Services; Finance; Policy, Personnel, & Appointments)* 118-121

A. Policy, Personnel, & Appointments

1. Adoption of Resolution No. 2023-124 Updating the Job Description for the Information & Technology Specialist Position for the Champaign County Clerk's Office 122-128

B. Finance

1. \*\*Adoption of Resolution No. 2023-125 Approving Budget Transfer BUA 2023/04/415 Fund 1080 General Corporate / Dept 051 Juvenile Detention Center Amount: \$100,000 Reason: To Transfer savings from the Regular Full-Time Employees line to the Outside Boarding line. Transfer required to send juveniles to outside facilities to maintain safety and security while we continue to hire and train new staff 129-132

2. \*\*Adoption of Resolution No. 2023-126 Approving Budget Transfer BUA 2023/04/539 Fund 1080 General Corporate / Dept 036 Public Defender Amount: \$2,000 Reason: To transfer savings from the Regular Full-Time Employees line to the Employee Recruitment line in order to offer a one-time relocation payment to a potential new employee 133-135

**XIII. New Business**

A. Adoption of Resolution No. 2023-127 Authorizing Payment of Claims 136

- The payment register is available on the County's website at: <https://www.co.champaign.il.us/Auditor/OnlineCheckbook.php>

B. Adoption of Resolution No. 2023-128 Purchases Not Following Purchasing Policy 137-138

C. Adoption of Resolution No. 2023-129 Naming the Early Childhood Education Center in Honor of Elizabeth Murphy 139

D. Approval of Release of RFQ 2023-003 for Case Management System Consultant 140-156

**XIV. Other Business**

A. Labor Committee

1. [Adoption of Resolution No. 2023-130 Approving Agreement between the Champaign County Board, the Sheriff of Champaign County, and the Illinois Fraternal Order of Police Corrections Division January 1, 2023 – December 31, 2025](#) 157-158

B. Auditor

1. Reassignment of Fund Number (*information only*) 159

C. American Rescue Plan Act

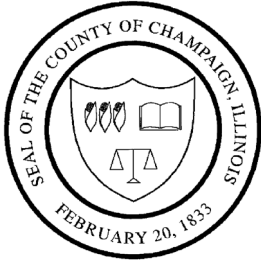
1. Update from the ARPA Project Manager (*information only*) 160-167  
2. Animal Control Funding Request (*discussion only*) 168

**XV. 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.

*All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.*



# COUNTY BOARD CONSENT AGENDA

County of Champaign, Urbana, Illinois

Thursday, May 18, 2023 - 6:30 p.m.

Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington Street, Urbana, IL 61802

## Consent Agenda Items

## Page #'s

### **A. Facilities**

1. Adoption of Resolution No. 2023-99 Approving Amendment to Contract with Broeren Russo Builders Inc. for County Plaza Renovation Project 1
2. Adoption of Resolution No. 2023-100 Approving Amendment to Contract with P.J. Hoerr Inc. for County Jail Consolidation Project 2
3. Adoption of Resolution No. 2023-101 Approving Agreement with Verizon Wireless for Conditional 30-Day Extension of Electricity 3

### **B. Environment and Land Use**

1. \*\*\*\*Adoption of Ordinance No. 2023-10 Amending Zoning Ordinance for a Zoning Map Amendment on Certain Property, Zoning Case 035-AM-21 4-8
2. Adoption of Ordinance No. 2023-11 Approving Documents Related to Approved Zoning Case 898-S-18 "Prairie Solar 1" Utility-Scale PV Solar Farm 9-10
3. Adoption of Resolution No. 2023-102 Authorizing County Executive Signature on Annual Facility Inspection Report Required for M.S.4 Stormwater Permit with I.E.P.A. for Program Year April 2022 through March 2023 11-47

### **C. Highway & Transportation**

1. Adoption of Resolution No. 2023-103 Approving Appropriation of Funds from the County Bridge Fund, Rantoul-Stanton Township, Section #23-28130-00-BR 48-50
2. Adoption of Resolution No. 2023-104 Approving Appropriation of Funds from the County Bridge Fund, Ayers Township, Section #23-01131-00-BR 51-53
3. Adoption of Resolution No. 2023-105 Approving Appropriation of Funds from the County Bridge Fund, Ogden Township, Section #23-17132-00-BR 54-56
4. Adoption of Resolution No. 2023-106 Approving Appropriation of Funds from the County Bridge Fund, Ogden Township, Section #23-171133-00-BR 57-59
5. Adoption of Resolution No. 2023-107 Approving Appropriation of Funds from the County Bridge Fund, Ludlow Township, Section #23-14134-00-BR 60-62
6. Adoption of Resolution No. 2023-108 Approving Appropriation of Funds from the County Bridge Fund, Somer-Urbana Township, Section #23-30135-00-BR 63-65
7. Adoption of Resolution No. 2023-109 Approving Appropriation of Funds from the County Bridge Fund, Crittenden Township, Section #23-08137-00-BR 66-68
8. Adoption of Resolution No. 2023-110 Approving Contract Award Authority, Ch 6 Section #22-00121-00-BR 69-70

### **D. Policy, Personnel & Appointments**

1. Adoption of Resolution No. 2023-111 Appointing *John Bergee* to the Board of Review, term 6/1/2023-5/31/2025 71
2. Adoption of Resolution No. 2023-112 Appointing *Ladell Myrick* to the Urbana-Champaign Sanitary District, term 6/1/2023-5/31/2026 72

3. Adoption of Resolution No. 2023-113 Appointing Lisa Liggins-Chambers to the Mental Health Board, unexpired term ending 12/31/2025 73

4. Adoption of Resolution No. 2023-114 Honoring Stanley Summers 74

**E. Finance**

1. \*\*Adoption of Resolution No. 2023-115 Approving Budget Amendment BUA 2023/4/77 75  
Fund 2083 County Highway / Dept 060 Highway  
Increased Appropriations: \$250,000  
Increased Revenue: \$0  
Reason: The Highway Department's FY2022 budget included appropriations for the purchase of a Mack dump truck. The Truck was ordered in April 2022 and was not delivered until 2023. The unspent funds need to be added to the FY2023 budget

2. Adoption of Resolution No. 2023-116 Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 11-014-0039 76

3. Adoption of Resolution No. 2023-117 Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 30-060-0021 77

4. Adoption of Resolution No. 2023-118 Approving the Application for, and if Awarded, Acceptance of the Adult Redeploy Illinois Implementation Grant 78

5. Adoption of Resolution No. 2023-119 Adopting the Champaign County Financial Policies 79-87

6. Adoption of Resolution No. 2023-120 Establishing the Budget Process for Champaign County for FY2024 88-90

7. Adoption of Resolution No. 2023-121 Amending the Schedule of Authorized Positions in the Administrative Services Department – HR Generalist 91

RESOLUTION NO. 2023-99

RESOLUTION APPROVING AMENDMENT TO CONTRACT WITH BROEREN RUSSO BUILDERS INC. FOR COUNTY PLAZA RENOVATION PROJECT

WHEREAS, The Champaign County Board has an existing contract with Broeren Russo Builders, Inc. and wishes to amend the contract to acknowledge changes and reflecting the terms for payment of this contract; and

WHEREAS, The net effect of the changes result in an increase of \$14,172.98 for removal of unforeseen stairwell in the lower level; \$43,038.40 for removal of perimeter interior soffits five floors; \$24,250.00 for purchase and installation of steel supports underneath the 1<sup>st</sup> floor vault; and, \$177,333.00 for exterior wall panel insulation, resulting in a net increase to the total contract in the amount of \$258,794.38;

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County that the County Executive is hereby authorized and directed to execute the amendment to the contract with Broeren Russo Builders, Inc.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-100

RESOLUTION APPROVING AMENDMENT TO CONTRACT WITH P.J. HOERR INC.  
FOR COUNTY JAIL CONSOLIDATION PROJECT

WHEREAS, The Champaign County Board has an existing contract with P.J. Hoerr, Inc. and wishes to amend the contract to acknowledge changes and reflecting the terms for payment of this contract; and

WHEREAS, The net effect of the changes result in an increase not to exceed \$183,937.69 for digging out and grading/seeding the expanded detention basin area, and an increase of \$34,626.90 for boring new conduit to a depth that will fall under the new detention basin and pulling new fiber, resulting in a net increase to the total contract in the amount of \$218,564.59;

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County that the County Executive is hereby authorized and directed to execute the amendment to the contract with P.J. Hoerr, Inc.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-101

RESOLUTION APPROVING AGREEMENT WITH VERIZON WIRELESS FOR  
CONDITIONAL 30-DAY EXTENSION OF ELECTRICITY

WHEREAS, on April 5<sup>th</sup>, 2022, Champaign County purchased the building commonly known as County Plaza, located at 102 E. Main Street, Urbana, Illinois; and at the time of the purchase there was in effect a rooftop lease agreement which had allowed Verizon Wireless (“Verizon”) to operate telecommunications equipment (“Equipment”) on the roof of County Plaza; and

WHEREAS, on April 7<sup>th</sup>, 2022, the Champaign County Executive provided written notice to Verizon that Champaign County as landlord did not intend to renew said rooftop lease agreement and that the County was terminating said lease at the end of the current agreement term (May 31<sup>st</sup>, 2023); and

WHEREAS, per the lease’s original terms, Verizon has up to 90-days to remove their Equipment from the roof of the County Plaza, which ends on August 29<sup>th</sup>, 2023; and

WHEREAS, on May 2<sup>nd</sup>, 2023, due to the County’s roof replacement start being delayed until July 1<sup>st</sup>, 2023, the Champaign County Facilities Committee recommended approval of a conditional 30-day extension of electric service to Verizon’s Equipment at County Plaza, if and only if Verizon agrees to remove all their Equipment beginning on Monday, July 3<sup>rd</sup>, 2023;

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County that the County Executive is hereby authorized and directed to execute an agreement providing for a conditional 30-day extension of electric service to Verizon’s Equipment at County Plaza, providing Verizon agrees to remove all their Equipment beginning on July 3<sup>rd</sup>, 2023, and other such terms as may be appropriate to ensure prompt and complete removal of said Equipment.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

**ORDINANCE NO. 2023-10**  
**ORDINANCE AMENDING ZONING ORDINANCE**  
**FOR A ZONING MAP AMENDMENT ON CERTAIN PROPERTY**

**035-AM-21**

WHEREAS, the Champaign County Zoning Board of Appeals held a public hearing, made a formal recommendation for approval, and forwarded to this Board Zoning Case 035-AM-21;

WHEREAS, the Champaign County Board believes it is for the best interests of the County and for the public good and welfare to amend the Champaign County Zoning Ordinance in a manner hereinafter provided;

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

1. That Resolution No. 971, *The Zoning Ordinance of the County of Champaign, Illinois*, be amended by reclassifying from the AG-1 Agriculture Zoning District to the R-5 Manufactured Home Park Zoning District on the following described real estate:

A 9.68-acre tract in the Northwest Quarter of the Northwest Quarter of Section 10, Township 20 North, Range 9 East of the Third Principal Meridian in Somer Township and commonly known as Walnut Grove MHC with an address of 1513 CR 2300N, Urbana, more particularly described in the attached Exhibit A;

2. That the reclassification of the above-described real estate be subject to the following conditions:
  - A. The owners of the subject property hereby recognize and provide for the right of agricultural activities to continue on adjacent land consistent with the Right to Farm Resolution 3425.
  - B. The Map Amendment is contingent upon approval of Case 036-S-21.
  - C. The petitioner shall achieve full compliance with the Illinois Department of Public Health within one year of approval of Map Amendment Case 035-AM-21 or the rezoning will be void.
3. That the boundary lines of the Zoning Map be changed in accordance with the provisions hereof

PRESENTED, PASSED, APPROVED AND RECORDED this 18th day of May, A.D. 2023.



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Kyle Patterson, Chair  
Champaign County Board

ATTEST:

Approved:

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Aaron Ammons, County Clerk and  
Ex-Officio Clerk of the County Board

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Steve Summers, County Executive

Date:

## **EXHIBIT A**

### **LEGAL DESCRIPTION**

Part of the Northwest Quarter of the Northwest Quarter of Section 10, Township 20 North of the Base Line, Range 9 East of the Third Principal Meridian, Champaign County, Illinois, described as follows:

Beginning on the North line of Section 10, Township 20 North of the Base Line, Range 9 East of the Third Principal Meridian, a distance of 360.96 feet East of the Northwest corner of said Section; thence North 90 degrees, 00 minutes East 548.00 feet on said North line; thence South 00 degrees, 28.7 minutes East 462.0 feet; thence South 90 degrees, 00 minutes, West 548.00 feet; thence North 00 degrees, 28.7 minutes West 213.72 feet; thence South 89 degrees, 52.3 minutes East 200.00 feet; thence North 00 degrees, 28.7 minutes West 247.48 feet; thence North 89 degrees, 52.3 minutes West 200.00 feet; thence North 00 degrees, 28.7 minutes West 0.80 feet to the point of beginning, situated in Champaign County, Illinois.

PIN: 25-15-10-100-010

Commonly known as: 1513 County Road 2300 N., Urbana, IL 61802

RESOLUTION NO. 3425

A RESOLUTION PERTAINING TO THE  
RIGHT TO FARM IN CHAMPAIGN COUNTY

WHEREAS, the Chairman and the Board of Champaign County have determined that it is in the best interest of the residents of Champaign County to enact a Right to Farm Resolution which reflects the essence of the Farm Nuisance Suit Act as provided for in the Illinois Compiled Statutes, 740 ILCS 70 (1992); and

WHEREAS, the County wishes to conserve, protect, and encourage development and improvement of its agricultural land for the production of food and other agricultural products; and

WHEREAS, when nonagricultural land uses extend into agricultural areas, farms often become the subject of nuisance suits. As a result, farms are sometimes forced to cease operations. Others are discouraged from making investments in farm improvements.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Chairman and the Board of Champaign County as follows:

1. That the purpose of this resolution is to reduce the loss to the county of its agricultural resources by limiting the circumstances under which farming operations are deemed a nuisance.

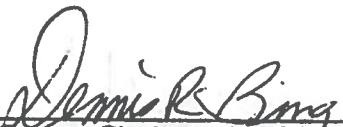
2. That the term "farm" as used in this resolution means that part of any parcel of land used for the growing and harvesting of crops, for the feeding, breeding, and management of livestock; for dairying or other agricultural or horticultural use or combination thereof.

3. That no farm or any of its appurtenances should be or become a private or public nuisance because of any changed conditions in the surrounding area occurring after the farm has been in operation for more than one year, when such farm was not a nuisance at the time it began operation.

4. That these provisions shall not apply whenever a nuisance results from the negligent or improper operation of any farm or its appurtenances.

PRESENTED, ADOPTED, APPROVED AND RECORDED this 24<sup>th</sup> day of May, A.D., 1994.

  
\_\_\_\_\_  
Chairman, County Board of the  
County of Champaign, Illinois

ATTEST:   
\_\_\_\_\_  
County Clerk and Ex-Officio  
Clerk of the County Board

**ORDINANCE NO. 2023-11**

**ORDINANCE APPROVING DOCUMENTS RELATED TO  
APPROVED ZONING CASE 898-S-18  
“PRAIRIE SOLAR 1” UTILITY-SCALE PV SOLAR FARM**

WHEREAS, the Champaign County Board approved Case Number 898-S-18 on January 25, 2019;

WHEREAS, there were special conditions of approval requiring additional documentation to be presented to the Environmental and Land Use Committee by BayWa r.e. at a later date; and

WHEREAS, the following documents have been submitted for consideration by the Environmental and Land Use Committee and approval by the Champaign County Board:

1. Decommissioning and Site Reclamation Plan received April 14, 2023; and
2. Noise Assessment Technical Report prepared by Dudek received April 24, 2023; and
3. Vegetative Screening Plan received April 14, 2023.

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

1. That the Decommissioning and Site Reclamation Plan, Noise Assessment Technical Report, and Vegetative Screening Plan are hereby endorsed and adopted, and incorporated herein by reference.
2. That the granting of the Special Use Permit in Case 898-S-18 amend special condition approval I from Case 898-S-18 as follows:
  - I. **A Zoning Compliance Certificate shall be required for the PV SOLAR FARM prior to going into commercial production of energy. Approval of a Zoning Compliance Certificate shall require the following:**
    1. **An as-built site plan of the PV SOLAR FARM including structures, property lines (including identification of adjoining properties), as-built separations, public access road and turnout locations, substation(s), electrical cabling from the PV SOLAR FARM to the substations(s), and layout of all structures within the geographical boundaries of any applicable setback.**
    2. **As-built documentation of all permanent soil erosion and sedimentation improvements for all PV SOLAR FARM including any access road prepared by an Illinois Licensed Professional Engineer.**

- 3. **A noise study to verify that the noise level without the sound reduction kits for all inverters is less than 39 dBA noise level at all existing residential lots within 1500 feet of the project site or sound reduction kits will be required. ELUC shall review the noise study and determine if the sound reduction kits are in fact required and if so, whether an additional noise study is necessary.**
- 4. **An executed interconnection agreement with the appropriate electric utility as required by Section 6.1.5 B.(3)b.**

PRESENTED, PASSED, APPROVED AND RECORDED this 18th day of May, A.D. 2023.

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Kyle Patterson, Chair  
Champaign County Board

ATTEST:

Approved:

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Aaron Ammons, County Clerk and  
Ex-Officio Clerk of the County Board

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Steve Summers, County Executive

Date:

**RESOLUTION NO. 2023-102**

**AUTHORIZING COUNTY EXECUTIVE SIGNATURE ON  
ANNUAL FACILITY INSPECTION REPORT  
REQUIRED FOR M.S.4. STORMWATER PERMIT WITH I.E.P.A.  
FOR PROGRAM YEAR APRIL 2022 THROUGH MARCH 2023**

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 by filing 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 May 30, 2019;

WHEREAS, the Annual Update (Annual Facility Inspection Report) for the program year 4/1/22 through 3/31/23 must be filed with the IEPA no later than June 1, 2023;

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 Executive 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, 2023.

PRESENTED, PASSED, APPROVED, AND RECORDED this 18th day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board  
Champaign, Illinois

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk and  
*Ex Officio* Clerk of the Champaign  
County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_





# 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

### 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, 31, 2022 To March, 31, 2023

Permit No. ILR40 00256

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

Name: County of Champaign, Illinois Mailing Address 1: 1776 East Washington Street  
Mailing Address 2: \_\_\_\_\_ County: Champaign  
City: Urbana State: IL Zip: 61802 Telephone: 217-384-3708  
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 County

#### 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 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: \_\_\_\_\_  
Steve Summers  
Printed Name:

Date: \_\_\_\_\_  
Champaign County Executive  
Title:

EMAIL COMPLETED FORM TO: [epa.ms4annualinsp@illinois.gov](mailto: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.

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
ANNUAL FACILITY INSPECTION REPORT  
April 1, 2023  
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 4 is April 1, 2022 through March 31, 2023

**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. About 47 square miles (about 4.7%) 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 roads with a drainage system. County Highway roadside ditches are currently the only point source discharges in the urbanized area maintained by Champaign County.

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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 at all times with the Illinois Environmental Protection Agency (IEPA). 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:

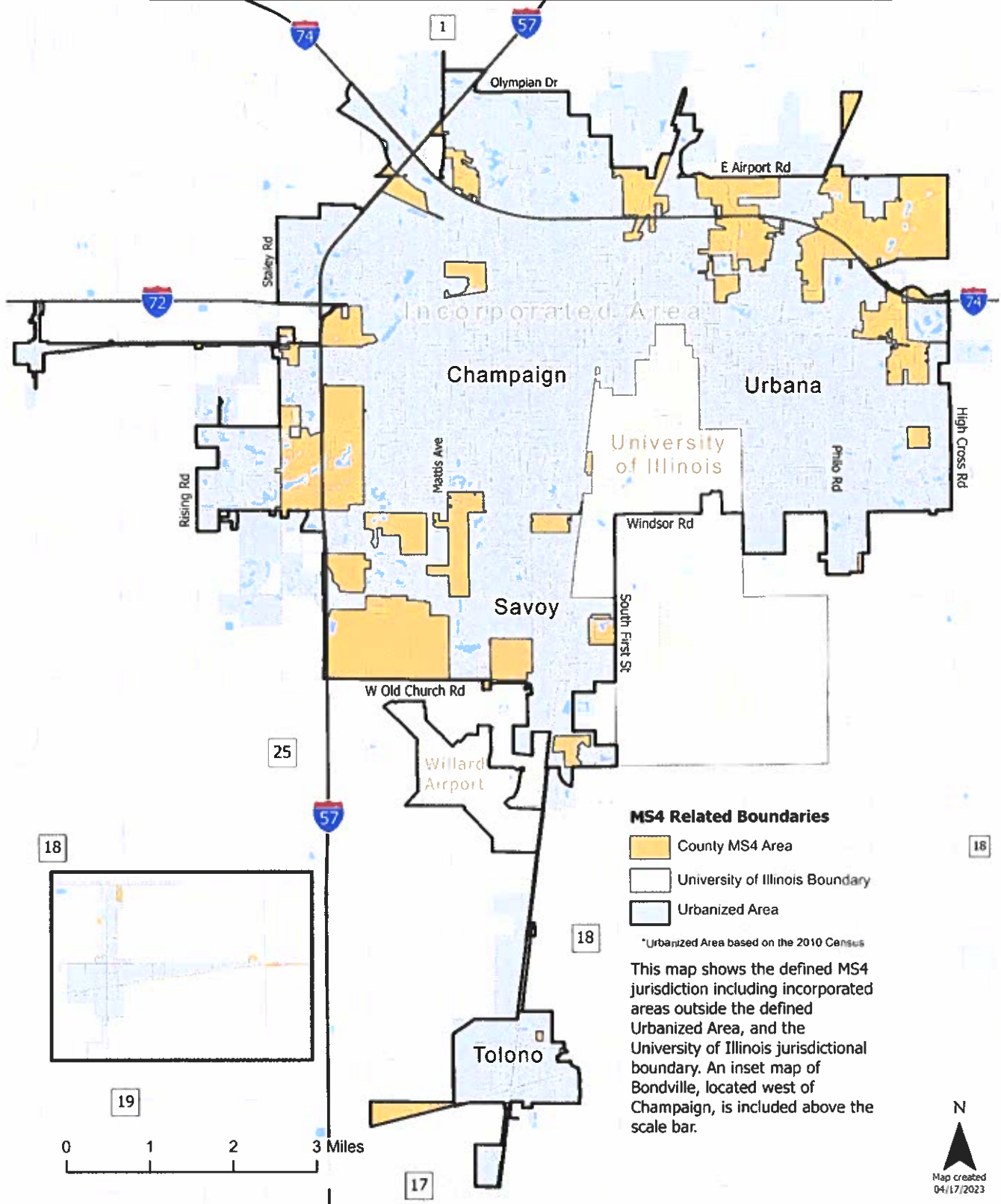
- **Public Education and Outreach.** Selected BMPs should educate the public on the various ways to reduce storm water pollution.
- **Public Participation and Involvement.** Selected BMPs should involve the public in developing, implementing, and reviewing MS4 best management practices.
- **Illicit Discharge Detection and Elimination.** 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 to reduce pollution.
- **Post-Construction Runoff Control.** Selected BMPs should enable property owners (developers and MS4s) to manage storm water runoff 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 filed a fourth NOI with IEPA to include the five-year period of April 1, 2019, to March 31, 2024. This document serves as the annual report for Year 4 activities.

# Champaign County MS4 Jurisdiction



## **B.M.P. MONITORING AND ASSESSMENT PROGRAM**

Effective 3/1/16, each Small MS4 is required to implement a monitoring and assessment program to evaluate the effectiveness of selected best management practices (BMPs) at reducing pollutant loadings and water quality impacts. The monitoring and assessment program may include evaluation of BMPs and/or direct water quality monitoring, at the discretion of each Small MS4, but the program should be tailored to the size and characteristics of the Small MS4 and the relevant watersheds.

### **Outfall/Discharge Monitoring and Physical Stream Assessment**

The Champaign County Unincorporated MS4 will collaborate with the municipal MS4 jurisdictions in Champaign County in developing a monitoring and assessment program for the Champaign County Unincorporated MS4 that matches as closely as possible the municipal MS4 monitoring and assessment programs. Municipal MS4 agencies in the Champaign-Urbana Urbanized Area rely on a combination of outfall/discharge monitoring and assessment of physical/habitat characteristics such as stream bank erosion caused by storm water discharges.

Methods and practices used for the Champaign County Unincorporated MS4 Monitoring and Assessment program will be based on municipal MS4 practices and methods as much as possible and will be supplemented as necessary by practices described in the following documents:

- *Illicit Discharge Detection and Elimination A Guidance Manual for Program Development and Technical Assessments*, published by the Center for Watershed Protection and Robert Pitt, University of Alabama, October 2004.
- *UNIFIED STREAM ASSESSMENT: A USER'S MANUAL Version 2.0, Urban Subwatershed Restoration Manual No. 10*, published by the Center for Watershed Protection, February 2005.
- *Stream Visual Assessment Protocol*, published by the United States Department of Agriculture Natural Resources Conservation Service National Water and Climate Center, Technical Note 99-1, December 1998.

### **Justification**

The unincorporated Champaign County MS4 Area is highly interconnected with the municipal MS4 Area and using the same (or nearly the same) monitoring and assessment (M&A) methods to evaluate the effectiveness of storm water best management practices (BMPs) in the unincorporated MS4 Area may help minimize the overall costs of implementing and conducting the M&A program in the unincorporated MS4 Area; and should eliminate confusion that could otherwise result if a different approach were used than is used in the municipal MS4s; and may provide a more accurate overall understanding of the effectiveness of BMPS for the entire Champaign County urbanized area.

The *Unified Stream Assessment (USA)* is a continuous stream walk method that systematically evaluates stream conditions and that can be applied to both rural and urban streams. Staff can perform the USA with relatively minimal training. USA protocols should be adapted to meet agency needs and skills and to address regional stream conditions.

The USA includes specific protocols and model forms for documenting the assessments of Storm Water Outfalls and Severe Bank Erosion. The USA assessment for Storm Water Outfalls is very similar to the Outfall Reconnaissance Inventory (ORI) used in *Illicit Discharge Detection and Elimination*. Including ORI methods in

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the USA Storm Water Outfall assessments can improve the overall assessment of storm water outfalls and discharges.

Severe bank erosion caused by storm water discharges can be accurately identified only after identifying the average erosion condition for a particular stream reach. The USA includes a Reach Level Assessment to characterize overall conditions within each reach of the stream. Guidance is included in the USA assessment of Severe Bank Erosion to help identify locations with more severe erosion. The *Stream Visual Assessment Protocol* (SVAP) also provides useful additional guidance for making the assessment of Severe Bank Erosion.

The USA protocols assume identification of uniform stream reaches. Stream reaches will be identified and mapped prior to actual field investigations. During the field investigation the various stream reaches will be identified using GIS locators. Standard worksheets will be completed for each reach for the entire length of stream in the MS4 Area. Streams (miles) to be assessed are as follows:

- Vermilion Watershed:
  - Saline Branch Drainage Ditch (3.2 miles)
- Upper Kaskaskia Watershed:
  - Copper Slough (1.6 miles)
  - Phinney Branch (1.1miles)
- Upper Embarras Watershed
  - An unnamed tributary near Lake Park (.6 mile).

Gaining access to streams in the unincorporated MS4 Area will be a significant challenge because all the streams are on private property.

Annual monitoring is planned to occur during August through October. Annual monitoring will note the conditions for the current year and identify changes from previous years. The results will be reported in the Annual Update.

Follow up investigations may be necessary based on observed changes.

Outfalls were identified per the IEPA 4/22/16 Acceptance of Response to Noncompliance Advisory Letter.

**SELF-ASSESSMENT OF PERMIT COMPLIANCE**

Tables 1 through 6 summarize Champaign County Unincorporated MS4 Storm Water Program activities from April 1, 2022 through March 31, 2023. Table 7 identifies BMPs that were started and still in progress and Table 8 identifies BMPs still pending.

**Table 1: Public Education and Outreach Activities 4/1/22 – 3/31/23**

BMP ID	Activities
A.1.1. - Flyers and information sheets at permit counter.	Handouts are displayed and available at Planning and Zoning permit counter.
A.2.1. - Inform business groups about MS4, NPDES, and BMPs.	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.	No requests for presentations about MS4, NPDES and BMPs were made from developer, contractor, engineering, or architecture groups.
A.2.3. - Inform environmental groups about MS4, NPDES, and BMPs.	No requests for presentations about MS4, NPDES and BMPs were made from environmental groups.
A.6.1. - Educational and informational material on web page.	The MS4 Annual Facility Inspection Report was posted to the County website and to the collaborative MS4 website the Champaign County Stormwater Partnership ( <a href="http://www.ccstormwater.org">www.ccstormwater.org</a> ).

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**Table 2: Public Participation and Involvement Activities 4/1/22 – 3/31/23**

BMP ID	Activities
B.4.1. - Comply with applicable state and local public notice requirements.	All public hearings and meetings are noticed as required by state law and local ordinances and policies.
B.6.1. - Intergovernmental Storm Water Management group meetings (coordination meeting for all Champaign County MS4 jurisdictions).	During the program year County staff attended and participated in meetings with other MS4 jurisdictions on 6/14/22; 9/13/22; 11/2/22; 12/13/22; 3/14/23
B.6.2. - Prepare a storm water survey that can be used annually to capture public comment on the MS4 Storm Water Program.	The MS4 Storm Water Survey is on the County website at <a href="https://docs.google.com/forms/d/e/1FAIpQLSd5hbzMASGpKgPWU3kr8gmOJ-w0ZorXoCFWUUddjbMyI8P3Mg/viewform?c=0&amp;w=1">https://docs.google.com/forms/d/e/1FAIpQLSd5hbzMASGpKgPWU3kr8gmOJ-w0ZorXoCFWUUddjbMyI8P3Mg/viewform?c=0&amp;w=1</a>
B.6.3. - Hold Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC) Meeting to receive public comments regarding the Champaign County Unincorporated MS4 Area Storm Water Program.	There was no Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC) in the reporting period year.
B.6.4. - Identify Environmental Justice areas within the Unincorporated Champaign County MS4 Area and provide appropriate public participation.	The Environmental Justice Areas for the reporting year have been identified and mapped.
B.7.1. – Fund aspects of NPDES MS4 implementation in the County's Land Resource Management Plan implementation budget including public involvement when appropriate.	Funding for MS4 projects were included in the Work Plan for 2023.

**Table 3: Illicit Discharge Detection and Elimination Activities 4/1/22 – 3/31/23**

BMP ID	Activities
C.1.1. - Map drainage system outfalls into streams and rivers.	The up-to-date storm sewer system map for the unincorporated Champaign County MS4 Area is mapped to 100% completion including the storm sewer system map for County Highways outside the MS4 Area.
C.3.1. - Establish and maintain 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.
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.
C.6.1. - Annual Report to the Environment and Land Use Committee (ELUC) of the Champaign County Board.	The MS4 Annual Report was prepared and presented to the Environment and Land Use Committee (ELUC) on May 5, 2022. and approved by the Champaign County Board on May 19, 2022.

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**Table 4: Construction Site Runoff Control Activities 4/1/22 – 3/31/23**

BMP ID	Activities
D.1.1. - Soil erosion and sediment control regulations.	Soil erosion and sediment control regulations in the Champaign County Storm Water Management and Erosion Control Ordinance were enforced for all Land Disturbance Erosion Control (LDEC) Permits.
D.2.1. - Erosion and sediment control BMPs.	All Land Disturbance Erosion Control (LDEC) Permits were reviewed for use of appropriate BMPs.
D.4.1. - Develop processes and procedures to evaluate proposed construction site runoff mechanisms.	Procedures to evaluate proposed construction site runoff mechanisms are refined in the review of LDEC Permits.
D.4.2. - Training class or workshop for evaluating and inspecting construction site runoff control mechanisms.	Staff completed EPA Construction General Permit (CGP) Site Inspector Training Course.
D.6.1. - Develop procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	Procedures were refined as more experience was gained in the review of LDEC Permits.

**Table 5: Post-Construction Runoff Control Activities 4/1/22 – 3/31/23**

BMP ID	Activities
E.3.3. - Provide annual training in green infrastructure and/or low impact design techniques for all MS4 employees who manage or are directly involved in (or who retain others who manage or are directly involved in) the routine maintenance, repair, or replacement of public exterior surfaces. Require that contractors who are retained to manage or carry out the kinds of maintenance and relevant contractor employees also have annual training.	Staff from the Champaign County Department of Planning and Zoning Department attended the Macon County Soil & Water Conservation District Stormwater Workshop on November 11 <sup>th</sup> , 2022.  The Champaign County Stormwater Partnership has begun preparation for the biennial Illinois Green Infrastructure & Erosion Control Conference which takes place October 24 <sup>th</sup> , 2023.
E.4.1. - Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	Staff completed EPA Construction General Permit (CGP) Site Inspector Training Course.

**Table 6: Pollution Prevention / Good Housekeeping Activities 4/1/22 – 3/31/23**

BMP ID	Activities
F.1.1. - Spill prevention protocol.	The Champaign County Emergency Management Agency (CCEMA) conducted or participated in the following trainings in the program year:  <ul style="list-style-type: none"> <li>● July 28<sup>th</sup>, 2022, attended International Association of Fire Chief's Hazmat Outreach Workgroup</li> <li>● January 11<sup>th</sup>, 2023 Attended local Canadian National Railroad Safety Summit</li> <li>● January 25<sup>th</sup>, 2023, Attended local Pipeline Safety Program</li> </ul>
F.1.2. - Spill Response Protocol.	The Champaign County Emergency Management Agency (CCEMA) conducted or participated in the following trainings in the program year:  <ul style="list-style-type: none"> <li>● July 28<sup>th</sup>, 2022, attended International Association of Fire Chief's Hazmat Outreach Workgroup</li> <li>● August 18<sup>th</sup>, 2022, hosted two sessions of "How to use Emergency Response Guidebook and the NIOSH Pocket Guide" training through</li> </ul>



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- the UIUC Hazardous Materials Training Program
- October 20<sup>th</sup>, 2022. supported annual UIUC Facilities & Services Hazmat drill with mobile command post
  - January 11<sup>th</sup>, 2023 Attended local Canadian National Railroad Safety Summit
  - January 25<sup>th</sup>, 2023, Attended local Pipeline Safety Program
  - March 22<sup>nd</sup>, 2023. Participated in FEMA Virtual Tabletop Exercise with a hazmat scenario

F.1.3. - Hazardous material and storage management training.	All relevant hazardous materials storage and handling reviewed with Facilities Director.
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**Table 7: BMPs in Progress**

BMP ID	Status
C.2.1. - Prohibit illegal dumping and illicit discharges into drainage system through Nuisance Ordinance.	Preliminary Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems but was not adopted in the program year.
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.3.1. - Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	The Storm Water Management and Erosion Control Ordinance includes a prohibition of illegal dumping and illicit discharges from construction activities. Preliminary Nuisance Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems but has not yet been adopted.
E.1.1. - Implement a public education program about the benefits of green infrastructure and green housekeeping in minimizing the volume of storm water runoff and pollutants from privately-owned developed property.	Development of a Green Infrastructure & Green Housekeeping web page has begun by department staff.
E.1.2. - Implement a public education program about the water quality impacts of overuse of fertilizers and pesticides in non-agricultural uses.	Development of a Sustainable Lawn Care web page has begun by department staff.
E.3.1. - Develop procedures to ensure that storm water management facilities are maintained to function as designed (post-construction).	The Storm Water Management and Erosion Control Ordinance requires ongoing maintenance of storm water management facilities.
E.5.1. - Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	The Storm Water Management and Erosion Control Ordinance requires “as-built” documentation.

