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Putnam County Illinois Board Meeting Minutes

County Board Meeting Minutes - November 12,
2013

PUTNAM COUNTY REGULAR BOARD MEETING

NOVEMBER 12, 2013, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Tuesday, November 12, 2013 in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman, Duane A. Calbow.

Roll Call was taken by the Clerk of the County Board with Duane Calbow, Chauntelle Biagi-Bruer, Sheila Haage, and William Holmes answering. Board member Jordan Ellena was absent for the meeting.

It was then moved by board member Sheila Haage to approve the minutes from the October 15, 2013 Regular Board Meeting. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

County Death Investigator Robert Cofoid presented his Death Investigator Report for the month of October to the board. There was one (1) death reported to his office during the month of October. Mr. Cofoid informed the board that he is planning on attending the Illinois Association of County Officials Conference in Chicago later this month. Mr. Cofoid had nothing further to report. (Mr. Cofoid's report is on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Emergency Management Agency Assistant Coordinator Robert Cofoid presented a monthly report of activities for the PCEMA. Mr. Cofoid updated the board on the EMA equipment building project. The project is going according to schedule and the first payment estimate was forwarded to the North Central Illinois Council of Governments in the amount of \$57,298.95. Mr. Cofoid also informed the board that he has scheduled a meeting with Illinois Emergency Management Region 2 Office and will provide the board with an update at next month's regular board meeting. (Mr. Cofoid's PCEMA monthly report is on file at the Office of the County Clerk for review by any interested parties.)

County Highway Engineer Pat Sloan reviewed his October report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the budget and county engineer appointment tasks have been completed. Mr. Sloan also informed the board that a new office assistant, Susan Simmons, has been integrated into the Putnam County claim system and administration of the various highway accounts. Mr. Sloan also informed the board that the no passing zones throughout the county were checked and marked in advance of Varsity Painting and Striping completing the striping of approximately 30 miles of county roads. Other County Highway Engineer activities have included working with FEMA to finalize the grant application. Three sites in Putnam County were determined to be eligible for a 75% reimbursement of the total cost of \$30,428.74. County Highway Maintenance activities have included meeting the new Highway Engineer, checking roads, servicing the Highway and Sheriff Department's vehicles, finishing up the seasonal roadside mowing, and working on ditches on the Bottom Road, the McNabb Blacktop, and in Senachwine Township. (The County Highway Engineer and Maintenance Activities report is on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle presented his October Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he anticipates having the detailed report for the board at the December meeting from Basalay, Carey, Alstadt Architects; Ltd. on the testing for the tuck-pointing and repair of the brick on the "old courthouse" building. Mr. Doyle also informed the board that the cooling tower has been drained and winterized. Mr. Doyle also informed the board that the flag pole project in the front of the "old courthouse" building is still ongoing with hopes to soon complete. Mr. Doyle also informed the board that currently there are no maintenance issues and that he had nothing further to report. (Mr. Doyle's reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel was not present for the meeting. The board reviewed his financial reports for the month of October. The General Fund's working balance for the month of October - 2013 was (\$9,221.60) compared to a working balance of \$4,813.35 for the month of October - 2012. The General Fund Income for the month of October - 2013 was \$213,915.68 compared to \$163,663.07 for the month of October - 2012. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2013". The General Fund balance for the month of October - 2013 was \$93,678.27. The General Fund Savings balance for the month of October - 2013 was \$843,528.31. The Illinois Fund - General Fund balance for the month of October - 2013 was \$372,395.84. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending October 31, 2013. The actual versus budget variance percent target for the period is 91.67%. (Mr. Kunkel's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

County Circuit Clerk Cathy Oliveri had nothing to report for the month of October and therefore was not present for the meeting.

County Probation Officer Nicole Tonioni had nothing to report for the month of October and therefore was not present for the meeting.

County Supervisor of Assessments Tammy Mehalic had nothing to report for the month of October and therefore was not present for the meeting.

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of October to the board. Mr. Burger informed the board that during the month of October his office issued ten (10) building permits. There were twenty-one (21) building permit inspections completed, five (5) of which were final inspections. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for Committee Reports; board / committee member Chauntelle Biagi-Bruer informed the remainder of the board that she attended a Hennepin Village Board Meeting and discussed the courthouse's 175th anniversary being part of the village's overall Fourth of July Celebration.

Under "New Business" for Recycling Grant; Kendall Cramer with the North Central Illinois Council of Governments discussed the Illinois Electronic Products Recycling & Reuse Act (Public Act 097-0287) with the board. Legislation enacted on January 1, 2012 made it illegal to

dispose of certain electronic items in Illinois' landfills. The Act also set up a statewide system requiring all electronic manufacturers that sell products in Illinois to participate in a management program for the recycling and reuse of residential e-waste. Mr. Cramer provided brochures stating which electronic items are covered by the Act. Mr. Cramer also provided information on nearby drop-off locations.

Also under "New Business" for Resolution / State's Attorneys Appellate Prosecutor; State's Attorney James Mack reviewed and explained to the board the resolution which supports the continued operation of the Office of the State's Attorneys Appellate Prosecutor and designates the Office of the State's Attorneys Appellate Prosecutor as its agent to administer the operation of appellate offices and process said appellate court cases for Putnam County. Board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution as written. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the resolution (#2013-28).

Also under "New Business" for Public Defender, I.M.R.F. Eligibility (Tabled From The October 15, 2013 Regular Board Meeting); the county board was informed by local Illinois Municipal Retirement Fund (I.M.R.F.) Representative Dan Kuhn that the County Board has no decision-making authority in deciding whether or not an employee is eligible for the I.M.R.F. Mr. Kuhn had contacted the I.M.R.F. Field Representative Randy Stevens to confirm with him that the I.M.R.F. reviews all requests for enrollment and determines the eligibility. Mr. Kuhn also informed the board that Mr. Roger Bolin's (Public Defender) application for enrollment in the (I.M.R.F.) has been completed and submitted. The I.M.R.F. is currently reviewing Mr. Bolin's application and will inform Mr. Kuhn on his eligibility status when their review is completed.

Also under "New Business" for Putnam County Website; the board discussed the progress being made with the overall content and administration of the website. The addition of information, monitoring and updating will continue. Board Chairman Duane Calbow informed the board that Ms. Sandra Woest will begin training in the near future and eventually take over the administration of the website. The site's address is www.co.putnam.il.us (<http://www.co.putnam.il.us/>).

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of September. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of September. Board member William Holmes seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 1 absent.

At 7:45 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The board then retired into Executive Session.

EXECUTIVE SESSION

At 8:05 P.M., board member Sheila Haage moved that the board return to Regular Session. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The board then returned to Regular Session.

Also under “New Business” for Correspondences and Reports; the board reviewed the monthly reports from the County Clerk’s Office and the Regional Office of Education. No other correspondences or reports were reviewed.

Also under “New Business” for Public Comment Period; there were no members of the public present at the meeting.

At 8:07 P.M., board member Sheila Haage moved to adjourn the meeting. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The next Regular Meeting of the Putnam County Board is scheduled for Monday, December 9, 2013, at 10:00 A.M.

Respectfully submitted,
DANIEL S. KUHN
Clerk of the Putnam County Board

Putnam County Illinois
120 North 4th Street
Hennepin, IL 61327

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