



CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE – Finance/Policy/Facilities Agenda
County of Champaign, Urbana, Illinois
Tuesday, August 9, 2011 – 6:00 p.m.

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

	<u>Page Number</u>
I. <u>Call To Order</u>	
II. <u>Roll Call</u>	
III. <u>Approval of Minutes</u>	
A. Committee of the Whole Minutes – June 14, 2011	*1-17
IV. <u>Approval of Agenda/Addenda</u>	
V. <u>Public Participation</u>	
VI. <u>Communications</u>	
VII. <u>County Facilities</u>	
A. <u>Facilities Director</u>	
1. Physical Plant Monthly Reports	*18-22
2. Brookens Energy Lighting Retrofit Project Update & Budget Report	*23
3. Courthouse Final Update (<i>Provided for Information Only</i>)	
B. <u>202 Art Bartell Construction Project</u>	
1. Project Update	
2. Monthly Project Budget Report	*24
C. <u>East Campus Storm Water Extension Project</u> – <i>Provided for Information Only</i>	
D. <u>Other Business</u>	
E. <u>Chair's Report</u>	
F. <u>Designation of Items to be Placed on County Board Consent Agenda</u>	
VIII. <u>Finance:</u>	
A. <u>Report & Presentation of Management Letter from Outside Auditor</u>	

B. Budget Amendments & Transfers

1. Budget Amendment #11-00039 *25-26
Fund/Dept: 074 2003 Nursing Home Bond Debt Service – 010 County Board
Increased Appropriations: \$4,623,253
Increased Revenue: \$4,623,253
Reason: To establish necessary budget amounts for the Nursing Home bond refunding.

2. Budget Amendment #11-00036 *27-28
Fund/Dept: 641 Access Initiative Grant – 053 Mental Health Board
Increased Appropriations: \$383,040
Increased Revenue: \$0
Reason: To allow for expenditures relative to carry over funds from the Access Initiative federal funds in the year one of the project. Due to the delayed notification and receipt of funds, hiring of staff was not possible until 7 months into the federal fiscal year. Allowances will be made for the expenditures of these funds.

3. Budget Amendment #11-00037 *29
Fund/Dept: 670 County Clerk Automation Fund – 022 County Clerk
Increased Appropriations: \$18,000
Increased Revenue: \$0
Reason: To cover payroll expenses acquired from the voter registration system.

4. Budget Amendment #11-00040 *30
Fund/Dept: 080 General Corporate – 071 Public Properties
Increased Appropriations: \$39,502
Increased Revenue: \$39,502
Reason: Revenue rebate received for Brookens Building light efficiency retrofit.

5. Budget Amendment #11-00038 *31
Fund/Dept: 080 General Corporate – 022 County Clerk
Increased Appropriations: \$26,282
Increased Revenue: \$0
Reason: To cover benefits for payout for retired employee of the full amount of \$38,337.30.

C. Sheriff

1. Request Approval of School Resource Officer Intergovernmental Agreement With St. Joseph-Ogden High School District #305, St. Joseph Grade School District #169, Fisher Unit School District #1, & Prairieview-Ogden Grade School District #197 *32-35

2. Request Approval of School Resource Officer Intergovernmental Agreement With the Tolono Community School District #7 *36-39

- D. Animal Control
1. Request Approval of Revised Animal Impound Agreement with the City of Champaign *40-44
- E. IT Director
1. Recommendation for Amendment to Schedule of Authorized Positions *45-47
- F. County Administrator
1. General Corporate Fund FY2011 Revenue/Expenditure Projection Report *48-50
2. General Corporate Fund Budget Change Report (*To Be Distributed*)
3. Harris & Harris Monthly Report (*To Be Distributed*)
4. FY2012 County Board Budget Review Schedule & Process *51-52
5. Proposal for Contract with Xerox for Lease of Digital Copiers/Printers with Supply/Maintenance Agreement *53-55
- G. Treasurer
1. Monthly Report – July 2011 *56-69
- H. Auditor
1. Purchases Not Following Purchasing Policy (*Provided For Information Only – To Be Distributed*)
2. Monthly Reports – June 2011 & July 2011 *70-85
- I. Other Business
- J. Chair’s Report
- K. Designation of Items to be Placed on County Board Consent Agenda

IX. Policy, Personnel, & Appointments:

- A. Appointments/Reappointments
1. County Board District 1 – Vacancy Due to Larry Sapp’s Resignation
• Gary Maxwell
2. Appointment of John Jay to Serve as Assistant Deputy Chair of County Facilities – Vacancy Due to Larry Sapp’s Resignation
3. Ogden-Royal Fire Protection District
• Rusty Smith’s Resignation *86
• Appointment of Ken Osterbur – Term from 8/19/2011 to 4/30/2013 *87

4. Sangamon Valley Public Water District
 - Appointment of Olen Parkhill – Term from 8/19/2011 to 5/31/2016 *88
 - Notification of David Chestnut’s exit *89
 - Appointment of Matthew Evans to Chestnut’s Term from 8/19/2011 to 5/31/2015 *90
5. Beaver Lake Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Daniel Ehler *91
6. Blackford Slough Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Lavern Zehr *92
7. Conrad & Fisher Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Harlan Trotter *93
8. Drainage District #2 Town of Scott – Term from 9/1/2011 to 8/31/2014
 - Appointment of Daniel Noel *94
9. Drainage District #10 Town of Ogden – Term from 9/1/2011 to 8/31/2014
 - Appointment of Elvin Huls *95
10. Fountain Head Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Robert Barker *96
11. Harwood & Kerr Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Duane Schluter *97
12. Kankakee Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Patrick Feeney *98
13. Kerr & Compromise Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Wayne Emkes *99
14. Longbranch Mutual Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Norman Uken *100
15. Lower Big Slough Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Lowell Estes *101
16. Okaw Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Larry Dallas *102
17. Owl Creek Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Dale Ark *103
18. Pesotum Consolidated Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Chris Hausman *104