**Table 8: BMPs Pending**

BMP ID	Explanation of Pending Status
E.2.1. - Require annual inspections of publicly owned storm water management facilities (post-construction).	Expected to be included in the SWPPP that was supposed to be completed in 2021 but has not yet been completed.
F.2.1. - Prepare a Storm Water Pollution Prevention Plan (SWPPP) for County owned facilities.	Expected to be included in the SWPPP that was supposed to be completed in 2022 but has not yet been completed.

**CHANGES TO BEST MANAGEMENT PRACTICES**

Attachment A summarizes that no changes were made to the BMPs in the reporting year.

**STATUS OF COMPLIANCE**

Attachment B reviews the status of compliance for all BMPs.

**INFORMATION COLLECTED AND ANALYZED IN YEAR 3**

Attachment C summarizes that there were no observations or reports made or received during the reporting year.

**STORMWATER PROGRAM ACTIVITIES PROPOSED FOR NEXT PROGRAM YEAR APRIL 1, 2023 – MARCH 31, 2024**

The activities proposed for next Program Year April 1, 2023 – March 31, 2024, 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, the Champaign County Stormwater Partnership; however, it does not rely on another governmental entity to satisfy its permit obligations.

**YEAR 4 CONSTRUCTION PROJECTS**

Champaign County construction projects may be authorized under the Facilities Department or the Highway Department.

Projects and details of Highway Construction Projects in the program year are provided in Table 9.

Projects and details of County Facilities Construction Projects in the program year are provided in Table 10.

**ATTACHMENTS**

- A Changes to Best Management Practices
- B Status of Compliance with N.P.D.E.S. Permit Conditions for Year 4
- C Information Collected for Year 4
- D Proposed NPDES Permit Activities for next Program Year April 1, 2023 - March 31, 2024
- E Champaign County Unincorporated MS4 Area Environmental Justice Areas May 25, 2022

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**Table 9: Highway Construction Projects<sup>1</sup> from April 1, 2022 through March 31, 2023**

Section Number	Road District	Project Type	Area of Disturbance	Status
20-00102-00-BR	Champaign County	Bridge Rehab	<1 acre	Completed in 2022
20-12104-00-BR	Hensley Township	Culvert Replacement	<1 acre	Completed in 2022
21-18110-00-BR	Village of Pesotum	Bridge Replacement	<1 acre	Completed in 2022
19-00452-00-SP	Somer Township	RR Xing Rehab	<1 acre	Completed in 2022
20-00453-00-RS	Champaign County	Resurfacing/Widening	<1 acre	Completed in 2022
20-00455-00-RS	Champaign County	Resurfacing/Widening	<1 acre	Completed in 2022
21-07112-00-BR	Condit Township	Culvert Replacement	<1 acre	Completed in 2022
21-07113-00-BR	Condit Township	Culvert Replacement	<1 acre	Completed in 2022
21-28114-00-BR	Stanton Township	Culvert Replacement	<1 acre	Completed in 2022
21-29115-00-BR	Village of Tolono	Culvert Replacement	<1 acre	Completed in 2022
21-14116-00-BR	Ludlow Township	Culvert Replacement	<1 acre	Completed in 2022
21-18117-00-BR	Pesotum Township	Culvert Replacement	<1 acre	Completed in 2022
21-17459-00-SP	Ogden Township	RR Xing Rehab	<1 acre	Expected completion in 2023
21-17460-00-SP	Ogden Township	RR Xing Rehab	<1 acre	Expected completion in 2023
21-17461-00-SP	Ogden Township	RR Xing Rehab	<1 acre	Expected completion in 2023
21-18110-00-BR	Pesotum Township	Bridge Replacement	<1 acre	Completed in 2022
21-21111-00-BR	Rantoul Township	Culvert Replacement	<1 acre	Completed in 2022
21-28114-00-BR	Stanton Township	Culvert Replacement	<1 acre	Completed in 2022
21-08118-00-BR	Crittenden Township	Culvert Replacement	<1 acre	Completed in 2022
21-08-11900-BR	Crittenden Township	Culvert Replacement	<1 acre	Completed in 2022
22-14120-00-BR	Ludlow Township	Bridge Rehab	<1 acre	Expected completion in 2024
22-00121-00-BR	Champaign County	Bridge Rehab	<1 acre	Completed in 2022
22-03122-00-BR	Champaign Township	Bridge Rehab	<1 acre	Completed in 2022
22-03123-00-BR	Champaign Township	Bridge Rehab	<1 acre	Completed in 2022
22-26124-00-BR	South Homer Township	Guardrail Repair	<1 acre	Expected completion in 2022
22-00460-00-RS	Champaign County	Resurfacing/Widening	<1 acre	Expected completion in 2024
22-08462-00-SP	Crittenden Township	RR Xing Rehab	<1 acre	Expected completion in 2024
22-08463-00-SP	Crittenden Township	RR Xing Rehab	<1 acre	Expected completion in 2024
22-24464-00-SP	Sidney Township	RR Xing Rehab	<1 acre	Expected completion in 2024
22-27465-00-SP	St Joseph Township	RR Xing Rehab	<1 acre	Expected completion in 2024
22-10125-00-BR	East Bend Township	Culvert Replacement	<1 acre	Completed in 2022

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**Table 9: Highway Construction Projects<sup>1</sup> from April 1, 2022 through March 31, 2023**

Section Number	Road District	Project Type	Area of Disturbance	Status
22-17126-00-BR	Ogden Township	Culvert Replacement	<1 acre	Completed in 2022
22-11127-00-BR	Harwood Township	Culvert Replacement	<1 acre	Completed in 2022
22-30128-00-BR	Urbana Township	Bridge Rehab	<1 acre	Expected completion in 2024
22-14129-00-BR	Ludlow Township	Bridge Rehab	<1 acre	Expected completion in 2024
22-28130-00-BR	Rantoul/Stanton Townships	Bridge Rehab	<1 acre	Expected completion in 2024
23-00466-00-SP	Champaign County	Resurfacing / Widening	>5 acre	Expected completion in 2024
23-17131-00-BR	Ayers Township	Bridge Rehab	<1 acre	Expected completion in 2024
23-17132-00-BR	Ogden Township	Bridge Rehab	<1 acre	Expected completion in 2024
23-17133-00-BR	Ogden Township	Bridge Rehab	<1 acre	Expected completion in 2024
23-14134-00-BR	Ludlow Township	Bridge Rehab	<1 acre	Expected completion in 2024
23-30135-00-BR	Urbana Township	Culvert Replacement	<1 acre	Expected completion in 2024
23-27136-00-BR	St Joseph Township	Culvert Replacement	<1 acre	Expected completion in 2024
23-08137-00-BR	Crittenden Township	Culvert Replacement	<1 acre	Expected completion in 2024
NOTES				
1. All construction projects during this period were roadway projects.				

**Table 10: Facilities Construction Projects from April 1, 2022 through March 31, 2023**

NPDES ID	Township and Section	Location	Project Type	Area of Disturbance	Status
ILR10ZCLW	Urbana/16	502 S Lierman Ave. Urbana, IL	Building Expansion	3.09 acres	Expected completion in 2024

There were no proposed changes to the BMPs between April 1, 2022 and March 31, 2023.s

**Attachment B. Status of Compliance with N.P.D.E.S. Permit Conditions for Year 4  
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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
1	A.1.1	Flyers and information sheets at permit counter.	<i>COMPLETE</i>	Develop and distribute one new educational material handout.	Distribute handout.	Handouts are displayed and available at the service counter.
2	A.2.1	Inform business groups about MS4, NPDES, and BMPs.	<i>COMPLETE</i>	Conduct one presentation per year upon request.	Conduct one presentation upon request.	No requests for presentations about MS4, NPDES and BMPs were made from business groups.
3	A.2.2	Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	<i>COMPLETE</i>	Conduct one presentation per year upon request.	Conduct one presentation upon request.	No requests for presentations about MS4, NPDES and BMPs were made from developer, contractor, engineering, and architecture groups.
4	A.2.3	Inform environmental groups about MS4, NPDES, and BMPs.	<i>COMPLETE</i>	Conduct one presentation per year upon request.	Conduct one presentation upon request.	No requests for presentations about MS4, NPDES and BMPs were made from environmental groups.
6	A.6.1	Educational and informational material on web page.	<i>COMPLETE</i>	Develop web page with annual updates on informational and educational materials.	Update web page.	The MS4 Annual Facility Inspection Report was posted to the County website and to the collaborative MS4 website the Champaign County Stormwater Partnership ( <a href="http://www.ccstormwater.org">www.ccstormwater.org</a> ).
7	B.4.1	Comply with applicable state and local public notice requirements.	<i>COMPLETE</i>	Annual number of meetings with MS4 related topics. Maintain electronic records of notices, agendas, and public participation.	Provide notice of MS4 related meetings and provide opportunity for public input.	All public hearings and meetings are noticed as required by state law and local ordinances and policies.
8	B.6.1	Intergovernmental Storm Water Management group meetings (coordination meeting for all Champaign County MS4 jurisdictions).	<i>COMPLETE</i>	Hold at least 4 coordination meetings each year.	Attend meetings.	During the program year County staff attended and participated in meetings with other MS4 jurisdictions on 6/14/22; 9/13/22; 11/2/22; 12/13/22; 3/14/23
9	B.6.2	Prepare a storm water survey that can be used annually to capture public comment on the MS4 Storm Water Program.	<i>COMPLETE</i>	Conduct the annual MS4 Storm Water Survey on the County website.	Make the MS4 Area Storm Water Survey available on the County	The MS4 Storm Water Survey is on the County website at <a href="https://docs.google.com/forms/d/e/">https://docs.google.com/forms/d/e/</a>

**Attachment B. Status of Compliance with N.P.D.E.S. Permit Conditions for Year 4**  
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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
					website.	<a href="https://www.champaigncountyil.gov/Forms/FAIpQLSd5hbzMASGpKgPWU3kr8gmOJ-w0ZorXoCFWUddjbMyI8P3Mg/viewform?c=0&amp;w=1">IFAIpQLSd5hbzMASGpKgPWU3kr8gmOJ-w0ZorXoCFWUddjbMyI8P3Mg/viewform?c=0&amp;w=1</a>
10	<b>B.6.3</b>	Hold Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC) to receive public comments regarding the Champaign County Unincorporated MS4 Area Storm Water Program.	<i>INCOMPLETE</i>	Have the Champaign County Unincorporated MS4 Area Storm Water Program as an Agenda item at one ELUC Meeting each year.	Have the Champaign County Unincorporated MS4 Area Storm Water Program as an Agenda item at the May ELUC meeting.	There was no Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC) in the program year.
11	<b>B.6.4</b>	Identify Environmental Justice areas within the Unincorporated Champaign County MS4 Area and provide appropriate public participation.	<i>COMPLETE</i>	Identify Environmental Justice (EJ) areas within the Unincorporated Champaign County MS4 Area based on most current state economic data and randomly sample the EJ area population for storm water concerns via postal mail with prepaid reply envelopes. Review annual survey results at the Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC).	Identify Environmental Justice (EJ) areas within the Unincorporated Champaign County MS4 Area based on most current state economic data and randomly sample the EJ area population for storm water concerns via postal mail with prepaid reply envelopes and review annual survey results at the Annual Public Storm Water Meeting the Champaign County Board's Environment and Land Use Committee (ELUC).	The Environmental Justice Areas for the reporting year have been identified and mapped.
12	<b>B.7.1</b>	Fund aspects of NPDES MS4 implementation in the County's Land Resource Management Plan implementation budget including public	<i>COMPLETE</i>	Include NPDES MS4 requirements in the County's Land Resource Management Plan and include in annual	Include MS4 in work plan for FY23.	Funding for MS4 projects were included in the Work Plan for 2023.

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**CHAMPAIGN COUNTY, ILLINOIS MS4 ANNUAL FACILITY INSPECTION REPORT**  
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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
		involvement when appropriate.		long-range work plan as required.		
13	C.1.1	Map drainage system outfalls into streams and rivers.	<i>COMPLETED</i>	Complete a system wide updated every three years.	System wide update of Champaign County Unincorporated MS4 Area storm sewer system map.	The up-to-date storm sewer system map for the unincorporated Champaign County MS4 Area is mapped to 100% completion including the storm sewer system map for County Highways outside the MS4 Area.
14	C.2.1	Prohibit illegal dumping and illicit discharges into drainage system through Nuisance Ordinance.	<i>IN PROGRESS</i>	Review existing Nuisance Ordinance and revise to include illegal dumping and illicit discharges into drainage systems.	Amend Nuisance Ordinance with new language prohibiting illegal dumping and illicit discharges into drainage system.	Preliminary Ordinance language regarding illegal dumping and illicit discharges into drainage systems had been previously drafted but has not yet been adopted.
15	C.3.1	Establish and maintain citizen complaint phone line for illegal dumping and illicit discharge into drainage systems.	<i>COMPLETE</i>	Maintain phone line.	Maintain complaint phone line and record of complaints.	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding illegal dumping and illicit discharges.
16	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 phone line.	Maintain complaint phone line and record of complaints.	The Department of Planning and Zoning phone line is maintained for citizen complaints regarding non-complying and/or non-functioning private sewage treatment systems.
17	C.3.3	Create a database of existing private sewage treatment systems and develop a management plan to bring non-compliant systems into compliance.	<i>IN PROGRESS</i>	Create database and develop, adopt, and implement management plan.	Create database and develop management plan.	Records of private sewage treatment systems obtained from Public Health Department; GIS database is under development.



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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
18	C.6.1	Annual Report to the Environment and Land Use Committee (ELUC) of the Champaign County Board.	<i>COMPLETE</i>	Present Annual Report and place on file.	Complete Annual Report and place on file.	The MS4 Annual Report was prepared and presented to the Environment and Land Use Committee (ELUC) on May 5, 2022 and approved by the Champaign County Board on May 19, 2022.
19	D.1.1	Soil erosion and sediment control regulations.	<i>COMPLETE</i>	Review existing erosion and sediment control regulations. Prepare draft regulations for County Board adoption and enforce adopted regulations.	Enforce soil erosion and sediment control ordinance (Storm Water Management and Erosion Control Ordinance).	Soil erosion and sediment control regulations in the Champaign County Storm Water Management and Erosion Control Ordinance were enforced for all Land Disturbance Erosion Control (LDEC) Permits.
20	D.2.1	Erosion and sediment control BMPs.	<i>COMPLETE</i>	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 ordinance.	Review plans and development for appropriate use of BMPs as required by adopted ordinance (Storm Water Management and Erosion Control Ordinance).	All Land Disturbance Erosion Control (LDEC) Permits were reviewed for use of appropriate BMPs.
21	D.3.1	Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	<i>IN PROGRESS</i>	Enforce Storm Water Management and Erosion Control (SWMEC) Ordinance prohibition on illegal dumping and illicit discharge into drainage systems from construction activities. Review existing Nuisance Ordinance and, if needed, revise to prohibit illegal dumping and illicit discharge into drainage systems from construction	Enforce SWMEC Ordinance prohibition on illegal dumping and illicit discharge into drainage systems from construction activities.	The Storm Water Management and Erosion Control Ordinance includes a prohibition of illegal dumping and illicit discharges from construction activities. Preliminary Nuisance Ordinance language has been drafted regarding illegal dumping and illicit discharges into drainage systems but has not yet been adopted.

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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
				activities, same as SWMEC Ordinance.		
22	D.4.1	Develop processes and procedures to evaluate proposed construction site runoff mechanisms.	<i>COMPLETE</i>	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Develop, implement and refine review procedures to evaluate proposed construction site runoff mechanisms.	Procedures to evaluate proposed construction site runoff mechanisms are refined in the review of LDEC Permits.
23	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.	Staff completed EPA Construction General Permit (CGP) Site Inspector Training Course.
24	D.6.1	Develop procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	<i>COMPLETE</i>	Develop procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	Develop and implement procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	Procedures were refined as more experience was gained in the review of LDEC.
25	E.1.1	Implement a public education program about the benefits of green infrastructure and green housekeeping in minimizing the volume of storm water runoff and pollutants from privately owned developed property.	<i>IN PROGRESS</i>	Add a Green Infrastructure page to the Champaign County website to educate landowners about the benefits of green infrastructure and green housekeeping in minimizing the volume of storm water runoff and pollutants from privately owned developed property.	Develop, implement, and maintain Champaign County Green Infrastructure & Green Housekeeping web page	Development of a Green Infrastructure & Green Housekeeping web page has begun by department staff.
26	E.1.2	Implement a public education program about the water quality impacts of overuse of fertilizers and pesticides in non-agricultural uses.	<i>IN PROGRESS</i>	Add a Sustainable Lawn Care page to the Champaign County website to educate landowners about the water	Develop and implement a Champaign County Sustainable Lawn Care web page.	Development of a Sustainable Lawn Care web page has begun by department staff.

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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
				quality impacts of overuse of fertilizers and pesticides in non-agricultural uses.		
27	<b>E.2.1</b>	Require annual inspections of publicly owned storm water management facilities (post-construction).	<i>INCOMPLETE</i>	Procedures for maintenance of publicly owned storm water management facilities (post-construction) should be established in the Champaign County SWPPP.	Develop and implement procedures for maintenance of publicly owned storm water management facilities (post-construction) in the Champaign County SWPPP.	NONE
28	<b>E.3.1</b>	Develop procedures to ensure that storm water management facilities are maintained to function as designed (post-construction).	<i>IN PROGRESS</i>	Develop and implement procedures to ensure that storm water facilities are maintained to function as designed (post-construction).	Develop and implement procedures to ensure that storm water facilities are maintained to function as designed (post-construction).	The Storm Water Management and Erosion Control Ordinance requires ongoing maintenance of storm water management facilities.
29	<b>E.3.3</b>	Provide annual training in green infrastructure and/or low impact design techniques for all MS4 employees who manage or are directly involved in (or who retain others who manage or are directly involved in) the routine maintenance, repair, or replacement of public exterior surfaces. Require that contractors who are retained to manage or carry out the kinds of maintenance and relevant contractor employees also have annual training	<i>COMPLETE</i>	Provide annual training in green infrastructure and/or low impact design techniques for all MS4 employees who manage or are directly involved in (or who retain others who manage or are directly involved in) the routine maintenance, repair, or replacement of public exterior surfaces. Require that contractors who are retained to manage or carry out the kinds of maintenance and relevant contractor employees also have annual training.	Provide annual training in green infrastructure and/or low impact design techniques for all relevant managers, employees, and/or contractors and contractor employees.	Staff from the Champaign County Department of Planning and Zoning Department attended the Macon County Soil & Water Conservation District Stormwater Workshop on November 11 <sup>th</sup> , 2022.  The Champaign County Stormwater Partnership has begun preparation for the biennial Illinois Green Infrastructure & Erosion Control Conference which takes place October 24 <sup>th</sup> , 2023.

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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
30	E.4.1	Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	<i>COMPLETE</i>	Director's designee attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	Director's designee attends training.	Staff completed EPA Construction General Permit (CGP) Site Inspector Training Course.
31	E.5.1	Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	<i>IN PROGRESS</i>	Develop procedures and processes to inspect construction sites for compliance with approved post-construction site runoff control mechanisms.	Develop and implement procedures to inspect construction sites for compliance with post-construction runoff control mechanisms.	The Storm Water Management and Erosion Control Ordinance requires "as-built" documentation.
32	F.1.1	Spill prevention protocol.	<i>COMPLETE</i>	Conduct annual spill prevention training with appropriate County staff. Track meeting agenda, materials, and attendee sign-in sheet.	Complete annual spill prevention training with appropriate County staff.	The Champaign County Emergency Management Agency (CCEMA) conducted or participated in the following trainings in the program year: <ul style="list-style-type: none"> <li>● July 28<sup>th</sup>, 2022, attended International Association of Fire Chief's Hazmat Outreach Workgroup</li> <li>● January 11<sup>th</sup>, 2023 Attended local Canadian National Railroad Safety Summit</li> <li>● January 25<sup>th</sup>, 2023, Attended local Pipeline Safety Program</li> </ul>
33	F.1.2	Spill response protocol.	<i>COMPLETE</i>	Conduct annual spill response training with appropriate County staff. Track meeting agenda, materials, and	Complete annual spill response training with appropriate County staff.	The Champaign County Emergency Management Agency (CCEMA) conducted or

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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
				attendee sign-in sheet.		participated in the following trainings in the program year: <ul style="list-style-type: none"> <li>● July 28<sup>th</sup>, 2022, attended International Association of Fire Chief's Hazmat Outreach Workgroup</li> <li>● August 18<sup>th</sup>, 2022, hosted two sessions of "How to use Emergency Response Guidebook and the NIOSH Pocket Guide" training through the UIUC Hazardous Materials Training Program</li> <li>● October 20<sup>th</sup>, 2022, supported annual UIUC Facilities &amp; Services Hazmat drill with mobile command post</li> <li>● January 11<sup>th</sup>, 2023 Attended local Canadian National Railroad Safety Summit</li> <li>● January 25<sup>th</sup>, 2023, Attended local Pipeline Safety Program</li> <li>● March 22<sup>nd</sup>, 2023, Participated in FEMA Virtual Tabletop Exercise with a hazmat scenario</li> </ul>
34	F.1.3	Hazardous material and storage management training.	<i>COMPLETE</i>	Conduct annual hazardous material and storage management training with appropriate staff. Track meeting agenda, materials, and attendee sign-in sheet.	Complete annual hazardous material and storage management training with appropriate County staff.	All relevant hazardous materials storage and handling reviewed with Facilities Director.

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	BMP No.	Brief Description of Best Management Practice (BMP)	Status	Measurable Goal	Year 4 Milestone	Description of Activities
35	<b>F.2.1</b>	Prepare a Storm Water Pollution Prevention Plan (SWPPP) for County owned facilities.	<i>INCOMPLETE</i>	Prepare SWPPP for all County owned facilities.	Begin developing the Draft SWPPP for all County owned facilities.	None.

There was no information collected between April 1, 2022 and March 31, 2023.

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 4 Milestone (4/1/22-3/31/23)	Proposed Activity Next Program Year 4/1/23-3/31/24
A.1.1	Flyers and information sheets at permit counter.	Develop and distribute one new educational material handout.	Distribute handout.	Distribute handout.
A.2.1	Inform business groups about MS4, NPDES, and BMPs.	Conduct one presentation per year upon request.	Conduct one presentation upon request.	Conduct one presentation upon request.
A.2.2	Inform developer, contractor, engineering, and architecture groups about MS4, NPDES, and BMPs.	Conduct one presentation per year upon request.	Conduct one presentation upon request.	Conduct one presentation upon request.
A.2.3	Inform environmental groups about MS4, NPDES, and BMPs.	Conduct one presentation per year upon request.	Conduct one presentation upon request.	Conduct one presentation upon request.
A.6.1	Educational and informational material on web page.	Develop web page with annual updates on informational and educational materials.	Update web page.	Update web page.
B.4.1	Comply with applicable state and local public notice requirements.	Annual number of meetings with MS4 related topics. Maintain electronic records of notices, agendas, and public participation.	Provide notice of MS4 related meetings and provide opportunity for public input.	Provide notice of MS4 related meetings and provide opportunity for public input.
B.6.1	Intergovernmental Storm Water Management group meetings (coordination meetings for all Champaign County MS4 jurisdictions)	Hold at least 4 coordination meetings each year.	Attend meetings.	Attend meetings.
B.6.2	Prepare a storm water survey that can be used annually to capture public comment on the MS4 Storm Water Program.	Conduct the annual MS4 Storm Water Survey on the County website.	Make the MS4 Storm Water Survey available on the Champaign County website.	Make the MS4 Storm Water Survey available on the Champaign County website.
B.6.3	Hold Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC) Meeting to receive public comments regarding the Champaign County Unincorporated MS4 Area Storm Water Program.	Have the Champaign County Unincorporated MS4 Area Storm Water Program as an Agenda item at one ELUC Meeting each year.	Have the Champaign County Unincorporated MS4 Area Storm Water Program as an Agenda item at the May ELUC Meeting.	Have the Champaign County Unincorporated MS4 Area Storm Water Program as an Agenda item at the May ELUC Meeting.



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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 4 Milestone (4/1/22-3/31/23)	Proposed Activity Next Program Year 4/1/23-3/31/24
<b>B.6.4</b>	Identify Environmental Justice areas within the Unincorporated Champaign County MS4 Area and provide appropriate public participation.	Identify Environmental Justice (EJ) areas within the Unincorporated Champaign County MS4 Area based on most current state economic data and randomly sample the EJ area population for storm water concerns via postal mail with prepaid reply envelopes. Review annual survey results at the Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC).	Identify Environmental Justice (EJ) areas within the Unincorporated Champaign County MS4 Area based on most current state economic data and randomly sample the EJ area population for storm water concerns via postal mail with prepaid reply envelopes and review annual survey results at the Annual Public Storm Water Meeting the Champaign County Board's Environment and Land Use Committee (ELUC).	Identify Environmental Justice (EJ) areas within the Unincorporated Champaign County MS4 Area based on most current state economic data and randomly sample the EJ area population for storm water concerns via postal mail with prepaid reply envelopes and review annual survey results at the Annual Public Storm Water Meeting at the Champaign County Board's Environment and Land Use Committee (ELUC).
<b>B.7.1</b>	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 FY22.	Include MS4 in work plan for FY23.
<b>C.1.1</b>	Map drainage system outfalls into streams and rivers.	Complete a system wide update every 3 years.	Update Champaign County Unincorporated MS4 Area storm sewer system map as new information becomes available.	System wide update of the Champaign County Unincorporated MS4 Area storm sewer system map.

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 4 Milestone (4/1/22-3/31/23)	Proposed Activity Next Program Year 4/1/23-3/31/24
C.2.1	Prohibit illegal dumping and illicit discharges into drainage systems through Nuisance Ordinance.	Review existing Nuisance Ordinance and revise to include illegal dumping and illicit discharges into drainage systems.	Amend Nuisance Ordinance with new language prohibiting illegal dumping and illicit discharges into drainage system. <b>MILESTONE NOT ACHIEVED</b> – Draft has not been adopted yet.	Amend Nuisance Ordinance with new language prohibiting illegal dumping and illicit discharges into drainage system.
C.3.1	Establish and maintain citizen complaint phone line for illegal dumping and illicit discharges into drainage systems.	Maintain phone line.	Maintain complaint phone line and record of complaints.	Maintain complaint phone line and record of complaints.
C.3.2	Establish citizen complaint phone line for non-complying and/or non-functioning private sewage treatment systems.	Develop and maintain phone line.	Maintain complaint phone line and record of complaints.	Maintain complaint phone line and record of complaints.
C.3.3	Create a database of existing private sewage treatments systems and develop a management plan to bring non-compliant systems into compliance.	Create database and develop, adopt and implement management plan.	Create database and develop management plan. <b>MILESTONE NOT ACHIEVED</b>	Create database and develop management plan.
C.6.1	Annual report to the Environment and Land Use Committee (ELUC) of the Champaign County Board.	Present Annual Report and place on file.	Complete Annual Report and place on file.	Complete Annual Report and place on file.
D.1.1	Soil erosion and sediment control regulations.	Review existing erosion and sediment control regulations. Prepare draft regulations for County Board adoption and enforce adopted regulations.	Enforce Soil Erosion and Sediment Control Ordinance (Storm Water Management and Erosion Control Ordinance).	Enforce Soil Erosion and Sediment Control Ordinance (Storm Water Management and Erosion Control Ordinance).
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.	Review plans and development for appropriate use of BMPs as required by adopted ordinance (Storm Water Management and Erosion Control Ordinance).	Review plans and development for appropriate use of BMPs as required by adopted ordinance (Storm Water Management and Erosion Control Ordinance).

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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 4 Milestone (4/1/22-3/31/23)	Proposed Activity Next Program Year 4/1/23-3/31/24
<b>D.3.1</b>	Prohibit illegal dumping and illicit discharges into storm drainage system from construction activities.	Enforce Storm Water Management and Erosion Control (SWMEC) Ordinance prohibition on illegal dumping and illicit discharge into drainage systems from construction activities. Review existing Nuisance Ordinance and, if needed, revise to prohibit illegal dumping and illicit discharge into drainage systems from construction activities, same as SWMEC Ordinance.	Enforce SWMEC Ordinance prohibition on illegal dumping and illicit discharges into drainage systems from construction activities. <b>MILESTONE NOT ACHIEVED</b> – Draft has not been adopted yet.	Enforce SWMEC Ordinance prohibition on illegal dumping and illicit discharges into drainage systems from construction activities.
<b>D.4.1</b>	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Develop procedures and processes to evaluate proposed construction site runoff mechanisms.	Develop, implement and refine review procedures to evaluate proposed construction site runoff mechanisms.	Develop, implement and refine review procedures to evaluate proposed construction site runoff mechanisms.
<b>D.4.2</b>	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.
<b>D.6.1</b>	Develop procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	Develop procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	Develop and implement procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.	Develop and implement procedures and processes to inspect construction sites for compliance with construction site runoff mechanisms.
<b>E.1.1</b>	Implement a public education program about the benefits of green infrastructure and green housekeeping in minimizing the volume of storm water runoff and pollutants from existing privately owned developed property.	Add a Green Infrastructure page to the Champaign County website to educate landowners about the benefits of green infrastructure and green housekeeping in minimizing the volume of storm water runoff and pollutants from existing privately-owned developed property.	Develop and implement a Champaign County Green Infrastructure & Green Housekeeping web page.	Develop and implement a Champaign County Green Infrastructure & Green Housekeeping web page.

**Attachment D. N.P.D.E.S. Permit Activities for Next Reporting Year 1 April 1, 2023 – March 31, 2024**  
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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 4 Milestone (4/1/22-3/31/23)	Proposed Activity Next Program Year 4/1/23-3/31/24
E.1.2	Implement a public education program about the water quality impacts of overuse of fertilizers and pesticides in non-agricultural uses.	Add a Sustainable Lawn Care page to the Champaign County website to educate landowners about the water quality impacts of overuse of fertilizers and pesticides in non-agricultural uses.	Develop and implement a Champaign County Sustainable Lawn Care web page.	Develop and implement a Champaign County Sustainable Lawn Care web page.
E.2.1	Require annual inspection of publicly owned storm water management facilities (post-construction).	Procedures for maintenance of publicly owned storm water management facilities (post-construction) should be established in the Champaign County SWPPP.	Develop and implement procedures for maintenance of publicly owned storm water management facilities (post-construction) in the Champaign County SWPPP. <b>MILESTONE NOT ACHIEVED</b>	Develop and implement procedures for maintenance of publicly owned storm water management facilities (post-construction) in the Champaign County SWPPP.
E.3.1	Develop procedures to ensure that storm water facilities are maintained to function as designed (post- construction).	Develop and implement procedures to ensure that storm water facilities are maintained to function as designed (post-construction).	Develop and implement procedures to ensure that storm water facilities are maintained to function as designed (post-construction). <b>MILESTONE NOT ACHIEVED</b>	Develop and implement procedures to ensure that storm water facilities are maintained to function as designed (post-construction).
E.3.3	Provide annual training in green infrastructure and/or low impact design techniques for all MS4 employees who manage or are directly involved in (or who retain others who manage or are directly involved in) the routine maintenance, repair, or replacement of public exterior surfaces. Require that contractors who are retained to manage or carry out the kinds of maintenance and relevant contractor employees also have annual training.	Provide annual training in green infrastructure and/or low impact design techniques for all MS4 employees who manage or are directly involved in (or who retain others who manage or are directly involved in) the routine maintenance, repair, or replacement of public exterior surfaces. Require that contractors who are retained to manage or carry out the kinds of maintenance and relevant contractor employees also have annual training.	Provide annual training in green infrastructure and/or low impact design techniques for all relevant managers, employees, and/or contractors and contractor employees.	Provide annual training in green infrastructure and/or low impact design techniques for all relevant managers, employees, and/or contractors and contractor employees.

