



**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE –Finance/Justice/Policy Agenda**  
*County of Champaign, Urbana, Illinois*  
*Tuesday, February 14, 2012 – 6:00 p.m.*

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

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**RECEIVED**

**JAN 30 2012**

**CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES**

MEMO

TO: Pius Weibel  
Chair, Champaign County Board

FROM: Rena Lee Lenz  
Director of Management Information

DATE: January 27, 2012

RE: Resignation of Yuki Llewellyn  
CUMTD Board Member

Attached is a letter from Yuki Llewellyn resigning her board position with the Champaign-Urbana Mass Transit District effective immediately.

The District's staff and board members are certainly sorry to see her resign.

If anything else is needed, please feel free to contact me.

Thanks.

st

attachment

Yuki Llewellyn  
109 N. Keene Street, # 320  
Columbia, MO 65201

Thursday, January 20, 2012

To: Champaign-Urbana Mass Transit District  
c/o Rena Keng and Tom Costello  
MTD  
1101 East University Avenue  
Urbana, IL 61802-2009

Greetings MTD Board Members, Bill, Rena, Tom  
Colleagues and Staff —

Sorry I didn't written sooner but I currently have  
no stationery, computer, typewriter — you get the idea —  
I am living in Columbia, Missouri, where my son  
and his family live. I am recovering from an  
illness that crippled me right after the MTD dinner  
in June (not because of the dinner!). My son and  
daughter-in-law are cleaning out my house in  
Champaign to prepare it for sale.

I must therefore resign from the MTD Board  
which I have enjoyed enormously because I am  
no longer living in Champaign or Illinois. I  
miss all of you and all my other friends.

Best wishes for a successful New Year.

Sincerely,  
Yuki Llewellyn

My cell phone: 573-424-7137

Robert B. Reese  
1625 County Road 1800 E  
Urbana IL 61802-9633

217-469-7458  
Email: [rbreese@prairieinet.net](mailto:rbreese@prairieinet.net)

February 2, 2012

**RECEIVED**

FEB 06 2012

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES

Office of County Board  
Brookens Administrative Center  
1776 East Washington Street  
Urbana, IL 61802

Dear Mr. C. Pius Weibel – Chair Champaign County Board,

Recently I notified the Board of Trustees of Mt. Olive Cemetery Association that I was resigning from the Board of Trustees. This letter is to notify the Champaign County Board of my resignation.

Sincerely,



Robert B. Reese

Cc: Mt. Olive Cemetery Association, Tami Fruhling-Voges, Secretary

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JACK KNOTT

ADDRESS: 2051 CR 1700N ST JOSEPH IL 61873  
Street City State Zip Code

EMAIL: jknott\_251@msn.com PHONE: (217) 649-3659  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Mt. Olive Cemetery

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: 6-30-2014

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

1. What experience and background do you have which you believe qualifies you for this appointment?  
*Life long resident of St Joseph, Past board member of St Joseph. Subary. Past president of Lions Club*
2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
*None but willing to learn. Have many families members buried there and interested in keeping cemetery in good maint & appearance*
3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)  
Yes \_\_\_ No  If yes, please explain:

*Jack Knott*  
Signature  
Date: \_\_\_\_\_

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

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JAMES PRATHER  
ADDRESS: 3604 E WINDSOR RD URBANA IL 61802  
Street City State Zip Code  
EMAIL: twprad@aol.com PHONE: 367-5722  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: MT Olive  
BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: 6-30-2017

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

1. What experience and background do you have which you believe qualifies you for this appointment?  
involved in township, Government, A lot of concerns  
based there, live close by.

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
Budget your money, look after things, making  
sure its keep nice

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes  No  If yes, please explain:

James Prather  
Signature  
2/1/12  
Date

## Pius Weibel

---

**From:** alan nudo [alannudo@comcast.net]  
**Sent:** Saturday, January 21, 2012 5:52 PM  
**To:** Pius Weibel  
**Subject:** my resignation from the county board

Pius:

I regret to inform you that I am resigning from the Champaign county board effective immediately. I consider you a very good chair and more importantly, a good friend.

All the best to you  
Alan



January 26, 2012

Pius Weibel  
Champaign County Board Chair

Pius,

I am beginning a new employment position on February 6. Unfortunately, the time commitments of this position will not allow me to continue my duties on the Champaign County Board. Regrettably, I must therefore resign my position as District 3 representative effective at the conclusion of tonight's county board meeting.

Brad Jones  
Champaign County Board District 3

A handwritten signature in black ink that reads "Brad S. Jones". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

RESOLUTION NO.

A RESOLUTION APPOINTING JEFF KIBLER AS A COUNTY BOARD MEMBER  
IN DISTRICT 3 TO FILL AN UNEXPIRED TERM FOR ALAN NUDO  
ENDING NOVEMBER 30, 2012,

WHEREAS, Alan Nudo, a County Board Member in District 3 for Champaign County with a term ending November 30, 2012, submitted his resignation from that office effective January 21, 2012; and

WHEREAS, Pursuant to 10 ILCS 5/25-11, when a vacancy occurs in any elective county office, the county board shall declare that such vacancy exists and notification thereof shall be given to the county central committee of each established political party, and the vacancy shall be filled within 60 days by appointment of the chairman of the county board with the advice and consent of the county board; and

WHEREAS, The Champaign County Board Chair sent notification of the vacancy to the county central committee of each established political party; and

WHEREAS, Pursuant to a recommendation from the Republican Central Committee, the County Board Chair recommends the appointment of Jeff Kibler to fill the unexpired term of County Board Member in District 3 ending on November 30, 2012;

NOW, THEREFORE BE IT RESOLVED By the County Board of Champaign County that the appointment of Jeff Kibler to fill the unexpired term ending November 30, 2012 of Champaign County Board Member District 3, is hereby approved.

PRESENTED, PASSED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of February A.D. 2012.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

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

RESOLUTION NO.

A RESOLUTION APPOINTING MAX MITCHELL AS A COUNTY BOARD MEMBER  
IN DISTRICT 3 TO FILL THE UNEXPIRED TERM  
ENDING NOVEMBER 30, 2012 OF BRAD JONES

WHEREAS, Brad Jones, a County Board Member in District 3 for Champaign County with a term ending November 30, 2012, submitted his resignation from that office effective January 26, 2012; and

WHEREAS, Pursuant to 10 ILCS 5/25-11, when a vacancy occurs in any elective county office, the county board shall declare that such vacancy exists and notification thereof shall be given to the county central committee of each established political party, and the vacancy shall be filled within 60 days by appointment of the chairman of the county board with the advice and consent of the county board; and

WHEREAS, The Champaign County Board Chair sent notification of the vacancy to the county central committee of each established political party; and

WHEREAS, Pursuant to a recommendation from the Republican Central Committee, the County Board Chair recommends the appointment of Max Mitchell to fill the unexpired term of County Board Member in District 3 ending on November 30, 2012;

NOW, THEREFORE BE IT RESOLVED By the County Board of Champaign County that the appointment of Max Mitchell to fill the unexpired term ending November 30, 2012 of Champaign County Board Member District 3, is hereby approved.