19. Pesotum Slough Special Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Forrest Brewer *105
20. Prairie Creek Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Stanley Wolken *106
21. Raup Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Lester Wolken *107
22. Salt Fork Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Dennis Bergman *108
23. Sangamon & Drummer Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Stanley Zehr *109
24. Silver Creek Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Cecil Hudson *110
25. Somer #1 Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Troy Flessner *111
26. South Fork Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Richard Rice *112
27. St. Joseph #3 Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Charles Daly *113
28. St. Joseph #4 Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Duane Goodwin *114
29. St. Joseph #6 Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Bruce Rape *115
30. Triple Fork Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Lowell Johnson *116
31. Union Drainage District of Stanton & Ogden Townships – Term from 9/1/2011 to 8/31/2014
 - Appointment of Les Olson *117
32. Union Drainage District #1 of Philo & Crittenden – Term from 9/1/2011 to 8/31/2014
 - Appointment of Robert Grove *118
33. Union Drainage District #1 of Philo & Urbana – Term from 9/1/2011 to 8/31/2014
 - Appointment of Roy Douglas *119

- 34. Union Drainage District #3 of South Homer & Sidney – Term from 9/1/2011 to 8/31/2014
 - Appointment of Robert Lee *120
- 35. West Branch Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Stanley Wolken *121
- 36. Willow Branch Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Jed Gerdes *122
- 37. Wrisk Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Steven Herriott *123
- 38. St. Joseph #5 Drainage District – Term from 9/1/2011 to 8/31/2014
 - Appointment of Bruce Rape *124

B. County Administrator

- 1. Vacant Positions Listing (*Provided for Information Only*) *125
- 2. Job Content Evaluation Committee Recommendation Regarding the County Clerk’s Programming Position Request

C. County Clerk

- 1. Monthly Fees Report – June 2011 & July 2011 *126-127

D. Other Business

- 1. Request for Resolution in Support of Integrated Network of Midwest High Speed Trains from the Midwest High Speed Rail Association *128-130

E. Chair’s Report

- 1. Discussion Regarding Resolution No. 4143 – Hotel/Motel Tax Revenues & Appropriations *131-137

F. Designation of Items to be Placed on County Board Consent Agenda

X. Adjourn

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CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

10 **Finance/Policy, Personnel, & Appointments/Justice & Social Services**
11 **Tuesday, June 14, 2011**
12 **Lyle Shields Meeting Room, Brookens Administrative Center**
13 **1776 E. Washington St., Urbana, Illinois**

14
15
16
17

18 **MEMBERS PRESENT:** Christopher Alix, Carol Ammons, Jan Anderson, Ron Bensyl,
19 Astrid Berkson, Thomas Betz, Lorraine Cowart, Aaron Esry,
20 Stephanie Holderfield, Stan James, John Jay, Brad Jones, Alan
21 Kurtz, Ralph Langenheim, Brendan McGinty, Diane Michaels,
22 Steve Moser, Alan Nudo, Steve O'Connor, Pattsy Petrie, James
23 Quisenberry, Michael Richards, Giraldo Rosales, Jonathan
24 Schroeder,

25
26

27 **MEMBERS ABSENT:** Lloyd Carter, Larry Sapp, C. Pius Weibel

28
29

30 **OTHERS PRESENT:** Jeff Blue (County Engineer), Kat Bork (Administrative Assistant),
31 Andrew Buffenbarger (Nursing Home Administrator), Deb Busey
32 (County Administrator), Lt. Robert Cravens (Correctional Officer),
33 Tony Fabri (Auditor), Sasha Green (County Clerk's Office), Nancy
34 Griffin (Jail Program Coordinator), Roger Holland (Court
35 Administrator), Gordy Hulten (County Clerk), Cameron Moore
36 (Regional Planning Commission CEO), Duane Northrup
37 (Coroner), Alan Reinhart (Facilities Director), Julia Rietz (State's
38 Attorney), Dan Walsh (Sheriff), Dan Welch (Treasurer)

39
40

CALL TO ORDER

41
42

43 Weibel called the meeting to order at 6:05 p.m.

44
45

ROLL CALL

46
47

48 Bork called the roll. Alix, Anderson, Bensyl, Berkson, Betz, Cowart, Esry, Holderfield,
49 Jay, Jones, Kurtz, Langenheim, McGinty, Michaels, Nudo, O'Connor, Petrie, Quisenberry,
50 Richards, and Schroeder were present at the time of roll call, establishing the presence of a
51 quorum.

52
53

APPROVAL OF MINUTES

54
55

56 James entered the meeting at 6:06 p.m.

57
58

59 **MOTION** by James to approve the Committee of the Whole minutes of May 10, 2011;
60 seconded by Esry. **Motion carried.**

48 **APPROVAL OF AGENDA/ADDENDA**

49

50 **MOTION** by Petrie to approve the agenda and two addenda; seconded by Cowart.

51 **Motion carried with unanimous support.**

52

53 **PUBLIC PARTICIPATION**

54

55 There was no public participation.

56

57 **COMMUNICATIONS**

58

59 Kurtz thanked Bork for her work with the County Board, as she will be leaving the
60 County's employment in August, and congratulated her on being accepted to law school.