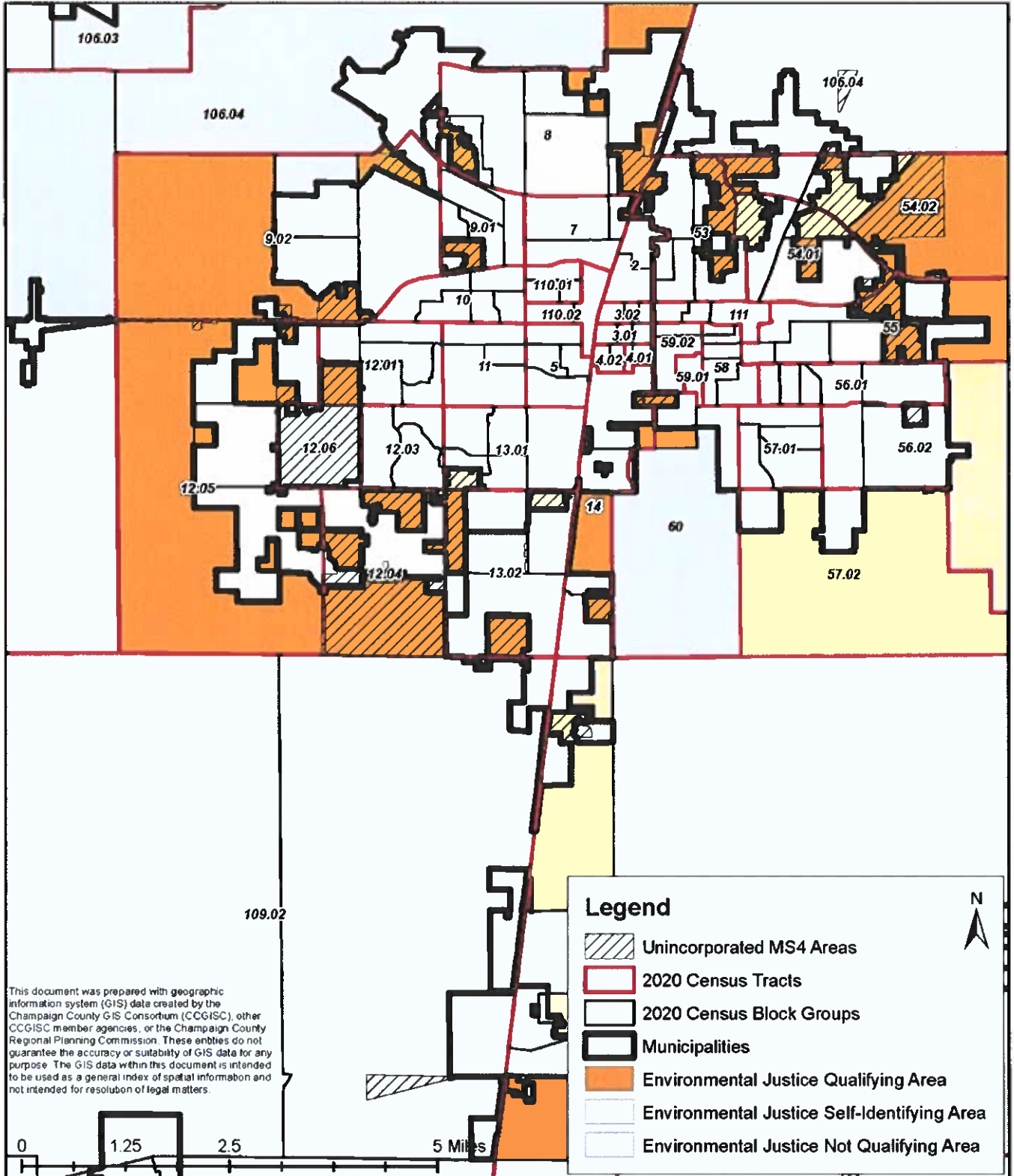
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BMP No.	Brief Description of Best Management Practice (BMP)	Measurable Goal	Year 4 Milestone (4/1/22-3/31/23)	Proposed Activity Next Program Year 4/1/23-3/31/24
<b>E.4.1</b>	Training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	Director's designee attendance at training class or workshop for evaluating and inspecting construction site runoff control mechanisms (post-construction).	Director's designee attends training.	Director's designee attends training.
<b>E.5.1</b>	Develop procedures and processes to inspect construction sites for compliance with post-construction runoff control mechanisms.	Develop procedures and processes to inspect construction sites for compliance with approved post-construction runoff control mechanisms.	Develop and implement procedures to inspect construction sites for compliance with approved post-construction runoff control mechanisms. <b>MILESTONE NOT ACHIEVED</b>	Develop and implement procedures to inspect construction sites for compliance with approved post-construction runoff control mechanisms.
<b>F.1.1</b>	Spill prevention protocol.	Conduct annual spill prevention training with appropriate County staff. Track meeting agenda, materials, and attendee sign-in sheet.	Complete annual spill prevention training with appropriate County staff.	Complete annual spill prevention training with appropriate County staff.
<b>F.1.2</b>	Spill response protocol.	Conduct annual spill response training with appropriate County staff. Track meeting agenda, materials and attendee sign-in sheet.	Complete annual spill response training with appropriate County staff.	Complete annual spill response training with appropriate County staff.
<b>F.1.3</b>	Hazardous material and storage management training.	Conduct annual hazardous material and storage management training with appropriate County staff. Track meeting agenda, materials and attendee sign-in sheet.	Complete annual hazardous material and storage management training with appropriate County staff.	Complete annual hazardous material and storage management training with appropriate County staff.
<b>F.2.1</b>	Prepare a Storm Water Pollution Prevention Plan (SWPPP) for County owned facilities.	Prepare SWPPP for all County owned facilities.	Begin developing the Draft SWPPP for all County owned facilities. <b>MILESTONE NOT ACHIEVED</b>	Begin developing the Draft SWPPP for all County owned facilities.

# MS4 Environmental Justice Areas: Unincorporated Champaign County

Prepared 25 May 2022

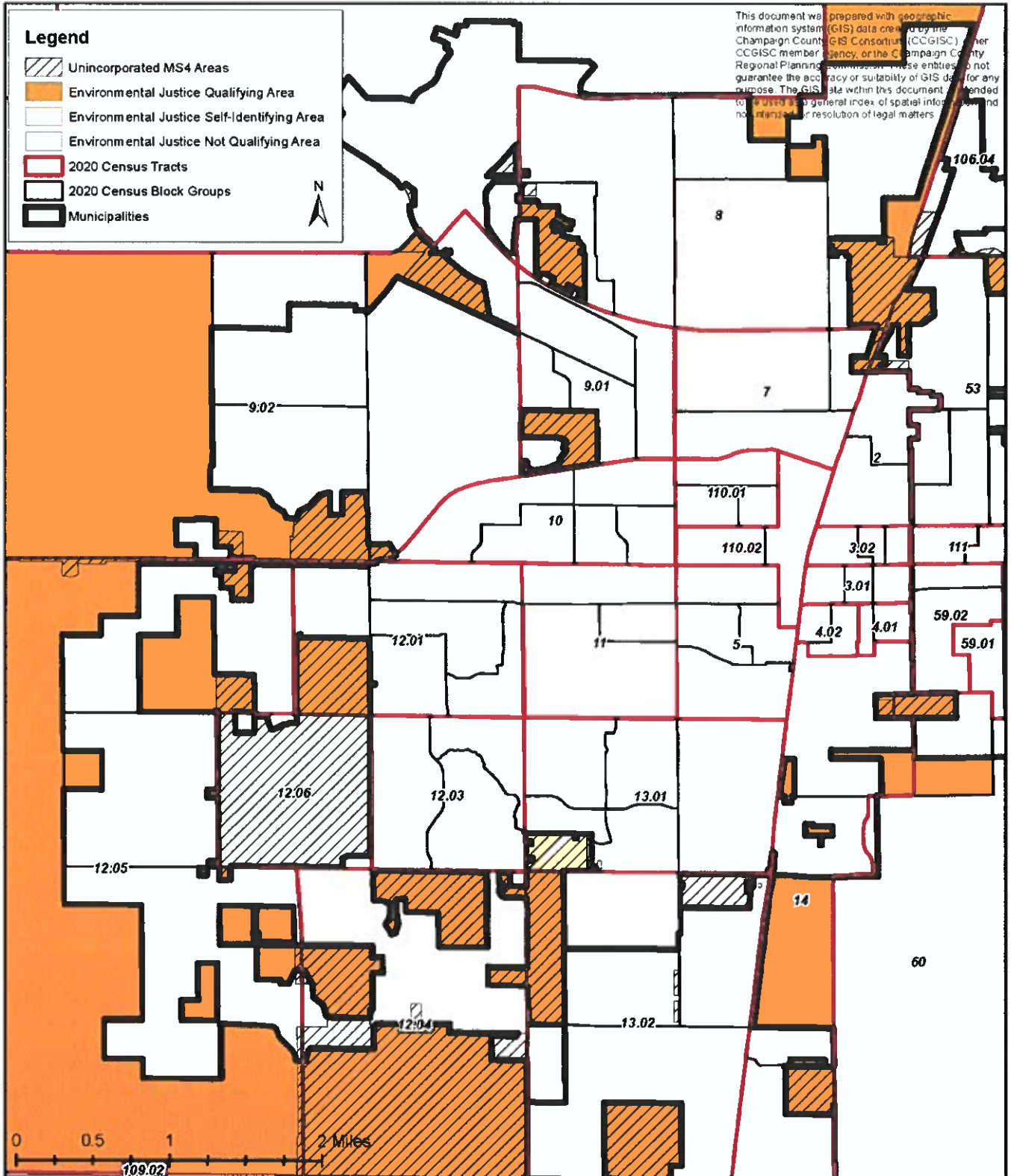
Source: U.S. Census Bureau, 2016-2020 American Community Survey



# MS4 Environmental Justice Areas: Champaign Area Detailed Map

Prepared 25 May 2022

Source: U.S. Census Bureau; 2016-2020 American Community Survey



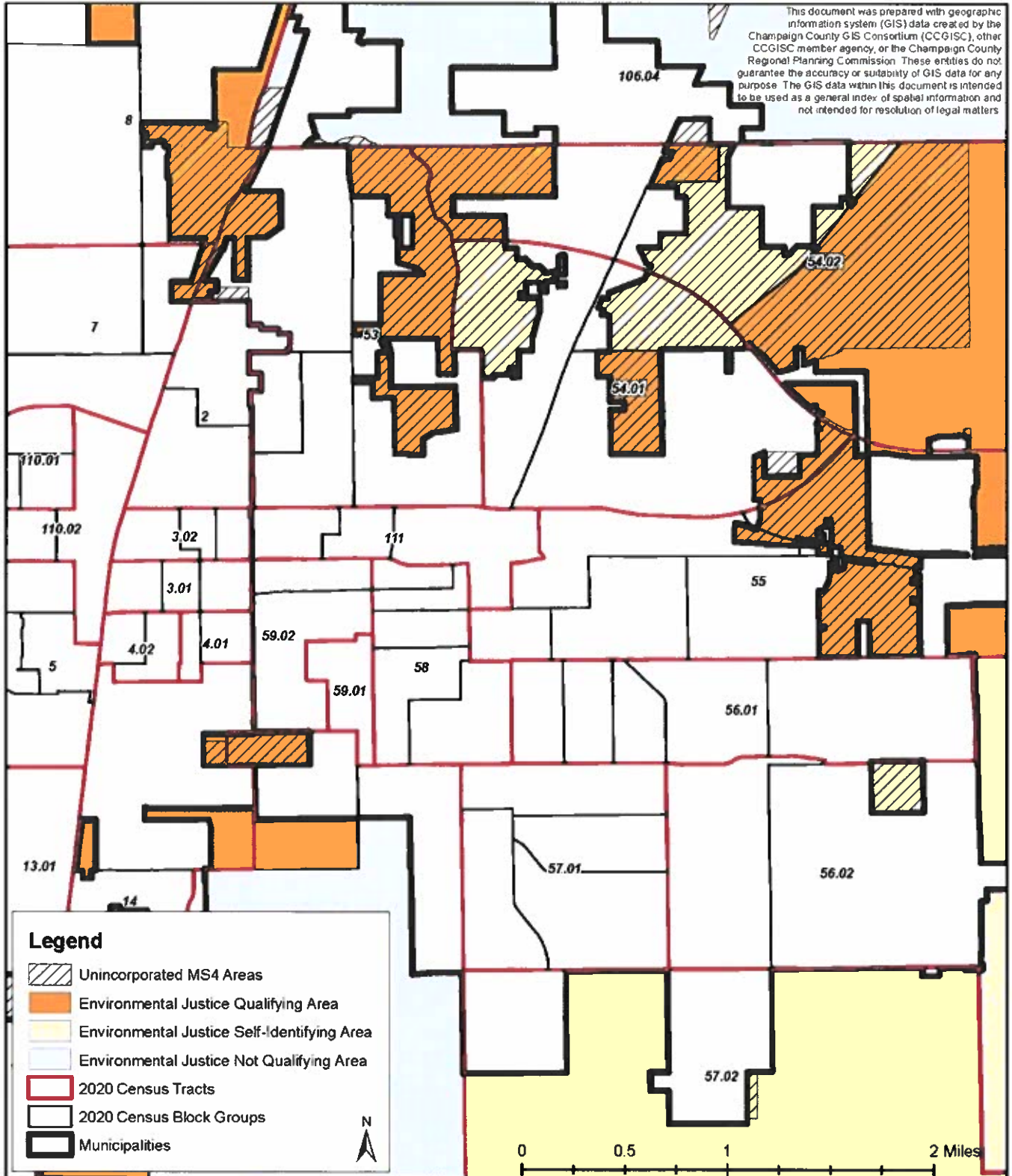
## MS4 Environmental Justice Areas: Urbana Area Detailed Map

Prepared 25 May 2022

Source: U.S. Census Bureau; 2016-2020 American Community Survey



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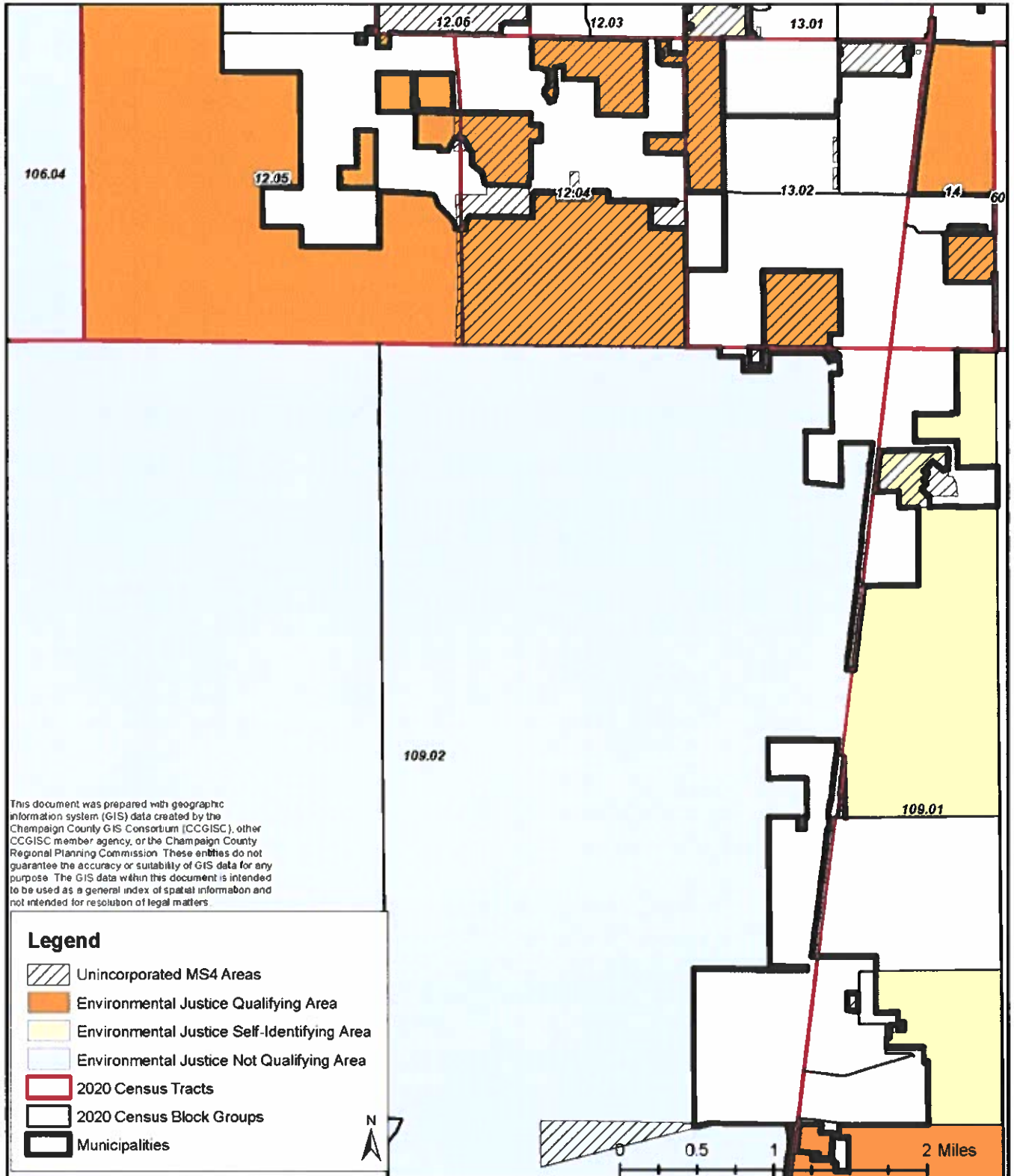




## MS4 Environmental Justice Areas: Savoy Area Detailed Map

Prepared 25 May 2022

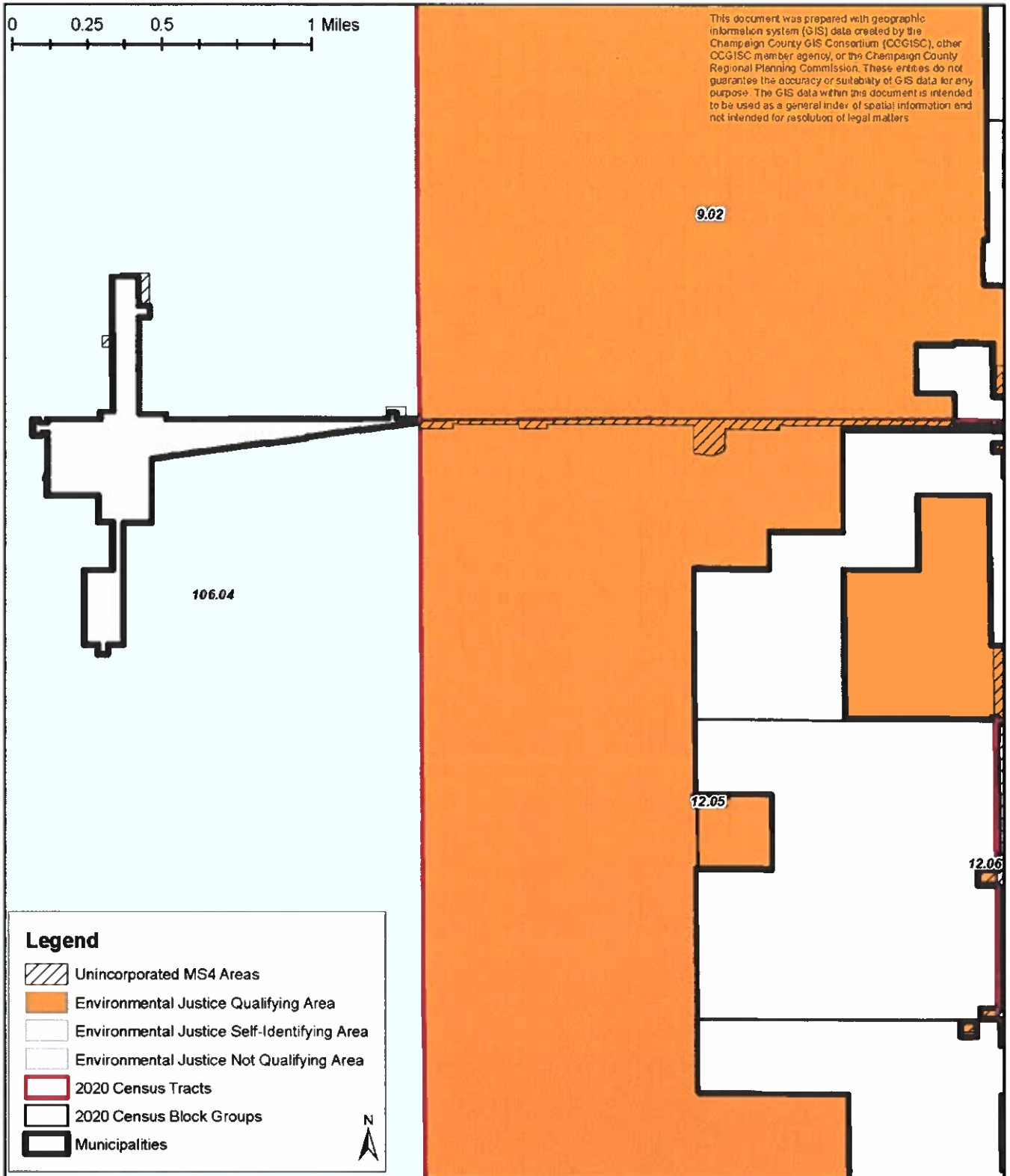
Source: U.S. Census Bureau; 2016-2020 American Community Survey



# MS4 Environmental Justice Areas: Bondville Area Detailed Map

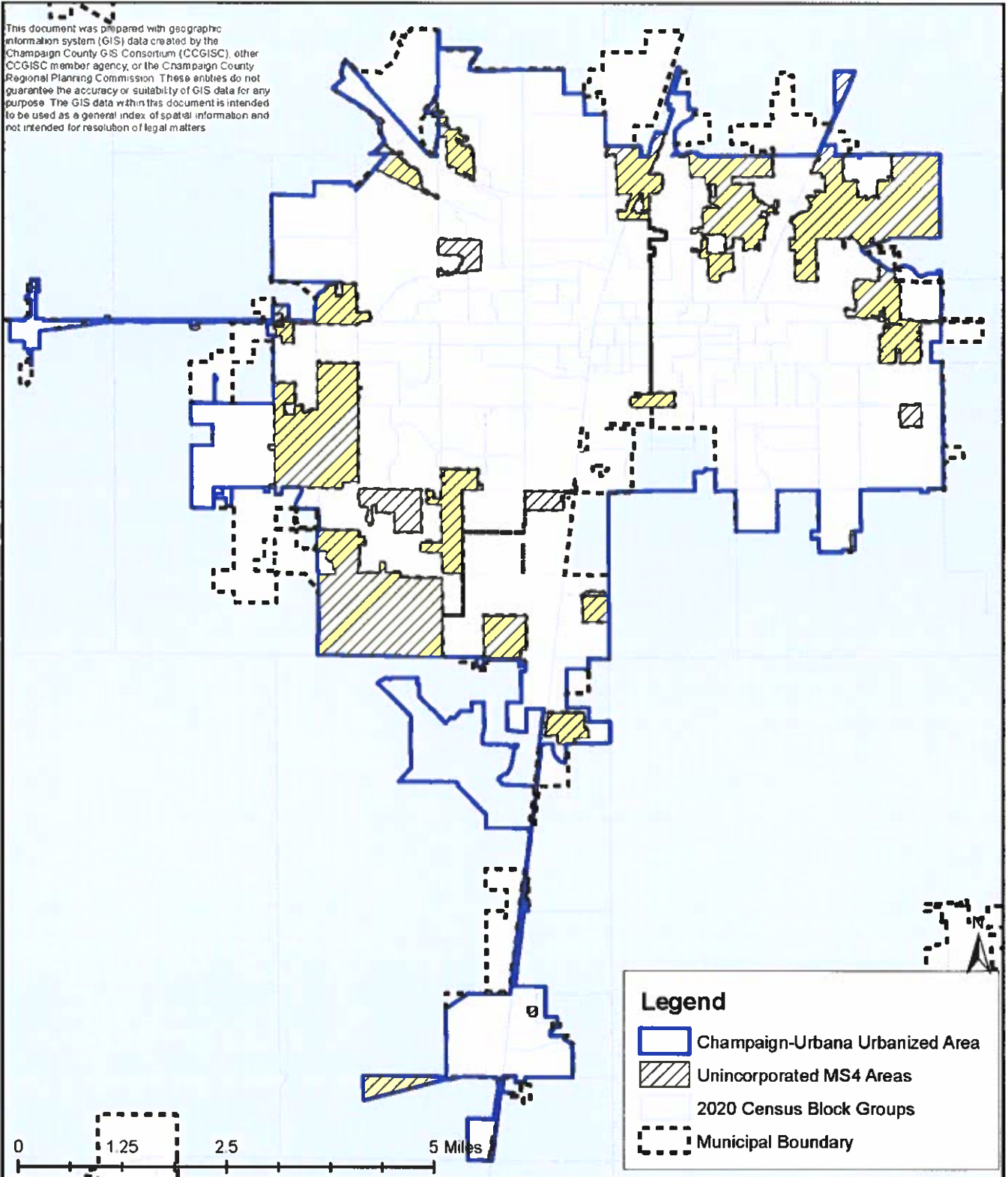
Prepared 26 May 2022

Source: U.S. Census Bureau; 2016-2020 American Community Survey



### MS4 Areas: Unincorporated Champaign County

Prepared 25 May 2022



RESOLUTION NO. 2023-103

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet 50% of the cost of engineering and 50% of the local cost of construction to replace the deck of the aforesaid structure.

2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.

3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving bids for the improvements.

4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement and shall show the division of cost between the County and the Stanton and Rantoul Road Districts.

5. The County Board further directs the County Engineer to file said certificate with the clerk of the Stanton and Rantoul Road Districts.

6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved:

Recorded & Attest \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

\_\_\_\_\_  
Steve Summers  
County Executive

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

Prepared by: Jeff Blue  
County Engineer

PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION  
OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioners, Dan Ehmen and Danny Sage, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioners states the following:

1. Petitioners are the duly elected Highway Commissioners for the Stanton and Rantoul Road Districts, Champaign County, Illinois; and
2. There is a Bridge located on County Road 2400N between Section 4 in Stanton Township and Section 32 in Rantoul Township on the township line over the Upper Salt Fork Drainage Ditch, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge deck be replaced; and
4. The cost to replace the aforesaid bridge deck is estimated to be \$600,000 which will be more than .02% of the value of all the taxable property in either Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in both Road Districts was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. Each Road District is prepared to pay their equalized share of 50% of the local cost for construction and 50% of the engineering costs associated with the replacement of said structure.

Respectfully submitted,

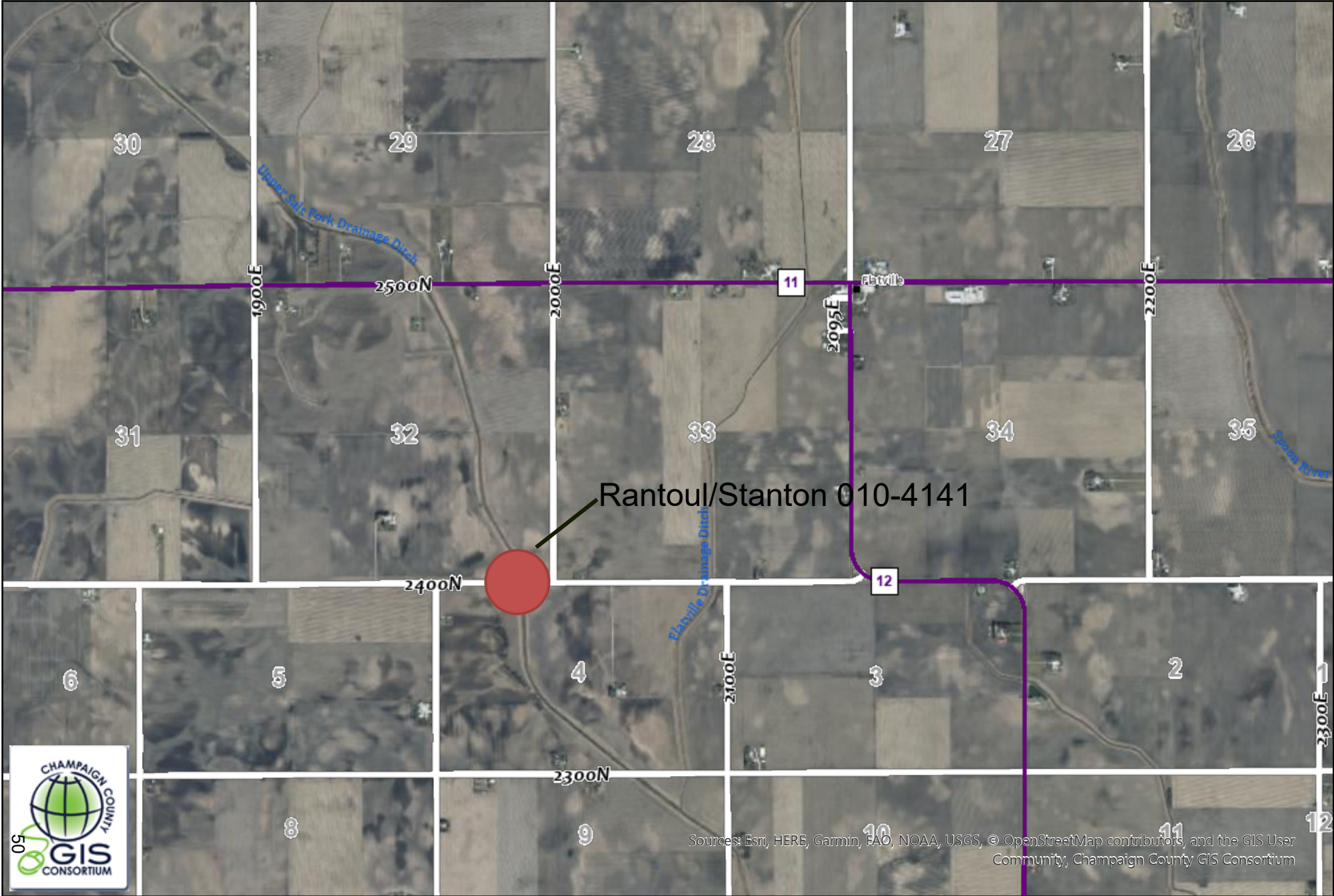
*Dan Ehmen*

Commissioner of Highways of  
Stanton Road District,  
Champaign County, Illinois

*Danny Sage*

Commissioner of Highways of  
Rantoul Road District  
Champaign County,

# Rantoul/Stanton 010-4141



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Champaign County GIS Consortium



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RESOLUTION NO. 2023-104

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet 50% of the cost of engineering and 50% of the local cost of construction to replace the deck of the aforesaid structure.

2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.

3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving bids for the improvements.

4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement and shall show the division of cost between the County and the Ayers Road District.

5. The County Board further directs the County Engineer to file said certificate with the clerk of the Ayers Road District.

6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved:

\_\_\_\_\_  
Steve Summers  
County Executive

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

Recorded & Attest \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

Prepared by: Jeff Blue  
County Engineer

PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION  
OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Shawn Walker, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

1. Petitioner is the duly elected Highway Commissioner for the Ayers Road District, Champaign County, Illinois; and
2. There is a Bridge located on County Road 400N between Sections 8 and 17 in Ayers Township, over the Little Vermilion Ditch, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge deck be replaced; and
4. The cost to replace the aforesaid bridge deck is estimated to be \$300,000 which will be more than .02% of the value of all the taxable property in the Ayers Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Ayers Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Ayers Road District is prepared to pay 50% of the local cost for construction and 50% of the engineering costs associated with the replacement of said structure.

Respectfully submitted,

*Shawn Walker*

Commissioner of Highways of  
Ayers Road District,  
Champaign County, Illinois



# Ayers 010-4346



Ayers 010-4346

Allerton

Broadlands

W State St E State St

S Main St

49

Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Champaign County GIS Consortium



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RESOLUTION NO. 2023-105

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet 50% of the cost of engineering and 50% of the local cost of construction to replace the deck of the aforesaid structure.

2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.

3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving bids for the improvements.

4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement and shall show the division of cost between the County and the Ogden Road District.

5. The County Board further directs the County Engineer to file said certificate with the clerk of the Ogden Road District.

6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved:

\_\_\_\_\_  
Steve Summers  
County Executive

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

Recorded & Attest \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

Prepared by: Jeff Blue  
County Engineer

PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION  
OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Greg Frerichs, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

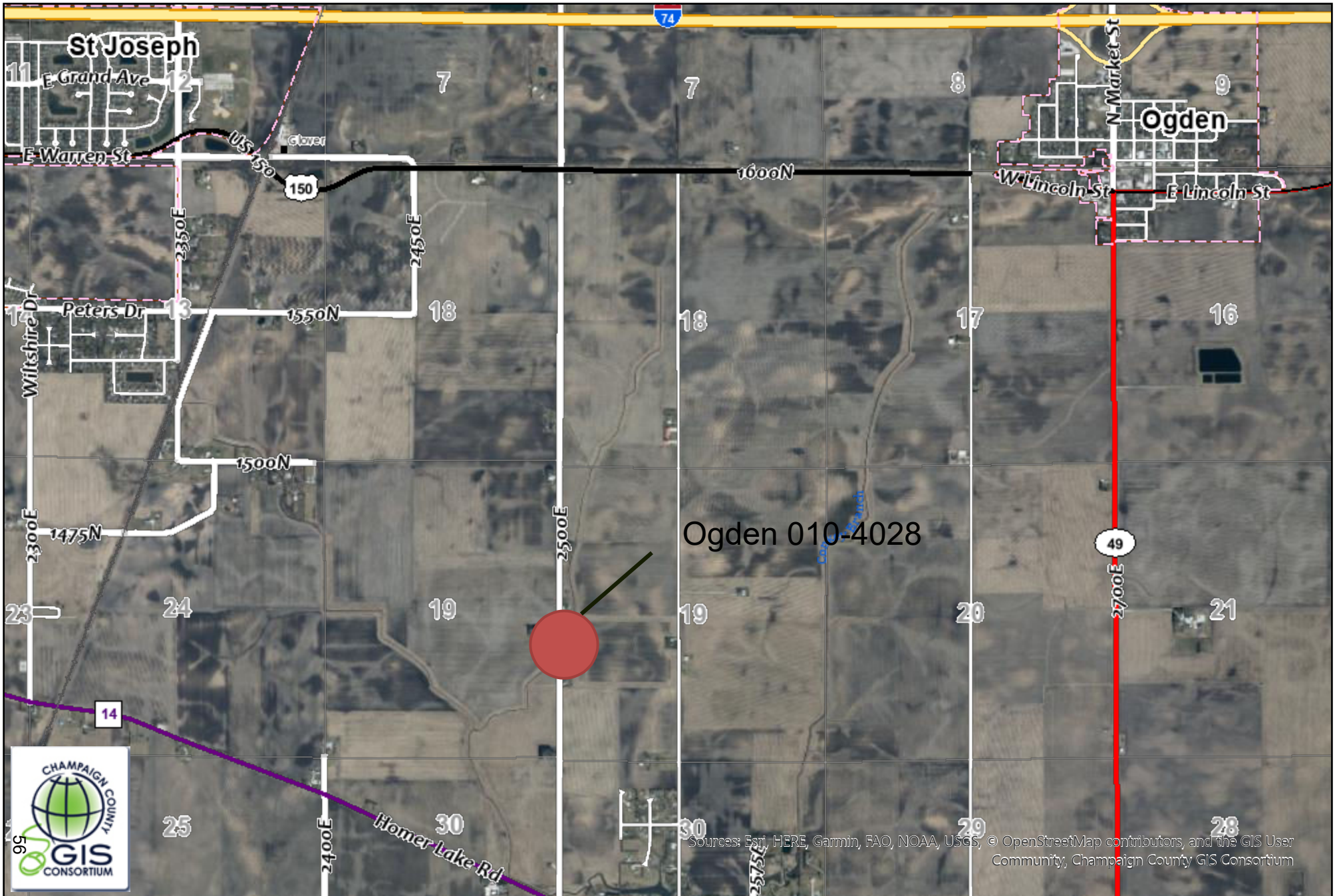
1. Petitioner is the duly elected Highway Commissioner for the Ogden Road District, Champaign County, Illinois; and
2. There is a Bridge located on County Road 2500E in Section 19 in Ogden Township, over the Conkey Branch, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge deck be replaced; and
4. The cost to replace the aforesaid bridge deck is estimated to be \$300,000 which will be more than .02% of the value of all the taxable property in the Ogden Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Ogden Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Ogden Road District is prepared to pay 50% of the local cost for construction and 50% of the engineering costs associated with the replacement of said structure.

Respectfully submitted,

*Greg Frerichs*

Commissioner of Highways of  
Ogden Road District,  
Champaign County, Illinois

# Ogden 010-4028



Ogden 010-4028

Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Champaign County GIS Consortium

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RESOLUTION NO. 2023-106

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet 50% of the cost of engineering and 50% of the local cost of construction to replace the deck of the aforesaid structure.

2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.

3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving bids for the improvements.

4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement and shall show the division of cost between the County and the Ogden Road District.