PRESENTED, PASSED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of February A.D. 2012.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

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

RESOLUTION NO.

RESOLUTION APPOINTING RON BENSYL TO THE  
NURSING HOME BOARD OF DIRECTORS TO FILL THE UNEXPIRED TERM ENDING  
NOVEMBER 30, 2012 OF ALAN NUDO

WHEREAS, Alan Nudo, a member of the Nursing Home Board of Directors, term ending November 30, 2012, submitted his resignation effective January 21, 2012; and

WHEREAS, C. Pius Weibel has submitted to the County Board his appointment of Ron Bensyl to the Nursing Home Board of Directors; and

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

WHEREAS, The Policy, Personnel, & Appointments Committee of the Whole recommends the appointment of Ron Bensyl to the Nursing Home Board of Directors;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Ron Bensyl to the Nursing Home Board of Directors to fill an unexpired term ending November 30, 2012.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of February A.D. 2012.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

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

RESOLUTION NO.

RESOLUTION APPOINTING DIANE MICHAELS TO THE  
LINCOLN EXHIBITS COMMITTEE TO FILL THE UNEXPIRED TERM ENDING  
NOVEMBER 30, 2012 OF ALAN NUDO

WHEREAS, Alan Nudo, a member of the Champaign County Lincoln Exhibits Committee, term ending November 30, 2012, submitted his resignation effective January 21, 2012; and

WHEREAS, C. Pius Weibel has submitted to the County Board his appointment of Diane Michaels to the Lincoln Exhibits Committee; and

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

WHEREAS, The Policy, Personnel, & Appointments Committee of the Whole recommends the appointment of Diane Michaels to the Lincoln Exhibits Committee;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Diane Michaels to the Lincoln Exhibits Committee to fill an unexpired term ending November 30, 2012;

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of February A.D. 2012.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

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

RESOLUTION NO.

RESOLUTION APPOINTING JOHN JAY TO THE  
LABOR COMMITTEE TO FILL THE UNEXPIRED TERM ENDING  
NOVEMBER 30, 2012 OF ALAN NUDO

WHEREAS, Alan Nudo, a member of the Champaign County Labor Committee, term ending November 30, 2012, submitted his resignation effective January 21, 2012; and

WHEREAS, C. Pius Weibel has submitted to the County Board his appointment of John Jay to the Labor Committee; and

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

WHEREAS, The Policy, Personnel, & Appointments Committee of the Whole recommends the appointment of John Jay to the Labor Committee;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the County Board does hereby advise and consent to the appointment of John Jay to the Labor Committee to fill an unexpired term ending November 30, 2012;

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of  
February A.D. 2012.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

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

RESOLUTION NO.

RESOLUTION APPOINTING ASTRID BERKSON TO THE VAC COMMITTEE  
TO REPLACE CAROL AMMONS

WHEREAS, The Champaign County Board established the VAC Committee as a special committee of the Champaign County Board to work with the Veterans Assistance Commission and veterans in Champaign County; and

WHEREAS, C. Pius Weibel has submitted to the County Board his appointment of Astrid Berkson to replace Carol Ammons to serve on said committee; and

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

WHEREAS, The Policy, Personnel, & Appointments Committee of the Whole recommends the appointment of Astrid Berkson to the VAC Committee;

NOW THEREFORE, BE IT RESOLVED, By the Champaign County Board that the County Board does hereby advise and consent to the appointment of Astrid Berkson to the VAC Committee to replace Carol Ammons.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23<sup>rd</sup> day of February, A.D. 2012.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

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

# interoffice memo

**Date:** 1/30/2012  
**To:** Champaign County Board  
**From:** Cameron Moore/Elizabeth Murphy  
**RE:** Purchasing Policy Revisions

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Attached please find revisions to the Regional Planning Commission's Purchasing Policy originally adopted in April 2008. These revisions are the result of staffing, operational and statutory changes. The revisions reflect the following:

- The maximum purchase value before invoking the need for issuance of a bid or request for proposal was \$20,000 consistent with State requirements. On January 1, 2010, the State of Illinois statutory maximum was from \$20,000 to \$30,000. The County has since amended its policy to reflect this increase in the bid threshold to \$30,000.
- With the recent retirement of the buyer in the County Administrative Services Department, a decision was made to eliminate this position as well as maintenance of a general county stock inventory of office supplies. This organizational change requires the deletion of all references to "purchasing division, buyer, and general county stock" throughout our policy. These functions will be performed by County Administrative Services Department personnel.
- Finally, the limit for the purchase of items intended to advance morale, employer-employee relations, and employee performance has been increased from \$350 to \$500 requiring the prior approval of the Chief Executive Officer. This increase is consistent with commodity price increases as well as staffing expansion that has occurred at the Regional Planning Commission since the original purchase policy was adopted.

We appreciate your review and approval of these Purchasing Policy revisions.





**PURCHASING POLICY AS REVISED  
JANUARY 2012**

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## I. PURPOSE

The purpose of the purchasing function is to support the procurement requirements of the Champaign County Regional Planning Commission in a professional, ethical, and timely manner.

The purchasing function consists of business processes related to the acquisition of goods and services for the Regional Planning Commission.

Purchases of equipment, materials, commodities, supplies, and services for the Commission are made competitively where practicable. Performance, quality, suitability, delivery, and service are factors to be considered when buying. All purchases are made according to the provisions within this policy and other applicable funding source regulations.

## II. PURCHASING FUNCTION

The purchasing function contains several related processes:

- *Pre-Requisition Services* - Obtain specifications and market information about commodities, equipment, supplies, and services to assist Regional Planning Commission divisions in planning, budgeting, and acquisition timing.
- *Buying* - Identify potential vendors, negotiate, bid (when required), issue purchase orders and/or execute contracts and expedite as requested.
- *Transportation* - Ensure efficient and economic routing of goods from the vendor to the various Regional Planning Commission locations.

## III. POLICY STATEMENT

The Champaign County Regional Planning Commission policy is as follows:

- A. The Commission's primary objective in purchasing is acquiring an appropriate product or service for the highest value appropriate to the required need and, as such, price may, at times, be a secondary consideration.
- B. To make the most efficient use of resources available to the Commission from both public and private sources.
- C. To allow for competitive pricing in the procurement of all goods and services.
- D. To maintain an open and competitive policy, whereby all responsible suppliers will receive proper consideration.