61

62 Ammons entered the meeting at 6:07 p.m. Moser entered the meeting at 6:08 p.m.

63

64 **HIGHWAY& TRANSPORTATION**

65 **Monthly Reports**

66

67 **MOTION** by Bensyl to receive and place on file the County & Township Motor Fuel
68 Tax Claims for May 2011; seconded by McGinty. **Motion carried with unanimous support.**

69

70 **County Engineer**

71 Resolution Awarding of Contract for Replacement of a Bridge Located in Condit Road District –
72 Section #10-07969-00-BR, Resolution Awarding of Contract for Replacement of a Bridge
73 Located in Condit Road District – Section #10-07970-00-BR, Resolution Awarding of Contract
74 for the Repair of a Bridge Located on County Highway 6 – Section #10-00965-00-BR, and
75 Resolution Awarding of Contract for the Replacement of a Bridge Located on County Highway
76 23 – Section #10-00963-00-BR

77

78 Blue noted two of the resolutions have wrong letting date, which will be corrected for the
79 County Board meeting. He distributed handouts documenting the numerous bidders on these
80 bridge projects.

81

82 **MOTION** by McGinty to approve the Resolution Awarding of Contract for Replacement
83 of a Bridge Located in Condit Road District – Section #10-07969-00-BR, Resolution Awarding
84 of Contract for Replacement of a Bridge Located in Condit Road District – Section #10-07970-
85 00-BR, Resolution Awarding of Contract for the Repair of a Bridge Located on County Highway
86 6 – Section #10-00965-00-BR, and Resolution Awarding of Contract for the Replacement of a
87 Bridge Located on County Highway 23 – Section #10-00963-00-BR; seconded by Jay.

88

89 Rosales entered the meeting at 6:11 p.m.

90

91 James inquired if Blue has any future plans to improve County Highway 23. Blue
92 responded that the road is in the five-year plan. Work on the road is complicated by narrow

93 shoulders, deep ditches and numerous right of way problems. James said he begrudged work
94 being done on newer roads when others are in need of repair.

95
96 **Motion carried with unanimous support.**

97
98 Resolution Awarding of Contract for Railroad Grade Crossing Located in Somer & Rantoul
99 Townships – Section #08-20422-00-SP and Resolution Awarding of Contract for Railroad Grade
100 Crossings Located in Raymond, Crittenden and Compromise Townships

101
102 Blue explained the resolutions are for township projects where the Illinois Commerce
103 Commission has suggested the grade crossings be upgraded with lights and signals. It is the
104 township's responsibility to complete the work on roads approaching those crossings. The
105 Highway Department will be reimbursed through the Illinois Commerce Commission.

106
107 **MOTION** by McGinty to approve Resolution Awarding of Contract for Railroad Grade
108 Crossing Located in Somer & Rantoul Townships – Section #08-20422-00-SP and Resolution
109 Awarding of Contract for Railroad Grade Crossings Located in Raymond, Crittenden and
110 Compromise Townships; seconded by Jay. **Motion carried with unanimous support.**

111
112 Resolution Awarding of Contract for the 2011 Pavement Striping of Various County Highways
113 in Champaign County – Section #11-00000-01-GM

114
115 Blue announced the low bidder was Varsity Striping to stripe all the County roads and
116 some village streets, such as in Savoy and Thomasboro. The winning bid was below the
117 engineer's estimate.

118
119 **MOTION** by Alix to approve the Resolution Awarding of Contract for the 2011
120 Pavement Striping of Various County Highways in Champaign County – Section #11-00000-01-
121 GM; seconded by Betz. **Motion carried with unanimous support.**

122
123 Resolution Authorizing the County Board Chair to Sign a Cooperative Agreement Between the
124 Member Agencies of the Champaign-Urbana Urbanized Area Transportation Study (CUUATS)

125
126 Blue stated the cooperative agreement lays out the duties of the member agencies of
127 CUUATS; it does not establish any funding. The agreement has to be updated periodically for
128 the FHWA.

129
130 **MOTION** by Langenheim to approve the Resolution Authorizing the County Board
131 Chair to Sign a Cooperative Agreement Between the Member Agencies of the Champaign-
132 Urbana Urbanized Area Transportation Study (CUUATS); seconded by Holderfield.

133
134 Ammons inquired if CUUATS establishes transportation for people to travel from
135 villages like Rantoul to the Champaign-Urbana area. Blue explained that CUUATS it is a
136 metropolitan planning organization. This involves everything within the Champaign-Urbana
137 urbanized area. It includes Champaign, Urbana, and Savoy. It does involve Mahomet or

138 Rantoul because it is only for the metropolitan planning area established by the Federal Highway
139 Administration based on the metropolitan area's population.

140

141 Petrie asked if CUUATS had guidelines regarding its membership. Blue confirmed there
142 are FHWA guidelines. This CUUATS is unique because it includes the University of Illinois
143 whereas many college towns do not involve universities. The University of Illinois owns some
144 roads, hence its membership.

145

146 **Motion carried with unanimous support.**

147

148 **Other Business**

149

150 Blue announced that he forgot to include a resolution establishing a truck route on the
151 agenda and requested to bring it directly to the County Board meeting in June. The resolution
152 was presented to the Board and it was agreed to place it on the County Board agenda. The
153 County will receive Truck Access Route Program money to match the federal funding for the
154 project.