5. The County Board further directs the County Engineer to file said certificate with the clerk of the Ogden Road District.

6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved:

Recorded & Attest \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

\_\_\_\_\_  
Steve Summers  
County Executive

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

Prepared by: Jeff Blue  
County Engineer

PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION  
OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Greg Frerichs, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

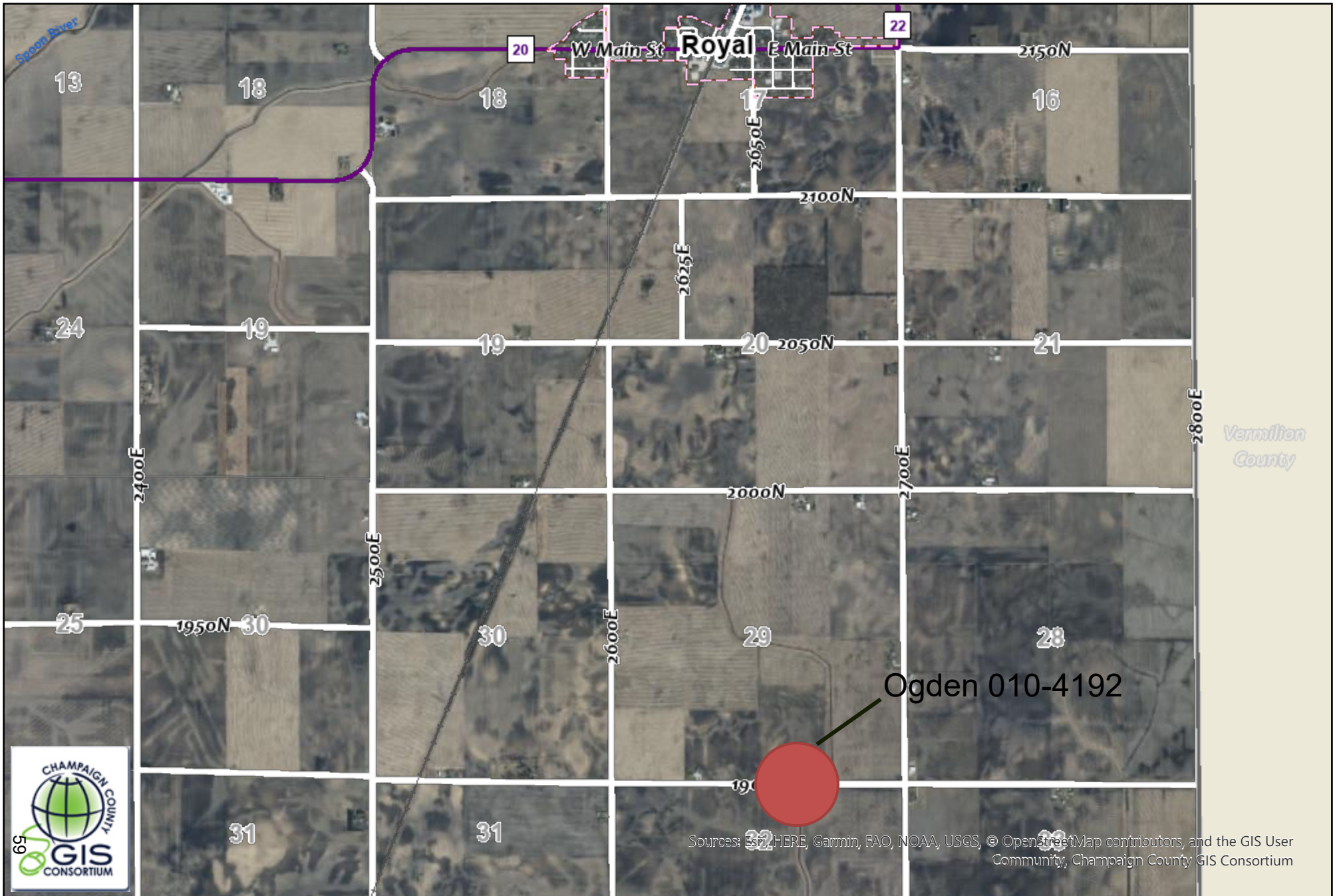
1. Petitioner is the duly elected Highway Commissioner for the Ogden Road District, Champaign County, Illinois; and
2. There is a Bridge located on County Road 1900N between Sections 29 and 32 in Ogden Township, over a stream, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge deck be replaced; and
4. The cost to replace the aforesaid bridge deck is estimated to be \$300,000 which will be more than .02% of the value of all the taxable property in the Ogden Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Ogden Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Ogden Road District is prepared to pay 50% of the local cost for construction and 50% of the engineering costs associated with the replacement of said structure.

Respectfully submitted,

*Greg Frerichs*

Commissioner of Highways of  
Ogden Road District,  
Champaign County, Illinois

# Ogden 010-4192



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Champaign County GIS Consortium

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RESOLUTION NO. 2023-107

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet 50% of the cost of engineering and 50% of the local cost of construction to replace the deck of the aforesaid structure.

2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.

3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving bids for the improvements.

4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement and shall show the division of cost between the County and the Ludlow Road District.

5. The County Board further directs the County Engineer to file said certificate with the clerk of the Ludlow Road District.

6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved:

Recorded & Attest \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

\_\_\_\_\_  
Steve Summers  
County Executive

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

Prepared by: Jeff Blue  
County Engineer



PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION  
OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Greg Suits, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

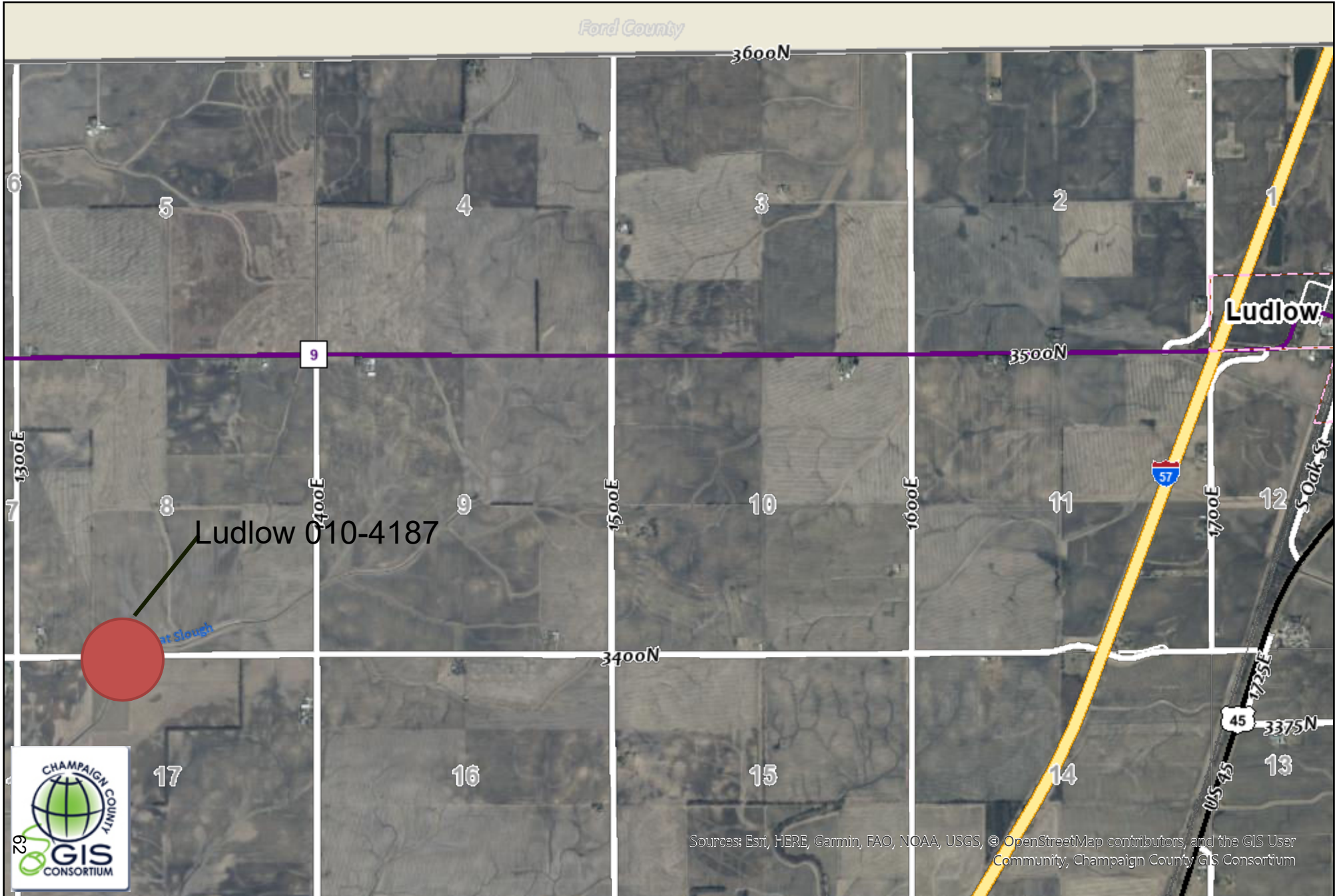
1. Petitioner is the duly elected Highway Commissioner for the Ludlow Road District, Champaign County, Illinois; and
2. There is a Bridge located on County Road 3400N between Sections 8 and 17 in Ludlow Township, over the Wildcat Slough, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said bridge deck be replaced; and
4. The cost to replace the aforesaid bridge deck is estimated to be \$300,000 which will be more than .02% of the value of all the taxable property in the Ludlow Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Ludlow Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Ludlow Road District is prepared to pay 50% of the local cost for construction and 50% of the engineering costs associated with the replacement of said structure.

Respectfully submitted,

*Greg Suits*

Commissioner of Highways of  
Ludlow Road District,  
Champaign County, Illinois

# Ludlow 010-4187



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RESOLUTION NO. 2023-108

WHEREAS, the County Board finds that based on the representations in the foregoing Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of replacing the structure.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvement.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving quotes for the improvements.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvement and shall show the division of cost between the County and the Somer and Urbana Road Districts.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Somer and Urbana Road Districts.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved:

Recorded & Attest \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

\_\_\_\_\_  
Steve Summers  
County Executive

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

PETITION REQUESTING AND RESOLUTION APPROVING APPROPRIATION  
OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioners, Rick Wolken and Richard Thompsen, hereby request an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioners state the following:

1. Petitioners are the duly elected Highway Commissioners for the Somer and Urbana Road Districts, Champaign County, Illinois; and
2. There is a culvert located at the intersection of Airport Road and Highcross Road between Section 34 in Somer Township and Section 3 in Urbana Township on the township line, which is in poor condition; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said culvert be replaced; and
4. The cost to replace the aforesaid culvert is estimated to be \$50,000 which will be more than .02% of the value of all the taxable property in either Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in both Road Districts was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. Each Road District is prepared to pay their equalized share of 50% of the cost of the replacement of said structure.

Respectfully submitted,

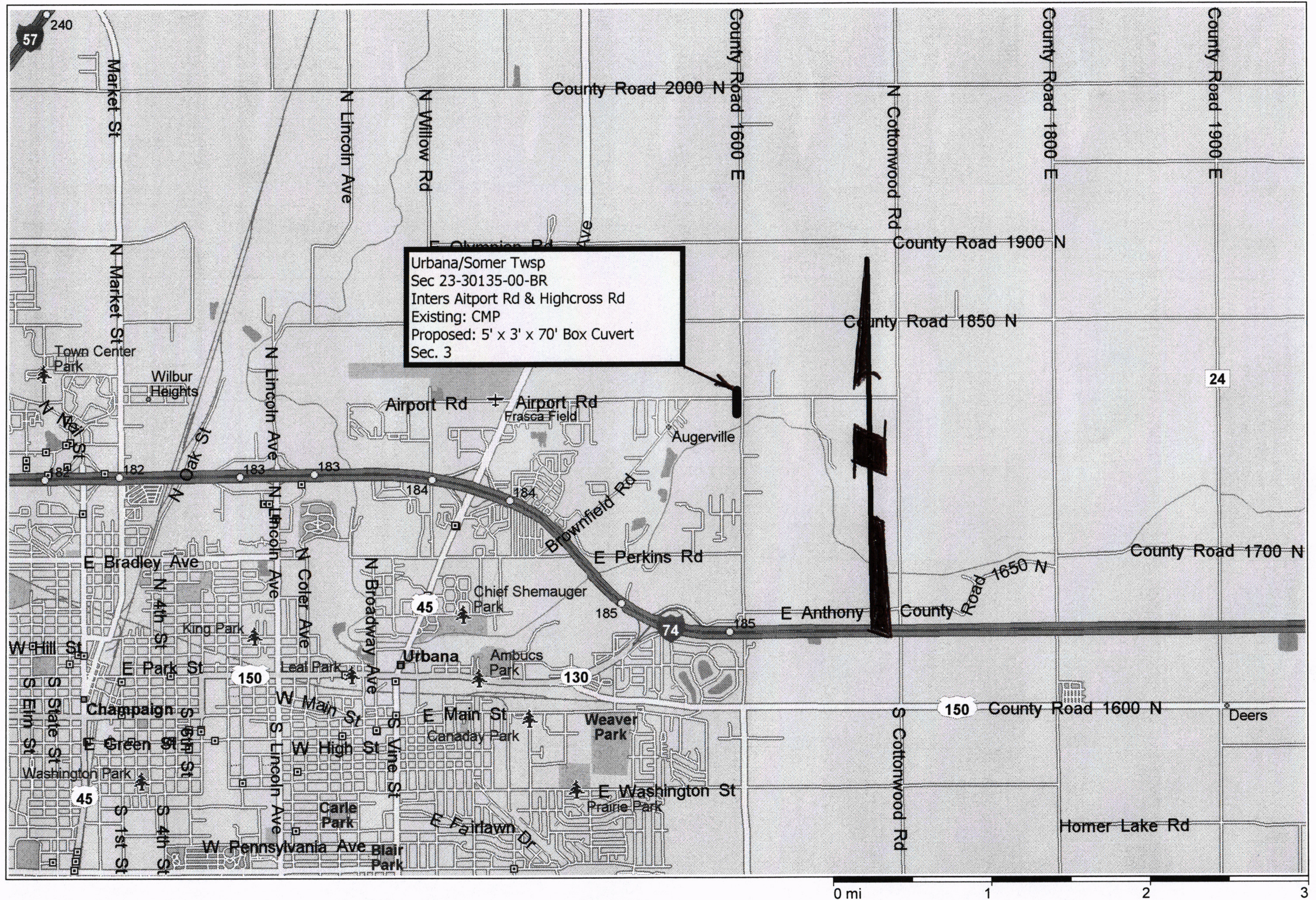
**Rick Wolken**

Commissioner of Highways of  
Somer Road District,  
Champaign County, Illinois

**Richard Thompsen**

Commissioner of Highways of  
Urbana Road District  
Champaign County, Illinois

# Urbana/Somer Twsp Box Culvert



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**LOCATION MAP**

RESOLUTION NO. 2023-109

WHEREAS, the County Board finds that based on the representations in the attached Petition, it is required pursuant to 605 ILCS 5/5-501 to provide the requested aid.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County as follows:

1. The County Board hereby appropriates from the County Bridge Fund a sufficient sum to meet one-half the cost of replacing the structure.
2. The County Board hereby directs the County Engineer to cause plans and specifications to be prepared for said improvements.
3. The County Board hereby orders that said improvement be made under the general supervision of the County Engineer, by receiving quotes for the improvements.
4. The County Board hereby directs the County Engineer to certify to the County Board when the work has been satisfactorily completed to meet his or her approval. Such certificate shall include an itemized account of the cost of all items of work incurred in the completion of said improvements and shall show the division of cost between the County and the Crittenden Road District.
5. The County Board further directs the County Engineer to file said certificate with the clerk of the Crittenden Road District.
6. This Resolution shall become effective upon its adoption.

PRESENTED, ADOPTED, APPROVED and RECORDED this 18<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved: \_\_\_\_\_  
Steve Summers, County Executive

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

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-Officio Clerk of the  
Champaign County Board

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

PETITION REQUESTING AND RESOLUTION APPROVING  
APPROPRIATION OF FUNDS FROM THE COUNTY BRIDGE FUND  
PURSUANT TO 605 ILCS 5/5-501

PETITION

Petitioner, Ray Hettinger, hereby requests an appropriation of funds from the Champaign County Bridge Fund pursuant to 605 ILCS 5/5-501. In support of this petition, Petitioner states the following:

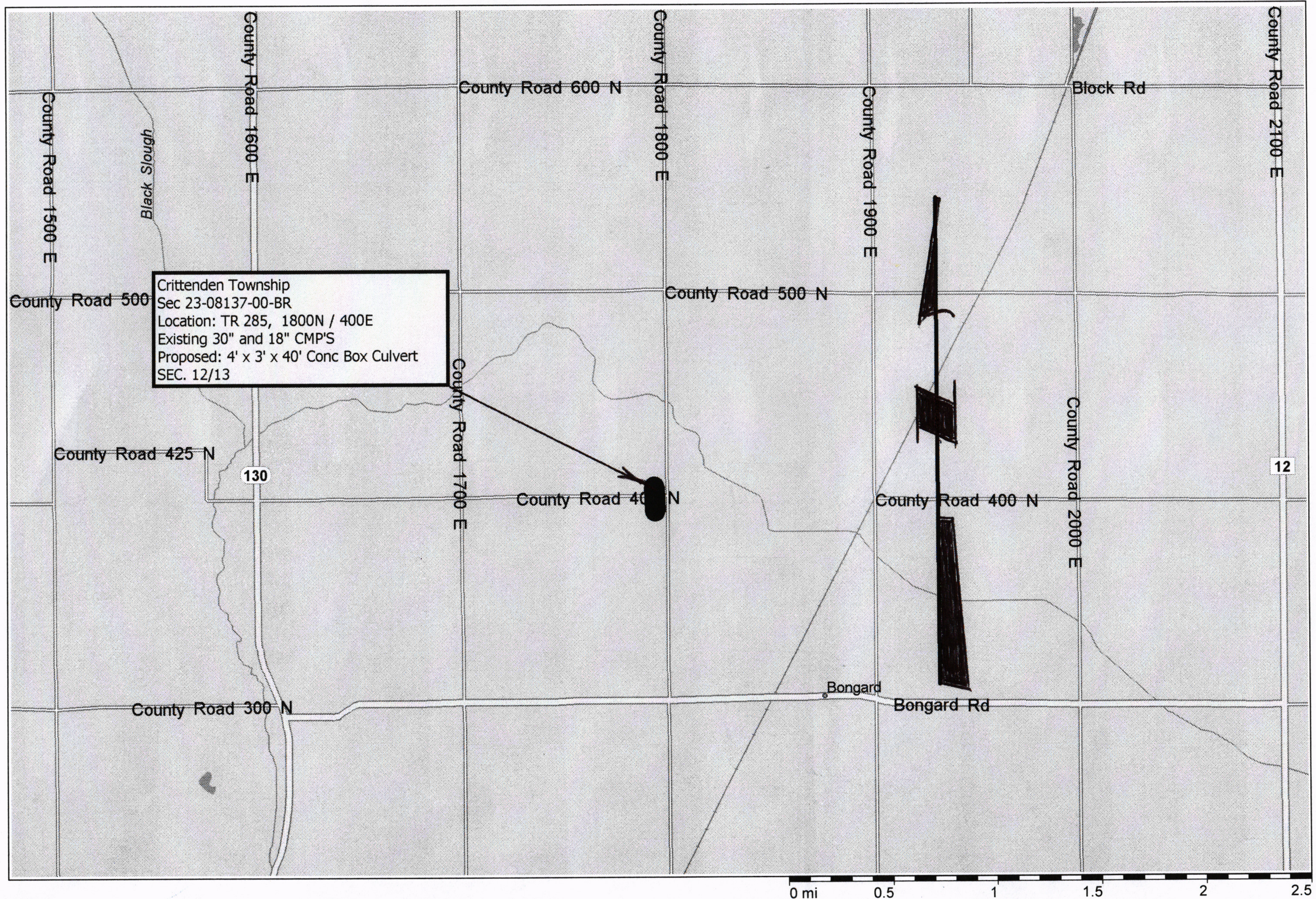
1. Petitioner is the duly elected Highway Commissioner for the Crittenden Road District, Champaign County, Illinois; and
2. There is a culvert located between sections 12 and 13 which is in poor condition and is inadequate to serve the needs of the traveling public; and
3. To ensure the adequacy of said structure for the traveling public, it is necessary that said structure be replaced; and
4. The cost of replacing the aforesaid structure is estimated to be \$27,500.00, which will be more than .02% of the value of all the taxable property in the Crittenden Road District, as equalized or assessed by the Department of Revenue; and
5. The tax rate for road purposes in the Crittenden Road District was in each year for the last two (2) years not less than the maximum allowable rate provided for in Section 6-501 of the Illinois Highway Code (605 ILCS 5/6-501); and
6. The Crittenden Road District is prepared to pay one-half of the cost of the replacement of said structure.

Respectfully submitted,

*Ray Hettinger*

Commissioner of Highways of  
Crittenden Road District,  
Champaign County, Illinois

CRITTENDEN TWSP SEC 23-08137-00-BR



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**LOCATION MAP**



RESOLUTION NO. 2023-110

RESOLUTION FOR CONTRACT AWARD AUTHORITY

WHEREAS, Sealed bids will be received in the office of the County Engineer for the repair of Structure 010-4271 on County Highway 6, Section #22-00121-00-BR and publicly opened and read; and

WHEREAS, due to the high demand and availability of materials for construction of steel bridges resulting in long lead times for delivery, it is in the best interest of Champaign County to award the contract as early as possible; and

WHEREAS, the Champaign County Board agrees to allow Jeff Blue, P.E., Champaign County Engineer to accept the low bid for construction on behalf of Champaign County if he believes the bid is in the best interest of the public.

NOW, THEREFORE, BE IT RESOLVED, by the Champaign County Board that the above will be accepted to expedite the contract with the low bidder.

PRESENTED, ADOPTED, APPROVED AND RECORDED This 18th Day of May, A.D., 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Approved: \_\_\_\_\_  
Steve Summers, County Executive

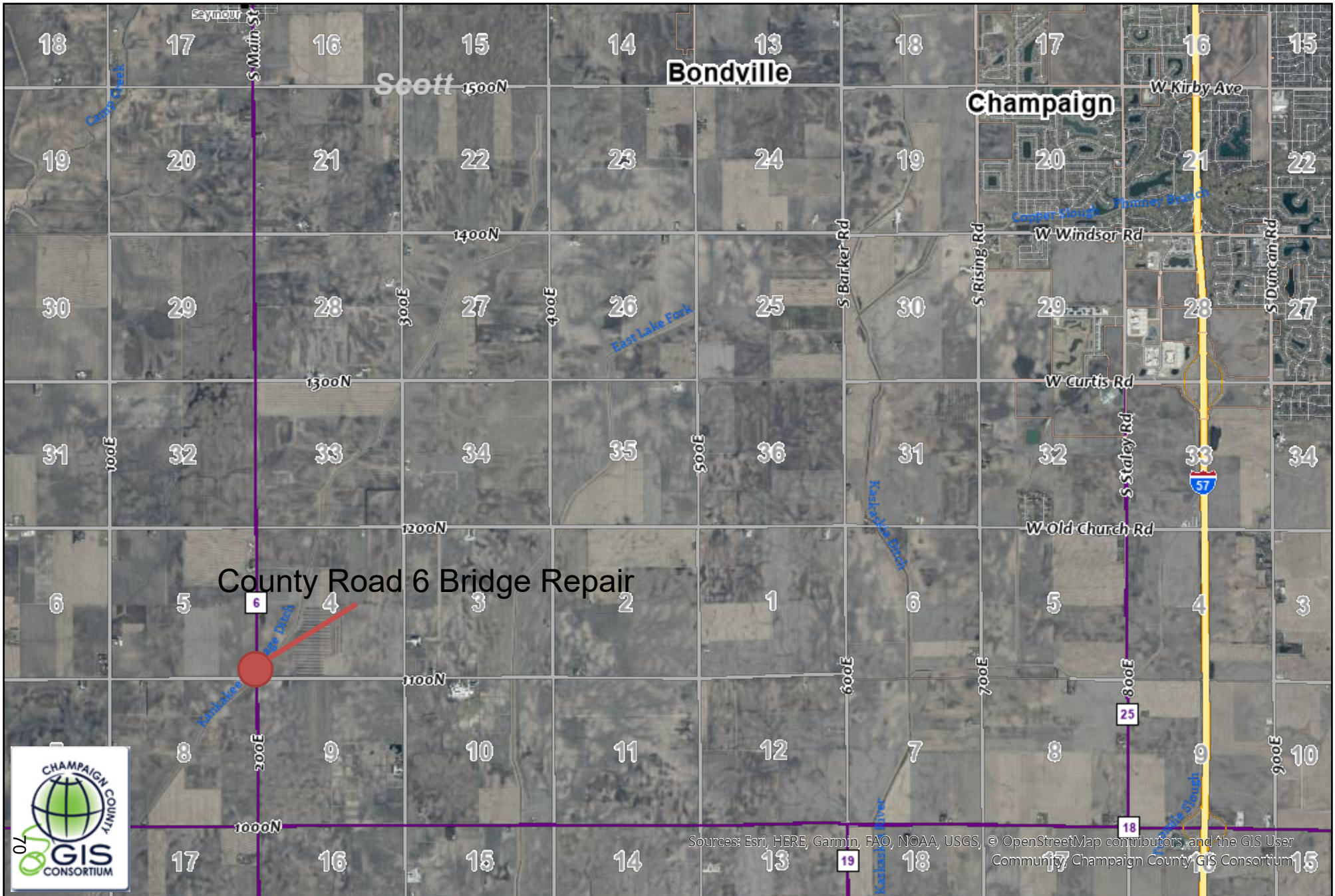
Date: \_\_\_\_\_

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-Officio Clerk of the  
Champaign County Board

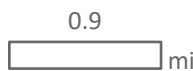
Date: \_\_\_\_\_

Prepared by: Jeff Blue  
County Engineer

# County Road 6 Bridge Repair



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Champaign County GIS Consortium



This map was prepared with geographic information system (GIS) data created by the Champaign County GIS Consortium (CCGIS), or other CCGIS member agency. These entities do not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this map is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this map and information contained herein. The use of this map constitutes acknowledgement of this disclaimer.

RESOLUTION NO. 2023-111

RESOLUTION APPOINTING JOHN BERGEE TO THE  
CHAMPAIGN COUNTY BOARD OF REVIEW

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his reappointment of John Bergee to the Champaign County Board of Review; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 35 ILCS 200/6-5;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the reappointment of John Bergee to the Champaign County Board of Review for a term commencing on June 1, 2023 and ending on May 31, 2025; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: John Bergee, 1411 Mayfair Rd, Champaign, IL 61821.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-112

RESOLUTION APPOINTING LADELL MYRICK TO THE  
URBANA-CHAMPAIGN SANITARY DISTRICT BOARD

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his reappointment of Ladell Myrick 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; and

WHEREAS, such appointment mandates that Ladell Myrick 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 reappointment of Ladell Myrick to the Urbana-Champaign Sanitary District Board for a term commencing June 1, 2023 and ending May 31, 2026;

BE IT FURTHER RESOLVED that Ladell Myrick 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: Ladell Myrick, 2807 Clayton Blvd, Champaign, IL 61820.

PRESENTED, ADOPTED, APPROVED, by the County Board this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-113

RESOLUTION APPOINTING LISA LIGGINS-CHAMBERS TO THE  
MENTAL HEALTH BOARD

WHEREAS, Steve Summers, County Executive, has submitted to the County Board his appointment of Lisa Liggins-Chambers to the Mental Health Board; and

WHEREAS, Such appointment requires the advice and consent of the County Board under 405 ILCS 20/3;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Lisa Liggins-Chambers for an unexpired term ending December 31, 2025; and

BE IT FURTHER RESOLVED That the County Clerk transmit a certified copy of this resolution to: Lisa Liggins-Chambers, 1802 Vale Street, Champaign, IL 61822.

PRESENTED, ADOPTED, APPROVED, by the County Board this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-114

RESOLUTION HONORING STANLEY SUMMERS

WHEREAS, Stanley Summers passed on peacefully at his home on Sunday, April 30<sup>th</sup>, 2023; and

WHEREAS, Mr. Summers served as a County Board member for District 8 from 1972-1978; and

WHEREAS, Mr. Summers served in the Navy and was a proud member of Laborer’s Local 703, and

WHEREAS, Mr. Summers was a long time resident of Urbana, he and his wife, Jill, raised their three children here; and

WHEREAS, Mr. Summers was committed to his community, coaching numerous youth sports and was inducted into the Urbana High School Coaches Hall of Fame in 2002; and

WHEREAS, Mr. Summers will be remembered by his loving family of three children, ten grandchildren, and two grandchildren-in-law;

NOW, THEREFORE, BE IT RESOLVED the Champaign County Board recognized the commitment and dedication of Stanley Summers to his family and community;

BE IT FURTHER RESOLVED The County Board members posthumously thank Mr. Summers for his service to Champaign County;

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18th day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-115

BUDGET AMENDMENT

May 2023

FY 2023

WHEREAS, The County Board has approved the following amendment to the FY2023 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2023 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2023 budget.

Budget Amendment BUA 2023/4/77

Fund: 2083 County Highway  
Dept: 060 Highway

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
800401 Equipment	<u>250,000</u>
Total	250,000
Increased Revenue:	
None: From Fund Balance	<u>0</u>
Total	0

REASON: The Highway Department’s FY2022 budget included appropriations for the purchase of a Mack dump truck. The truck was ordered in April 2022 and was not delivered until 2023. The unspent funds need to be added to the FY2023 budget.

PRESENTED, ADOPTED, APPROVED by the County Board this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-116

RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE TO ASSIGN A  
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE,  
PERMANENT PARCEL NUMBER 11-014-0039

WHEREAS, The County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes, pursuant to the authority of 35 ILCS 516/35; and

WHEREAS, Pursuant to this program, the County of Champaign has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

2186 CR 3000N Lot 25  
Permanent Parcel Number: 11-014-0039  
As described in certificate(s): 2019-9043 sold December 2019; and

WHEREAS, Pursuant to public auction sale, Brenda Olivera, Purchaser(s), has/have deposited the total sum of \$905.00 for the purchase of the said Certificate of Purchase and has requested that the County of Champaign assign to said Purchaser the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its Certificate of Purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$155.00 for issuance of the Tax Certificate Title to said Purchaser; and the remainder, \$450.00, shall be the sums due the Tax Agent for his services; and

WHEREAS, Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County, Illinois, that the County Executive is authorized to assign the above said Tax Sale Certificate of Purchase, as to the above-described mobile home in exchange for payment to the Treasurer of Champaign County Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_



RESOLUTION NO. 2023-117

RESOLUTION AUTHORIZING THE COUNTY EXECUTIVE TO ASSIGN A  
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE,  
PERMANENT PARCEL NUMBER 30-060-0021

WHEREAS, The County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes, pursuant to the authority of 35 ILCS 516/35; and

WHEREAS, Pursuant to this program, the County of Champaign has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

21 Sanibel Dr  
Permanent Parcel Number: 30-060-0021  
As described in certificate(s): 2019-9186 sold December 2019; and

WHEREAS, Pursuant to public auction sale, FCP MHC IL Sales LLC, Purchaser(s), has/have deposited the total sum of \$905.00 for the purchase of the said Certificate of Purchase and has requested that the County of Champaign assign to said Purchaser the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its Certificate of Purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$155.00 for issuance of the Tax Certificate Title to said Purchaser; and the remainder, \$450.00, shall be the sums due the Tax Agent for his services; and

WHEREAS, Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County, Illinois, that the County Executive is authorized to assign the above said Tax Sale Certificate of Purchase, as to the above-described mobile home in exchange for payment to the Treasurer of Champaign County Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-118

RESOLUTION APPROVING THE APPLICATION FOR, & IF AWARDED, ACCEPTANCE OF THE ADULT REDEPLOY ILLINOIS IMPLEMENTATION GRANT

WHEREAS, the Champaign County Problem-Solving Court, on behalf of the Champaign County Board, seeks to apply for funding from the Illinois Criminal Justice Information Authority (ICJIA) for the FY2023 Adult Redeploy Illinois Implementation Grant; and

WHEREAS, The grant funding will be used for further advancement of Champaign County's Drug Court program and the for the development of a Mental Health Court program; and

WHEREAS, The grant award period is from July 1, 2023 through June 30, 2024; and

WHEREAS, There is no cost-match requirement of Champaign County for this grant, if awarded; and

WHEREAS, the grant award, based upon the application, is anticipated to be up to \$400,000 for the term of the grant;

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County that the County Board of Champaign County approves the application for the Adult Redeploy Illinois Implementation Grant in the amount up to \$400,000.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-119

RESOLUTION ADOPTING THE CHAMPAIGN COUNTY FINANCIAL POLICIES

WHEREAS, the Champaign County Board adopted its Financial Policies with Resolution No. 2022-112 on May 19, 2022; and

WHEREAS, the Champaign County Board has identified the need to amend its Financial Policies as documented in the Attachment to this Resolution; and

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. 2022-112 is hereby rescinded.

PRESENTED, ADOPTED, APPROVED by the County Board this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_



# Champaign County Financial Policies

## Introduction

Champaign County has several relevant financial policies in order to preserve and enhance its fiscal health, identify acceptable and unacceptable courses of action, and provide a standard to evaluate the government's fiscal performance. Policies that are central to a strategic, long-term approach to financial management are posted on the County website <http://www.co.champaign.il.us/HeaderMenu/generalinfo.php>.

- Purchasing Policy (including Capital Asset Management and Replacement)
- Grant Application/Approval Policy
- Salary Administration Guidelines
- Travel Policy
- [Credit Card Policy](#)
- Treasurer's Investment Policy <http://www.co.champaign.il.us/treasurer/PDFS/InvestmentPolicy.pdf>

## Objectives

1. To institutionalize established financial management practices thereby promoting stability and continuity.
2. To establish a shared and documented understanding of financial principles to guide fiscal decision-making.
3. To protect and enhance the County's bond rating.
4. To promote long-term strategic planning.
5. To manage risks to the County's fiscal position.
6. To establish guidelines for strategic investment in County facilities, capital, and technology.