- E. As per 55 ILCS 5/5-1022, when the bid process is utilized, the lowest responsible and responsive bidder conforming to bid specifications will be given the greater consideration.
- F. When comparable goods and services are available, the lowest responsible and responsive supplier will be given greater consideration.
- G. When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- H. Gratuities or gifts, of any types, to Commission employees are prohibited both during the bidding process and after award of bid or contract for services.
- I. All bids and quotes are subject to the State of Illinois Freedom of Information Act; however bids/quotes/proposals shall not be used by vendors or the Regional Planning Commission to gain unfair competitive advantage either prior to, during or after the competitive bidding process.
- J. In order to help provide a stable market for recycled goods, the Regional Planning Commission will make a concerted effort to purchase and use recycled/recyclable/reclaimable goods quoted of comparable quality to specified requirements and are quoted at a price competitive for the quality specified.
- K. Based on federal standards in 45 CFR 74.44, the Regional Planning Commission, as a federal grantee agency, will make positive efforts to use small businesses, minority-owned firms, and women's business enterprises to the fullest extent possible.
- L. The Regional Planning Commission will make purchases consistent with funding agency guidelines with priority given to serving clients and customers of the Commission in a timely and responsive manner.

#### IV. APPROVALS AND AUTHORIZATIONS

The Champaign County Regional Planning Commission has delegated the responsibility and authority for implementing the purchasing policies to the Chief Executive Officer or his/her designee. The Chief Operating Officer is authorized to develop, install, and oversee the operation of appropriate business systems to accomplish the purchasing function. Any revisions or amendments to the purchasing policy will be forwarded to the Regional Planning Commission and County Board for approval.

- A. The Chief Operating Officer has the responsibility and authority for the day-to-day operation of purchasing activities and the processing of various purchasing transactions for the respective divisions within the Regional Planning Commission.
- B. The Finance Division is responsible for the procurement of all materials, supplies, and services for the Regional Planning Commission.

- C. The Finance Division will provide assistance to all of the divisions with the Regional Planning Commission in order to procure goods and services efficiently and economically.
- D. All purchases shall be made of the highest quality within budgetary limitations.
- E. All purchases must be for public use.
- F. The Finance Division will cooperate to the greatest extent feasible with other governmental units/public agencies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and services, in order to realize greater purchasing economies.
- G. In the event that any Regional Planning Commission or Champaign County employee, whether elected, appointed, or salaried, desires to provide materials, merchandise, property, services or labor to the Regional Planning Commission; that person may do so provided that is permissible under the provisions of 5 ILCS 420/1-101 et. seq. and the procedures specified in the law are followed and that the Regional Planning Commission Chief Executive Officer has given prior approval.
- H. The Chief Operating Officer, as Regional Planning Commission purchasing agent, shall be responsible for establishing and implementing operational procedures and guidelines for the processing of purchase requisitions and purchase orders and to maintain appropriate business systems as required.

## V. GOODS & SERVICES PROCUREMENT

### A. PURCHASE REQUISITION

It is the policy of the Regional Planning Commission:

1. That the purchase requisition will be the standard document utilized for the systematic procurement of goods/services for the Regional Planning Commission.
2. The purchase requisition, invoice and applicable shipping notice, shall be the sole documentation required for the procurement and payment of goods/services whose monetary value is less than or equal to \$5,000.
3. That the purchase requisition must have an authorized signature by the Chief Executive Officer, Chief Operating Officer, or Human Resources Director, prior to payment processing. Payment authorization signature cards must be current and on file with the Champaign County Auditor's Office.

### B. PURCHASE ORDER

It is the policy of the Regional Planning Commission:

1. That purchase orders are required when the value of the procured goods/services will exceed \$5,000.
2. That purchase orders must have an authorized signature by the Regional Planning Commission's Chief Executive Officer or Chief Operating Officer and the Champaign County Administrator or his/her designee ~~/Purchasing Division Buyer or County Administrator,~~ prior to processing.
3. That goods/services may not be received prior to the encumbering of funds by the Champaign County Auditor's Office.
4. That goods/services that have been ordered and received by purchase requisition or purchase order on or before November 30th will have funds available in the current budget for payment within the first 30 days of the new fiscal year. Any items received after November 30th must have a new fiscal year purchase requisition completed, indicating the original purchase order number.

## VI. PURCHASE TYPES

It is the policy of the Champaign County Regional Planning Commission that all procurement of goods/services shall fall under the following classifications:

### A. COUNTY STORES INVENTORY:

- ~~1. The Champaign County Regional Planning Commission shall utilize Champaign County stores inventory whenever practical. Transactions involving county stores inventory require only an authorized purchase requisition submitted to the County's Purchasing Division Department.~~
2. The County Purchasing Division will specify the delivery mechanism for distributing county stores inventory to the respective divisions within the Regional Planning Commission.

### AB. GOODS OR SERVICES (\$5,000 ~~-\$20,000~~ \$30,000)

1. Shall be submitted to the Administrative Services/~~Purchasing Division~~ Department on a purchase requisition, including detailed information of item to be purchased.
  - a. For purchases from \$5,000 ~~-\$20,000~~ \$30,000, the Regional Planning Commission shall obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) for services, if appropriate. The purchase order must include documentation of the quotes obtained.
  - b. For purchases of \$5,000 ~~-\$20,000~~ \$30,000, the requirement for three written quotes is waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency or non-profit government purchasing alliance in accordance

with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 200/3). The purchase order must include documentation regarding the contract utilized for the purchase.

2. ~~Purchasing Division personnel~~ Administrative Services personnel shall prepare a purchase order, after determination of source and price, and submit it to the Champaign County Auditor's Office. If funds are available, they will be encumbered by the Champaign County Auditor's Office.
3. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed ~~\$20,000~~ \$30,000, shall be made at the discretion of the Chief Executive Officer on a case-by-case basis.

#### B.C. COMPETITIVE BID

##### 1. BID TYPES:

It is the policy of the Champaign County Regional Planning Commission to allow for competitive pricing when practical and that the use of the bid system shall be the vehicle by which this policy shall be carried out.

- a. Formal bids shall be used when the projected monetary value of goods or services to be procured exceeds the ~~\$20,000~~ \$30,000 limit.
- b. Requests for Proposals may be used in lieu of a competitive bid when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.