155

156 **Chair's Report**

157

158 There was no Chair's report.

159

160 **Designation of Items to be Placed on County Board Consent Agenda**

161

162 Agenda items 7.B.1-8 were designated for the consent agenda.

163

164 Quisenberry exited the meeting at 6:21 p.m.

165

166 **FINANCE**

167 **Budget Amendments & Transfers**

168 **Budget Amendment #11-00025**

169

170 **MOTION** by James to recommend to the County Board approval of Budget Amendment
171 #11-00025 from Fund 850 Geographic Information Systems Joint Venture – Department 672
172 Aerial Photography Project for increased appropriations of \$43,703 for the Professional Services
173 line with increased revenue of \$24,401 from the Champaign City line, \$5,412 from the Urbana
174 City line, \$480 from the Village of Rantoul line, \$5,037 from the University of Illinois line,
175 \$5,000 from the Champaign County line, \$1,800 from the Village of Savoy line, and \$1,573
176 from the Village of Mahomet line; seconded by Richards. **Motion carried with unanimous**
177 **support.**

178

179 **Budget Amendment #11-00026**

180

181 **MOTION** by Jay to recommend to the County Board approval of Budget Amendment
182 #11-00026 from Fund 083 County Highway – Department 060 Highway for increased
183 appropriations of \$281,211 for the Road Improvements line with increased revenue of \$281,211

184 from the State Reimbursement line; seconded by Rosales. **Motion carried with unanimous**
185 **support.**

186
187 Budget Amendment #11-00022

188
189 **MOTION** by Jones to recommend to the County Board approval of Budget Amendment
190 #11-00022 from Fund 080 General Corporate – Department 042 Coroner for increased
191 appropriations of \$500 for the Vehicle Equipment Less Than \$1,000 line with increased revenue
192 of \$500 from the Sale of Fixed Assets line; seconded by Nudo. **Motion carried with**
193 **unanimous support.**

194
195 Budget Amendment #11-00027

196
197 **MOTION** by Holderfield to recommend to the County Board approval of Budget
198 Amendment #11-00027 from Fund 080 General Corporate – Department 071 Public Properties
199 for increased appropriations of \$34,000 for the Interest on Debt Certificate line with no increased
200 revenue; seconded by James.

201
202 Michaels wanted to know why this payment was not included in the FY2011 budget.
203 Busey stated the FY2011 budget was approved the same month the Board also approved the
204 issuance of these bonds. She had no way to know what the principle and interest payments
205 would be for the bonds in time to include them in the FY2011 budget. This item will be included
206 in the FY2012 budget.

207
208 **Motion carried with unanimous support.**

209
210 Quisenberry returned to the meeting at 6:24 p.m.

211
212 **Sheriff**
213 COPS Hiring Program Request

214
215 **MOTION** by Kurtz to approve the application for and, if awarded, acceptance of the
216 COPS CHP Grant; seconded by Anderson.

217
218 Alix appreciated the efforts of the Sheriff and his staff for trying to find other funding
219 sources during these difficult financial times. Nudo asked if the grant would cover the salaries
220 and benefits for two positions. Sheriff Walsh confirmed the grant would cover those expenses
221 for three years. It does not cover equipment, but his office already has the necessary equipment.

222
223 Petrie asked where funding for the positions would come from after the three years is
224 over. Sheriff Walsh said that is unknown; there is no guaranteed source of funding. Walsh
225 described how his department has managed personnel following budget cuts and attrition losses.

226
227 **Motion carried with unanimous support.**

228
229

230 **County Clerk**

231 **Ordinance Establishing Statutory Fees for Marriage and Civil Union Licenses**

232

233 **MOTION** by Cowart to approve the Ordinance Establishing Statutory Fees for Marriage
234 and Civil Union Licenses; seconded by Kurtz. **Motion carried with unanimous support.**

235

236 **Regional Planning Commission**

237 **Ordinance Providing for Public Transportation in Champaign County, Illinois and Rescinding**

238 **Ordinance No. 873, Intergovernmental Agreement Between the County of Champaign,**

239 **Champaign County Regional Planning Commission and CRIS Rural Mass Transit District, and**

240 **Memorandum of Understanding between Champaign County Board and Champaign County**

241 **Regional Planning Commission for Administration of CRIS Rural Mass Transit District**

242

243 Moore provided an overviewed the five agenda items under RPC. All are related to rural
244 transit with CRIS. The County will receive state and federal funds to support rural transportation
245 through CRIS. When this issue was originally approved, it was not clear that RPC would be
246 administering this program, hence the revisions to the necessary documents.

247

248 James asked if he had to abstain because he is a member of the CRIS Advisory Group.
249 McGinty and Busey said he did not have to abstain from the vote.

250

251 Ammons asked where actual rural transportation actually takes place in the county.

252 Moore answered that there is some rural transit running between Rantoul and Champaign. Amy
253 Marchant, CRIS CEO, stated that the CRIS Rural Transit Advisory Group studied the population
254 to evaluate rural transportation needs. The poverty in the northern county area, specifically
255 Ludlow, makes it the primary target for transportation. The specific boundary is the Rantoul
256 High School Township area. She intends for this boundary to grow in the future.

257

258 Ammons asked if CRIS provides actual public transportation and collects fares.

259 Marchant stated the transit fare is \$5 each way. This fare was designed by the Advisory Group.

260 Ammons wanted to know what the grant revenue pays for in the operation. Marchant said the
261 revenue funds the operating costs for rural transit in the specific area; including fuel, insurance,
262 and staff. CRIS is borrowing vehicles from Vermillion County.

263

264 Quisenberry inquired the percentage operations covered by the fare revenue. Marchant
265 confirmed the fares cover about 2% of the budget. In answer to Nudo's questions about the
266 number of trips, Marchant said that Danville Mass Transit makes seven trips a day between
267 Danville and Champaign. Nudo would like to see same amount of trips being made between
268 Champaign and Rantoul. Marchant responded that teaching rural residents to ride the bus is a
269 slow process. The Board continued to discuss the rural transit program with CRIS.