## Budget Policies

1. The County's fiscal year is January 1 – December 31.
2. All County funds, [with the exception of fiduciary funds](#), are appropriated in the "Official Budget," which is approved by the County Board. Appropriations are considered the maximum authorization to incur obligations and not a mandate to spend.
3. [State law mandates, "no contract shall be entered into, and no obligation or expense shall be incurred by or on behalf of a county unless an appropriation therefor has been previously made." 55 ILCS 5/6-1005.](#)
4. The County is committed to producing a balanced budget in a timely manner. The County will pay for current expenditures with current revenues, avoiding procedures that balance budgets by postponing needed expenditures, realizing future revenues early, or rolling over short-term debt. A budget is balanced when total appropriations do not exceed total revenues and appropriated fund balance within an individual fund.
5. The budgets for all governmental funds and proprietary funds are presented on a modified accrual basis [recognizing revenues when they become available and measurable; and expenditures when the liability is incurred. Champaign County's accrual period is sixty \(60\) days after the close of the fiscal year.](#)
6. The final Budget document must include:

- a. A statement of financial information including prior year revenue and expenditure totals, and current and ensuing year revenue and expenditure projections; and
  - b. A statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
  - c. A statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
  - d. Additional information required by 55 ILCS 5/6-1002 and state law.
7. The budget may be amended through a Budget Amendment or Budget Transfer which require a 2/3<sup>rd</sup> majority vote (15) of the County Board. Department heads may authorize transfers between non-personnel budget lines in their department budget as long as they do not exceed the total combined appropriation for non-personnel categories; and transfers between personnel lines as long as they do not exceed the total combined appropriation for personnel categories. [The Regional Planning Commission's legal level of budgetary control is by fund, with transfers between expenditure categories within the same fund allowed.](#)
  8. A General Corporate Fund contingency appropriation will be designated for emergency purchases during the fiscal 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 contingencies. Money appropriated for contingencies 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 the budget unless a transfer of funds is authorized by a 2/3<sup>rd</sup> majority vote (15) of the County Board.
  9. On an annual basis, the County will prepare a Financial Forecast to include expenditure projections for the current year and the next five (5) fiscal years at a minimum.

## Revenue Policies

1. The County will strive to maintain diversified and stable revenue sources to shelter it from unforeseeable short-run fluctuations in any one revenue source.
2. The County will estimate its annual revenues by an objective, analytical process. On an annual basis, and in conjunction with expenditure projections, the County will prepare revenue projections for the current year and the next five (5) fiscal years at a minimum. Each existing and potential revenue source will be re-examined annually.
3. The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).
4. 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 determine 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.
5. To the extent feasible, one-time revenues will be applied toward one-time expenditures and will not be used to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures.
6. 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's General and recurring operating fund or another identified fund. 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 County Ordinance Number 635, and Ordinance amendments 903 and 920.

## Fund Policies

1. 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.
2. A major fund is a budgeted fund where revenues or expenditures represent more than 10% of the total appropriated revenues or expenditures.
3. All county funds are included in the Annual Budget Document except the fiduciary funds described below.
  - a. 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.
  - b. Agency Funds held in a custodial capacity for external individuals, organizations, and governments for the purpose of reporting resources, such as property taxes and circuit court fees and fines.
4. Governmental funds account for traditional governmental operations that are financed through taxes and other fixed or restricted revenue sources.
  - a. 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 summary is prepared which lists the amount of General Corporate Fund appropriation for all affected departments. The General Corporate Fund is a Major Fund.
  - b. Special Revenue Funds are used to account for the proceeds of specific sources that are legally restricted to expenditures for a specific purpose.
    - i. Included in the Special Revenue Funds are Debt Service Funds utilized to account for the payment of interest, principal, and related costs on the County's general long-term debt. (In addition to Debt Service Funds, the County also has debt service budgets included in other funds as appropriation based on the purpose of the fund.)
    - ii. Also included in Special Revenue Funds are Capital Project Funds used to account for all expenditures and revenues associated with the acquisition, construction or maintenance of major facilities that are not financed through proprietary funds or funds being held for other governments.
  - c. 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.
    - i. An enterprise fund is used to account for operations that are financed primarily by User charges. The County does not have enterprise funds.
    - ii. 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 using Internal Service Funds.

5. A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:
  - a. Revenues presented in line-item detail within revenue categories; and
  - b. Expenditures presented in line-item detail within major categories – e.g., personnel, commodities, services; and
  - c. Fund Balance including the actual or estimated funds remaining at the end of the fiscal year.

## Financial Reserves and Surplus

1. The fund balance for each fund shall be reviewed annually, and recommendations for financial reserves and a plan for the use of surplus funds shall be documented.
2. For cash flow purposes due to the timing of property tax revenues and fluctuations in the receipt of state shared revenues, and in order to allow flexibility to respond to unexpected circumstances, the minimum unrestricted fund balance requirement for the General Corporate Fund is two-months or 16.7% of operating expenditures. A plan will be developed to increase the fund balance in instances where an ending audited fund balance is below the two-month minimum requirement.
3. It is the intent of the County to use all surpluses generated ~~accomplish three goals: under the Direction of the County Board~~ to meet reserve policies, avoid future debt, ~~and~~ reduce outstanding debt, mitigate current and future financial risks, and preserve the County's bond rating. The use of surplus funds for ongoing recurring expenditures is prohibited.

## Capital Asset Management and Replacement

1. The Capital Asset Replacement Plan includes a multi-year plan for vehicles, computers, technology, furnishings, and office equipment. It will be updated for the General Corporate Fund departments during the annual budget process. Expenditures will be appropriately amortized and reserves for replacement will be estimated. If the County is unable to appropriate full funding for future reserves, this will be documented in the Capital Asset Replacement budget. A five-year forecast for capital asset management and replacement will be developed and updated annually.
2. The County strives to maintain all assets at a level adequate to protect the County's capital interest and to minimize future maintenance and replacement costs.
3. Through the annual budget process, funding for the fiscal year projects in the County's Capital Facilities and Technology plans will be identified. If the County is unable to appropriate funding for any scheduled projects, this will be documented in the Capital Asset Replacement Fund budget.
4. The Director of Finance will review all expenditures from the Capital Asset Replacement Fund and is authorized, in addition to the County Executive, to approve all expenditures from the Capital Asset Replacement Fund in compliance with the multi-year plans and policies established by the County Board. No more than 3% of the equalized assessed value of property subject to taxation by the county may be accumulated in a separate fund for the purpose of making specified capital improvements.
5. The Auditor 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.

## Debt Management

1. 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. 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.
2. The County will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
3. 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.
4. The County will strive to have the final maturity of general obligation bonds at, or below, thirty years.
5. 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.
6. The County will not use long-term debt for current operations.
7. State statute limits indebtedness to 2.87% of the County's assessed valuation, 5.75% for voted bonds. Documentation of the County's legal debt limit and debt margin will be included in the budget document.
8. 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.
9. [Annually, in December, the Director of Finance will complete Post-Issuance Compliance reviews for the County's bonds and provide a Post-Issuance Tax Compliance Report to the Champaign County Finance Committee.](#)

## Disclosure Policies and Procedures

1. The County will comply with continuing disclosure requirements established by Securities and Exchange Commission Rule 12c2-12, and the continuing disclosure agreements required by its bond issues. The County may wish to engage the services of a Dissemination Agent to assist with its continuing disclosure obligations.
2. [The Director of Finance is designated as the officer responsible for the procedures related to Disclosures.](#)
3. [\*\*Official Statements Procedures.\*\* Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the County, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:](#)
  - a. [The County shall select the working group for the transaction, which may include outside professionals such as disclosure counsel, a municipal advisor, and an underwriter \(the "Working Group"\) and the member of the Working Group responsible for preparing the first draft of the Official Statement.](#)
  - b. [The Disclosure Officer shall review and make comments on the first draft in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the](#)



Official Statement not misleading. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the County is accurate.

- c. After completion of the review the Disclosure Officer shall discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the County as the Disclosure Officer deems necessary and appropriate and provide comments. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary.
- d. The Disclosure Officer shall continue to review subsequent drafts and if the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, it may be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved, and authorized by the County Board.

**4. Disclosure Procedures: Annual Financial Information.** By June 30 of each year, the Disclosure Officer shall prepare (or hire an agent to prepare) and file the Annual Financial Information with Electronic Municipal Market Access (EMMA) (or confirm that such filing is completed by any agent hired by the County for such purpose). If Audited Financial Statements are not available when the Annual Financial Information is filed, Audited Financial Statements will be submitted to EMMA within 30 days after availability to the County. In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct, and complete in all material respects.

**5. Disclosure Procedures: Reportable Events.** The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the County for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether it is material. If, in connection with such Financial Obligation, the County has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

**6. Disclosure Procedures: EMMA Notices.** Whenever the County determines to file an EMMA Notice, or whenever the County decides to make a voluntary filing to EMMA, the Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice in the form required by the Municipal Securities Rulemaking Board (MSRB). In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document

[compliant with the Undertaking. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice \(or confirm that such filing is completed by any agent hired by the County for such purpose\) within the timeframe allowed for such filing.](#)

## Accounting, Auditing, and Investment

1. The County follows Generally Accepted Accounting Principles (GAAP).
2. 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).
3. The County uses an accounts receivable system to accrue revenues when they are available and 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.
4. The County Treasurer is responsible for investment 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; and
  - b. Such loan is to be repaid to the source fund within the current fiscal year.
5. [The County Treasurer shall be responsible for the monthly reporting of investment activity as required under 55 ILCS 5/3-11007. The monthly County Board report shall include investment, collateral, and financial institution information to fairly inform the general public of the Treasurer's Office's investment activities.](#)

## Purchasing and Encumbrances

1. 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.
2. 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 which will follow Quality Based Selection (QBS) requirements established in 50 ILCS 510). Additional competitive bid requirements may apply by statute or as a condition of using funds from an outside source.
3. 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.
4. The Champaign County Purchasing Policy Ordinances, establish the procedures to be followed in all purchasing activities.

## Risk Management

1. To forecast expenditures for its self-funded insurance program for workers compensation and liability, 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.
2. At a minimum, the County strives to maintain the actuary-recommended fund balance, defined as the Discounted Actuarial Central Estimate of Unpaid Claim Liability.

## Salary Administration

1. The County's ~~Personnel Policy includes~~ Salary Administration Guidelines will be followed for departments whose personnel budgets are subject to the County Board's personnel appropriation procedures.
2. The County Executive is responsible for computing salaries and fringe benefits costs for all departments.
3. Increases for non-bargaining employees will be recommended by the County Executive at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.

**RESOLUTION NO. 2023-120**

**RESOLUTION ESTABLISHING THE BUDGET PROCESS for CHAMPAIGN COUNTY for FY2024**

**WHEREAS**, per 55 ILCS 5/2-5008 the County Executive shall prepare and submit to the County Board for its approval the annual budget for the county; and

**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 forecasted receipt of both revenues and expenditures, the Finance Committee recommends guidelines for its consideration of the FY2024 annual budget;

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of Champaign County, Illinois, that the following guidelines are hereby adopted for the submission, review, preparation, and implementation of the FY2024 Budget:

**BUDGET CALENDAR**

The County’s fiscal year begins on January 1 and ends on December 31.

June 7	Budget instruction meeting for County departments Instructions for budget submission sent to outside agencies
July 7	Budgets DUE from departments
July 10-21	Internal department budget review meetings
July 24-28	External department budget review meetings
Aug. 1-11	Confirm tax revenues & other revenue estimates
Aug. 28-30	6:00pm each evening – Legislative Budget Hearings before the County Board
Sept. 12/21	Presentation of Budget Overview and decision points for Board direction
Sept. 28	Special Finance Committee of the Whole meeting for public comment on the Proposed Budget and Committee refinements to the Proposed Budget
Oct. 10	Tentative Budget forwarded by Finance Committee to County Board
Oct. 19	Receive and place on File FY2024 Tentative Budget and County Board Truth in Taxation Public Hearing ( <i>if required</i> )
Nov. 14	Final Budget forwarded by Finance Committee to County Board
Nov. 21	County Board approval of Final FY2024 Budget and Tax Levy Ordinance

**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; and
- Statement of all moneys in the county treasury unexpended at the termination of the last fiscal year; and
- Statement of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year; and
- Any additional information required by state law.

**PROPERTY TAX REVENUE**

The County Board directs the preparation of the property tax revenue for FY2024 be calculated in accordance with the Property Tax Extension Limitation Law (PTELL).

## **BUDGET DEVELOPMENT PROCESS FOR ALL FUNDS/DEPARTMENTS**

Budgets should be prepared as follows:

1. Presented within the County Board's definition of a balanced budget; and
2. Be performance-based and focused on goals, objectives, and performance indicators; and
3. Aligned to the County's Strategic Plan; and
4. An objective and analytic projection of revenues including any recommendations for fee increases or modifications to revenue structure; and
5. Personnel appropriation (with the exception of the Regional Planning Commission) will be completed by Administrative Services based on salary administration guidelines, negotiated labor contracts and the non-bargaining salary increase approved by the County Board; and
6. Fund balances with an explanation for variances in ending fund balance greater than a ten percent increase or decrease.

## **GENERAL CORPORATE FUND BUDGET REQUESTS**

In addition to the above, General Fund budgets should be prepared as follows:

1. Requests for new positions will be made on forms provided during budget instructions.
2. Budgeting for contra-expense will permit estimated underspending to be appropriated for other costs within the budget without reducing available personnel appropriation in individual departments.
  - Administration's recommendation for the negative salary expenditure is 1.5% of total General Fund full-time appropriations.
  - Administration's recommendation for the negative health insurance expenditure is 5% of the total General Fund health insurance appropriation based on enrollment at the time of budget preparation.
3. Personnel costs represent the largest percentage of General Fund expenditures. The County has been investing in larger than historical wage increases and funded several new positions. It is therefore essential for the County to limit increases in non-personnel costs. Commodities, services, and equipment appropriation will be held flat against the FY2023 Original Budget with the exception of increases for competitively bid contracts and documented cost increases for services (examples: Corrections medical contract, utility rate increases, and joint ventures with other agencies such as METCAD and ARMS).
  - One-time appropriation allowed in FY2023 will be removed from the FY2024 budget.
  - Requests for additional non-personnel appropriations will be made on forms provided during budget instructions.

## **AMERICAN RESCUE PLAN ACT FUNDING**

Through the budget process, departments may propose projects for possible one-time appropriations from ARPA funds, on forms provided during budget instructions, to be forwarded to the Board for consideration.

## **CAPITAL ASSET REPLACEMENT FUND (CARF)**

Capital asset replacement programs have an impact on the General and Public Safety Sales Tax funds. The County Board directs administration to prepare the Capital Asset Replacement Fund utilizing available General and Public Safety Sales Tax revenues to support:

1. Funding for maintenance scheduled in the Facilities Capital Plan; and
2. Funding for projects scheduled in the Information Technology Plan (General County projects only), taking into consideration the County's readiness to proceed with planned projects; and

Resolution No. 2023-120

3. Funding for CARF equipment, technology, and items scheduled for replacement in FY2024, with reserve funding for future CARF replacement schedules based on financial capacity within the budget; and
4. With consideration given to the additional equipment and furnishing needs of County departments relocating to County Plaza based on available financial resources.

**FINANCIAL POLICIES**

The final Budget shall further be prepared in acknowledgement of the Champaign County Board Financial Policies.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
And ex-officio Clerk of the Champaign  
County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-121

RESOLUTION AMENDING THE SCHEDULE OF AUTHORIZED POSITIONS FOR THE  
CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES DEPARTMENT- HR  
GENERALIST

WHEREAS, the County Board has approved the Champaign County Personnel Policy, which documents the process for the creation of new positions and re-evaluation of existing positions within Champaign County government; and

WHEREAS, pursuant to the Champaign County Personnel Policy, the County Executive has presented a request for the addition of an HR Generalist position in the Administrative Services Department; and

WHEREAS, the Job Content Evaluation Committee, at the direction of the Policy, Personnel and Appointments Committee of the Whole, reviewed the request and recommends the creation of the HR Generalist position in the Administrative Services Department; and

WHEREAS, the Finance Committee of the Whole recommends to the County Board approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023; and

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the creation of the HR Generalist position in the Administrative Services Department, assigned to Grade Range H, effective May 18, 2023.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESUME OF MINUTES OF REGULAR MEETING OF THE  
COUNTY BOARD, CHAMPAIGN COUNTY, ILLINOIS  
April 20, 2023

The County Board of Champaign County, Illinois met at a Regular Meeting, Thursday, April 20, 2023, at 6:31 PM in the Shields-Carter Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, Illinois, with Board Chair Kyle Patterson presiding and Matthew Cross as Clerk of the meeting.

**ROLL CALL**

Roll call showed the following members present: Locke, Lokshin, Peugh, Rodriguez, Rogers, Taylor, Thorsland, Vanichtheeranont, Wilson, Carter, Cowart, Fortado, Goss, Harper, Ingram, and Patterson – 16; absent: Michaels, Stohr, Straub, Sexton, Esry, and Hanauer-Friedman – 6. Board Chair Patterson declared a quorum present and the Board competent to conduct business.

**PRAYER & PLEDGE OF ALLEGIANCE**

Board Chair Patterson read a prayer, and 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 6, April 13, and April 19, 2023.

**APPROVAL OF AGENDA/ADDENDA**

Board Member Carter offered a motion to approve the Agenda/Addenda; Board Member Taylor seconded. The motion carried by unanimous voice vote.

**DATE/TIME OF NEXT MEETINGS**

**Standing Committees:**

- A. County Facilities Committee  
Tuesday, May 2, 2023 at 6:30 PM  
Shields-Carter Meeting Room
- B. Environment and Land Use Committee  
Thursday, May 4, 2023 at 6:30 PM  
Shields-Carter Meeting Room
- C. Highway and Transportation Committee  
Friday, May 5, 2023 at 9:00 AM  
1605 E Main Street, Urbana



**Committee of the Whole:**

- A. Justice and Social Services; Policy, Personnel and Appointments; *and* Finance  
Tuesday, May 9, 2023 at 6:30 PM  
Shields-Carter Meeting Room

**County Board:**

- A. Community Violence Prevention Task Force  
Monday, April 24, 2023 at 6:30 PM  
Shields-Carter Meeting Room
- B. Regular Meeting  
Thursday, May 18, 2023 at 6:30 PM  
Shields-Carter Meeting Room

**PUBLIC PARTICIPATION**

Mallory Wentworth of the office of Congressional Representative Nikki Budzinski (Illinois 13<sup>th</sup>) noted that the Congresswoman has opened an office in Champaign County at 44 E Main St, Suite 205, Champaign.

Nicholas Dale of Champaign stated that he has been submitting Freedom of Information Act requests via email and those emails are being redirected to a spam folder, and he requested the County correct that issue.

Sarah Smith and Cheryl Walker of Urbana requested \$10,000 in American Recovery Plan Act (ARPA) funds to hold a Stand Down to provide supplies and services for homeless veterans.

Robbie Walker, retired Veterans Affairs, and Nicole Massey, Land of Lincoln Legal Aid attorney, requested ARPA funds to create a Stop the Violence Program to assist veterans struggling with post-traumatic stress disorder and other mental health issues.

**CONSENT AGENDA**

Board Member Lokshin offered a motion to approve the Consent Agenda; Board Member Goss seconded. The motion comprising 24 resolutions (Nos. 2023-69, 2023-70, 2023-71, 2023-72, 2023-73, 2023-74, 2023-75, 2023-76, 2023-77, 2023-78, 2023-79, 2023-80, 2023-81, 2023-82, 2023-83, 2023-84, 2023-85, 2023-86, 2023-87, 2023-88, 2023-89, 2023-90, 2023-91, and 2023-92) and 2 ordinances (Nos. 2023-8 and 2023-9) carried by unanimous roll-call vote.

Yeas: Locke, Lokshin, Peugh, Rodriguez, Rogers, Taylor, Thorsland, Vanichtheeranont, Wilson, Carter, Cowart, Fortado, Goss, Harper, Ingram, and Patterson – 16

Nays: none

## **COMMUNICATIONS**

Board Member Goss opened the floor to Gift of Hope to present an award to County Coroner Duane Northrup for facilitating organ and tissue donations.

Board Member Rodriguez invited the people to the County Worker's Day Memorial Ceremony on Friday, April 28, 2023, at 5 PM in Dodds Park. Two names will be added to the memorial: rideshare driver and veterinary medicine student Kristian Philpotts and biologist Kevin G. Chapman.

Board Member Peugh noted the upcoming residential electronics collection at Parkland College on May 20, 2023.

Board Member Lokshin noted the Centennial High School musical *Grease* runs April 20 to April 23, 2023.

## **APPROVAL OF MINUTES**

Board Member Locke offered an omnibus motion to approve the minutes of the Regular Meeting of the County Board of March 23, 2023, and the Study Session of March 28, 2023; Board Member Goss seconded. Board Member Peugh requested the March 23 minutes be corrected to add his name as the new board member appointed. The motion, pending the correction, carried by unanimous voice vote.

## **Standing Committees**

Board Chair Patterson noted the Summaries of Action Taken for the Highway and Transportation Committee on April 5, 2023, and Environment and Land Use Committee on April 6, 2023, were received and placed on file.

## **AREAS OF RESPONSIBILITY**

Board Chair Patterson noted the Summary of Action take for the Committee of the Whole (Justice and Social Services; Finance; Policy, Personnel, and Appointments) on April 11, 2023, was received and placed on file.

Board Member Taylor offered a motion to adopt Resolution No. 2023-93 authorizing disbursement of funds on defaulted contract for mobile home tax sale, permanent parcel 30-060-0032; Board Member Thorsland seconded. Board Member Fortado explained that the default was the result of the owner's struggle to obtain the title. The motion carried by unanimous voice vote.

**NEW BUSINESS**

Board Member Taylor offered a motion to adopt Resolution No. 2023-94 authorizing payment of claims; Board Member Fortado seconded. The motion carried by unanimous voice vote.

Board Member Taylor offered a motion to adopt Resolution No. 2023-95 approving the proclamation designating the week of May 7, 2023, as National Correctional Officer Week; Board Member Locke seconded. The motion carried by unanimous voice vote.

Board Member Goss offered a motion to adopt Resolution No. 2023-96 approving the proclamation designating the week of May 14, 2023, as National Police Week; Board Member Taylor seconded. The motion carried by unanimous voice vote.

Board Member Ingram offered a motion to adopt Resolution No. 2023-97 approving Budget Amendment BUA 2023/4/211 to transition cost to administer the IHWAP training through the existing ICRT team; Board Member Taylor seconded. The motion carried by unanimous roll-call vote.

Yeas: Locke, Lokshin, Peugh, Rodriguez, Rogers, Taylor, Thorsland,  
Vanichtheeranont, Wilson, Carter, Cowart, Fortado, Goss, Harper, Ingram,  
and Patterson – 16

Nays: none

**OTHER BUSINESS**

**AMERICAN RESCUE PLAN ACT**

ARPA Project Manager Kathy Larson provided an update on County projects.

Board Member Carter offered a motion to adopt Resolution No. 2023-98 authorizing an amendment to intergovernmental agreement with the Central Illinois Land Bank Authority; Board Member Taylor seconded. Board Member Fortado noted the amendment is needed to add landscaping and associated costs to the agreement. The motion carried by unanimous voice vote.

Board Chair Patterson raised the discussion of the Sheriff's request for \$6,000 in ARPA funds to purchase responder radios. The board indicated their support by a showing of raised thumbs.

Tim Oravec, Visit Champaign County Community Development Manager, presented a request for \$150,000 in ARPA funds for their Skelton Park Transformation and African American heritage trail projects. Community Development Manager Oravec stated that the project will use \$100,000 for Skelton Park improvements and \$50,000 for signs along the heritage trail, noting they have received funding from Champaign Parks, the City of Champaign, the Rotary Club of Champaign, and a matching-fund grant from the Illinois Office of

Tourism. Board Member Carter applauded the project and asked the term of the art installations; Community Development Manager Oravec stated the art installations are intended to be permanent. Board Member Rogers asked about the matching fund grant; Community Development Manager Oravec stated that a \$150,000 contribution by the county would maximize the Illinois Office of Tourism matching grant. Board Member Wilson asked about the completion date; Community Development Manager Oravec stated the park portion is estimated to be done by the end of the year, but the heritage trail signs would be an on-going project. Board Member Vanichtheeranont suggested Visit Champaign County work with the Champaign County Genealogical Society to research for the heritage trail; Community Development Manager Oravec stated that they are currently working with the Urbana Free Library and the Champaign County Genealogical Society to research. Various board members discussed from which ARPA fund pool this project should draw; Board Member Wilson requested the funds be drawn from the unallocated pool not the community violence prevention fund pool. The board indicated their support by a showing of raised thumbs.

Alex Dodge, City of Champaign Assistant City Engineer, and Kay Nees, City of Champaign Finance Director, presented a request for ARPA funds for the City of Champaign's Garden Hills Improvement project, seeking funds for infrastructure and landscape improvements following their water drainage project. That portion of the project requires approximately \$3.2 million in total: \$0.9 million for sidewalks, \$1.2 million for street lighting, and \$1.1 million for fencing. Board Member Carter stated that the project makes the neighborhood safer and it currently lacks any sidewalks or streetlights and she asked about the project start time; Assistant City Engineer Dodge and Finance Director Nees stated the plan is to start at the end of summer this year and added that the project is also being funded by City of Champaign ARPA funds so they are well versed in the constraints and completion dates associated with ARPA funded projects. Board Member Goss asked for specific details regarding the rail crossing at Garden Hills Drive. Various board members discussed the importance of the project. Various board members discussed from which ARPA fund pool this project should draw. The board indicated their support by a showing of raised thumbs and directed ARPA Project Manager Larson to allocate \$2,000,000 ARPA funds to the project and draw up an intergovernmental agreement.

Adrienne Pickett, Illinois Broadband Lab Visiting Coordinator for Broadband, and Nancy Ouedraogo, University of Illinois Extension Community Economic Development Extension State Specialist, gave a presentation on developing broadband projects for unserved and underserved communities through the 2021 Bipartisan Infrastructure Act, offering planning, training, and advice. Board Member Fortado noted the County Board has allocated \$10 million for the rural broadband project and offered to share data the board had collected in its own research. Board Member Thorsland noted the rural broadband project is nearly shovel ready but detailed some of the present complications, including right-of-way access. Visiting Coordinator for Broadband Pickett and Extension State Specialist Ouedraogo noted they have experience and expertise that can assist

in navigating those issues. Board Member Carter discussed poor broadband access and affordability.

SEMI-ANNUAL CLOSED SESSION MINUTE REVIEW

Board Member Taylor offered a motion to keep closed the closed session minutes for the County Board, County Administrator Search Committee, and the Nursing Home Board of Directors; Board Member Carter seconded. The motion carried by unanimous voice vote.

ADJOURNMENT

Board Chair Patterson adjourned the meeting at 8:25 PM.



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Aaron Ammons, Champaign County Clerk  
and ex-Officio Clerk of the Champaign County Board  
Champaign County, Illinois



**CHAMPAIGN COUNTY BOARD  
FACILITIES COMMITTEE ACTION PLAN  
County of Champaign, Urbana, Illinois**

Tuesday, May 2, 2023, at 6:30p.m.  
Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802

**Agenda**

- I. Call to Order and Roll Call
- II. Approval of Agenda/Addenda
- III. Approval of Minutes – March 7, 2023
- IV. Public Participation
- V. Communications
- VI. New Business
  - A. Update on ITB#2022-007 County Plaza Parking Deck Renovation – Bailey Edward Design – Karla Smalley
  - B. Update on ITB #2022-008 County Plaza Renovation Project – Bailey Edward Design – Karla Smalley and Broeren Russo – Austin Barton
  - C. Discussion and Approval of Change Orders for ITB#2022-008 County Plaza Renovation Project (Change Order Documentation Attached)
  - D. Update on ITB#2022-009 Satellite Jail Consolidation – Reifsteck Reid Architecture – Chris Bieser and PJ Hoerr – Matt Brown
  - E. Discussion and Approval of Change Orders for ITB#2022-009 Satellite Jail Consolidation Project (Change Order Documentation attached).
  - F. Discussion and Approval of a 30-day extension of electric service to Verizon’s Equipment at the County Plaza – (Lease and April 7, 2022, Verizon Termination Notice Attached)

**Action**

- 6:57 p.m. (5 members present)
- Approved
- Approved
- None
- Mr. Harper spoke to the importance of timeliness to create a quorum.
- Information only
- Information only
- \*The motion to approve the Change Orders for the County Plaza Renovation passed unanimously.***
- Information only
- \*The motion to approve the Change Orders for the Satellite Jail Consolidation passed unanimously.***
- \*The motion to approve a 30-day extension of electric service to Verizon’s Equipment passed unanimously.***

- |       |  |   |
|-------|--|---|
| G.    | Update on Satellite Jail HVAC Project Ameren Grant Checks Received and Deposited \$124,436.85. (Copies of checks attached) | Information only  |
| H.    | Discussion and Approval of Resolution Naming the County Plaza Building in Honor of Scott M. Bennett (Resolution Attached)  | <b>The motion to approve Naming the County Plaza Building in Honor of Scott M. Bennet passed 4-1.</b> |
| I.    | Discussion and Approval of Purchase of Humane Society Facility (Humane Society Sale Proposal Attached)                     | <b>The motion to approve the Purchase of Humane Society Facility passed 4-1.</b>                      |
| VII.  | Other Business   | None  |
| VIII. | Presiding Officer's Report   |   |
|       | A. Future Meeting – <b>June 6, 2023 @ 6:30pm</b>   |   |
| IX.   | Designation of Items to be Placed on the Consent Agenda  | Items VI. C, E, and F   |
| X.    | Adjournment  | Adjourned at 7:52 p.m.  |

***\*Denotes Inclusion on the Consent Agenda***

RESOLUTION NO. 2023-122

RESOLUTION NAMING THE COUNTY PLAZA BUILDING  
IN HONOR OF SCOTT M. BENNETT

WHEREAS, Scott Bennett represented the people of Champaign County in the Illinois State Senate from 2015-2022; and

WHEREAS, during his tenure as a State Senator, Scott Bennett served on the following committees: Chair of Higher Education, Chair of Appropriations Higher Education, Chair of East Central and Southeastern Illinois Subcommittee, Judiciary, Labor, State Government, Agriculture, Executive Appointments, Redistricting, Redistricting-West Central Illinois Subcommittee, Redistricting-Southern Illinois Subcommittee; and

WHEREAS, during his tenure as a State Senator, Scott Bennett was a tireless advocate and champion for measures to protect and improve the environment, agriculture in Illinois and the quality of life for the most vulnerable in our state: children, families, older adults and individuals with developmental disabilities and mental-health challenges. Scott Bennett also fought to increase college affordability, championing the Know Before You Owe Private Education Loan Act and worked tirelessly to support the University of Illinois, and Parkland College; and

WHEREAS, Scott Bennett served as a Champaign County Assistant State’s Attorney, in which his most important work focused on seeking justice for child victims of crime, something he was passionate about and continued to work on even after he left the State’s Attorney Office; and

WHEREAS, Scott Bennett brought respect, honor, and integrity to the people of Champaign County with his many years of public service;

NOW, THEREFORE, BE IT RESOLVED, the Champaign County administrative building located at 102 East Main Street in the City of Urbana will be named the Scott M. Bennett Administrative Center.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_



Option A

RESOLUTION NO. 2023-123

RESOLUTION AUTHORIZING A BUILDING PURCHASE AGREEMENT BETWEEN  
THE COUNTY OF CHAMPAIGN AND THE CHAMPAIGN COUNTY HUMANE  
SOCIETY

WHEREAS, The County of Champaign leases a three acre parcel of land situated in Champaign County Urbana, Illinois and the Champaign County Humane Society owns a building on this property; and

WHEREAS, The County of Champaign has negotiated a building purchase agreement with the Champaign County Humane Society outlining the financial participation and service responsibilities of the parties; and

WHEREAS, Champaign County will purchase the Champaign County Humane Society Building for a purchase price of \$450,000. However, the Humane Society will discount the purchase price by \$28,000 as a lease termination fee. The actual purchase price is now \$422,000.00; and

NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County that the County Executive is hereby authorized and directed to execute on behalf of the County of Champaign, the building purchase with the Champaign County Humane Society.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

**Option B**

RESOLUTION NO. 2023-123

RESOLUTION AUTHORIZING A BUILDING PURCHASE AGREEMENT BETWEEN  
THE COUNTY OF CHAMPAIGN AND THE CHAMPAIGN COUNTY HUMANE  
SOCIETY

WHEREAS, The County of Champaign leases a three acre parcel of land situated in Champaign County Urbana, Illinois and the Champaign County Humane Society owns a building on this property; and

WHEREAS, The County of Champaign has negotiated a building purchase agreement with the Champaign County Humane Society outlining the financial participation and service responsibilities of the parties; and

WHEREAS, Champaign County will purchase the Champaign County Humane Society Building for a purchase price of \$450,000. With a discount to the purchase price of \$28,000 as a lease termination fee. With \$22,000 due at execution of the lease. A balance of \$400,000 will be amortized over 10 years with 3.74% interest. The lease to purchase will be a “Triple Net” (NNN) lease where Champaign County will take responsibility for the facility; and

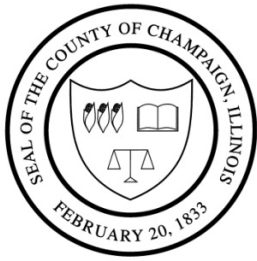
NOW, THEREFORE, BE IT RESOLVED By the County Board of Champaign County that the County Executive is hereby authorized and directed to execute on behalf of the County of Champaign, the building purchase with the Champaign County Humane Society.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_



**CHAMPAIGN COUNTY BOARD  
ENVIRONMENT and LAND USE COMMITTEE Action Plan  
Summary of Action Taken at the May 4, 2023 Meeting**

Members Present: Aaron Esry, Jim Goss, Kyle Patterson, Emily Rodriguez, Jilmala Rogers, Chris Stohr and Eric Thorsland

Members Absent:

<b>Agenda</b>	<b>Action</b>
I. Call to Order	6:31 p.m.
II. Roll Call	7 members present
III. Approval of Agenda/Addendum	Approved
IV. Approval of Minutes A. April 6, 2023 – Regular Meeting	Approved
V. Public Participation	Pat Fitzgerald Jim White Kiera Gavin Suzanne Smith
VI. Communications	Chris Stohr – Upcoming Residential Electronics Recycling
VII. <b><u>New Business: Items for Information Only</u></b>	
A. <b>Online registration open for May 20, 2023, Residential Electronics Collection Event at Parkland College</b>	Information Only
B. <b>Illinois Environmental Protection Agency Notice of Application for a Construction Permit IL23040002 for a diesel emergency generator at the University of Illinois Advanced Computational Building at 1011 West Springfield Avenue, Urbana IL</b>	Information Only
C. <b>Notice of Champaign County inclusion in Class Action Settlement in City of Long Beach, et al. v. Monsanto Company and receipt of funds</b>	Information Only
D. <b>Illinois Environmental Protection Agency Notice of Proposed Renewal of the Clean Air Act Permit for the Peoples Gas Light and Coke Company Manlove Gas Storage Field</b>	Information Only

VIII. New Business: Items to be Recommended to the County Board

**A. Zoning Case 074-S-22.** A request by Medanos Solar LLC, PO Box 14055, Chicago, IL 60614, a subsidiary of Cultivate Power, LLC, owned by Brian Matthay, 2819 Buchanan St, San Francisco, CA 94123 and Noah Hyte, 321 Beloit Ave, Los Angeles, CA 90049; via agent Kiera Gavin, and participating landowner Terry Wolf, 1409 W Bridalveil Pl, Oro Valley, AZ 85737, to authorize a Community PV Solar Farm with a total nameplate capacity of 5 megawatts (MW), including access roads and wiring, in the AG-1 and AG-2 Agriculture Zoning Districts, on a 48.64-acre tract in the Southeast Quarter of the Southwest Quarter and the Southwest Quarter of the Southeast Quarter and part of a 197.02-acre tract in the east half of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian in South Homer Township, and commonly known as farmland owned by Terry Wolf on the north side of CR 1100N (County Highway 15) northeast of the Village of Homer, Illinois and including the following waivers of standard conditions:

Part A: A waiver for a distance of 0 feet between a PV Solar Farm and a municipal boundary in lieu of the minimum required one-half mile (2,640 feet), per Section 6.1.5 B.(2)a. of the Zoning Ordinance.