##### 2. STEPS IN BIDDING PROCESS

- a. Regional Planning Commission Division Directors will prepare specifications for goods/services to be bid. The Finance Division will assist in the preparation of those specifications upon request; however, the quantity and final determination of quality of goods/services to be bid shall be the responsibility of the requesting division manager.
- b. Availability of funds will be verified by Champaign County Administrative Services/~~Purchasing Division~~ personnel and the Champaign County Auditor's Office.
- c. The requesting Regional Planning Commission Division Directors will submit bid proposals to the Chief Executive Officer for review and approval prior to being released to potential bidders.
- d. Bid/proposal packages will be created and will include:
  - Introductory Letter (detailing bid/proposal due date, bid opening date, and relevant dates of Commission meetings scheduled for bid consideration and award).



- Purchase order terms and conditions
  - Bid specifications and requirements
  - Bid guidelines
  - Bid/quote sheet
- e. Advertisement shall be placed in the "Legal Notices" section of the local newspaper for a minimum of one (1) day in each of three (3) successive weeks.
- the goods/services to be bid
  - how to obtain a bid proposal package
  - the due date, time and place of bid opening
  - date, time and place of all meetings scheduled for bid consideration and final award of bid.
- f. Require a public bid opening in the Regional Planning Commission offices of all submitted bids.
- g. The requesting Regional Planning Commission Division Director will prepare an analysis of bids received in cooperation with Finance Division personnel and submit it to the Regional Planning Commission in advance of the Commission meeting. Analysis shall include a detailed bid summary and a history of prior awards and business transacted during the prior three (3) years between the Champaign County Regional Planning Commission and responsive bidders.
- h. The requesting Regional Planning Commission Division Director will forward a recommendation for bid award to the Regional Planning Commission.
- i. The Regional Planning Commission approves all contracts and bid awards.
- j. After receipt of the purchase requisition from the Finance Division, County Administrative Services/~~Purchasing Division~~ personnel shall issue a purchase order for the awarded good/service, if appropriate.
- k. The appropriate Regional Planning Commission Division manager will notify all bidders of the results of bid award/contract.
- l. After award of contract or bid, original bids/quotes/ proposals submitted by vendors will be retained by the requesting division for at least three (3) years, or as required by law.

### 3. AWARDING BIDS AND CONTRACTS

It is the policy of the Champaign County Regional Planning Commission:



- a. To allow for competitive pricing in securing all goods/ services.
- b. To make the most efficient use of all funding agency resources. When comparable goods/services are available, the supplier with the lowest price will be given greater consideration. When the bid process is utilized, the lowest responsible and responsive bidder conforming to the specifications will likewise be given greater consideration.
- c. The Regional Planning Commission's primary purchasing objective is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
- d. In addition to price and terms of sale as conditions for award of bid, the following shall also be given great consideration: quality of goods bid, the financial condition and proven ability of the supplier, ability to provide goods/services in a timely manner, and the history of the supplier in past dealings with the Regional Planning Commission.
- e. In awarding of bids, the location of the supplier will be considered only when the ability to provide local assistance is critical.
- f. To maintain an "open door" policy giving all viable vendors proper consideration.
- g. To help maintain stable markets for recycled and recyclable products and advancing a green environment.

#### 4. CONTRACTS

- a. The State's Attorney's Office may, upon request by the Regional Planning Commission's Chief Executive Officer or designee, review contracts prior to final signature by the Chief Executive Officer.
- b. Contracts shall be signed by Chief Executive Officer only after all required endorsements to awarded bidders insurance and proof of coverage have been received by the Finance Division for review and retention through the contract service period or until goods/services have been received (or as required by law).
- c. Contracts for goods/services may be awarded for a one year period and may be awarded with the option for renewal or extension (dependent upon appropriations) for a total period not to exceed five (5) years from the initial date of award.
- d. All contracts for goods/services which have been approved by the Regional Planning Commission will be signed by the Chief Executive Officer.

#### VII. EMERGENCY PURCHASES

It is the policy of the Champaign County Regional Planning Commission that emergency purchase may be made consistent with the following guidelines:

- A. Emergency purchases shall be classified as those purchases which ensure employee/client/or public health, welfare or safety, protect agency property or equipment, and limit the liability of the Regional Planning Commission. Exceptions to the Regional Planning Commission purchasing policy may occur in order to satisfy funding agency requirements and the associated provision of client services in a timely and responsive manner.
- B. Emergency purchases are at the discretion and approval of the Chief Executive Officer and will be exempted from all provisions of the Regional Planning Commission purchasing policy. The Regional Planning Commission shall be notified of any emergency purchases made pursuant to this policy at their next regular meeting.

#### VIII. SURPLUS/OBSOLETE EQUIPMENT/PROPERTY

It is the policy of the Champaign County Regional Planning Commission that:

- A. Items no longer usable for their intended purpose, and/or having maintenance/repair costs which are cost prohibitive, qualify as surplus equipment/property.
- B. If the item has any residual value as determined by the Chief Executive Officer, the Regional Planning Commission will notify the County Administrator for possible transfer to another county department or arrangement for the sale of the equipment through public auction with no guarantee of future operation or warranty provision. In all cases, if an item was purchased with state or federal funds, disposition will be made in accordance with grantor agency regulations.
- C. If the item has no residual value and not usable for its intended function, it will be disposed of or recycled appropriately and removed from the inventory list.
- D. Any items which have an appraised value less than the cost of moving, storing, and auctioneer service will be disposed of by offering them to the Regional Planning Commission's partner agencies/collaborators or disposed of at the landfill or recycling center.
- F. The Regional Planning Commission will not sell any excess equipment/property, which is determined to be dangerous or contain toxic or hazardous components, but rather will dispose of said equipment/property in the manner prescribed by the manufacturer.

#### IX. CREDIT CARD POLICY

The Regional Planning Commission may obtain credit cards from the Champaign County Treasurer in order to advance operational efficiency with specific focus on charging and payment of business and Internet expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other

miscellaneous items that cannot be conveniently paid for by other means. The advantage of the business credit card is that the bank pays the vendors directly for purchases within a few days, and the county pays a single monthly payment to the bank for all county charges.