270

271 **MOTION** by Betz to approve the Ordinance Providing for Public Transportation in
272 Champaign County, Illinois and Rescinding Ordinance No. 873, Intergovernmental Agreement
273 Between the County of Champaign, Champaign County Regional Planning Commission and
274 CRIS Rural Mass Transit District, Memorandum of Understanding between Champaign County
275 Board Champaign County Regional Planning Commission for Administration of CRIS Rural

276 Mass Transit District, Budget Amendment #11-00028, and Budget Amendment #11-00029;
277 seconded by Quisenberry.

278

279 Ammons stated she was not clear about the budget amendments and would not vote in
280 support of them.

281

282 **Betz and Quisenberry withdrew the motion.**

283

284 **MOTION** by Betz to approve the Ordinance Providing for Public Transportation in
285 Champaign County, Illinois and Rescinding Ordinance No. 873, Intergovernmental Agreement
286 Between the County of Champaign, Champaign County Regional Planning Commission and
287 CRIS Rural Mass Transit District, and Memorandum of Understanding between Champaign
288 County Board Champaign County Regional Planning Commission for Administration of CRIS
289 Rural Mass Transit District; seconded by Quisenberry. **Motion carried.**

290

291 Budget Amendment #11-00028 and Budget Amendment #11-00029

292

293 **MOTION** by James to recommend to the County Board approval of Budget Amendment
294 #11-00028 from Fund 075 Regional Planning Commission – Department 740 CRIS Rural MTD-
295 Odd ST Years for increased appropriations of \$587,923 for the Contributions & Grants line with
296 increased revenue of \$153,871 from the DOT-FTA-FRMLA Grant Non-Urbanized line and
297 \$434,052 from the IDOT-Public Transit line and Budget Amendment #11-00029 from Fund 075
298 Regional Planning Commission – Department 739 CRIS Rural MTD-Even ST Years for
299 increased appropriations of \$631,328 for the Contributions & Grants line with increased revenue
300 of \$153,871 from the DOT-FTA-FRMLA Grant Non-Urbanized line and \$477,457 from the
301 IDOT-Public Transit line; seconded by Rosales.

302

303 Ammons wanted the budget amendments to be voted on separately from the other rural
304 transportation documents because she wanted to understand how the CRIS services worked and
305 about the money attached to it. She would not vote in favor of approving the budget
306 amendments.

307

308 **Motion carried.**

309

310 **Court's Automation Fund/Circuit Clerk**

311 Budget Amendment #11-00024 and Budget Amendment #11-00023

312

313 **MOTION** by Jay to recommend to the County Board approval of Budget Amendment
314 #11-00024 from Fund 613 Court's Automation Fund – Department 030 Circuit Clerk for
315 increased appropriations of \$2,192 for the Temporary Salaries & Wages line, \$168 for the Social
316 Security-Employer line, \$229 for the IMRF-Employer Cost line, and \$10 for the Workers'
317 Compensation Insurance line with increased revenue of \$2,599 from the From Probation
318 Services Fund 618 line and Budget Amendment #11-00023 from Fund 613 Court's Automation
319 Fund – Department 030 Circuit Clerk for increased appropriations of \$154 for the Temporary
320 Salaries & Wages line with no increased revenue; seconded by Cowart. **Motion carried.**

321

322 **County Administrator**

323 **General Corporate Fund FY2011 Revenue/Expenditure Projection Report**

324

325 Busey reported the General Corporate Fund (GCF) revenues remain stable. She
326 projected the fund would receive about 103% of budgeted revenue. About 1.5% of this revenue
327 is a \$400,000 non-budgeted lease payment that was received this year. The actual revenue
328 received will be about 101%. She projected the GCF will spend 100% of budgeted expenditures.
329 This will leave the ending fund balance at 11%, even with the outstanding Nursing Home loan.

330

331 **General Corporate Fund Budget Change Report**

332

333 There were no changes to the budget from the previous month.

334

335 **Harris & Harris Monthly Report**

336

337 Busey announced the GCF has received almost \$90,000 from the Harris & Harris
338 collections year-to-date and the overall collections total \$475,000.

339

340 **MOTION** by Nudo to receive and place on file the County Administrator's reports;
341 seconded by Ammons. **Motion carried with unanimous support.**

342

343 **Request Waiver of Hiring Freeze for Administrative Assistant Position**

344

345 Busey requested a waiver of the hiring freeze for an Administrative Assistant position in
346 the Administrative Services Department because Bork will be leaving on August 12th. The
347 department had three Administrative Assistant two years ago and today there are two. Operating
348 with only one Administrative Assistant during the budget cycle period could be extremely
349 difficult. Busey asked to fill this position without adhering to the three-month hiring freeze.

350

351 **MOTION** by James to waive the three-month hiring freeze for the Administrative
352 Assistant position in the Administrative Services Department; seconded by Kurtz.

353

354 Michaels asked if Busey has a transition period in mind. Busey stated the Personnel
355 Policy allows her to hire someone two weeks before the current employee leaves for a
356 transitional period. She may try to do this. Petrie asked if there would be any salary changes to
357 the position. Busey remarked it was highly likely a new employee will not be hired at the same
358 salary of an employee who has worked here for seven years.

359

360 **Motion carried with unanimous support.**

361

362 **Champaign County Financial Policies**

363

364 Busey presented the financial policies for adoption instead of asking the Board to adopt
365 the policies every year in the budget process resolution.

366

367 **MOTION** by James to adopt the Champaign County Financial Policies; seconded by
368 Holderfield. **Motion carried.**

369

370 FY2011 Budget – GFOA Distinguished Budget Presentation Award

371

372 Busey announced that the FY2011 budget had won the GFOA Distinguished Budget
373 Presentation Award. McGinty noted only a handful of counties receive this award and that
374 Champaign County has received it for several years.

375

376 Ammons exited the meeting at 6:50 p.m.

377

378 Distribution of Public Health Levy for FY2011

379

380 This item was provided for information only.

381

382 Request for Amendment to the County Clerk's Staffing Budget

383

384 Busey, as the Salary Administrator, brought this request on behalf of the County Clerk.
385 The request is to change the title and job description of a vacant Secretary position to that of
386 Executive Assistant. There would be no change to the position's classification or salary range.
387 The County Clerk has complete discretion over hiring employees in his office.