Part B: A waiver for not providing a Decommissioning and Site Reclamation Plan that includes cost estimates prepared by an Illinois Licensed Professional Engineer prior to consideration of the Special Use Permit by the Board, per Section 6.1.1 A.3. of the Zoning Ordinance.

Part C: A waiver for not entering into a Roadway Upgrade and Maintenance Agreement or waiver therefrom with the relevant local highway authority prior to consideration of the Special Use Permit by the Board, per Section 6.1.5 G. of the Zoning Ordinance.

The motion to approve Zoning Case 074-S-22 passed by a roll call vote of 5 yeas to 2 nays

**CHAMPAIGN COUNTY BOARD**  
**ENVIRONMENT and LAND USE COMMITTEE (ELUC)**  
**May 4, 2023 Action Plan**

Part D: A waiver for not completing consultation with the State Historic Preservation Officer of the Illinois Department of Natural Resources prior to consideration of the Special Use Permit by the Board, per Section 6.1.5 K. of the Zoning Ordinance.

**B. Decommissioning and Site Reclamation Plan for Zoning Case 074-S-22.** A request by Medanos Solar LLC, PO Box 14055, Chicago, IL 60614, a subsidiary of Cultivate Power, LLC, owned by Brian Matthay, 2819 Buchanan St, San Francisco, CA 94123 and Noah Hyte, 321 Beloit Ave, Los Angeles, CA 90049; via agent Kiera Gavin, and participating landowner Terry Wolf, 1409 W Bridalveil Pl, Oro Valley, AZ 85737, to approve the Decommissioning and Site Reclamation Plan for the PV Solar Farm in Zoning Case 074-S-22 with a total nameplate capacity of 5 megawatts (MW), including access roads and wiring, in the AG-1 and AG-2 Agriculture Zoning Districts, on a 48.64-acre tract in the Southeast Quarter of the Southwest Quarter and the Southwest Quarter of the Southeast Quarter and part of a 197.02-acre tract in the east half of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian in South Homer Township, and commonly known as farmland owned by Terry Wolf on the north side of CR 1100N (County Highway 15) northeast of the Village of Homer, Illinois.

The motion to approve Zoning Case 074-S-22 Decommissioning and Site Reclamation Plan passed by a roll call vote of 5 yeas to 2 nays

**C. Zoning Case 035-AM-21.** A request by Jeffrey Jenkins d.b.a Walnut Grove MHC to amend the Zoning Map to change the zoning district designation from the AG-1 Agriculture Zoning District to the R-5 Manufactured Home Park Zoning District in order to operate the proposed Special Use with waivers in related Zoning Case 036-S-21 for a proposed 8 lot expansion of a non-conforming manufactured home park on a 9.68-acre tract in the Northwest Quarter of the Northwest Quarter of Section 10, Township 20 North, Range 9 East of the Third Principal Meridian in Somer Township and commonly known as Walnut Grove MHC with an address of 1513 CR 2300N, Urbana.

***\*The motion to approve Zoning Case 035-AM-21 passed unanimously.***

**D. Approval of documents fulfilling special conditions for Zoning Case 898-S-18 (BayWa r.e.).** A request by Prairie Solar 1, LLC, a PV solar farm that was previously approved in Case 898-S-18 in Ordinance No.2019-1 on January 24, 2019, and that is wholly

***\*The motion to approve documents fulfilling the special conditions for Zoning Case 898-S-18 passed unanimously.***

**CHAMPAIGN COUNTY BOARD  
 ENVIRONMENT and LAND USE COMMITTEE (ELUC)  
 May 4, 2023 Action Plan**

owned by BayWa r.e. Development, LLC, via agent Brandon Reinhardt, Associate Director of Development for BayWa r.e. Solar Projects LLC, 18575 Jamboree Road, Suite 850, Irvine, CA 92612, to authorize the following documents pursuant to special conditions in Case 898-S-18:

- 1. A Decommissioning and Site Reclamation Plan**
- 2. Road use agreements with the Champaign County Highway Department, Sidney Township, and the Village of Homer**
- 3. A revised noise analysis with a proposed revision of the special condition requiring noise reduction kits on the inverters**
- 4. Vegetative screening around the relevant portions of the fenced area.**

- E. Annual Facility Inspection Report for the period 4/1/22 – 3/31/23 for Champaign County’s National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Storm Water Discharge Permit with the Illinois Environmental Protection Agency (IEPA)**

***\*The motion to approve the Annual Facility Inspection Report for Champaign County’s NPDES passed unanimously.***

- |   |                           |
|---|---------------------------|
| IX. Other Business  | None                      |
| X. Chair’s Report   | None                      |
| XI. Designation of Items to be Placed on the Consent Agenda | Items VIII. C., D., and E |
| XII. Adjournment  | 7:36 p.m.                 |

***\*Denotes Inclusion on the Consent Agenda***

**ORDINANCE NO. 2023-12**

**ORDINANCE GRANTING A SPECIAL USE PERMIT  
ZONING CASE 074-S-22  
“MEDANOS SOLAR LLC” PV SOLAR FARM INCLUDING  
THE DECOMMISSIONING AND SITE RECLAMATION PLAN**

WHEREAS, the Champaign County Zoning Board of Appeals held a public hearing, made a formal recommendation for denial, and forwarded to this Board Case Number 074-S-22;

WHEREAS, the Champaign County Environment and Land Use Committee held a public meeting and made a formal recommendation for approval;

WHEREAS, the Champaign County Board finds that the Zoning Board of Appeals followed proper procedures and its Finding of Fact is supported by the manifest weight of evidence cited in the Summary of Evidence; and

WHEREAS, the Finding of Fact forwarded by the Zoning Board of Appeals demonstrates compliance of the petition in Zoning Case 074-S-22 with the criteria contained in Section 9.1.11 B. of the *Champaign County Zoning Ordinance*.

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

1. That the Summary of Evidence, Documents of Record, Finding of Fact, and Final Determination forwarded by the Champaign County Zoning Board of Appeals in Zoning Case 074-S-22 are hereby endorsed and adopted, and incorporated herein by reference.
2. That a Special Use Permit is hereby granted to Medanos Solar LLC for a PV Solar Farm with a total nameplate capacity of 5 megawatts (MW), including access roads and wiring, in the AG-1 Agriculture and AG-2 Agriculture Zoning Districts on the real estate described below:

A 48.64-acre tract in the Southeast Quarter of the Southwest Quarter and the Southwest Quarter of the Southeast Quarter and part of a 197.02-acre tract in the east half of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian in South Homer Township, and commonly known as farmland owned by Terry Wolf on the north side of CR 1100N (County Highway 15) northeast of the Village of Homer, Illinois., more particularly described in the attached Exhibit A;

3. That the granting of the Special Use Permit in Case 074-S-22 include the following waivers of standard conditions:

Part A: A waiver for a distance of 0 feet between a PV Solar Farm and a municipal boundary in lieu of the minimum required one-half mile (2,640 feet), per Section 6.1.5 B.(2)a.

of the Zoning Ordinance.

Part B: A waiver for not providing a Decommissioning and Site Reclamation Plan that includes cost estimates prepared by an Illinois Licensed Professional Engineer prior to consideration of the Special Use Permit by the Board, per Section 6.1.1 A.3. of the Zoning Ordinance.

Part C: A waiver for not entering into a Roadway Upgrade and Maintenance Agreement or waiver therefrom with the relevant local highway authority prior to consideration of the Special Use Permit by the Board, per Section 6.1.5 G. of the Zoning Ordinance.

Part D: A waiver for not completing consultation with the State Historic Preservation Officer of the Illinois Department of Natural Resources prior to consideration of the Special Use Permit by the Board, per Section 6.1.5 K. of the Zoning Ordinance.

4. That the granting of the Special Use Permit in Case 074-S-22 include the Decommissioning and Site Reclamation Plan received March 24, 2023.
5. That the granting of the Special Use Permit in Case 074-S-22 include the following special conditions of approval:
  - A. The approved site plan consists of the following documents:
    - Revised Site Plan received February 28, 2023.
  - B. The Zoning Administrator shall not authorize a Zoning Use Permit Application or issue a Zoning Compliance Certificate on the subject property until the lighting specifications in Paragraph 6.1.2.A. of the Zoning Ordinance have been met.
  - C. The Zoning Administrator shall not issue a Zoning Compliance Certificate for the proposed PV SOLAR FARM until the petitioner has demonstrated that the proposed Special Use complies with the Illinois Accessibility Code, if necessary.
  - D. The Zoning Administrator shall not authorize a Zoning Use Permit until the petitioner submits a copy of an executed Agricultural Impact Mitigation Agreement with the Illinois Department of Agriculture per the requirements established in Paragraph 6.1.5 R. of the Zoning Ordinance.
  - E. A signed Decommissioning and Site Reclamation Plan that has been approved by the Environment and Land Use Committee is required at the time of application for a Zoning Use Permit that complies with Section 6.1.1 A. and Section 6.1.5 Q. of the Zoning Ordinance, including a decommissioning cost estimate prepared by an Illinois Professional Engineer.
  - F. (Note: not needed if a waiver is received) A Roadway Upgrade and Maintenance Agreement or waiver therefrom signed by the Village of Homer and approved by the Environment and Land Use Committee, shall be submitted at the time of application for a Zoning Use Permit.



- G. The following submittals are required prior to the approval of any Zoning Use Permit for a PV SOLAR FARM:
1. Documentation of the solar module's unlimited 10-year warranty and the 25-year limited power warranty.
  2. Certification by an Illinois Professional Engineer that any relocation of drainage district tile conforms to the Champaign County Storm Water Management and Erosion Control Ordinance.
  3. An irrevocable letter of credit to be drawn upon a federally insured financial institution with a minimum acceptable long term corporate debt (credit) rating of the proposed financial institution shall be a rating of "A" by S&P or a rating of "A2" by Moody's or a rating of "A-" by Kroll's within 200 miles of Urbana or reasonable anticipated travel costs shall be added to the amount of the letter of credit.
  4. A permanent soil erosion and sedimentation plan for the PV SOLAR FARM including any access road that conforms to the relevant Natural Resources Conservation Service guidelines and that is prepared by an Illinois Licensed Professional Engineer.
  5. Documentation regarding the seed to be used for the pollinator planting, per 6.1.5 F.(9).
  6. (Note: not needed if a waiver is received) A Transportation Impact Analysis provided by the applicant that is mutually acceptable to the Applicant and the County Engineer and State's Attorney; or Township Highway Commissioner; or municipality where relevant, as required by 6.1.5 G. 2.
  7. An agency action report from the State Historic Preservation Office regarding historic and archaeological resources review, as required by 6.1.5 K.
  8. The telephone number for the complaint hotline required by 6.1.5 S.
  9. Any updates to the approved Site Plan from Case 074-S-22 per the Site Plan requirements provided in Section 6.1.5 U.1.c.
- H. A Zoning Compliance Certificate shall be required for the PV SOLAR FARM prior to going into commercial production of energy. Approval of a Zoning Compliance Certificate shall require the following:
1. An as-built site plan of the PV SOLAR FARM including structures, property lines (including identification of adjoining properties), as-built separations, public access road and turnout locations, substation(s), electrical cabling from the PV SOLAR FARM to the substations(s), and layout of all structures within the geographical boundaries of any applicable setback.

2. As-built documentation of all permanent soil erosion and sedimentation improvements for all PV SOLAR FARM including any access road prepared by an Illinois Licensed Professional Engineer.
  3. An executed interconnection agreement with the appropriate electric utility as required by Section 6.1.5 B.(3)b.
- I. The Applicant or Owner or Operator of the PV SOLAR FARM shall comply with the following specific requirements that apply even after the PV SOLAR FARM goes into commercial operation:
1. Maintain the pollinator plantings in perpetuity.
  2. Cooperate with local Fire Protection District to develop the District's emergency response plan as required by 6.1.5 H.(2).
  3. Cooperate fully with Champaign County and in resolving any noise complaints including reimbursing Champaign County any costs for the services of a qualified noise consultant pursuant to any proven violation of the I.P.C.B. noise regulations as required by 6.1.5 I.(4).
  4. Maintain a current general liability policy as required by 6.1.5 O.
  5. Submit annual summary of operation and maintenance reports to the Environment and Land Use Committee as required by 6.1.5 P.(1)a.
  6. Maintain compliance with the approved Decommissioning and Site Reclamation Plan including financial assurances.
  7. Submit to the Zoning Administrator copies of all complaints to the telephone hotline on a monthly basis and take all necessary actions to resolve all legitimate complaints as required by 6.1.5 S.
- J. The PV SOLAR FARM COUNTY Board SPECIAL USE Permit designation shall expire in 10 years if no Zoning Use Permit is granted.
- K. The owners of the subject property hereby recognize and provide for the right of agricultural activities to continue on adjacent land consistent with the Right to Farm Resolution 3425.
- L. Within the boundary of the solar farm, the petitioner shall:
1. Complete a survey identifying all drainage tile and stake off all tile encountered prior to construction;
  2. Replace or repair all privately owned underground drainage tile that are identified and encountered consistent with both the Champaign County Storm

Water Management and Erosion Control Ordinance and with the Agriculture Impact Mitigation Agreement; and

- 3. No Zoning Compliance Certificate shall be authorized by the Zoning Administrator until all required “as-built” drawings showing the location of all drainage tile within the boundary of the solar farm have been filed with the Illinois Department of Agriculture and the Champaign County Soil and Water Conservation District.
  
- M. The petitioner shall maintain the privately owned underground drainage tiles within the boundary of the solar farm for the lifetime of the special use permit including any repairs that may be necessary for up to one year after decommissioning and site reclamation.

PRESENTED, PASSED, APPROVED AND RECORDED this 18th day of May, A.D. 2023.

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Kyle Patterson, Chair  
Champaign County Board

ATTEST:

Approved:

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Aaron Ammons, County Clerk and  
Ex-Officio Clerk of the County Board

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Steve Summers, County Executive

Date:

**Exhibit A: Leasehold Area**

Tract 1: All that part of the Northeast Quarter of the Northwest Quarter of Section 9, Township 18 North, Range 14 West of the Second Principal Meridian, lying North of Route 15 as monumented and occupied, EXCEPTING therefrom, the West 78 feet of said Northeast Quarter of the Northwest Quarter of said Section 9, all situated in Champaign County, Illinois; ALSO EXCEPTING THE FOLLOWING legal descriptions:

Part of the Northwest Quarter of Section 9, Township 18 North, Range 14 West of the Second Principal Meridian, described as follows:

Beginning 10 chains and twenty-three and four tenths links East of the Northwest corner of the Northwest Quarter of Section 9, Township 18 North, Range 14 West of the Second Principal Meridian; thence South two chains and seventy-four links ; thence East six chains and twenty-four and two tenths links to the East line of Caroline Street in the Town of Homer; thence South along the East line of said street ten chains and ninety-eight and four tenths links ; thence East four chains and seventy-eight and eight tenths links ; thence North to Section line parallel with Caroline Street, thirteen chains and seventy-two and four tenths links ; thence West along said Section line eleven chains and three links to the place of beginning.

and, Part of the Northwest Quarter of Section 9, Township 18 North, Range 14 West of the Second Principal Meridian, described as follows:

Beginning at a point on the East side of Caroline Street in the Village of Homer, where the line of the center of Second Street intersects the East line of Caroline Street; running thence East on a continuation of the line of the center of Second Street four chains and seventy-eight and eight tenths links ; running thence North to a point which is thirteen chains and seventy-two and four tenths links South of the North line of said Section, said point being the southeast corner of a tract of land conveyed by Deed of March 8, 1883 recorded in Book 66 at Page 355 of the records of Champaign County, State of Illinois; running thence West to the East line of Caroline Street; running thence South to the place of beginning.

Tract 2: That part of the following described tract that lies within Section 4:

A tract of land being part of the South Half of Section 4 and the North Half of Section 9, all in Township 18 North, Range 14 West of the Second Principal Meridian, Champaign County, Illinois, described as follows, with bearings on a local datum:

Beginning at the Southwest corner of the Southeast Quarter of the Southwest Quarter of said Section 4, proceed North  $00^{\circ}17'37''$  West along the West line of said Southeast Quarter of the Southwest Quarter, 1315.89 feet to the Northwest corner of said Southeast Quarter of the Southwest Quarter; thence North  $88^{\circ}50'40''$  East along the North line of said Southeast Quarter of the Southwest Quarter, 1329.01 feet to the Northeast corner of said Southeast Quarter of the Southwest Quarter; thence North  $88^{\circ}50'40''$  East, 876.20 feet; thence South  $00^{\circ}32'08''$  East, 501.27 feet to the Northeasterly corner of a tract of land described in a Quit Claim Deed recorded as Document Number 95R02849 in the Champaign County Recorder's Office; thence South  $74^{\circ}56'41''$  West along the Northerly line of said

tract described in a Quit Claim Deed, 462.24 feet to the Northwesterly corner of said tract described in a Quit Claim Deed; thence South  $01^{\circ}14'32''$  East along the Westerly line of tract described in a Quit Claim Deed, 166.28 feet to the Northeasterly corner of a Deed recorded as Document Number 2004R30996 in said Recorder's Office; thence South  $74^{\circ}56'41''$  West along the Northerly line of said tract described in a Deed, 450.44 feet to the Northwest corner of said tract described in a Deed; thence South  $00^{\circ}37'52''$  East along the Westerly line of said tract described in a Deed, 678.45 feet to the Southwesterly corner of said tract described in a Deed, said corner being on the Northerly Right-of-Way line of Champaign County Highway Route 15; thence South  $57^{\circ}19'5''$  West along Northerly Right-of-Way line, 377.57 feet; thence South  $32^{\circ}40'45''$  East along said Northerly Right-of-Way line, 7.00 feet; thence South  $57^{\circ}19'15''$  West along said Northerly Right-of-Way line, 421.25 feet; thence around the arc of a circular curve to the right along said Northerly Right-of-Way line, said curve having a radius of 1567.00 feet, chord length of 125.65 feet, a chord bearing of South  $59^{\circ}39'19''$  West for an arc length of 125.69 feet to the Southeast corner as monumented and occupied of a tract of land described in a Corporation Warranty Deed recorded as Document Number 2007R00948 in said Recorder's Office; thence North  $00^{\circ}34'17''$  West along the East line as monumented and occupied of said tract described in a Corporation Warranty Deed, 735.70 feet to the Northeast corner as monumented and occupied of said tract described in a Corporation Warranty Deed, said corner being on the South line of said Southeast Quarter of the Southwest Quarter; thence South  $88^{\circ}42'30''$  West along said South line of the Southeast Quarter of the Southwest Quarter, 548.20 feet to said Point of Beginning.

Tract 3: The South 20 acres of the North Half of the Northeast Quarter of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian, in Champaign County, Illinois; AND

The South Half of the Northeast Quarter of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian, in Champaign County, Illinois; AND

The Southeast Quarter of the Southwest Quarter of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian, in Champaign County, Illinois; AND

All that part of the Southeast Quarter of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian, lying North of Route 15, as monumented and occupied, in Champaign County, Illinois,

EXCEPT FOR THE FOLLOWING DESCRIBED 5 TRACTS:

(1) A tract of ground being part of the Southeast Quarter of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian, in Champaign County, Illinois, the boundary of which is described as follows: From said point of intersection of the East line of the Southeast Quarter of said Section 4 with the centerline tangent of Route 15 extended from the West proceed on an assumed bearing of South  $73^{\circ}04'00''$  West, 1421.60 feet along said extended centerline tangent, the centerline of Route 15, and the centerline tangent of Route 15 extended West; thence North  $00^{\circ}24'28''$  West, 40.74 feet to the true point of beginning, said true point of beginning marked with an iron pipe monument on the Northerly right of way line of said Route 15; thence continue North  $0^{\circ}24'28''$  West, 615.05 feet to an iron pipe monument; thence South  $88^{\circ}42'17''$  West, 377.78 feet to an iron pipe monument; thence South  $0^{\circ}11'18''$  East 769.21 feet to an iron pipe monument on the

Northerly right of way line of said Route 15; thence 413.37 feet around a curve to the right having a radius of 2620.92 feet with the center to the Southeast, an initial tangent bearing of North  $62^{\circ}16'31''$  East and a central angle of  $9^{\circ}02'12''$  to the true point of beginning, in Champaign County, Illinois

(2) Beginning at the intersection of the South line of the Southeast Quarter of Section 4, Township 18 North, Range 14 West of the Second Principal Meridian, and the North line of the right of way of County Highway 15, which is approximately 410 feet East of the Southwest Corner of said Southeast Quarter, running thence Easterly 196.05 feet on said right of way line, thence  $90^{\circ}00'$  to the left 300 feet, thence  $90^{\circ}00'$  to the left 200 feet, thence  $90^{\circ}00'$  to the left 300 feet, to said right of way line, and thence Easterly 3.95 feet on said right of way line to the place of beginning, situated in Champaign County, Illinois.

(3) Beginning at the intersection of the South line of said Section 4 and the Northerly right of way line of County Highway 15; thence proceed Northeasterly along said right of way line on an assumed bearing of North  $57^{\circ}57'01''$  East, 5.15 feet to the Southwesterly corner of a survey by Vail H. Moore recorded as Document Number 77R20276 in Record Book 1131 at Page 155 in the Champaign County Recorder's Office; thence North  $32^{\circ}02'59''$  West, along the Westerly line of said survey, 300.00 feet to the Northwesterly corner of said survey; thence North  $57^{\circ}57'01''$  East, along the Northerly line of said survey, 200.00 feet to the Northeasterly corner of said survey; thence South  $32^{\circ}02'59''$  East, along the Easterly line of said survey, 300.00 feet to the Southeasterly corner of said survey which is also located on said Northerly right of way line; thence North  $25^{\circ}58'26''$  West, 309.64 feet; thence North  $0^{\circ}36'46''$  West, 154.44 feet; thence South  $75^{\circ}34'27''$  West, 450.44 feet; thence South  $0^{\circ}00'06''$  East, 678.45 feet to said Northerly right of way line; thence North  $57^{\circ}57'01''$  East along said Northerly right of way line, 470.93 feet to the point of beginning, in Champaign County, Illinois.

(4) Commencing at the intersection of the South line of said Section 4 and the Northerly right of way line of County Highway 15, proceed Northeasterly along said right of way line on an assumed bearing of North  $57^{\circ}57'01''$  East, 205.15 feet to the Southeasterly corner of a tract of land surveyed by David P. Philippe, Illinois Professional Land Surveyor number 2591, as shown on a plat of survey dated November 1, 1985, said point being the true point of beginning; thence North  $25^{\circ}58'26''$  West along an Easterly line of said survey by David P. Philippe, 308.64 feet; thence North  $00^{\circ}36'46''$  West along an Easterly line of said survey by David P. Philippe, and a Northerly extension of said Easterly line, 320.72 feet; thence North  $75^{\circ}34'27''$  East, 462.24 feet; thence South  $00^{\circ}05'38''$  West, 321.80 feet; thence South  $72^{\circ}08'50''$  West, 105.85 feet; thence South  $32^{\circ}49'07''$  West, 82.01 feet; thence South  $00^{\circ}05'38''$  West, 25.00 feet; thence South  $28^{\circ}16'29''$  East, 140.10 feet to said Northerly right of way line of County Highway 15; thence Southwesterly around the arc of a circular curve to the left along said Northerly right of way line, said curve having a radius of 2,620.92 feet, a chord distance of 94.60 feet, a chord bearing of South  $58^{\circ}59'04''$  West for an arc distance of 94.61 feet; thence South  $57^{\circ}57'10''$  West along said Northerly right of way line, 175.30 feet to the true point of beginning; AND

(5) Beginning at the Southwest corner of the Southeast Quarter of the Southwest Quarter of said Section 4, proceed North  $00^{\circ}17'37''$  West along the West line of said Southeast Quarter of the Southwest Quarter, 1315.89 feet to the Northwest corner of said Southeast Quarter of the Southwest Quarter; thence North  $88^{\circ}50'40''$  East along the North line of said Southeast Quarter of the Southwest

Quarter, 1329.01 feet to the Northeast corner of said Southeast Quarter of the Southwest Quarter; thence North 88°50'40" East, 876.20 feet; thence South 00°32'08" East, 501.27 feet to the Northeasterly corner of a tract of land described in a Quit Claim Deed recorded as Document Number 95R02849 in the Champaign County Recorder's Office; thence South 74°56'41" West along the Northerly line of said tract described in a Quit Claim Deed, 462.24 feet to the Northwesterly corner of said tract described in a Quit Claim Deed; thence South 01°14'32" East along the Westerly line of a tract described in a Quit Claim Deed, 166.28 feet to the Northeasterly corner of a Deed recorded as Document Number 2004R30996 in said Recorder's Office; thence South 74°56'41" West along the Northerly line of said tract described in a Deed, 450.44 feet to the Northwest corner of said tract described in a Deed; thence South 00°37'52" East along the Westerly line of said tract described in a Deed, 678.45 feet to the Southwesterly corner of said tract in a Deed, said corner being on the Northerly right of way line of Champaign County Highway Route 15; thence South 57°19'15" West along the Northerly right of way line, 377.57 feet; thence South 32°40'45" East along said Northerly right of way line, 7.00 feet; thence South 57°19'15" West along said Northerly right of way 321.25 feet; thence around the arc of a circular curve to the right along said Northerly right of way line, said curve having a radius of 1567.00 feet, chord length of 125.65 feet, a chord bearing of South 59°39'19" West for an arc length of 125.69 feet to the Southeast corner as monumented and occupied of a tract of land described in a Corporation Warranty Deed recorded as Document Number 2007R00948 in said Recorder's Office; thence North 00°34'17" West along the East line as monumented and occupied of said tract described in a Corporation Warranty Deed, 735.70 feet to the Northeast corner as monumented and occupied of said tract described in a Corporation Warranty Deed, said corner being on the South line of said Southeast Quarter of the Southwest Quarter; thence South 88°42'30" West along said South line of the Southeast Quarter of the Southwest Quarter, 548.20 feet to said point of beginning, in Champaign County, Illinois.



**CHAMPAIGN COUNTY BOARD  
HIGHWAY & TRANSPORTATION COMMITTEE  
Summary of Action Taken at the May 5, 2023 Meeting**

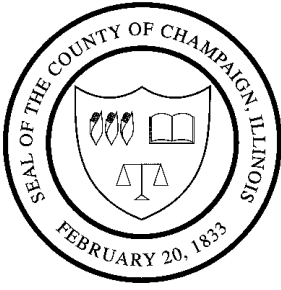
**MEMBERS PRESENT:** Lorraine Cowart (Chair), Samantha Carter, Diane Michaels, Brett Peugh, Tom “Ed” Sexton, Jennifer Straub, Leah Taylor

**MEMBERS ABSENT:**

<u>Agenda Item</u>	<u>Action Taken</u>
I. Call to Order	9:37 AM
II. Roll Call	7 Committee members present
III. Approval of Agenda/Addenda	Approved
IV. Approval of Minutes – April 5, 2023	Approved
V. Public Participation	None
VI. Communications	Kindhearted comments for Lorraine Cowart from other committee members
VII. County & Township Motor Fuel Tax Claims- April 2023	Received and placed on file
VIII. National Association of County Engineers Executive Director, Kevan Stone-NACE Overview	Information Only
IX. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Rantoul-Stanton Township, Section #23-28130-00-BR	<b>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Rantoul-Stanton Township, Section #23-28130-00-BR</b>
X. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ayers Township, Section #23-01131-00-BR	<b>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ayers Township, Section #23-01131-00-BR</b>
XI. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ogden Township, Section #23-17132-00-BR	<b>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ogden Township, Section #23-17132-00-BR</b>
XII. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ogden Township, Section #23-17133-00-BR	<b>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ogden Township, Section #23-17133-00-BR</b>
XIII. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ludlow Township, Section #23-14134-00-BR	<b>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Ludlow Township, Section #23-14134-00-BR</b>



<u>Agenda Item</u>	<u>Action Taken</u>
XIV. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Somer-Urbana Township, Section #23-30135-00-BR	<b><i>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Somer-Urbana Township, Section #23-30135-00-BR</i></b>
XV. Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Crittenden Township, Section #23-08137-00-BR	<b><i>*RECOMMEND COUNTY BOARD APPROVAL of Petition Requesting and Resolution Approving Appropriation of Funds from the County Bridge Fund, Crittenden Township, Section #23-08137-00-BR</i></b>
XVI. Resolution for Contract Award Authority, CH 6 Section #22-00121-00-BR	<b><i>*RECOMMEND COUNTY BOARD APPROVAL of Resolution Approving Contract Award Authority, CH 6, Section #22-00121-00-BR</i></b>
XVII. Other Business	None
XVIII. Chair's Report	None
XIX. Designation of Items to be Placed on the Consent Agenda	IX thru XVI
XX. Adjournment	9:55 AM <b><i>*Denotes Inclusion on the Consent Agenda</i></b>



**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE**

*Finance/ Policy, Personnel, & Appointments/Justice & Social Services Action Plan*

County of Champaign, Urbana, Illinois

Tuesday, May 9, 2023 at 6:30 p.m.

Shields-Carter Meeting Room

Brookens Administrative Center

1776 East Washington Street, Urbana, Illinois

**Agenda Items**

**Action**

- |  |   |
|--|---|
| <b>I. <u>Call to Order</u></b>   | 6:34 p.m.   |
| <b>II. <u>Roll Call</u></b>  | 20 members present  |
| <b>III. <u>Approval of Agenda/Addenda</u></b>  | Approved  |
| <b>IV. <u>Approval of Minutes</u></b><br>A. April 11, 2023 – Regular Meeting   | Approved  |
| <b>V. <u>Public Participation</u></b>  | None  |
| <b>VI. <u>Communications</u></b>   | Ms. Carter acknowledged Ms. Cowart for all her years of service<br><br>Ms. Michaels recommended everyone stop by the Highway Department and check out the room dedicated to Ms. Cowart<br><br>Mr. Stohr reminded everyone of the May 20 <sup>th</sup> electronic collection event   |
| <b>VII. <u>Policy, Personnel, &amp; Appointments</u></b><br>A. County Executive<br>1. Appointments/Reappointments ( <i>italics indicates incumbent</i> )<br>a. Resolution Appointing <i>John Bergee</i> (D) to the Board of Review, term 6/1/2023-5/31/2025<br>b. Resolution Appointing <i>Ladell Myrick</i> (D) to the Urbana-Champaign Sanitary District, term 6/1/2023-5/31/2026<br>c. Resolution Appointing Lisa Liggins-Chambers to the Mental Health Board, unexpired term ending 12/31/2025<br>d. Currently vacant appointments – full list and information is available on the County’s website<br>e. Applications for open appointments | <b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution appointing John Bergee to the Board of Review</i></b><br><br><b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution appointing Ladell Myrick to the Urbana-Champaign Sanitary District</i></b><br><br><b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution appointing Lisa Liggins-Chambers to the Mental Health Board</i></b><br><br>Information only<br><br>Information only |

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|---|---|
| 2. Request for Job Content Evaluation Committee to review the Clerk(s), Tax Map Technician, Assistant Deputy/Appraiser and Assistant Deputy/Sales Analyst positions for the Supervisor of Assessments | Approved  |
| 3. Request for Job Content Evaluation Committee to review the GIS Technician position for the Champaign County GIS Consortium   | Approved  |
| 4. Recommendation to the County Board for approval of the updated job description for the Information and Technology Specialist in the County Clerk’s Office, effective May 18, 2023                  | <b>RECOMMEND COUNTY BOARD APPROVAL of a resolution approving the updated job description for the Information and Technology Specialist in the County Clerk’s Office</b> |
| 5. Recommendation to the Finance Committee for approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023   | Approved and forwarded to Finance Committee   |
| 6. Resolution Honoring Stanley Summers  | <b>*RECOMMEND COUNTY BOARD APPROVAL of a resolution honoring Stanley Summers</b>  |
| B. County Clerk   |   |
| 1. Monthly Fees Report – April 2023   | Received and placed on file   |
| C. <u>Other Business</u>  | None  |
| D. <u>Chair’s Report</u>  | None  |
| E. <u>Designation of Items to be Placed on the Consent Agenda</u>   | VII. A. 1a-c, 4, 6  |

**VIII. Finance**

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|--|---|
| A. Budget Amendments/Transfers   |   |
| 1. Budget Amendment BUA 2023/04/77<br>Fund 2083 County Highway / Dept 060 Highway<br>Increased Appropriations: \$250,000<br>Increased Revenue: \$0<br>Reason: The Highway Department’s FY2022 budget included appropriations for the purchase of a Mack dump truck. The truck was ordered in April 2022 and was not delivered until 2023. The unspent funds need to be added to the FY2023 budget. | <b>*RECOMMEND COUNTY BOARD APPROVAL of a resolution approving budget amendment 2023/04/77</b> |

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|---|--|
| 2. Budget Transfer BUA 2023/04/415<br>Fund 1080 General Corporate / Dept 060 Juvenile Detention Center<br>Amount: \$100,000<br>Reason: To transfer savings from the Regular Full-Time Employees line to the Outside Boarding line. Transfer required to send juveniles to outside facilities to maintain safety and security while we continue to hire and train new staff. | <b>RECOMMEND COUNTY BOARD APPROVAL of a resolution approving budget transfer BUA 2023/04/415</b>   |
| 3. Budget Transfer BUA 2023/04/539<br>Fund 1080 General Corporate / Dept 036 Public Defender<br>Amount: \$2,000<br>Reason: To transfer savings from the Regular Full-Time Employees line to the Employee Recruitment line in order to offer a one-time relocation payment to a potential new employee.  | <b>RECOMMEND COUNTY BOARD APPROVAL of a resolution approving budget transfer BUA 2023/04/539</b>   |
| <br>  |  |
| B. Treasurer  |  |
| 1. Monthly Reports – January & February 2023 and March 2023 Investment Reports – are available on the Treasurer’s webpage   | Received and placed on file  |
| 2. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 11-014-0039   | <b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase</i></b>                       |
| 3. Resolution Authorizing the County Executive to Assign Mobile Home Tax Sale Certificate of Purchase, permanent parcel 30-060-0021   | <b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution authorizing the County Executive to assign mobile home tax sale certificate of purchase</i></b>                       |
| <br>  |  |
| C. Auditor  |  |
| 1. Monthly Report – March 2023 – Reports are available on the Auditor’s webpage   | Received and placed on file  |
| <br>  |  |
| D. Circuit Court  |  |
| 1. Approving the application for, and if awarded, acceptance of the Adult Redeploy Illinois Implementation Grant  | <b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution approving the application for, and if awarded, acceptance of the Adult Redeploy Illinois Implementation Grant</i></b> |
| <br>  |  |
| E. County Executive   |  |
| 1. Resolution Adopting the Champaign County Financial Policies  | <b><i>*RECOMMEND COUNTY BOARD APPROVAL of a resolution adopting the Champaign County Financial Policies</i></b>  |

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|--|---|
| 2. Resolution Establishing the Budget Process for Champaign County for FY2024  | <b>*RECOMMEND COUNTY BOARD APPROVAL of a resolution establishing the budget process for Champaign County for FY2024</b>                       |
| 3. Broadband Expansion Project Update  | Information only  |
| 4. Recommendation to the County Board for approval of the creation of the HR Generalist position to be assigned to Grade Range H, effective May 18, 2023 | <b>*RECOMMEND COUNTY BOARD APPROVAL of a resolution approving the creation of the HR Generalist position to be assigned for Grade Range H</b> |

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|---|--|
| F. <u>Other Business</u>  | None   |
| G. <u>Chair’s Report</u>  | Ms. Fortado mentioned she will miss the May County Board meeting and the June Committee of the Whole due to work conflicts |
| H. <u>Designation of Items to be Placed on the Consent Agenda</u> | VII. A. 1, B. 2, 3, D. 1, E. 1, 2, 4   |

**IX. Justice and Social Services**

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|--|-----------------------------|
| A. Monthly Reports – All reports are available on each department’s webpage through the department reports page <ul style="list-style-type: none"> <li>• Probation &amp; Court Services – March 2023 &amp; 1<sup>st</sup> Quarter</li> <li>• Public Defender – March &amp; April 2023</li> </ul> | Received and placed on file |
| B. Rosecrance Re-Entry Financial Report – March 2023   | Information only            |
| C. <u>Other Business</u>   | None                        |
| D. <u>Chair’s Report</u>   | None                        |
| E. <u>Designation of Items to be Placed on the Consent Agenda</u>  | None                        |

- |                                 |      |
|---------------------------------|------|
| <b>X. <u>Other Business</u></b> | None |
|---------------------------------|------|

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|-------------------------------|-----------|
| <b>XI. <u>Adjournment</u></b> | 7:42 p.m. |
|-------------------------------|-----------|

***\*Denotes Inclusion on the Consent Agenda***

RESOLUTION NO. 2023-124

RESOLUTION UPDATING THE JOB DESCRIPTION FOR THE INFORMATION & TECHNOLOGY SPECIALIST POSITION FOR THE CHAMPAIGN COUNTY CLERK'S OFFICE

WHEREAS, the County Board has approved the Champaign County Personnel Policy, which documents the process for the creation of new positions and re-evaluation of existing positions within Champaign County government; and

WHEREAS, pursuant to the Champaign County Personnel Policy, the Champaign County Clerk has requested the re-evaluation of the Information & Technology Specialist position, due to the substantial increased use of technology in the County Clerk's Office; and

WHEREAS, The Policy, Personnel and Appointments Committee of the Whole recommends to the County Board approval of the updated job description for the Information & Technology Specialist position for the County Clerk's Office;

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the updated job description for the Information & Technology Specialist position for the County Clerk's Office.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

### **MEMORANDUM**

**TO: Chris Stohr, Chair – Policy, Personnel & Appointments Committee of the Whole**

**FROM: Michelle Jett, Director of Administration, and Job Content Evaluation Committee**

**DATE: May 3, 2023**

**RE: REVIEW and RECOMMENDATION for Information & Technology Specialist**

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Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on April 11, 2023, the Job Content Evaluation Committee has met to review the request of the County Clerk to review and evaluate the changes to the job description of the Information and Technology Specialist.