- A. Eligibility – The Chief Executive Officer will determine the number and assignment of business credit cards within the Regional Planning Commission and will monitor usage of those cards. Cardholders will be advised of the serious fiscal and ethical responsibilities of managing the business credit card.
- B. Policy – The Champaign County Treasurer will issue credit cards upon the request of the Chief Executive Officer. Champaign County credit cards issued to the Regional Planning Commission are for business related purchases only.
- C. Procedures
  1. Purchasing Limits – Regional Planning Commission credit cards will have a limit not to exceed \$5,000 as determined by the Chief Executive Officer for the purchase goods/services consistent with grantor agency guidelines and this policy.
  2. Tax Exempt Status – The Regional Planning Commission will ensure that vendors are aware of the Commission’s tax-exempt status and provided with appropriate documentation when applicable.
  3. Receipts - Receipts for all purchases made on Regional Planning Commission business credit cards are to be submitted to the Finance Division within 14 days of the charge purchase. Receipts for all purchases made on Regional Planning Commission business credit cards are to be submitted to the Champaign County Auditor’s Office with the monthly payment requisition for reconciliation with account statements.
  4. Examples of Allowable Use – Champaign County Regional Planning Commission business credit cards may be used for, but are not limited to the following:
    - Hotel expenses
    - Conference Registration
    - Business meals
    - Car rentals and fuel
    - Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

## X. ALLOWABILITY AND FUNDING OF EXPENDITURES

Recognizing that the Regional Planning Commission receives significant funding from a variety of federal and state agencies, those agency requirements and good business practices establish both general and specific restrictions regarding the allowability of Regional Planning Commission expenditures. As a government agency, the Regional Planning Commission is held to a high level of

accountability for its business practices. Accordingly, every reasonable effort will be made to ensure that funds are used in a responsible and appropriate manner. As per funding agency guidelines, the Regional Planning Commission may incur expenses in accordance with established practice or custom for the improvement of working conditions, employer-employee relations, employee morale, and employee performance. Such expenses may include food, non-alcoholic beverages and related equipment and supplies, tangible gifts and awards to employees for recognition programs such as official retirement events or employee recognition/life events with an individual item value of less than ~~\$350~~\$500 and with the prior approval of the Chief Executive Officer.

XI. EXCEPTIONS:

It is the policy of the Champaign County Regional Planning Commission that:

- A. Although the Champaign County Regional Planning Commission purchasing policy is designed to be flexible enough to accommodate most specific situations, there will be occasions that require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained by the Regional Planning Commission over exceptional situations. Purchases beyond the Champaign County Regional Planning Commission's established purchasing policy will be referred to the Commission for review and approval. Exceptional circumstances will be defined by the Chief Executive Officer and he/she will make the final determination for forwarding the exception to the Commission for approval. Examples of exceptional circumstances include purchases of commodities and general services available from one economically feasible source or a recommendation for purchase of goods or services other than from the low bidder.
- B. The formal bidding process, as prescribed in the purchasing policies, shall not be required for all items purchased through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency or non-profit government purchasing alliance in accordance with public purchasing rules and regulations as allowed by Illinois State Statute (5 ILCS 220/3).
- C. Purchases for food, routinely and repeatedly purchased throughout the year, will not require a purchase order even though the amount may exceed \$5,000.

PRESENTED, PASSED, APPROVED and RECORDED this 27th day of JANUARY, 2012.

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Bruce Sandahl, Regional Planning Commission Chair

## **CHAMPAIGN COUNTY BOARD STRATEGIC PLAN**

### **VALUES**

*Diversity  
Quality of Life  
Justice  
Teamwork  
Responsibility to the Public*

### **VISION**

*Our vision is to be a recognized leader in local government where every official and employee has a personal devotion to excellence in public service and embraces the highest standards of ethics and integrity, which enables us to provide the best customer services to the citizens of Champaign County.*

### **MISSION**

*Champaign County is committed to its citizens by offering a wide range of services in a cost-effective and responsible manner.*

### **DEFINING OUR VALUES**

#### **DIVERSITY**

- Hiring practices to promote a workforce reflective of the community
- Recognition and appreciation of diversity of the community
- Equal and inclusive access to services and programs

#### **QUALITY OF LIFE**

- Value broad range of quality education
- Manage and encourage delivery of quality and effective health care services
- Effectively manage real estate tax system
- Support of local business community
- Promote effective economic development

#### **JUSTICE**

- Equal access to civil and criminal justice services
- Place value on public safety and individuals' rights
- Encourage effective communication among public safety/criminal justice system providers
- Prevention of recidivism
- Manage safe and secure detention facilities

## **CHAMPAIGN COUNTY BOARD STRATEGIC PLAN**

### **TEAMWORK**

- Intra-governmental cooperation
- Inter-governmental cooperation
- Collaboration to achieve goals
- Civility and cooperation among the County Board

### **RESPONSIBILITY TO THE PUBLIC**

- Fiscal solvency
- Transparency
- Responsiveness
- Efficient and friendly delivery of services
- Ethical acts
- Critical thinking

## **GOALS**

### **GOAL 1 – Champaign County is a High Performing Local Government Organization Committed to Open, Transparent Governance**

#### ***County Board Initiatives:***

- Upgrade and maintain technology systems:
  - Financial management and accounting
  - Technology communication
  - Real estate tax cycle
  - Integrated justice information
- Make intergovernmental cooperation a goal in projects (e.g. – Mahomet Aquifer)
- County Board contracts – allow for timely review by Board members; ensure that contracts are enforceable and written to protect and benefit the County
- Succession planning for County Administration

### **GOAL 2 – Champaign County Maintains High Quality Public Facilities**

#### ***County Board Initiatives:***

- Development of comprehensive plan for county facilities and campuses, establishing goals and objectives; documenting maintenance repair and replacement with an emphasis on sustainable solutions and “orgreenic” concepts; developing annual appropriation for implementation of plan
- Study and plan to document long-term solutions for county jail facilities and operations through:
  - Assistance and planning from the criminal justice system officials
  - Potential establishment of Citizens Advisory Committee

### **GOAL 3 – Champaign County Promotes a Safe and Healthy Community**

#### ***County Board Initiatives:***



## ***CHAMPAIGN COUNTY BOARD STRATEGIC PLAN***

- Financial solvency of the Nursing Home to ensure ongoing delivery of service
- Ongoing commitment to improving health insurance – through education, evaluation of benefits, and management of cost
- Delinquency prevention through funding of programming and appropriate services

### **GOAL 4 – Champaign County is a County that Supports Balanced Growth**

#### ***County Board Initiatives:***

- Ongoing monitoring and review of the County Economic Development Policy
- County-wide referendum to offer the opportunity of electricity aggregation for residential and small businesses

**VACANT POSITIONS LISTED ON DATA BASE  
FEBRUARY 14, 2012**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY		FY2012 ANNUAL HOURS	FY2012 ANNUAL SALARY
80	30	LEGAL CLERK	\$11.51	1950	\$22,444.50		1965	\$22,617.15
80	36	ASSISTANT PUBLIC DEFENDER	\$23.50	1950	\$45,825.00		1965	\$46,177.50
80	40	CLERK	\$11.51	1950	\$22,444.50		1965	\$22,617.15
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00		2096	\$38,356.80
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00		2096	\$38,356.80
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00		2096	\$38,356.80
80	140	PART-TIME MASTER CONTROL OFFICER	\$11.51	1040	\$11,970.40		1048	\$12,062.48
671	30	LEGAL CLERK	\$11.51	1950	\$22,444.50		1965	\$22,617.15
671	30	LEGAL CLERK	\$11.51	1950	\$22,444.50		1965	\$22,617.15
-- TOTAL --			\$135.95		\$261,765.40			\$263,778.98





