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**[October 2014 Minutes \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

## October 2014 Minutes

PUTNAM COUNTY REGULAR BOARD MEETING

OCTOBER 14, 2014, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Tuesday, October 14, 2014, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman, Duane Calbow.

Roll Call was taken by the Clerk of the County Board with Duane Calbow, Chauntelle Biagi-Bruer, Sheila Haage, William Holmes, and Sandra Woest answering.

It was moved by board member Sheila Haage to approve the minutes from the September 8, 2014, Regular Board Meeting. Board member Sandra Woest seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

County Highway Engineer Pat Sloan reviewed his September report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the paint-striping on all county roads was completed. Mr. Sloan also informed the board that the last of the bridge inspections for 2014 were completed by the consultant. Mr. Sloan stated that he has attended a 10-day bridge inspection class to become certified. As a result, the next round of bridge inspections can be completed in house and a consultant will not be needed. Mr. Sloan also informed the board that he took sealed bids on the Hennepin Township County Aid project. The low bid was approximately 50% more than the budget and as a result Mr. Sloan stated that he will change his approach and still attempt to complete the project prior to this winter. Other County Highway Engineer activities have included taking bids on the Hennepin Township salt shed adjusting the location to fit into budget, and meeting with owners of the road which dumps mud onto the Bottom Road during heavy rains, agreeing to a plan that will correct the problem. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, picking up the new 1-ton truck, finishing up the patching of the shoulders on S. Mark Road, mowing grass along the roadsides for the last time this year, and ordering salt to fill the salt shed. (The Putnam 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 September Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that the stone band repair work as part of the overall "old" courthouse restoration project has been delayed due to rain. The old band should be removed by the end of the week with weather permitting. Brief discussion relative to the revision of the Phase II Scope of Work for the restoration project resulted in the board agreeing to place the item on the agenda for the November 10<sup>th</sup> regular board meeting for further discussion and decision. Mr. Doyle also informed the board that currently there are no maintenance issues. (Mr. Doyle's reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel presented his financial reports for the month of September to the board. The General Fund's working balance for the month of September - 2014 was \$39,275.14 compared to a working balance of \$15,901.70 for the month of September - 2013. The General Fund Income for the month of September - 2014 was \$538,707.54 compared to \$192,674.17 for the month of September - 2013. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2014". The General Fund balance for the month of September - 2014 was \$105,728.40. The General Fund Savings balance for the month of September - 2014 was \$1,275,422.08. The Illinois Fund - General Fund balance for the month of September - 2014 was \$142,133.99. Mr. Kunkel's report also included a review of

the budget for the current fiscal year for the period ending September 30, 2014. The actual versus budget variance percent target for the period is 83.33%. Mr. Kunkel had nothing further to report at this time. (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 to the board for the month of September and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of September to the board. Mr. Burger informed the board that during the month of September his office issued one (1) building permit. There were two (2) building permit inspections completed. Mr. Burger also informed the board that the beginning of October has been busy with attempts to complete projects before the cold weather sets in. Mr. Burger also informed the board that he has responded to several calls on property zoning and subdivision covenants and that he has attended several meetings with prospective businesses wanting to locate in the county. Mr. Burger also informed the board that he attended a meeting of the Lake Thunderbird Architectural Committee discussing county permits in an effort to eliminate some confusion. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Robert Cofoid was attending a training seminar in Nashville, Tennessee at the time of the meeting and as a result was unable to be present. It was noted that Mr. Cofoid had not submitted his Death Investigator's report for the month of September to the board.

Putnam County Emergency Management Agency Interim Coordinator Robert Cofoid was attending a training seminar in Nashville, Tennessee at the time of the meeting and as a result was unable to be present. Former PCEMA Coordinator John Ehrhardt presented the agency's report for the month of September to the board. Mr. Ehrhardt informed the board of various meetings, drills, and training sessions that he and other members of the PCEMA attended during the month of September. Mr. Ehrhardt also informed the board that the communications tower has been erected and work continues to complete the full functionality of the communications system. Mr. Ehrhardt also informed the board that Western Illinois University students toured the PCEMA facilities on September 30<sup>th</sup>. Mr. Ehrhardt also informed the board that work continues on the PCEMA building, the garage facilities, and the Emergency Operations Center. Mr. Ehrhardt also informed the board that ICS300 classes were held September 13<sup>th</sup> and 14<sup>th</sup> and ICS400 classes were held October 11<sup>th</sup> and 12<sup>th</sup> at the PCEMA building. The next PCEMA meeting will be held on Wednesday, November 12, 2014, at the PCEMA Building. (The PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

Under “Old Business” for committee reports; the Regional Superintendent of Schools, Ms. Phyllis Glazier, was present with an update for the board. Ms. Glazier discussed the restructuring of the current educational region which as of July 1, 2015, will be comprised of LaSalle, Marshall, and Putnam Counties. Ms. Glazier thanked the board members for their cooperation during her tenure as Regional Superintendent which will end November 30, 2014. The board thanked Ms. Glazier for her update and wished her all the best in her future endeavors.