***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Angie Patton, Chief Deputy Clerk. The Committee was also provided with a job description for the position.

**The Job Content Evaluation Committee Report is as follows:**

Date of Request for review: April 11, 2023  
Date of Review by the JEC: April 25, 2023  
Department Requesting: County Clerk  
Recommended Title of Position: Information & Technology Specialist  
Evaluated Job Points: 410  
Recommended Classification Range: G  
FY2023 Current Range Minimum: \$19.22  
FY2023 Current Range Midpoint: \$24.02  
FY2023 Current Range Maximum: \$28.83  
Bargaining Status: Non-Bargaining  
FLSA Status: Non-exempt

Pursuant to this review and evaluation, the Committee recommends the adoption of the updated job description. The update does not change the grade of the position.

**REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the updated job description for the Information and Technology Specialist effective May 18, 2023.***

Thank you for your consideration of this recommendation.

*Attachments*

- Information & Technology Specialist Job Description
- County Clerk Org Chart



## Champaign County Job Description

**Job Title:** Information and Technology Specialist

**Department:** County Clerk

**Reports to:** Chief Deputy County Clerk

**FLSA Status:** Non-exempt

**Grade Range:** G

**Prepared Date:** March 2023

**SUMMARY** Assists the Chief Deputy Clerk and the Director of Operations with the operation of the office and its functions. Provides technical support to the Director of Operations. Assists with policy and data research, implementation, communications, intergovernmental relations and partnerships, special projects, outreach, and other duties as assigned by the Chief Deputy or the County Clerk.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists with the management of the election equipment, software and systems of the County Clerk's Office, assisting with certification and implementing maintenance and upgrades when necessary. Assists with evaluation of new election equipment, software and systems.

Responsible for implementation of new procedures related to election equipment, software and systems.

Gathers statistical data about elections, property taxes, vitals, and recording divisions within the office. Uses data to disseminate to the public and stakeholders. Also uses gathered data to inform decisions regarding policies, budgets, and other impacted areas for the Clerk and Recorder's office.

Assists with development and maintenance of the County Clerk website; responsible for gathering the necessary information to update the website, including new information about Elected Officials and County Board proceedings, converts documents, spreadsheets, presentations and other material to the web.

Leads internal/external communication needs of the County Clerk's office to the public and media, under the guidance and supervision of the Chief Deputy.

Helps lead workflow for temp workers and manages intern program for the office.

Conducts policy research on issues pertinent to the County Clerk's office functions. Uses policy research to help inform decisions about legislative matters that relate to the Clerk and Recorder's office.

Leads special project initiatives and coordinates outreach events.

Assists with election administration.

Assists Chief Deputy Clerk with grant administration and helps identify other funding sources to help with the operations of the Clerk's office.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Associates or Bachelor's Degree in technology management, communications, or political science. Must be proficient with Microsoft Office Suite. Person needs to be knowledgeable of voting processes, government administration, and public policy. Previous experience with IT and government/elections.

**LANGUAGE SKILLS** Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

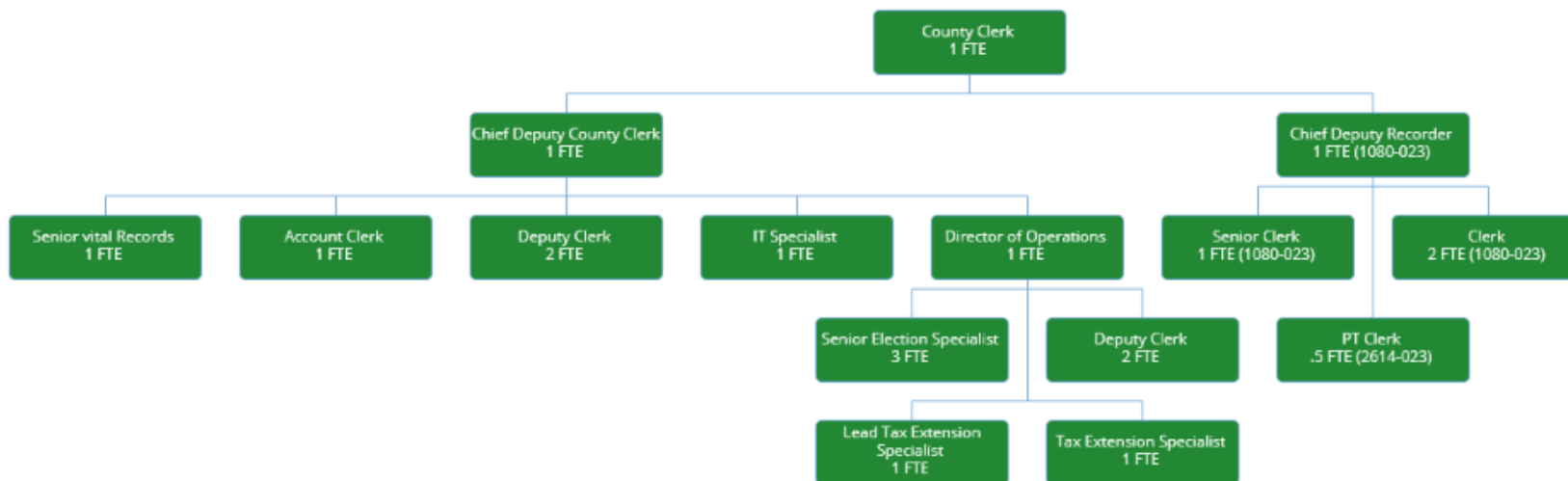
**REASONING Skills** Ability to apply common sense understanding in carrying out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Registered voter and willing to take the oath as Deputy County Clerk.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is quiet to moderate.

## County Clerk General Fund (1080-022)



County Clerk (1080-022) positions: 15 FTE

Recorder (1080-023) positions: 4 FTE

Recorder (2614-023) positions: .5 FTE

The position, functions, powers, and duties of the county clerk are statutorily defined in the Illinois Counties Code (55 ILCS 5/3-2).

RESOLUTION NO. 2023-125

TRANSFER OF FUNDS

May 2023

FY 2023

WHEREAS, Sufficient amounts have been appropriated to support such transfers;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following transfers within to the FY2023 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following transfers in the FY2023 budget.

Budget Transfer BUA 2023/4/415

Fund: 1080 General Corporate  
Dept: 051 Juvenile Detention Center

<u>TRANSFER TO ACCOUNT</u>	<u>AMOUNT</u>	<u>TRANSFER FROM ACCOUNT</u>
502042 Outside Boarding	\$100,000	500103 Regular Full-Time Employees

REASON: To transfer savings from the Regular Full-Time Employees line to the Outside Boarding line. Transfer required to send juveniles to outside facilities to maintain safety and security while we continue to hire and train new staff.

PRESENTED, ADOPTED, APPROVED by the County Board this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

# Journal Proof Report



Journal Number: 415 Year: 2023 Period: 4

Description:

Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0253t-02-051-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	xfr to outside boarding	N		\$100000.00
BUA	1080-00-0253t-02-051-000-000-0000-502042-	OUTSIDE BOARDING	xfr from regular ft employees	N	\$100000.00	
				Journal 2023/4/415	Total	\$100000.00 \$100000.00

Fund: 1080 General Corporate

Dept: 051 Juvenile Detention Center

Reason: To transfer savings from the Regular Full-Time Employees line to the Outside Boarding line. Transfer required to send juveniles to outside facilities to maintain safety and security while we continue to hire and train new staff.

# CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Shannon L. Siders  
Director


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

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

## MEMORANDUM

DATE: April 21, 2023

TO: Stephanie Fortado, Chair, Finance Committee  
Jim Goss, Vice Chair, Finance Committee

FROM: Shannon L. Siders 

RE: Request for Board Approved Transfer

This memo is attached to our request for a Board Approved Transfer. As you can see, we are requesting authorization to transfer \$100,000 from Regular Full-Time Employees to Outside Boarding. Due to a number of vacancies at the Champaign County Juvenile Detention Center (JDC) during FY2023 and the resulting savings, this transfer will not require an additional appropriation.

At a meeting of JDC stakeholders on March 27, 2023, we discussed a number of options to address the chronic and persistent staffing shortage at the Juvenile Detention Center. One of those options was to keep our population around 12 juveniles in-custody and send any additional juveniles out-of-county while we attempt to address our staffing shortages.

Since March 8, 2023, we have boarded three juveniles at the McLean County Juvenile Detention Center. During this time, we have had two male staff members resign their positions. Having three fewer juveniles in custody has reduced the workload for the remaining staff as we have attempted to maintain safety and security.

We have continued to recruit and train additional staff. We had one male officer start on April 17, 2023. We have another male officer scheduled to start on April 24, 2023. We have a female officer scheduled to start on May 8, 2023. With the addition of these employees, we will still have seven line staff vacancies. We continue to re-post the position monthly.

I recognize that temporarily housing minors in other counties may cause hardships for those involved. However, I firmly believe that this temporary measure offers us the best opportunity to recruit, train and retain staff necessary to provide for the safe and secure care of minors placed in our custody.

I will be present at the Committee of the Whole meeting on May 9, 2023 and would be happy to answer any questions you might have at that time. In the meantime, please feel free to reach out to me by telephone at (217) 384-3753 or by email at [ssiders@co.champaign.il.us](mailto:ssiders@co.champaign.il.us).

Thank you for your consideration.

cc: The Honorable Randall B Rosenbaum  
Steve Summers, Champaign County Executive  
Kyle Patterson, Chair, Champaign County Board  
Lori Hansen, Champaign County Court Administrator  
Keith Willis, Superintendent, Champaign County Juvenile Detention Center



RESOLUTION NO. 2023-126

TRANSFER OF FUNDS

May 2023

FY 2023

WHEREAS, Sufficient amounts have been appropriated to support such transfers;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following transfers within to the FY2023 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following transfers in the FY2023 budget.

Budget Transfer BUA 2023/4/539

Fund: 1080 General Corporate  
Dept: 036 Public Defender

<u>TRANSFER TO ACCOUNT</u>	<u>AMOUNT</u>	<u>TRANSFER FROM ACCOUNT</u>
502009 Employee Recruitment Costs	\$2,000	500103 Regular Full-Time Employees

REASON: To transfer savings from the Regular Full-Time Employee line to the Employee Recruitment line in order to offer a one-time relocation payment to a potential new employee.

PRESENTED, ADOPTED, APPROVED by the County Board this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

# Journal Proof Report



Journal Number: 539 Year: 2023 Period: 4

Description:

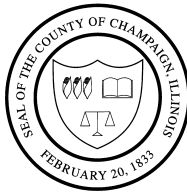
Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0254t-02-036-000-000-0000-500103	REGULAR FULL-TIME EMPLOYEES	relocation costs	N		\$2000.00
BUA	1080-00-0254t-02-036-000-000-0000-502009-	EMPLOYEE RECRUITMENT COSTS	relocation costs	N	\$2000.00	
			Journal 2023/4/539	Total	\$2000.00	\$2000.00

Fund: 1080 General Corporate

Dept: 036 Public Defender

Reason: To transfer savings from the Regular Full-Time Employees line to the Employee Recruitment line in order to offer a one-time relocation payment to a potential new employee.



**OFFICE OF THE PUBLIC DEFENDER**  
**CHAMPAIGN COUNTY, ILLINOIS**

MEMO

To: Champaign County Board

From: Elisabeth Pollock  
Champaign County Public Defender

Date: 04/22/2023

Re: FY23 Board Approved Budget Transfer Request

Since taking the position of Public Defender, I have been focused on recruiting and retaining attorneys to fulfill our constitutional duty to represent Champaign County clients. I am pleased to report that the Public Defender's Office is very close to being fully staffed. I recently extended an offer to an attorney currently employed by Kane County. Because she is a single mother working on an Assistant Public Defender salary, I would like to offer her a \$2,000 one-time relocation payment to assist with her move to Champaign. This will not be a common request and I have confirmed with Director of Administration Michelle Jett that my budget will support this transfer as no additional funding will be needed – rather, this will be a transfer from the personnel line of my budget to the employee recruitment line. Presiding Judge Randall B. Rosenbaum has given me permission to make this request. Please do not hesitate to contact me if you have any questions and thank you for your consideration.

RESOLUTION NO. 2023-127

PAYMENT OF CLAIMS AUTHORIZATION

May 2023

FY 2023

WHEREAS, The County Auditor has examined the Expenditure Approval List of Claims against the County of Champaign totaling \$10,095,732.06 including warrants 17956 through 18892 and ACH payments 500984 through 501127 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 \$10,095,732.06 including warrants 17956 through 18892 and ACH payments 500984 through 501127 is approved.

PRESENTED, ADOPTED, APPROVED, by the County Board this 18<sup>th</sup> day of May, A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

RESOLUTION NO. 2023-128

PURCHASES NOT FOLLOWING PURCHASING POLICY

May 2023

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 18, 2023 are hereby approved for payment.

PRESENTED, ADOPTED, APPROVED by the County Board this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

FOR COUNTY BOARD APPROVAL  
05/11/2023

**PURCHASES NOT FOLLOWING THE PURCHASING POLICY AND EMERGENCY PURCHASES**  
For items paid 3/11/2023 to 5/5/23

	DEPARTMENT	APPROPRIATION #	INV/PO DATE	PAID DATE	DESCRIPTION	VENDOR	AMOUNT
**	CREDIT CARD PAYMENT PAID WITH TAX  Animal Control	2091-247-501019	4/8/2023	5/5/2023	Invoice for operating supplies included tax of \$40.60. The Auditor's office has requested the department to contact Sam's Club for credit.	Sam's Club	\$ 490.05

\*\* Already paid (information only)

RESOLUTION NO. 2023-129

RESOLUTION NAMING THE EARLY CHILDHOOD EDUCATION CENTER IN HONOR OF ELIZABETH MURPHY

WHEREAS, Elizabeth Murphy served as Chief Operating Officer and Chief Finance Officer of the Champaign County Regional Planning Commission for forty five years; and

WHEREAS, through her tireless leadership, the size, scope and the impact of the Champaign County Regional Planning Commission has grown substantially; and

WHEREAS, she ensured that the children served by the Head Start and Early Head Start programs had decent, safe and state of the art facilities; and

WHEREAS, through her efforts and creative financing, the Head Start and Early Head Start programs were able to renovate and lease buildings in Rantoul, Urbana and Champaign; and

WHEREAS, Elizabeth Murphy provided the justification needed to the Champaign County Board for the purchase of a facility located at 2005-7 Round Barn Road with American Rescue Plan Act (ARPA) funding; and

WHEREAS, the Champaign County Board approved the FY22 appropriation and disbursement of \$2.0M from its American Rescue Plan Act (ARPA) allocation for the purchase of an early childhood center at 2005-2007 Round Barn Road, Champaign, IL

WHEREAS, the naming of the early childhood facility at 2005-2007 Round Barn is an appropriate recognition for such a distinguished person who served the children and families of Champaign County with such passion and conviction; and

NOW, THEREFORE, BE IT RESOLVED, that the Champaign County Board directs that an appropriate ceremony be held to mark the naming of the Elizabeth Murphy Early Childhood Education Center, and

NOW THEREFORE BE IT FURTHER RESOLVED, that the Champaign County Board hereby names the early childhood center located at 2005-2007 Round Barn in honor of Elizabeth Murphy.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded &  
Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_

# CHAMPAIGN COUNTY CIRCUIT COURT

101 East Main Street  
Urbana, Illinois 61801



Lori K. Hansen  
Court Administrator

Telephone (217) 384-0154  
Fax (217) 384-8638

Sixth Judicial Circuit  
Champaign County

## **MEMORANDUM**

TO: Kyle Patterson, Chair  
Honorable Members of the Champaign County Board  
Steve Summers, County Executive

FROM: Lori Hansen, Court Administrator

DATE: May 12, 2023

RE: RFQ 2023-003 Case Management System Consultant

---

The justice system departments of Champaign County request the County Board's approval of the attached Request for Qualifications for a consultant to evaluate the integrated justice information system needs of the County and recommend an action plan.

In the FY2023 budget, the County appropriated funds to engage outside services for a case management system needs assessment. The current integrated justice information/case management system had been scheduled for replacement in 2022 and, according to the County's Technology Plan, replacement costs could be as much as \$15 million. This study would provide a framework to assess our options, estimate costs for those options, and consider recommendations for moving forward.

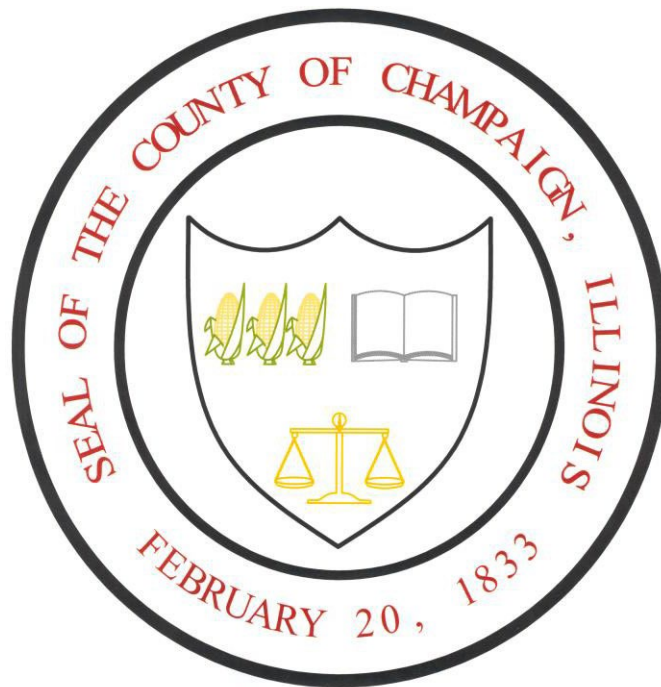
Therefore, we respectfully request that the County Board approve RFQ 2023-003.

Cc: The Honorable Randall B Rosenbaum, Presiding Judge  
The Honorable Susan McGrath, Circuit Clerk  
The Honorable Julia Rietz, State's Attorney  
The Honorable Dustin Heuerman, Sheriff  
Elisabeth Pollock, Public Defender  
Shannon Siders, Director of Probation and Court Services  
M.C. Neal, Chief Information Officer  
Tami Ogden, Deputy Director of Finance



# Request for Qualifications

Case Management System Consultant



RFQ 2023-003

Issued Date: May 19, 2023

Sealed Proposal Due Date: June 20, 2023 – 10:00 a.m.

# REQUEST FOR QUALIFICATIONS (RFQ 2023-003)

## Case Management System Consultant

The County of Champaign invites you to submit proposals in accordance with the general requirements and proposal format as documented within this Request for Qualifications (“RFQ”). Carefully read the attached information and follow the procedures as outlined to be considered for evaluation and selection.

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## **EXECUTIVE SUMMARY**

The County of Champaign, a body corporate and politic, hereinafter "County" will accept sealed proposals from qualified vendors and service providers, hereinafter "vendor," for consultation and advice related to the future direction of development for the County's integrated justice system. "System users" refers to all agencies within the physical boundaries of Champaign County that use the County's current integrated justice system.

Background: The County began consideration of an integrated justice system in 2001. The current system in use was implemented in 2009. Nearly 600 system users from many different agencies rely on the system, which was designed with a workflow tailored to each department and contains hundreds of thousands of images. The County is also in the process of adopting an e-citation system to integrate traffic tickets and reporting within our integrated justice system.

The Champaign County justice system maintains a case management component and an interface with the e-filing portal referred to as Odyssey E-File and Serve operated by Tyler Technologies (Plano, Texas).

Both the criminal and civil integrated justice systems include a financial component, for tracking assessments and payments through multiple stages of case processing between several departments. Additionally, both have reporting requirements to state agencies including the Administrative Office of the Illinois Courts, the Secretary of State, and the Illinois State Police, among others.

Because of its age, the County is in a position at this time to consider strategies to address the functionality and longevity of our existing system. We need to understand our options regarding replacement (e.g., purchase a commercial, off-the-shelf product; re-write a new system to the County's specifications; combine best-of-breed options; or a solution not here described).

A non-exhaustive list of components and issues for examination is contained in Appendix B.

The scope of this Request for Qualifications (RFQ) does not include the selection of a particular replacement product; rather, the County seeks an analysis and guidance regarding the recommended path for retention/replacement/re-development.

## **INTRODUCTION**

The County of Champaign is issuing this Request for Qualifications to qualified firms and/or individuals interested in providing consulting services related to the future direction of the county's case management system used by the offices of the Circuit Court/Judiciary, Circuit Clerk, State's Attorney, Public Defender, and Probation and Court Services.

The purpose of this Request for Qualifications is to ascertain which consultant can best analyze the information technology needs of the justice-related departments, make recommendations tailored to those needs, and assist in the preparation of a Request for Proposals (RFP), if recommended. This RFQ does not include the selection of a vendor to replace the current case management system.

## INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to

Lori Hansen  
Court Administrator  
101 E. Main Street  
Urbana, IL 61801

All questions regarding the proposal shall be directed in writing to (e-mail preferred)

Lori Hansen  
Court Administrator  
101 E. Main Street  
Urbana, IL 61801  
[lhansen@co.champaign.il.us](mailto:lhansen@co.champaign.il.us)

2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2023 – Court Case Management System Study**” in accordance with the timeline listed below. One (1) original and three (3) hard copies of your response, and one (1) digital/electronic copy of your response to this RFQ must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
4. An authorized representative of the firm must complete and sign the proposal.
5. All information submitted in a proposal, or in response to the RFQ, will be handled in accordance with applicable Illinois statutes, including but not limited to the Freedom of Information Act. Any proposed restrictions on the use of data contained within a proposal must be clearly stated at the top and bottom of each page of the proposal.
6. To the extent permitted by law, it is the intention of Champaign County to withhold the contents of the proposals from public view until such time as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Champaign County, presumably after final selection and award have been made. At that time, all proposals will be available for review in accordance with the Illinois Freedom of Information Act.
7. The Court Administrator will notify appropriate firms if the county wishes to interview them and will establish the timeline for those interviews. We may invite select consultants to participate in web-based demonstrations or in-person reviews to better understand the proposed solution, the organization, and the relevant experience of select respondents.
8. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.

9. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interests of the County of Champaign.
  - Proposer, and any and all subcontractors herein, shall not be affiliated with, have a financial interest in, or be a former employee, within the past 5 years of the date of this RFQ, of any proposed software solution vendor or software development team that may be proposed as a solution for this project.
10. Champaign County reserves the right to amend, modify, or cancel this RFQ at any time.

### **MINIMUM QUALIFICATIONS**

The County encourages proposals from all firms with experience in the scope of work outlined in this RFQ. Please complete Appendix C and return with Proposal. Minimum qualifications include the following:

- Familiarity with court system information technology needs assessments, industry knowledge of justice-related case management systems, and prior experience working with court systems;
- Prior experience and success in conducting similar work with similar-sized clients; and
- Adequate resources, including personnel, facilities, equipment, financial stability, and other related factors.

### **SELECTION CRITERIA**

Proposals from firms meeting this RFQ's minimum requirements are solicited. The County's selection team will screen all proposals and evaluate them on the criteria outlined below. Proposal evaluation criteria will include

1. Compliance with the RFQ minimum qualifications;
2. Expertise and composition of project team - minority and female-owned businesses are encouraged to apply;
3. Demonstrated ability to provide services for a county the size of Champaign with similar scope of activities;
4. The accuracy of the firm's perception of the County's needs and the firm's method(s) for meeting those needs;

5. References for past work;
6. A fee proposal for providing the requested services;
7. The availability of other related support services;
8. Any other information provided that the County may deem valuable;

### **TERMS AND CONDITIONS**

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal that best meets the requirements set forth in the RFQ and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Champaign County reserves the right to enter into discussions and/or negotiations with one or more qualified bidders at the same time. Firms whose proposals are not accepted will be notified as soon as the awarded contract has been approved.
4. A vendor may use disclosed sub-contractors; however, awarded vendor shall not transfer the resulting contract or performance of contract to another individual or firm; nor shall the awarded vendor change or subcontract any portion of the awarded contract during the contract period without consent of the County.
5. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the county the services set forth in the attached specifications, or until one or more of the proposals have been approved by the county, whichever occurs first.
6. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFQ. The County reserves the right to reject any agreement that does not conform to the RFQ and any County requirements for agreements and contracts.

**INDEMNIFICATION:** Any agreement or contract approved by the County shall include indemnification terms containing the following or similar language: The Vendor shall indemnify the County, agents, servants, employees and all elected officials of the County, and shall defend, save and hold the Indemnitees harmless from and against any claim, suit, legal proceeding, judgment, decree, loss, cost, damage or expense (including, but not limited to, reasonable attorney's and other costs and expenses incident to the investigation or the

defense of any claim, suit or legal proceeding) arising from or growing out of the injury to or death of any person or the damage to any property (including, but not limited to, property of the Vendor) caused by the negligent acts or omissions of the Vendor, any subcontractor of Vendor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be responsible or liable, except to the extent caused by the sole negligence of the County, its elected officials, officers, employees and agents. The obligations of the Vendor described in this paragraph shall not be construed to negate, abridge or otherwise reduce any right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. In any and all claims against the County or any of their servants, agents or employees, and elected officials by any employee of the Vendor, any subcontractor of Vendor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Vendor or any such subcontractor or other person or organization under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

7. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
8. The successful proposer will be required to provide evidence of sufficient insurance for General Liability, Employer's Liability, and Errors and Omissions Insurance within five (5) working days following notification of its offer being accepted; otherwise, Champaign County may rescind its acceptance of the proposer's proposal. The vendor will also be required to provide Workers' Compensation Insurance in accordance with Illinois State Law. Insurance requirements are attached as Appendix A.
9. Champaign County requires all bidders to comply with the Equal Opportunity Affirmative Action and Fair Employment Practices regulations of the State of Illinois and federal government.
10. The County is exempt from all federal, state, and local taxes.

### **SCOPE OF SERVICES DESIRED AND DELIVERABLES**

We expect that the needs assessment scope of work will include the components listed below. Any additional work that a prospective firm believes is required should be clearly articulated in the proposal. Additional information is included in Appendix B.

- Evaluate current system
- Interview stakeholders/users
- Conduct needs assessment
  - Include budget assistance elements
- Identify points of failure and critical needs during transition



- Establish realistic timeline

To accurately assess the justice information system needs of the County, the consultant must apply expertise and current legal, political, and technical standards to information collected from system users. Influencing factors (e.g., statutory changes, technological changes, competitors in the marketplace, e-business initiatives) should be identified. A cost-benefit analysis should account for direct and indirect costs and should compare the cost of retaining the current system with the purchase of a new system. High value should be placed on the relative ease of analyzing and integrating data seamlessly.

The deliverables sought include recommendations for a new system or the modification of the current system to best suit the County's needs while remaining cost-effective. The recommendation should provide guidance regarding the optimal approach for the County and system users: a) purchase commercially available software, b) use a combination of commercially available software and customized software, c) retain the current case management system with or without modifications, or d) a solution not described herein. If a new system is recommended, the successful consultant will assist with the preparation of an RFP for a new vendor and use its knowledge of the industry to assist in selection of a vendor from among the RFP applicants.

### **PROPOSAL FORMAT**

The proposal **must** be organized in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFQ. Other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Proposals should include the following, in this order:

1. Brief company history and description, including size and number of employees, and responses to the above-outlined Minimum Qualifications (including completed Appendix C);
2. Any information on prospective conflicts of interests, including existing or financial relations with equipment vendors, independent service providers or other firms or with any representative (official, employee, or agent) of the County of Champaign;
3. Three references from previous similar projects that include a brief description of the project, the timeframe for completion (actual dates), the cost of the project, and the contact information for the reference. Please use the attached Vendor Reference Form.
4. Detailed work plan to complete the entire Scope of Work to include a project timeline with deliverables and key milestones. List tasks to be accomplished and the

budget hours to be expended for each task. At least one public presentation in front of the Champaign County Board should be anticipated to close out the project.

5. Name of project manager, resumes for project team members, and relevant certification information for each. Outline the project management approach that your company will employ to execute this project.
6. Fee schedule: Provide detailed cost estimate of the project, including known project expenses, professional hourly rates and multipliers and estimated service/task hours with a "Not to Exceed" cap or a cost per deliverable. Other ancillary expenses related to the completion of the study will be discussed on a case-by-case basis.
7. Commit to working closely with the County's stakeholders and outline estimated time commitments from critical partners. Clearly define any assumptions for the provision of information, materials, or research by the County, and which resource you anticipate will provide the materials. If survey work or local data collection is anticipated, please provide details on experience in this area and the requirements of the County that will be needed to complete.
8. An explanation of what distinguishes the services the submitting firm can provide from other firms.

**SCHEDULE**

<b>Event</b>	<b>Date</b>	<b>Time (CDT)</b>
RFQ released	May 19, 2023	
Last day for clarifying questions	May 30, 2023	12:00 p.m. (noon)
Answers to vendor questions via email	May 31, 2023	4:00 p.m.
RFQ responses due	June 20, 2023	10:00 a.m.
Notice of Intent to Award	July 21, 2023	4:00 p.m.
Anticipated commencement of services	September 2023	

## **VENDOR REFERENCE FORM**

*Vendors shall complete a Vendor Reference Form for each provided reference.*

### **1. General Background**

#### **Company/Client Information:**

Name:

City/State:

Number of Employees:

Annual Operating Budget:

#### **Project Manager/Contact Information:**

Name:

Job Title:

Phone Number:

Email Address:

### **2. Summary of Project and Current Status:**

*Please provide a concise description of the project, project budget, and project status including project start date and end date (or, if in progress, estimated end date).*

### **3. Project Scope**

*Please indicate all modules/components/services that were implemented as part of the project:*

### **4. Additional Information**

Please include any additional information as attachments.

## **APPENDIX A: Minimum Insurance Requirements**

During the term of the contract, Vendor(s) shall provide the following types of insurance in not less than amount specified below.

- (1) GENERAL. The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company/ies be assigned a Best's Rating of A or higher with a Best's financial size category of Class A-/VII or higher, in the following types and amounts:
  - a. Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than \$1, 000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of Champaign County;
  - b. Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$500,000 for each incident, \$500,000 for each disease, and \$500,000 aggregate, and a waiver of subrogation in favor of Champaign County.
  - c. Errors and Omissions/Professional Liability coverage for all work being performed for the County in the amount of \$1,000,000 per Occurrence and \$2,000,000 Aggregate with self-insured retention noted. Additional Insured endorsement must be added to policy and sent with certificate of insurance.
- (2) Evidence of Insurance. The successful bidder agrees, with respect to the above required insurance, that
  - a. The County of Champaign shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
  - b. The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
  - c. The County of Champaign shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
  - d. Subcontractors, if any, shall execute the Subcontractor Agreement provided by Champaign County, and comply with the same insurance requirements as contractors;
  - e. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of Champaign as an additional insured. A copy of the endorsement shall be provided to Champaign County along with the Certificate of Insurance.
  - f. Champaign County must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as Champaign County, a body politic, 1776 East Washington Street, Urbana, IL 61802; and
  - g. Insurance Notices and Certificates of Insurance shall be provided to Champaign County, Insurance Specialist, Administrative Services Department, 1776 East Washington Street, Urbana, IL 61802.