**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

Vital Records: (217)384-3720  
Elections: (217)384-3724  
Fax: (217)384-1241  
TTY: (217)384-8601

**COUNTY CLERK**  
**MONTHLY REPORT**  
**JANUARY**  
**2012**

Liquor Licenses & Permits	400.00
Civil Union License	100.00
Marriage License	1,000.00
Interests	56.71
State Reimbursements	-
Vital Clerk Fees	12,332.50
Tax Clerk Fees	7,789.33
Refunds of Overpayments	<u>24.25</u>
<b>TOTAL</b>	<b>21,702.79</b>
Additional Clerk Fees	1,864.00

For release noon August 18, 2009

## **Governor Signs Legislation Putting Illinois on Track to Vastly Expanded Local Farm Economy**

- ***Legislation paves way for many new sources and uses of Illinois grown food for Illinois tables***
- ***Potential for \$30 billion return to state through local farm, food, and jobs system***

**SPRINGFIELD, IL**— Governor Patrick Quinn today signed landmark legislation that will put the state on the road to a vastly expanded supply of Illinois-grown food for Illinois tables.

During a ceremony held on the front lawn of the home of Department of Agriculture Director Tom Jennings located on the Illinois State Fairgrounds, Quinn said the legislation represents an important first step in a process that could ultimately bring as much as \$30 billion a year to the state's economy.

“Agriculture is a diverse, multi-billion dollar industry that employs nearly one-quarter of the state's workforce. Simply stated, agriculture is the largest industry in the state and vital to our economy,” said Quinn at the “Ag Day” event. “Standing in sharp contrast is the fact that nearly 96 percent of the food eaten in Illinois is grown in other states or nations. The legislation I signed today will stimulate the rapidly growing efforts across Illinois to grow food for local consumption. As traditional Illinois farmers, local food organizations, and others respond to demand for locally-grown food, there will be an enormous amount of new economic activity in our agricultural sector and thousands of new jobs across the state.”

The new law is designed to greatly increase demand for locally grown food by starting the process of building a reliable market for local food at facilities and institutions, like public schools, that receive significant state support. Also, the legislation establishes the Illinois Local Food, Farms, and Jobs Council, which will encourage farmers to grow food for local markets and facilitate the building of the systems needed to get it there.

The legislation caps almost two year's effort by the Illinois Local and Organic Food and Farm Task Force to determine the potential for Illinois to grow and produce food for consumption within the state and in neighboring states. A study released by the Task Force earlier this year, *Local Food, Farms & Jobs: Growing the Illinois Economy*, revealed that of the approximately \$48 billion spent by Illinoisans on food each year, only a tiny fraction is grown in Illinois. A set of straightforward measures to encourage Illinois farmers to grow food for local consumption, coupled with a system

for processing and transporting the food to Illinois markets could bring an estimated \$30 billion to the state's economy each year.

"I believe economic development begins in the kitchen," said Illinois Agriculture Director Tom Jennings. "There is no question we can produce locally grown fruits, nuts, and vegetables. We also have the processing and packaging capabilities right here in our own backyard. Setting up a distribution system that moves items at reasonable cost from tree or vine to the table is the big challenge and this legislation is an important step toward realizing that goal."

"This legislation is the first step in creating a fresh farm and food system in Illinois that will bring important benefits to every corner of our state," said Julie Hamos (D-Evanston), lead sponsor of the bill in the House of Representatives. "As Illinoisans meet the increased demand for fresh food grown within the state, every community's economy will see the benefits. New jobs will be created as the system to process and transport the food to local markets is developed. Those who live in Illinois and in adjacent states will benefit from the increased supply of fresh, locally-produced food."

Hamos said that one result of the expanded local food system will be the growth of rural communities through expanded numbers of small and mid-size farmers and larger numbers of people working in agriculture.

"The fact that all but a tiny percentage of the fruits, vegetables, and meats that Illinoisans eat are produced in other states or countries is an astonishing imbalance and presents us with an enormous opportunity," said State Senate by Senator Jacqueline Collins (D-Chicago), Senate sponsor of the bill. "This legislation is an important step forward that will enable farmers in the state to produce and sell fresh food in underserved communities."

Key elements of the legislation include:

- Formation of the Illinois Local Food, Farms, and Jobs Council, which will work with state agencies, Illinois businesses, organizations and citizens to build a fully functioning local farm and food system in the state.
- Establishment of local food procurement goals for state agencies such as prisons and other places where the state provides food service to purchase 20 percent of their food locally by 2020. State-funded institutions such as schools and mental health centers would have a goal of 10 percent by 2020. The Council would work with the organizations and agencies to develop strategies for local purchasing.
- Creation of a local food purchase preference for state-owned food buyers in which they could pay a premium of up to 10 percent above the lowest bid in order to purchase locally grown goods.
- Implementation of a system for gathering baseline data about local food purchases that would be updated annually.
- Development of a new Illinois label and certification program to support farmers and businesses who want to be part of an Illinois-based farm and food economy.

“This legislation opens the door to a vast expansion of the local farm and food networks in Illinois’ already world-renowned agricultural infrastructure. It encourages Illinois farmers to respond directly to consumers’ demand for fresh, tasty, locally-produced foods, and shows how to do it,” said Wes Jarrell, chairman of the 32-member Task Force.” Jarrell is Professor of Sustainable Agriculture and Natural Resources at the University of Illinois, and a farmer himself.

Jarrell noted that food production in Illinois has become a year-round industry as farmers and others adopt techniques for growing food in the winter months as well as the traditional growing seasons. “We don’t have to ship in all our fresh food from warm regions when the weather is cold,” he said, “and with a much greater diversity of cold-season fruits and vegetables, eating what’s locally in season isn’t nearly as boring as it used to be.”

Key findings from the task force report that led to the new legislation include:

- **The market for local food is growing.** The number of farmers markets in Illinois grew from 97 in 1999 to 270 in 2008. The number of community-supported agriculture organizations, which allow consumers to “subscribe” to a variety of Illinois-grown food products throughout the season, grew from 14 to 68 in the past eight years.
- **Demand extends into wholesale markets.** Illinois colleges and universities, as well as corporate kitchens, schools, hospitals, prisons, restaurants, and grocery stores want to buy farm products from nearby sources. Inadequate local food production and delivery channels pinch supply. Illinois’ predominant farm and food systems is designed to serve distant markets, not link farm production with in-state markets.
- **Local food system development is a nationwide phenomenon.** Many states are taking steps to satisfy consumer demand to know how food is produced, where, and by whom. State government’s role is to help jumpstart job creation, lending, and investment in the local food system so that entrepreneurs can grow the economy. By participating in this effort, Illinois is helping to create a new form of interstate commerce.