388

389 **MOTION** by Jay to approve the amendment to the County Clerk's staffing budget to
390 change the title and job description of a Secretary position to an Executive Assistant position;
391 seconded by Esry.

392

393 Langenheim questioned if there would be any changes to the position's function within
394 the County Clerk's Office. Hulten answered that the position will be more involved in outreach,
395 election judge training, and have less secretarial duties.

396

397 Ammons returned to the meeting at 6:52 p.m.

398

399 Hulten thought the previous job description was not an accurate description for the way
400 the position was being used. It is also not the sort of role he would like position to play in the
401 future. The position became vacant April 29th and will not be filled until it is vacant for 90 days.

402

403 **Motion carried with unanimous support.**

404

405 Treasurer

406 Monthly Report

407

408 Welch announced that tax bills are 51.65% collected. This amounts to about \$105
409 million. The County levies will receive about \$10 million of that amount. The GCF will receive
410 \$2.9 million. This will place the fund in good shape to complete the fiscal year and repay its
411 loans.

412

413 Alix thanked the Treasurer for continuing to send the tax bills out in a timely fashion.
414 This is an achievement few counties are able to match. Welch commended the County Clerk's
415 Office, the Supervisor of Assessments' Office, and the township assessors for their work, which
416 makes the timeliness of tax bills possible.

417
418 **MOTION** by Rosales to receive and place on file the Treasurer's May 2011 report;
419 seconded by Kurtz. **Motion carried with unanimous support.**

420
421 **Auditor**
422 **Purchases Not Following Purchasing Policy**

423
424 Michaels asked Fabri why the list showed Head Start receiving a credit of \$8,234.16 from
425 AT&T in June followed by a \$7,000 bill for phone service from June to November 2010. Fabri
426 did not know the answer, but promised to find out before the next Board meeting.

427
428 **Monthly Report – May 2011**

429
430 **MOTION** by Ammons to receive and place on file the Auditor's May 2011 monthly
431 report; seconded by Anderson. **Motion carried.**

432
433 **Other Business**

434
435 There was no other business.

436
437 **Chair's Report**

438
439 There was no Chair's report.

440
441 **Designation of Items to be Placed on County Board Consent Agenda**

442
443 Agenda items 8.A.1-4, B.1, C.1, & F.8 were designated for the consent agenda.

444
445 Langenheim exited the meeting at 6:57 p.m.

446
447 Ammons requested that Quisenberry chair the Policy section of the meeting, which he
448 did.

449
450 **POLICY, PERSONNEL, & APPOINTMENTS**

451 **County Administrator**
452 **Vacant Positions Listing**

453
454 The vacant positions listing was provided for information only.

455
456 James exited the meeting at 6:58 p.m.

457

458 Ordinance of the County of Champaign, Illinois Ascertainin
459 g the Prevailing Rate of Wages for
460 Laborers, Mechanics, and Other Workers Employed in Public Works of Said County

461 **MOTION** by Betz to approve the Ordinance of the County of Champaign, Illinois
462 Ascertainin the Prevailing Rate of Wages for Laborers, Mechanics, and Other Workers
463 Employed in Public Works of Said County; seconded by Kurtz.

464
465 Busey remarked that this ordinance is approved every June. The State of Illinois posts
466 the prevailing wage rates. Petrie asked how does state collect this data. Betz indicated it is
467 usually based on the highest paid union laborers.

468
469 James returned to the meeting at 7:00 p.m.

470
471 **Motion carried.**

472
473 Recommendation for Award of Contract for Mail Services as a Result of RFP2011-006

474
475 Busey explained the award of contract is for the daily mail processing of all County mail.
476 There was one bidder; it was from the current provider. The good news is that the rate is
477 dropping from 0.05 to 0.04 per piece.

478
479 **MOTION** by Jay to approve the award of contract to Quicksilver for the County's mail
480 service; seconded by Holderfield. **Motion carried with unanimous support.**

481
482 Langenheim returned to the meeting at 7:01 p.m.

483
484 County Clerk

485 Monthly Fees Report – May 2011 and Semi-Annual Fees Report – May 2011

486
487 **MOTION** by McGinty to receive and place on file the County Clerk's monthly fees
488 report for May 2011 and the Semi-Annual Fees Report for May 2011; seconded by Rosales.
489 **Motion carried with unanimous support.**

490
491 Nursing Home

492 Recommendation for Award of Contract for Prime Food Vendor as a Result of RFP 2011-009

493
494 Buffenbarger explained an RFP was issued for a Prime Food Vendor. This vendor
495 provides food purchases and minor cooking equipment to the Nursing Home.

496
497 Moser exited the meeting at 7:02 p.m.

498
499 Buffenbarger stated there were two respondents, only one of which was a qualified
500 bidder. He is asking for the current provider to be awarded the contract. He felt the rates were
501 competitive and better than the current ones.

502

503 Richards inquired if this service delivered food or cooked food for the Nursing Home.
504 Buffenbarger confirmed it is a delivery service and Nursing Home staff cooks the food. Petrie
505 commended Buffenbarger for advertising the RFP for a long period of time. Buffenbarger noted
506 this is a commercial distribution, so not many companies offer this service.
507

508 **MOTION** by Bensyl to award the contract for Prime Food Vendor for the Nursing Home
509 to Waugh Foods; seconded by James. **Motion carried with unanimous support.**
510

511 **Other Business**

512
513 There was no other business.
514

515 **Chair's Report**

516 **Proclamation Designating the Month of July 2011 as "Respect & Celebrate Civil Unions Month"**
517