## **APPENDIX B: Deliverables**

### **Background: Current Environment**

The County's current integrated justice system serves several agencies with hundreds of users. The system provides a workflow system driven by notifications within the application. The programs run on an IBM midrange system using that systems-specific DB2 database infrastructure to store the data. Images are stored both on that system for those in current use and an external WORM drive system for archival purposes. Technical details regarding the server and clients will be made available, confidentially, to the awarded vendor.

### **A1. Expected Interviews**

The County seeks a solution that will continue to serve all system users, not only the employees of Champaign County government. As a result, it is expected that reviews will be conducted with representatives of the following departments and agencies:

- Champaign County Circuit Clerk
- Champaign County Circuit Court
- Champaign County Public Defender
- Champaign County State's Attorney Office
- Champaign County Probation and Court Services
- Champaign County Sheriff
- Champaign County Executive's Office
- Champaign County Chief Information Officer
- Champaign County 911 Center
- Champaign County Child Advocacy Center
- Select members of the Champaign County Bar Association
- City of Urbana Information Technology
- Champaign Police Information Technology
- Rantoul Police Information Technology
- Any additional interviews the vendor finds necessary

### **Expected interview topics include, but are not limited to**

- Critical strengths/needs achieved by the current system
- Needs not met by the current
- Reporting needs
- Data exchange/transaction needs between agencies/departments, internal and external (e.g., collections, commissary, data analysis partners, automated disposition reporting)
- Future inclusion of EMS, behavioral health, and health-related data sets such as Child Abuse Neglect Tracking Systems (CANTS) and databases derived from Health Information Exchanges
- Any federal- or state-mandated requirements

From these interviews, the County seeks to gain an understanding of priorities, at the agency/departmental level and from a County-wide perspective.

## **A2. Current Standards**

The County wishes to be made aware of any political, technical, or legal standards for consideration in its final solution selection (e.g., compliance with CJIS, NIBRS, NIEM, etc.).

## **A3. Inventory of Current Systems not included in EJS**

The County is aware that users have created several solutions (as workarounds) outside the current integrated database. Currently, the existing system does not address juvenile incarceration. The County would like a description and inventory of the workaround systems developed within departments to address these shortfalls.

## **A4. Recommendation**

The County seeks a recommendation regarding the most beneficial method for replacing its current integrated justice system. The recommendation should provide guidance as to whether it is most beneficial to the County and its system users to (a) purchase commercially available software, (b) develop a solution either internally or with the assistance of third-party software vendors, (c) to use a combination of commercially available software and customized software, or (d) a solution not described herein.

Recommend to the County strategies regarding risk mitigation associated with the replacement project.

Develop for presentation to the County Board materials related to the range of options, including the methodology and determining factors leading to the final recommendation.

## **A5. Influencing Factors**

The County seeks to identify significant influencing factors in the marketplace, including

- Statutory changes (e.g., e-filing);
- Technological changes (e.g., body-worn cameras, storage, mobile access);
- Problem Solving Courts (e.g., Drug Court, Veterans Treatment Court, Mental Health Court);
- Competitors in the marketplace (e.g., Tyler, Jano, Justicesystems.com);
- The Illinois Supreme Court e-filing initiative including civil and criminal cases;
- The Administrative Office of the Illinois Courts' judicial user interface for paper on demand as a necessary component in the implementation of the Illinois Supreme Court's e-business initiatives pertaining to e-filing and e-records;
- The growing number of self-represented litigants in both civil and criminal courts.

## **A6. Cost-Benefit Analysis**

The County expects a comprehensive cost comparison between any options provided to encompass direct and indirect costs, including, but not limited to, the cost of purchase of software, data modeling and data conversion, software development costs, software licensing, hardware (desktops, scanners, servers, and data storage components), and other costs related to the implementation and use of the specific software option or process. The County recognizes that these figures will be estimates.

This analysis should include a comparison of the cost of remaining with the current system, including the costs of finding/retaining talent, obsolescence of products and the cost of securing the systems. High value should be ascribed to the ability to analyze and integrate the data in as seamless a manner as possible.

Additionally, to the extent possible, the vendor should provide some information on and discussion of possible tangible and intangible benefits of selected alternatives over others based on the review of the County operations, needs and culture of Champaign County.

## **A7. Timeline**

The vendor should provide a clear timeline outlining, at a minimum, the initiation date of work, the proposal and timing for any meetings, interviews, site visits and any related research or background work with the various departments and agencies, approximate date for release of a final report and proposal for date and length of time for a review meeting with the County

## **A8. Pricing/Payment**

Vendor must outline the total price and cost for services if awarded this contract. Included should be what, if any, partial payments will be made and the timing of such in conjunction with the timeline for completion of services (milestones).

## **APPENDIX C: Qualifications**

*To be included with submissions*

- The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.
- Name, address, principal contact, telephone number, and fax number of Vendor's principal office.
- Name, address, principal contact, telephone number, and fax number of Vendor's branch office(s) from which service will be provided.
- Type of Organization (corporation, partnership, individual, joint venture, other)
- How many years has your organization been in business as a vendor or contractor related to consulting in the area of justice? Specifically, state your familiarity with court system information technology needs assessments, industry knowledge of justice-related case management systems, and prior experience working with court systems;
- How many years has your organization been in business under its present business name? Under what other or former names has your organization operated?
- Relative to the proposed services, list any categories of work that you would expect to subcontract to other parties.
- Identify any proposed subcontractors and provide references for their work that are equivalent in size and complexity to the work they will be responsible for at the County.
- Has your organization ever failed to complete any work awarded to it? (If yes, please attach details).
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? (If yes, please attach details).
- Has YOUR organization filed any lawsuits or requested arbitration with regard to projects within the last five years? (If yes, please attach details).
- On a separate sheet, list major projects completed by your organization in the past five years. Include the name of the project, the owner, and completion date.



RESOLUTION NO. 2023-130

RESOLUTION APPROVING AGREEMENT BETWEEN THE CHAMPAIGN COUNTY BOARD, THE SHERIFF OF CHAMPAIGN COUNTY, AND THE ILLINOIS FRATERNAL ORDER OF POLICE CORRECTIONS DIVISION  
JANUARY 1, 2023 – DECEMBER 31, 2025

WHEREAS, The Champaign County Board and the Sheriff have negotiated with the Illinois Fraternal Order of Police (FOP), the sole and exclusive bargaining agent for the Fraternal Order of Police Corrections Division; and

WHEREAS, The parties have completed negotiations as to the terms and conditions of employment for the Fraternal Order of Police Corrections Division employees who are members of the bargaining unit for the period from January 1, 2023 through December 31, 2025;

NOW, THEREFORE, BE IT RESOLVED, By the Champaign County Board, Champaign County, Illinois, that the Collective Bargaining Agreement for the Fraternal Order of Police Court Security Officers Between the Champaign County Board, the Sheriff of Champaign County, and the Illinois Fraternal Order of Police is hereby approved; and

BE IT FURTHER RESOLVED, by the Champaign County Board, that Kyle Patterson, Chair of the Champaign County Board, is hereby authorized to execute the Collective Bargaining Agreement for the Fraternal Order of Police Corrections Division, on behalf of the Champaign County Board.

PRESENTED, PASSED, APPROVED, AND RECORDED this 18<sup>th</sup> day of May A.D. 2023.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Steve Summers, County Executive  
Date: \_\_\_\_\_



## OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

### MEMORANDUM

To: Honorable Members of the Champaign County Board  
 From: Tami Ogden, Director of Finance  
 Shannon Barrett, Chief Deputy Sheriff  
 Date: May 12, 2023  
 Subject: FOP Corrections Division Contract  
 January 1, 2023 - December 31, 2025

A copy of the proposed contract will be available at the meeting and posted on the website under County Board Meetings [https://www.co.champaign.il.us/CountyBoard/meetings\\_CB.php](https://www.co.champaign.il.us/CountyBoard/meetings_CB.php). The contract with the Illinois Fraternal Order of Police Labor Council, Corrections Division, the Sheriff, and the Champaign County Board for the term of 1/1/2023 through 12/31/2025 has been negotiated consistent with authority granted by the Labor Committee of the County Board. The contract covers 50 positions.

#### Highlighted Changes

- The starting wage is increased 10.1% to \$49,005 (was \$44,491).
- Contract increases are 7% (2023), 5% (2024), and 5% (2025) added to each step.
- Retention bonuses are \$2,500 (FY2023), \$4,000 (FY2024), \$3,000 (FY2025)
- Additional 2023 bonus based on vacancy savings – The County will share with employees of the unit 50% of the wages not spent as a result of vacant positions during the first and last six months of the year based on positions being vacant for the entire six months of each period. As an example, using ten vacancies during each period, this would result in two (2) \$3,063 bonus payments.
- Lateral transfer for experience up to five (5) years.
- Addition of Juneteenth holiday.
- Parental leave of ten (10) days paid leave is available for eligible employees for the birth of a child or placement of a child through adoption or foster care.

#### Financial Impact

The financial impact of the wage increases, and bonuses are shown below.

	FY2023	FY2024	FY2025	Total
Wage Increases (includes step increases)	\$243,851	\$217,182	\$194,801	<b>\$655,834</b>
Retention Bonuses - maximum cost (actual cost will be based on number of positions filled)	\$125,000	\$200,000	\$150,000	<b>\$475,000</b>
Vacancy Savings Bonus – maximum cost based on 10 vacancies (actual cost based on agreed upon formula)	\$245,025	n/a	n/a	<b>\$245,025</b>
				<b>\$1,375,859</b>

#### REQUESTED ACTION

The Champaign County Board approves the agreement between the Champaign County Board, the Sheriff, and Illinois FOP Labor Council Corrections Division for January 1, 2023 through December 31, 2025.

**GEORGE P. DANOS, CPA**  
COUNTY AUDITOR

**JILL STEWART**  
CHIEF DEPUTY AUDITOR



1776 EAST WASHINGTON  
URBANA, ILLINOIS 61802  
TELEPHONE (217) 384-3763  
FAX (217) 384-1285

**OFFICE OF THE AUDITOR**  
CHAMPAIGN COUNTY, ILLINOIS

**MEMORANDUM**

**DATE :** May 18, 2023  
**TO :** Finance Chair Stephanie Fortado, Finance Vice-Chair Jim Goss, County Board Members, and Finance Director Tami Ogden  
**FROM :** George P. Danos, County Auditor & Jill Stewart, Chief Deputy Auditor  
**RE :** Reassignment of Fund Number

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The Indoor Climate Resources Agency is a new department within the Regional Planning Commission (RPC). Their initial revenues and appropriation were recognized by Board Resolution 2023-97 at the April 20, 2023 meeting.

We initially assigned The Indoor Climate Resources Agency to fund number 2932, which matches the department number, 932. However, 2932 is outside of RPC's range in the current budget software, which requires numerical adjacency by related funds. The new fund number will thus be one next to an existing RPC fund number.

The Auditor's Office alerts the Board to look forward to a forthcoming budget transfer from Fund 2932 (The Indoor Climate Resources Agency) to its new number. That is the only substantive change.



## OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

### MEMORANDUM

**TO:** County Board Members  
**FROM:** Steve Summers, County Executive  
 Michelle Jett, Director of Administration  
 Kathy Larson, Economic Development Specialist/ARPA Project Manager  
**DATE:** May 10, 2023  
**RE:** ARPA Update

An ARPA project summary is listed below. Also attached to this memo are the financial overview and project timeline.

Projects that are complete, aside from the reporting process and/or future maintenance payments:

Administration	County ARPA Funds	Other Funds	Outcome Overview
Auditor's office	\$23,531	N/A	Temporary part-time staff member for Auditor office ARPA tasks
Affordable Housing Assistance	County ARPA Funds	Other Funds	Outcome Overview
C-U at Home low-barrier winter shelter services	\$150,000	\$438,012	12/20/2021 – 4/15/2022: Men's shelter served 161 unduplicated clients; Women's shelter served 41 unduplicated clients
Broadband Projects	County ARPA Funds	Other Funds	Outcome Overview
Broadband Plan	\$85,500	N/A	Creation of broadband master plan for Champaign County
Community Violence Intervention	County ARPA Funds	Other Funds	Outcome Overview
A Vision to Succeed	\$15,000	N/A	Provided community-based youth programming to deter violence, for 22 males in Champaign County ages 10-17
County Department Projects	County ARPA Funds	Other Funds	Outcome Overview
Children's Advocacy Center flooring	\$19,760	N/A	Floor replacement due to permanent damage from increased client traffic
Circuit Clerk partitions	\$129,847	N/A	Protective/partition office dividers
Circuit Clerk equipment and technology	\$84,295	N/A	Purchase of technology equipment and updates to provide services
County Clerk equipment	\$228,960	N/A	Increase vote-by-mail processing capabilities, reduce reliance on in-person voting in response to the pandemic
County Clerk VBM Postage	\$78,589	N/A	Postage for vote-by-mail services

County Plaza purchase	\$2,012,471	N/A	For County government services, classified under Revenue Replacement funds
Employee premium pay	\$758,799	N/A	Assisted 530 eligible County employees
Jail COVID Testing	\$20,216	FEMA Grant	COVID testing of inmates
Jail full-body scanner	\$166,251	N/A	Assists with spatial distance to prevent and mitigate COVID
Sheriff's Office Mobile Command Post	\$507,531	N/A	Assists with community needs and community violence interventions
<b>Household Assistance</b>	<b>County ARPA Funds</b>	<b>Other Funds</b>	<b>Outcome Overview</b>
RPC household assistance	\$263,000	N/A	Assisted 338 households with bills for water, wastewater, utilities, rent, mortgage
UCSD past-due sewer / water bill assistance	\$150,000	N/A	Assisted 1,503 past-due (at least 60 days) residential accounts; maximum \$500 assistance per account
Village of Mahomet sewer bill assistance	\$25,000	N/A	133 residential accounts
<b>Water Infrastructure Projects</b>	<b>County ARPA Funds</b>	<b>Other Funds</b>	<b>Outcome Overview</b>
Triple Fork Drainage District	\$90,000	\$30,000	Culvert improvements

Contracts/IGAs that are being implemented:

1. Administration: ARPA Project Management coordination with RPC
2. Affordable Housing Assistance
  - Central Illinois Land Bank Authority rural housing rehab projects
  - Habitat for Humanity housing builds assistance: assistance of 2 house builds to date
  - Housing Authority emergency shelter renovations
3. Broadband Projects
  - Broadband advocacy with Champaign County Farm Bureau
  - Volo assistance for HACC properties
4. Community Violence Intervention
  - Crime Stoppers rewards for anonymous crime reporting
  - DREAAM services for families
  - H3 Coalition/FirstFollowers community driven initiative
  - Housing Authority supportive services; 87 clients to date
  - Housing Authority landlord incentives; 5 landlords/7 units to date
5. County Department Projects
  - Assessor Exemption Monitoring
  - Children's Advocacy Center Counseling
  - Coroner X-Ray unit
  - County records digitization
  - IT cybersecurity, equipment, and upgrades
  - Jail consolidation construction
  - Planning & Zoning solid waste management services
  - Public Defender digital technology
  - Sheriff's updated camera system

- Sheriff's Office combatting community violence initiatives
- State's Attorney's Digital Evidence Management System
- 6. Early Learning Assistance: Facility purchase and renovations
- 7. Household Assistance
  - SVPWD assistance for past-due sewer/water bills
- 8. Mental Health Services: CCMHB: 9 initiatives serving over 1,002 individuals to date; reporting and funding review/completion still underway
- 9. Non-Profit Assistance: New American Welcome Center at the University YMCA – assistance for mental health and language barrier services via Immigrant Service Organizations; 28 individuals to date
- 10. Small Business Assistance
  - Chamber of Commerce eCommerce platform – in development
  - Chamber of Commerce micro loan program – in development
  - EDC talent attraction program - underway
  - Justine PETERSEN loan program - underway
- 11. Water Infrastructure Projects
  - Champaign County Environmental Stewards nonpoint source pollution prevention: household hazardous waste facility; campaign study underway
  - Champaign County Farm Bureau nonpoint source pollution prevention: cover crop program
  - Mahomet Aquifer Mapping with the University of Illinois: currently conducting data collection
  - Penfield Water District replacement of hydropneumatic tank
  - Pesotum Consolidated Drainage District stormwater drainage system improvements
  - Sangamon Valley Public Water District northward expansion design work: serving potential 123 future customers
  - Seymour Water District replacement of water meters
  - Village of Ivesdale water distribution system improvements, serving 142 households
  - Village of Ludlow water treatment plant and distribution system improvements, serving 173 households
  - Village of Ogden stormwater drainage improvements
  - Village of Pesotum stormwater drainage system improvements, serving 550 households
  - Village of Royal water treatment plant improvements
  - Village of St. Joseph storm sewer reconstruction design work

Projects that are in contract negotiation/approvals stage:

- Community violence interventions: Urbana Park District health and wellness facility (UPD board approval/signatures in process)
- Broadband initiatives: Volo rural infrastructure, NextLink rural infrastructure (agreements being developed/negotiated)
- Small business assistance: EDC low hurdle grant program
- Non-profit/tourism: Visit Champaign County Foundation enhancements to Skelton Park and Heritage Trail
- Infrastructure: City of Champaign lighting and sidewalk improvements in Garden Hills

Projections for remaining ARPA funding: The ARPA Revenue and Expense Projections chart attached provides the projected revenue and expenses that have been discussed.

ARPA Projects/Tasks Timeline

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023
<b>Champaign County ARPA Funds</b>												
<b>Project List 1/2023 - 12/2023</b>												
<b>(as of 5/2023 working draft)</b>												
<b>Administration</b>												
Coordination regarding ARPA rules, regulations, updates					*							
Coordination regarding ARPA reporting requirements					*							
Coordination and analysis of data for reporting					*							
Coordination of ARPA payments and documentation					*							
Communication with recipients, partners, board, staff, others					*							
Draft and coordinate contracts					*							
Research additional sources of funding for initiatives					*							
Evaluate active projects with intended outcomes					*							
Work with recipients on ongoing performance reporting					*							
Submission of reports to Department of Treasury												
<b>Affordable Housing Assistance</b>												
Contract/funding/reporting - Central IL Land Bank Authority					*							
Contract/funding/reporting - Habitat for Humanity					*							
Contract/funding/reporting - Housing Authority					*							
<b>Broadband Projects</b>												
Coordination with broadband professional services					*							
Contract/funding/reporting - CCFB for broadband advocacy					*							
Contract/funding/reporting - Volo for HACC properties					*							
Contract coordination - Volo for rural broadband					*							
Contract coordination - NextLink for rural broadband					*							
<b>Community Violence Intervention</b>												
Contract/funding/reporting - Crime Stoppers					*							
Contract/funding/reporting - A Vision to Succeed												
Contract/funding/reporting - DREAAM					*							
Contract/funding/reporting - H3 Coalition					*							
Contract/funding/reporting - HACC Supportive Services					*							
Contract/funding/reporting - HACC Landlord Incentives					*							
Contract coordination - Urbana Park District					*							
<b>County Department Costs</b>												
Coordination with departments on purchase/projects					*							
<b>Early Learning Assistance</b>												
Contract/funding/reporting - County/RPC					*							
<b>Household Assistance</b>												
Contract/funding/reporting - SVPWD					*							
<b>Mental Health Services</b>												
Coordination for reporting & monitoring					*							
<b>Non-Profit Organization Assistance</b>												
Contract/funding/reporting - Immigrant Service Orgs					*							
Contract coordination - VCCF Skelton Park & Heritage Trail					*							
<b>Small Business Assistance</b>												
Contract/funding/reporting - Chamber eCommerce					*							
Contract/funding/reporting - Chamber micro loans					*							
Contract/funding/reporting - EDC grants					*							
Contract/funding/reporting - EDC talent attraction					*							

ARPA Projects/Tasks Timeline

	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="display: flex; gap: 10px;"> <div style="width: 20px; height: 10px; background-color: #cccccc; border: 1px solid black;"></div> Completed Current Tasks for Topic                 </div> <div style="width: 20px; height: 10px; border: 1px solid black; display: flex; align-items: center; justify-content: center;">*</div> In Process/Priority                 </div> <div style="width: 20px; height: 10px; background-color: #cccccc; border: 1px solid black;"></div> Projected for Future											
Champaign County ARPA Funds Project List 1/2023 - 12/2023 (as of 5/2023 working draft)	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023
Contract/funding/reporting - Justine PETERSEN loans					*							
<b>Water Infrastructure Project Assistance</b>												
Contract/funding/reporting - Mahomet Aquifer Mapping					*							
Contract/funding/reporting - Penfield Water District					*							
Contract/funding/reporting - Pesotum Cons. Drainage District					*							
Contract/funding/reporting - Seymour Water District					*							
Contract/funding/reporting - SVPWD					*							
Contract/funding/reporting - Triple Fork Drainage District												
Contract/funding/reporting - Village of Ivesdale					*							
Contract/funding/reporting - Village of Ludlow					*							
Contract/funding/reporting - Village of Ogden					*							
Contract/funding/reporting - Village of Pesotum					*							
Contract/funding/reporting - Village of Royal					*							
Contract/funding/reporting - Village of St. Joseph					*							
Contract coordination - City of Champaign Garden Hills					*							
Contract/funding/reporting - Cover Crop Program					*							
Contract/funding/reporting - HHW Project					*							



ARPA Revenue and Expense Projections

	Projected 2021	Actual 2021	Budgeted 2022	Projected 2022	Actual 2022 (12/31/2022)	Projected 2023	Actual 2023 (3/31/2023)	Projected 2024	Projected 2025	Projected 2026	Projected Totals
<b>INCOME</b>											
Dept of Treasury	\$20,364,815	\$20,364,815	\$20,364,815	\$20,364,815	\$20,364,815						\$40,729,630
Investment Interest (flex funds)	\$40,000	\$10,963	\$128,000	\$195,211	\$206,995	\$120,000	\$6,880				\$224,839
<b>TOTAL INCOME</b>	<b>\$20,404,815</b>	<b>\$20,375,778</b>	<b>\$20,492,815</b>	<b>\$20,560,026</b>	<b>\$20,571,810</b>	<b>\$120,000</b>	<b>\$6,880</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,954,469</b>
<b>EXPENSES</b>											
<b>Administration</b>											
Auditor Staff & Admin. Costs			\$24,220	\$23,531	\$23,531	\$25	\$25				\$23,556
RPC Project Management Services	\$49,862	\$33,609	\$103,803	\$103,803	\$93,455	\$106,917	\$13,184	\$110,124	\$113,428	\$116,831	\$600,965
<i>Administration Subtotal</i>	<i>\$49,862</i>	<i>\$33,609</i>	<i>\$128,023</i>	<i>\$127,334</i>	<i>\$116,986</i>	<i>\$106,942</i>	<i>\$13,209</i>	<i>\$110,124</i>	<i>\$113,428</i>	<i>\$116,831</i>	<i>\$624,521</i>
<b>Affordable Housing Assistance</b>											
C-U at Home				\$150,000	\$150,000						\$150,000
Central Illinois Land Bank Authority				\$250,000		\$560,000					\$560,000
Habitat for Humanity				\$120,000		\$120,000	\$60,000				\$120,000
Housing Authority of Champaign Co.				\$675,000		\$675,000					\$675,000
To Be Determined						\$335,000					\$335,000
<i>Affordable Housing Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,000,000</i>	<i>\$1,195,000</i>	<i>\$150,000</i>	<i>\$1,690,000</i>	<i>\$60,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,840,000</i>
<b>Broadband Projects</b>											
Professional Services			\$1,000,000	\$222,350		\$251,566					\$251,566
CCFB - Broadband Advocacy				\$31,750	\$15,875	\$15,875					\$31,750
Finley/CCG Consulting				\$113,600	\$110,000	\$3,600					\$113,600
General/Other Prof. Services				\$2,800	\$2,719						\$2,719
UI - Broadband Survey				\$29,500	\$25,634						\$25,634
Capital			\$2,000,000								
NextLink Rural Broadband				\$1,200,000		\$4,700,000					\$4,700,000
Volo Rural Broadband				\$1,200,000		\$4,700,000					\$4,700,000
Volo HACCC Properties Broadband				\$200,000		\$174,731					\$174,731
<i>Broadband Projects Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$3,000,000</i>	<i>\$3,000,000</i>	<i>\$154,228</i>	<i>\$9,845,773</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$10,000,000</i>
<b>Community Violence Intervention</b>											
A Vision to Succeed				\$15,000	\$7,500	\$7,500	\$7,500				\$15,000
Crime Stoppers				\$100,000	\$25,000	\$75,000					\$100,000
DREAAM				\$500,000		\$500,000					\$500,000
H3 Coalition/FirstFollowers				\$500,000	\$62,500	\$437,500					\$500,000
Housing Authority Supportive Serv.				\$300,000	\$83,419	\$216,581					\$300,000
Housing Authority Landlord Inc.				\$85,000	\$7,350	\$77,650					\$85,000
Urbana Park District						\$500,000					\$500,000
To Be Determined (flex funds)						\$2,072,963					\$2,072,963
<i>Community Violence Intervention Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,500,000</i>	<i>\$1,500,000</i>	<i>\$185,769</i>	<i>\$3,887,194</i>	<i>\$7,500</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$4,072,963</i>
<b>County Department Projects</b>											
Architect Services (flex funds)			\$2,000,000	\$0							\$0
Assessment Exemption Monitoring						\$25,512					\$25,512
Children's Advocacy Center Flooring			\$15,000	\$19,760	\$19,760						\$19,760

ARPA Revenue and Expense Projections

	Projected 2021	Actual 2021	Budgeted 2022	Projected 2022	Actual 2022 (12/31/2022)	Projected 2023	Actual 2023 (3/31/2023)	Projected 2024	Projected 2025	Projected 2026	Projected Totals
Children's Advocacy Center Counseling						\$15,000					\$15,000
Circuit Clerk Digitization Equip			\$30,000	\$30,000	\$6,123						\$6,123
Circuit Clerk Court Technology			\$85,055	\$85,055	\$84,295						\$84,295
Circuit Clerk Partition Office Furn.			\$102,383	\$129,847	\$129,847						\$129,847
Coroner X-Ray Unit						\$41,000					\$41,000
Co Clerk/Admin/Treas/Cor Digitization			\$475,000	\$475,000	\$147,188	\$1,257,000					\$1,404,188
County Clerk Equipment			\$105,000	\$228,960	\$228,960	\$10,000		\$10,000			\$248,960
County Clerk VBM Postage			\$95,000	\$95,000	\$78,589						\$78,589
County Clerk Space Assessment			\$500,000	\$0							\$0
County Plaza Purchase & Costs				\$2,012,471	\$2,012,471						\$2,012,471
Court Services Digital Kiosk			\$6,000	\$6,000							\$0
Court Services Equipment			\$6,989	\$6,989							\$0
IT A/V Equipment			\$40,000	\$40,000	\$29,600						\$29,600
IT Cybersecurity						\$125,000					\$125,000
IT Email Archival & Doc Mgmt						\$275,000					\$275,000
IT Laptop Replacement				\$3,219	\$3,219			\$120,000			\$123,219
IT Multi-factor Authentication				\$44,383	\$44,383						\$44,383
Other Equipment (flex funds)			\$2,490,714	\$26,525							\$0
Planning & Zoning (solid waste mgnt)						\$10,000					\$10,000
Premium Pay			\$750,000	\$758,799	\$758,799						\$758,799
Public Defender Digital Technology						\$18,249	\$4,800				\$18,249
Sheriff's Office Community Resource			\$12,500	\$12,500	\$9,917	\$7,500	\$730				\$20,000
Sheriff's Office COVID Testing				\$20,216	\$20,216						\$20,216
Sheriff's Office Explorer Mentorship			\$12,500	\$12,500	\$12,367	\$7,500	\$191				\$20,000
Sheriff's Office Full Body Scanner			\$175,000	\$166,251	\$166,251						\$166,251
Sheriff's Office Jail Project						\$5,133,357					\$5,133,357
Sheriff's Office Mobile Command Post			\$502,341			\$514,444	\$507,531				\$514,444
Sheriff's Office Updated Camera Syst.			\$525,000			\$1,350,000					\$1,350,000
State's Attorney Digital Evidence Syst.				\$188,317	\$188,317	\$113,529		\$110,000			\$411,846
To Be Determined (flex funds)			\$288,012	\$0		\$393,986					\$393,986
<i>County Department Projects Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$8,216,494</i>	<i>\$4,361,791</i>	<i>\$3,940,300</i>	<i>\$9,297,077</i>	<i>\$513,252</i>	<i>\$240,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$13,480,093</i>
<b>Early Learning Assistance</b>											
Early Childhood Facility			\$1,500,000	\$2,000,000	\$25	\$1,999,975					\$2,000,000
<i>Early Learning Assistance Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$1,500,000</i>	<i>\$2,000,000</i>	<i>\$25</i>	<i>\$1,999,975</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$2,000,000</i>
<b>Household Assistance</b>			\$450,000								
RPC Household Assistance				\$263,000	\$263,000						\$263,000
SVPWD Sewer Bill Assistance				\$12,000		\$12,000					\$12,000
UCSD Sewer Bill Assistance				\$150,000	\$150,000						\$150,000
Village of Mahomet Sewer Bill Assist.				\$25,000	\$25,000						\$25,000
<i>Household Assistance Subtotal</i>	<i>\$0</i>	<i>\$0</i>	<i>\$450,000</i>	<i>\$450,000</i>	<i>\$438,000</i>	<i>\$12,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$450,000</i>
<b>Mental Health Services</b>											
Mental Health Board Contracts	\$770,436	\$373,276		\$320,002	\$269,998						\$693,278

ARPA Revenue and Expense Projections

	Projected 2021	Actual 2021	Budgeted 2022	Projected 2022	Actual 2022 (12/31/2022)	Projected 2023	Actual 2023 (3/31/2023)	Projected 2024	Projected 2025	Projected 2026	Projected Totals
<i>Mental Health Services Subtotal</i>	\$770,436	\$373,276		\$320,002	\$269,998	\$0	\$0	\$0	\$0	\$0	\$693,278
<b>Non-Profit Assistance</b>						\$250,000					\$250,000
Immigrant Service Organizations			\$250,000	\$250,000	\$83,333	\$166,667					\$250,000
VCCF Tourism Aid - Heritage/Skelton						\$150,000					\$150,000
<i>Non-Profit Assistance Subtotal</i>	\$0	\$0	\$250,000	\$250,000	\$83,333	\$566,667	\$0	\$0	\$0	\$0	\$650,000
<b>Small Business Assistance</b>			\$1,000,000								
Chamber: eCommerce				\$114,000	\$22,800	\$91,200	\$40,380				\$114,000
Chamber: MicroLoan Program				\$186,000	\$18,600	\$167,400					\$186,000
EDC: Low Hurdle Grant Program				\$400,000		\$400,000					\$400,000
EDC: Talent Attraction				\$50,000	\$15,000	\$35,000					\$50,000
Justine Petersen: Loan Program				\$250,000	\$25,000	\$225,000					\$250,000
<i>Small Business Assistance Subtotal</i>	\$0	\$0	\$1,000,000	\$1,000,000	\$81,400	\$918,600	\$40,380	\$0	\$0	\$0	\$1,000,000
<b>Water Infrastructure Projects</b>											
Mahomet Aquifer Mapping			\$500,000	\$500,000	\$211,203	\$288,797	\$234,578				\$500,000
Rural Water Project Assistance			\$2,000,000								
Penfield Water District				\$190,000		\$190,000					\$190,000
Pesotum Cons. Drainage District				\$75,000		\$75,000					\$75,000
Sangamon Valley Public Water Dist.				\$500,000	\$93,575	\$406,425	\$69,198				\$500,000
Seymour Water District				\$60,000		\$60,000					\$60,000
Triple Fork Drainage District				\$90,000	\$90,000						\$90,000
Village of Ivesdale				\$175,000	\$118,114	\$56,886					\$175,000
Village of Ludlow				\$340,000	\$228,638	\$111,362	\$3,120				\$340,000
Village of Ogden				\$200,000		\$200,000					\$200,000
Village of Pesotum				\$175,000	\$12,848	\$162,152	\$10,204				\$175,000
Village of Royal				\$200,000		\$200,000					\$200,000
Village of St. Joseph				\$100,000		\$100,000					\$100,000
Village of Tolono											\$0
City of Champaign Garden Hills						\$2,000,000					\$2,000,000
HHW Project Assistance				\$650,000	\$162,500	\$487,500					\$650,000
Cover Crop Program Assistance				\$245,000	\$122,500	\$122,500					\$245,000
<i>Water Infrastructure Projects Subtotal</i>	\$0	\$0	\$2,500,000	\$3,500,000	\$1,039,378	\$4,460,622	\$317,100				\$5,500,000
<b>TOTAL EXPENSES</b>	<b>\$820,298</b>	<b>\$406,885</b>	<b>\$19,544,517</b>	<b>\$17,704,127</b>	<b>\$6,459,417</b>	<b>\$32,784,849</b>	<b>\$951,441</b>	<b>\$350,124</b>	<b>\$113,428</b>	<b>\$116,831</b>	<b>\$40,310,856</b>



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

**Steve Summers, County Executive**

### **MEMORANDUM**

To: All Members of the Champaign County Board  
From: Steve Summers, County Executive  
Jerry Kellems, Animal Control Director  
Date: May 12, 2023  
Subject: ARPA Funding Request

The Animal Control Department is requesting the following funds from ARPA to upgrade the software programming in the department. The current system does not sufficiently track and manage the animals in the custody of Animal Control. It is designed for a veterinarian's office.

The program the department would like to move to, Chameleon, is designed for shelter use. It allows for more effective kennel management, warden dispatching, license record-keeping, and record maintenance of animals and owners by issue. All of which would automate many tasks at the Department, as well as create more complete and accurate records that are frequently needed in court cases.

\$25,000 - Software Installation, Set Up, & Training  
\$7,000 - Database Licensing  
\$15,000 - Record Conversion from old system to new  
\$18,000 - Computers, the current laptops are from 2006  
\$65,000 TOTAL for initial installation and set up

The annual costs of this software program annually will be \$35,000. We believe the new software system that allows for online payment of rabies tags and makes it more efficient for veterinarian offices to forward rabies tag payment to Animal Control will offset a significant portion of this annual cost. Currently, it is very difficult for Animal Control to collect these fees and the County is losing significant revenue.

#### **ARPA REQUEST:**

\$65,000 in 2023 for installation and setup of new system  
\$35,000 in 2024 for annual licensing  
\$35,000 in 2025 for annual licensing  
\$35,000 in 2026 for annual licensing  
\$170,000 TOTAL REQUEST

ARPA funding to pay the annual licensing cost after implementation of the software will allow Animal Control time to update procedures, develop systems, and consistently raise revenue year over year with the goal of being able to support the costs of annual licensing through fees by 2027.