The legislation, HB3990: Illinois Food, Farms, and Jobs Act of 2009, the report of the Illinois Local and Organic Food and Farm Task Force, and other information is available at [www.foodfarmsjobs.org](http://www.foodfarmsjobs.org).

###

## Members of the Illinois Local and Organic Food and Farm Task Force

*Erika Allen, Growing Power, Chicago (Cook County)*

*Harry Alten, Illinois Specialty Growers, Harvard (McHenry County) appointed 2009*

*Keith Bolin, American Corn Growers Association, Sheffield (Bureau County)*

*Jim Braun, Illinois Farmer-Consumer Coalition, Springfield (Sangamon County)*

*Mary Ellen Caron, Dept. of Family & Support Services, City of Chicago, (Cook County)*

*Greg Christian, Greg Christian Organics/Organic School Project, Chicago (Cook County)*

*Johari Cole, Iyabo Farms, Hopkins Park (Kankakee County)*

*Dean Craine, Agri-Energy Resources, Princeton (Bureau County)*

*Leslie Duram, School Nutrition Action Committee, Carbondale (Jackson County)*

*Chris Eckert, Eckerts Orchards, Belleville (St. Clair County)*

*Carrie Edgar, U. of Illinois Extension (Adams/Brown Unit), Quincy (Adams County)*

*Jack Erisman, Goldmine Farms, Pana (Christian County)*

*Tom Grant, Neighborhood Services Division, City of Carbondale, (Jackson County)*

*Debbie Hillman, Evanston Food Policy Council, Evanston (Cook County)*

*Bridget Holcomb, Illinois Stewardship Alliance, Springfield (Sangamon County) (through 9/08)*

*Wes Jarrell, Prairie Fruits Farm, Task Force Chair Champaign (Champaign County)*

*Gerry Kettler, Niemann Foods, Quincy (Adams County)*

*Warren King, WellSpring Management, Oak Park (Cook County)*

*Donna Lehrer, Lamb of God Farm, Big Rock (Kane County)*

*Therese McMahon, Dept. of Comm. & Econ. Opportunity, Springfield (Sangamon County)*

*Bill Olthoff, Illinois Farm Bureau, Bourbonnais (Kankakee County)*

*Chuck Paprocki, Dayempur Farm, Carbondale (Jackson County)*

*Dinah Ramirez, Healthy Southeast Chicago, Chicago (Cook County) appointed 2009*

*Vicky Ranney, Liberty Prairie Foundation, Grayslake (Lake County)*

*Delayne Reeves, Dept. of Agriculture, Springfield (Sangamon County)*

*Penny Roth, Dept. of Human Services, Springfield (Sangamon County)*

*Stan Schutte, Organic Crop Improvement Association, Stewardson (Shelby County)*

*Allan Sexton, Prairie Trace Farm, Sheffield (Bureau County)*

*Bryan Sharp, Illinois Farmers Union, Springfield (Sangamon County)*

*Jim Slama, FamilyFarmed.org, Oak Park (Cook County)*

*Tom Spaulding, Angelic Organics Learning Center, Caledonia (Boone County)*

*June Tanoue, America's Second Harvest, Chicago (Cook County) (through 4/08)*

*John Vanek, Harvest Food Group, Inc., Warrenville (DuPage County)*

*Kim Wasserman-Nieto, Little Village Environmental Justice Org., Chicago (Cook County)*

###

Contacts:

- Debbie Hillman, task force co-coordinator 847/328-7175 [DLHILLMAN@sbcglobal.net](mailto:DLHILLMAN@sbcglobal.net)
- Jim Braun, task force co-coordinator (cell) 515-229-2679 [jb Braun2525@yahoo.com](mailto:jb Braun2525@yahoo.com)



## DRAFT II

(This draft edition contains no major changes, just minor adjustments based on comments that I have received as of 7 February. If there are other comments received before 14 Feb., I will try to integrate them.)

16 January 2012

To: Carol Ammons, County Board Policy Chair

From: Patti Petrie

Re: Establishing a Champaign County Local Food Policy Council

**Caveat:** This is a draft that is being shared with fellow county board members along with other community decision makers and people involved in the production and use of local foods. The request to all of these individuals is to share comments and thoughts with me @ [patti2@gmail.com](mailto:patti2@gmail.com) These will be considered and integrated into a final draft to be on the February County Board policy agenda.

### **Historic Background Pertaining to Local Foods and Policy:**

Across the country various counties and organizations have been creating alliances and collaborations to enhance the expansion of the production and use of local foods for a number of reasons. Some of these are economic development; encourage the establishment of small businesses; better and fresher food available locally; encouragement of larger institutional entities to commit to the use of 10% of local food to support the growth, the economy, and as a health issue; efficient use of land; preservation and conservation of agriculture; reduction in food transportation; and as an educational resources for the local population. Actually, this is not a new concept for Champaign County. County board member McGinty has mentioned that the idea has been presented to him by several individuals interested in the issue of expanding local food production.

As a reminder, the county board has an economic development policy that contains as one of the goals:

#### **Diversification, Business/Agriculture**

*Goal ED-4: Preserve the strength of agriculture and agritourism, and the existing business base, while diversifying the local economy.*

*Objectives:*

*ED-4.1. Promote the growth of agriculture and agritourism that is both sustainable and profitable*

*ED-4.2: Encourage development of enterprises that add value to local agricultural production*

*ED-4.3: Encourage development of appropriate non-farm enterprises that augment income for farm families.*

Here is the url if you would like to reference the policy

<http://www.co.champaign.il.us/COUNTYBD/EconomicDevelopmentPolicy.pdf>

Based on economic information, local food production farms, such as Prairie Fruit Farm and Blue Moon, yield a higher return rate per acre than farms producing row crops. Further, it takes much less

infrastructure cost for the county to support agriculture than other forms of development, which is rarely taken into the cost consideration of converting agriculture land to other uses.

At the end of this memo are references to various organizations within Illinois and surrounding Midwest states along with information about North Carolina are included to give a broader perspective as to what other communities and counties are pursuing to enlarge the opportunities for local food as a means of economic development. Also included, as a resource, is the 2009 press release that “Governor Patrick Quinn signed landmark legislation that will put the state on the road to a vastly expanded supply of Illinois-grown food for Illinois tables.”