Hennepin Village President Kevin Coleman was present and thanked Ms. Phyllis Glazier for her assistance with the Deck Scholarship Fund. Mr. Coleman while present also informed the board that the Village of Hennepin will have an e-recycling day on November 22<sup>nd</sup>. The service is no longer free as it has been in the past. Mr. Coleman stated that the Hennepin Village Board is considering expanding the e-recycling next year to county-wide and asked the county board for their support. The county board will take it under consideration. Board/committee member Sandra Woest informed the remainder of the board that she attended a recent meeting of the Tri-County Opportunities Council and was informed by the council that there is no service to Putnam County due to the lack of participants.

Under “New Business” for Supplemental Work For Phase I, “Old” Courthouse Restoration Project; Sheriff Kevin Doyle discussed with the board the recent progress meeting with Basalay, Cary & Alstadt Architects, Ltd. regarding the “Old” Courthouse Restoration Project. The architects proposed supplemental work for Phase I of the project to avoid 2015 material and labor price increases for some of the work scheduled for Phase II of the restoration. The proposed supplemental work completed by Otto Baum would total \$17,178.00. After brief discussion, board member Chauntelle Biagi-Bruer moved to approve the proposed supplemental work for Phase I at a cost of \$17,178. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 3 ayes, 1nay, and 0 absent.

Also under “New Business” for Mileage Re-Imbursement Increase; the board discussed the current amount being reimbursed for travel mileage. Currently the amount is 50¢ per mile. The board discussed increasing the amount to 56¢. After brief discussion, board member Sheila Haage moved to increase the travel mileage reimbursement from 50¢ to 56¢ per mile. Board member Sandra Woest seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent.

Also under “New Business” for Putnam County Health Department Food Sanitation Ordinance; the board discussed the revisions to the Putnam County Health Department’s Food Sanitation Ordinance. After brief discussion, board member Chauntelle Biagi-Bruer moved to approve the revisions to the current ordinance. Board member Sandra Woest seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Also under “New Business” for Budget Meetings For Fiscal Year 12/1/2014 – 11/30/2015; the board discussed continuing with the budgetary process for next fiscal year. The board agreed to schedule the next budget meeting on October 20, 2014, at 9:00 A.M.

Also under "New Business" for Putnam County Website; the board discussed the overall content and administration of the website. The addition of information, monitoring and updating will be on-going. Ms. Sandra Woest is the administrator of the website. Updates and additional information for posting to the website should be forwarded to Ms. Woest. Her e-mail address is [swoest.8.60@gmail.com \(mailto:swoest.8.60@gmail.com\)](mailto:swoest.8.60@gmail.com). The board also discussed the possible purchase of lap-top computers for each board member.

At 7:40 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member William Holmes seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The board then retired into Executive Session.

#### EXECUTIVE SESSION

At 7:55 P.M., board member William Holmes moved that the board return to Regular Session. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The board then returned to Regular Session.

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 board vote of 4 ayes, 0 nays, and 0 absent.

Also under "New Business" for Correspondences and Reports; the board reviewed monthly reports from the County Clerk's Office and the Regional Office of Education. The board also reviewed the legislative reports from the Illinois Association of County Board Members and Commissioners. Board Chairman Duane Calbow informed the remainder of the board that he received a communication from the Probation Officer requesting the donation of office equipment to the Putnam County Food Pantry.

Also under "New Business" for Public Comment Period; Mr. Andy Jackson, Putnam County Ambulance Director, informed the board that an Emergency Medical Technician (EMT) class will begin on October 21<sup>st</sup>. Sixteen (16) individuals have enrolled thus far.

At 8:02 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 4 ayes, 0 nays, and 0 absent. The next Regular Meeting of the Putnam County Board is scheduled for Monday, November 10, 2014, at 7:00 P.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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