518 Ammons pointed out that the Cities of Urbana and Champaign have passed resolutions
519 celebrating civil unions.
520

521 Moser returned to the meeting at 7:07 p.m.
522

523 **MOTION** by Ammons to approve the Proclamation Designating the Month of July 2011
524 as "Respect & Celebrate Civil Unions Month"; seconded by Anderson. **Motion carried.**
525

526 **Designation of Items to be Placed on County Board Consent Agenda**

527
528 Agenda item 10.C was designated for the consent agenda.
529

530 **COUNTY FACILITIES**

531 **Facilities Director**

532 **Physical Plant Monthly Reports**

533
534 Reinhart drew the Board's attention to Page 122 of the agenda packet. The Courthouse
535 repair and maintenance line item is almost 100% spent for this year. This was due to an
536 unanticipated expense of almost \$20,000 pertaining to the cooling system. The other line items
537 will be adjusted to make it through the remainder of the fiscal year.
538

539 **MOTION** by Rosales to receive and place on file the Physical Plant monthly reports;
540 seconded by Michaels. **Motion carried with unanimous support.**
541

542 Petrie asked if the cooling system was under a warranty. Reinhart said the equipment
543 was no longer under warranty.
544
545
546
547
548

549 Brookens Energy Lighting Retrofit Project Update

550
551 Reinhart received notification from the State of Illinois that the County will receive an
552 Energy Efficiency Program Grant to help in covering the lighting retrofit costs. No grant money
553 has been received to date. The lightening upgrades in Pod 400 at Brookens are being finalized.

554
555 Courthouse Finial Update

556
557 Reinhart announced there has been no movement in last thirty days from the roofing
558 company or the finial manufacturer. The County's insurance representative has sent letters to the
559 Advanced Roofing Company and Copper Craft Manufacturer. Reinhart is actively looking for
560 another copper finial manufacturer to replace the damaged feature. Betz asked how the payment
561 would be affected by using another manufacturer. Reinhart was unable to say, he assumed the
562 billing will go to the insurance company.

563
564 Jay inquired about the County's deductible. Busey answered that it is \$5,000. Betz
565 asked for the estimated repair costs. Reinhart said those would be about \$20,000

566
567 Ammons left the meeting at 7:13 p.m.

568
569 Betz asked if the County could possibly be refunded its deductible at some point.
570 Reinhart believed it was possible. Langenheim said it was incumbent upon the County Board to
571 repair the Clock Tower because it is a part of the County's soul. Reinhart said there were no
572 signs of lightening damage to the finial itself. The finial broke in half and wind shear is the
573 assumed cause.

574
575 Ammons returned to the meeting at 7:15 p.m.

576
577 **202 Art Bartell Construction Project**
578 Project Update

579
580 Reinhart informed the Board that they are finished moving the County Clerk, Coroner,
581 and Physical Plant break room and personnel into the new building. All systems are up and
582 running. There are some minor punch list items to be completed. It appears the project will be
583 completed approximately \$8,000 under budget with the final change order.

584
585 Kurtz exited the meeting at 7:17 p.m.

586
587 Monthly Project Budget Report

588
589 Busey announced the budget report will be adjusted down with the last change order.
590 Betz asked where the drainage issues stand. Reinhart answered that Berns Clancy has finished
591 all the field surveys updates they needed. They will review the documents to update their files
592 and compile the information. Hopefully, the firm will be ready to make a presentation about the
593 County's options in the first part of August.

594

595 **Amendment to Outgoing Loan Agreement with Abraham Lincoln Presidential Library and**
596 **Museum**

597

598 **MOTION** by Nudo to approve the amendment to the Outgoing Loan Agreement with the
599 Abraham Lincoln Presidential Library and Museum; seconded by Anderson.

600

601 Richard asked if the extended loan period required any increase to the insurance. Busey
602 confirmed that no additional insurance was need.

603

604 **Motion carried with unanimous support.**

605

606 **Downtown Correctional Center and Satellite Jail Discussion**

607

608 Betz requested that the Sheriff and Lt. Cravens first give their presentation about the
609 Satellite Jail and the Downtown Correctional Center. The Board had also been provided with the
610 National Institute of Corrections' report on the Downtown Correctional Center and the white
611 paper on the jails from the County's Facilities Director.

612

613 Kurtz returned to the meeting at 7:23 p.m.

614

615 Lt. Cravens showed a PowerPoint presentation about the jail facilities. Walsh urged the
616 County Board to read the reports provided. He disagreed with some statements in the National
617 Institute of Corrections' report. Griffin spoke about the seemingly inaccuracies about the
618 programs provided for female inmates at the Downtown Correctional Center. Programs are
619 provided through University of Illinois students, Parkland College students, and people from the
620 community. The programs include Alcoholics Anonymous and Narcotics Anonymous on a
621 weekly basis. There is a GED program at the Satellite Jail, but not at the Downtown
622 Correctional Center. Funding for GED classes requires a certain number of students. Griffin is
623 working with Parkland College's Project Read for individualized educational programs for
624 female inmates. There are also church groups and bible study offered to inmates. The goal is for
625 inmates to leave the jail and continue with education and support groups to avoid returning to the
626 criminal justice system.

627

628 Rosales questioned if any ESL programs were offered for non-English speaking inmates.
629 Griffin confirmed the jails have interpreter programs and bilingual officers to help with the needs
630 of the inmate population. Many Spanish speaking inmates attend the GED classes.

631

632 Kurtz asked if Sheriff Walsh contacted the NIC about the inaccuracies in its report.
633 Walsh said he had not contacted the NIC about the report. He felt it was important to have the
634 Board look at where the jail facilities create problems. Kurtz expressed concerned about this was
635 a public report that could be misinterpreted if the corrections are not made. Walsh said he might
636 send the NIC a letter with a copy to the County Board and the media to address some of the
637 inaccuracies. Griffin stated she was interviewed by the NIC auditors and specified the programs
638 the County provides to inmates, which were not reflected in the report.