### **Purpose of Local Food Policy Council**

- Enhance economic development and strengthen local food systems within the county, per the county board policy reference above;
- Bring stakeholders together and provide mechanisms for seeking stakeholder advice and expertise;
- Explore means for small business loans;
- Coordinate and collaborate with existing programs within Champaign County and other county and state food policy organizations regionally;
- Bring to the attention of the county board new programs;
- Address policy barriers and bring these to the attention of the county board;
- Collaborate to establish and broaden community outreach;
- Council function is designed to be on a macro level;
- Establish a web site presence on the county web site.

### **Structure of the Council**

- Council will have **nine members** chosen by the board chair in consultation with a Republican and Democratic member of the board and confirmed by the whole county board. **Two** members will be chosen from communities within the county; **two** from local foods representatives—growers, marketers, Land Connection, as examples; **two** from academic institutions—extension, UIUC student farm, ACES, NRES, Urban Planning, as examples, **two** from end users of local foods, such as restaurants, institutions, county nursing home, etc. and **one** from the Champaign County Farm Bureau. Ex officio members will be determined by the council, as necessary, such as a county board member.
- Council will develop a statement of purpose, by-laws, goals, objectives, and basic timeline for the first two years after appointed. The council will determine a meeting schedule subject to the Illinois Open Meetings Act.
- **Sunset clause**—24 months from appointment. Purpose is to revisit the structure to determine if this still is appropriate or if so much progress has ensued a different structure would prove more fruitful. The council can bring forth this assessment to the county board.



- **Term limits**—if the council continues beyond the original 24 months, appointees will serve only two two-year terms for the purpose of rotation on the council among the county population involved with and knowledgeable about local foods as a means for economic development.

**Cost to the County to Establish this Council**

Since there is no staff time involved for the first 24 months, there ought to be no cost.

**References:**

Here is a [link](#) to a food policy council developing in Springfield.

List of Illinois and Iowa Food Policy Councils from the [North American Food Policy Council](#)

- An S in front of a council name designates a state-level council;
- An R designates a regional-level council;
- A C designates a county-level council;
- An L designates a local-level council, including city.

## **Illinois**

### **S: Illinois Food, Farms, & Job Council**

**Contact:** Jim Braun (Interim Coordinator)

**Phone:** [\(515\) 229-2679](tel:5152292679)

**Web:** [www.foodfarmjobs.org](http://www.foodfarmjobs.org)

### **S: Tri-State Food Policy Council (IL, IA, MO)**

**Contact:** Brenda E. Derrick, Unit Educator, Nutrition and Wellness

**Email:** [derrickb@illinois.edu](mailto:derrickb@illinois.edu)

**Phone:** [\(217\) 223-8380](tel:2172238380)

**Web:** [web.extension.illinois.edu/adamsbrown/localgrown/430.html](http://web.extension.illinois.edu/adamsbrown/localgrown/430.html)

### **L: Chicago Food Policy Advisory Council**

**Contact:** Erika Allen, Growing Power Illinois (co-chair)

**Email:** [erika@growingpower.org](mailto:erika@growingpower.org)

**Phone:** [\(773\) 324-7924](tel:7733247924)

**Contact:** Rodger Cooley (co-chair)

**Email:** [jrojet@yahoo.com](mailto:jrojet@yahoo.com)

**Web:** [www.chicagofoodpolicy.org](http://www.chicagofoodpolicy.org)

### **L: Evanston Food Policy Council (Evanston)**

**Contact:** Debbie Hillman

**Email:** [DLHillman@sbcglobal.net](mailto:DLHillman@sbcglobal.net)

**Phone:** (847) 328-7175

**Web:** www.thetalkingfarm.org

**L: Food Initiatives Group (Macomb)**

**Contact:** info@macombfig.org

**Web:** www.macombfig.org/blog

**R: Heartland Local Food Network (Bloomington-Normal)**

**Contact:** Marsha Veninga

**Email:** marsha.veninga@hlfm.org

**Phone:** (309) 530-0430

**Web:** www.hlfm.org

**C: Northwest Local Foods Task Force (Stephenson County)**

**Contact:** Margaret Larson

**Email:** mklarson@uiuc.edu

**Phone:** (815) 235-4125

**C: Springfield Local Food Task Force (Springfield)**

**Contact:** Lindsay Record, Illinois Stewardship Alliance

**Email:** lindsay@ilstewards.org

**Phone:** (217) 528-1563

## **Indiana**

## **Iowa**

**S: Iowa Food Systems Council**

**Contact:** Angie Tagtow

**Email:** angie.tagtow@mac.com

**Contact:** Susan Roberts, JD, MS, RD - Roberts Law Firm, PLC

**Email:** susan@susan-roberts.net

**Phone:** (515) 965-3859

**Web:** [www.iowafoodsystemscouncil.org](http://www.iowafoodsystemscouncil.org)

**S: Tri-State Food Policy Council (IL, IA, MO)**

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**Web:** [web.extension.illinois.edu/adamsbrown/localgrown/430.html](http://web.extension.illinois.edu/adamsbrown/localgrown/430.html)

**C: Cass County Local Food Policy Council (Oakland)**

**Contact:** Bahia Barry, Local Food Coordinator, Golden Hills RC&D

Southwest Iowa Food and Farm Initiative, 712 S. HWY 6, PO Box 189, Oakland, IA 51560

**Phone:** [\(712\) 482-3029](tel:(712)482-3029)

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**C: Pottawattamie County Local Food Council**

**Contact:** Bahia Barry, Local Food Coordinator, Golden Hills RC&D--

Southwest Iowa Food and Farm Initiative, 712 S. HWY 6, PO Box 189, Oakland, IA 51560

**Phone:** [\(712\) 482-3029](tel:(712)482-3029)

**Web:** [www.swiffi.org](http://www.swiffi.org)

**North Carolina**

North Carolina Sustainable Agriculture Research and Education Program

<http://www.sustainable-ag.ncsu.edu/>

**USDA Resource**

<http://www.nal.usda.gov/afsic/pubs/agnic/susagorgs.shtml>

**NACO Resource**

*Counties and Local Food Systems* [http://www.farmentoschool.org/files/publications\\_133.pdf](http://www.farmentoschool.org/files/publications_133.pdf)

Viktor Schrader and Joseph Lauchlan. **Local Food Systems in Central Illinois: An Economic Impact Analysis.** July 2009. Department of Economics and the Stevenson Center for Community and Economic Development, Illinois State University. (I have a copy of this paper that I am willing to share.)

Ken Meter. *Sangamon Region (Illinois) Local Farm & Food Economy: Highlights of a data compilation.* 25 March 2010. Illinois Stewardship Alliance.