639

640

641 Walsh stated that Busey had informed him the County Board was interested in discussing
642 the Downtown Correctional Center and that there would be some money available for a bond
643 issuance in the foreseeable horizon. He explained the Downtown Correctional Center was
644 designed to hold 134 inmates and the Satellite Jail designed to hold 147 inmates. Following a
645 large spike in the prisoner population years ago, another 30 beds were welded in because the jails
646 were typically bedding over 300 prisoners. The bedded inmates are prisoners who have been to
647 arraignment court, but that do not bond out. Since then, the Sheriff met with the Circuit Court
648 judges, the State's Attorney, and the Public Defender to work together on jail overcrowding.
649 The offices worked on moving cases when the prisoner numbers increased. Walsh commended
650 the judges and other departments' efforts in moving cases. Walsh has also made use of the
651 electronic home detention program to address the jail population. The law is changing to not
652 allow the use of the home detention program for mandatory minimum sentences. He noted a
653 number of inmates are jailed on traffic and suspended license violations. On the medical and
654 mental health side, Walsh has seen an inmate population that is sicker than it has ever have been.
655 Certain inmates have to be kept separate from others for a variety of reasons, which also affects
656 the available number of beds.

657
658 Schroeder exited the meeting at 7:49 p.m.

659
660 Walsh said he does not have the space to accommodate all the inmates who have to be
661 separated due to medical, mental health, or other issues. He thought the situation has reached the
662 point where the jail facility issue needs to be studied since money will be available in a few
663 years. The issue requires study and consultation with experts. He recommended the County
664 Board discuss the issue and then give him some direction on whether he should manage with the
665 current facilities or if new construction should take place. Busey, Betz, the Sheriff, and the Jail
666 Superintendent will be attending a week long seminar in August on designing and building jails
667 given by the National Institute of Corrections. If the County Board is serious about looking at
668 the options, Walsh felt they need to consider projections about future jail needs from experts and
669 whether the Downtown Correctional Center could be remodeled. What cannot be projected is
670 how the legislature will make changes that will impact the jail population. Walsh's personal
671 opinion was that the Downtown Correctional Center could not be remodeled. He advised the
672 Board that a review of the facilities will cost approximately \$20,000.

673
674 Schroeder returned to the meeting at 7:52 p.m.

675
676 Walsh stated the jails are annually inspected by the Illinois Department of Corrections.
677 The last 2 inspections found that Champaign County was in total compliance except for the air
678 flow in the dorm area of the Downtown Correctional Center. This is an exception because the
679 facility was built before 1988. The vents are covered because the facility was designed with
680 vents which are low enough for inmates to stick items in or tear apart to use as weapons.

681
682 Moser spoke about how the jail was over capacity the day it was opened and prisoners
683 were boarded in other counties' jails. He felt corners were cut during the construction of the
684 Downtown Correctional Center. Walsh stated inmates are occasionally boarded in other counties
685 because of separation issues with existing prisoners. He offered to give tours of the jail facilities
686 to County Board members who contact him.

687 Langenheim also recalled when the Downtown Correctional Center was opened and how
688 it was described as the latest thing in jail construction. It was supposed to meet the County's
689 needs for the next 50 years. He argued that the building is only 30 years old and it is a solid
690 building. He did not think everything needed to be immediately corrected to make use of the
691 building. He though it was poor planning to throw away a 30-year old building when more use
692 could be made of it. If additional jail facilities are constructed, he advocated for building onto
693 the Satellite Jail so all prisoners are housed on one campus. The Downtown Correctional Center
694 could be converted for other uses.

695
696 James spoke about the need to adequately maintain County facilities once they are
697 constructed. He wanted the County Board to move slowly in considering the jail issue.

698
699 Bensyl exited the meeting at 8:05 p.m.

700
701 Ammons asked Reinhart whether more major repairs will be necessary to the Downtown
702 Correctional Center. Reinhart included information about the major repairs that will be needed
703 in the next three to five years in his report distributed to the Board.

704
705 Quisenberry asked how many inmates are jailed for traffic offenses. Kravens estimated
706 30% of the inmates are incarcerated for traffic offenses. Walsh confirmed the actual figures are
707 in the NIC report.

708
709 Alix inquired if estimates were made about expansion costs when the Satellite Jail was
710 built. Busey explained it was a \$10 million project in 1995. The Satellite Jail was designed to
711 be expanded with two additional pods to replace all the downtown inmate beds and the Sheriff's
712 office space. Busey has built an anticipated \$15 million bond issue beginning in 2014 into the
713 Public Safety Sales Tax Fund. The Board continued to discuss the current facilities and options
714 that might be available to address the facility issues.

715
716 Jones exited the meeting at 8:25 p.m.

717
718 Reinhart provided a brief history of the Downtown Correctional Center's major issues.
719 Over the next three to five years, the County will likely spend between \$1.5 million and \$1.8 on
720 this facility for roofing, locks, pest control, and painting. The Board discussed the potential cost
721 of repairing a building versus constructing a new facility. Betz stated this issue would be
722 included on future agendas for more study.

723
724 **MOTION** by Quisenberry to receive and placed on file all the reports presented tonight;
725 seconded by Langenheim. **Motion carried with unanimous support.**

726
727 **Other Business**

728
729 There was no other business.

730
731
732

733 **Chair's Report**

734

735 There was no Chair's report.

736

737 **Designation of Items to be Placed on County Board Consent Agenda**

738

739 Agenda item 10.C was designated for the consent agenda.

740

741 **ADJOURN**

742

743 The meeting was adjourned the meeting at 8:42 p.m.

744

745 Respectfully submitted,

746

747 Kat Bork

748 Administrative Assistant

749

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