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# Putnam County Illinois Board Meeting Minutes

## Minutes December 14, 2015

PUTNAM COUNTY REGULAR BOARD MEETING

DECEMBER 14, 2015, 9 00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, December 14, 2015, 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, Sheila Haage, William Holmes, Steven Malavolti, and Luke Holly answering.

It was moved by board member Steven Malavolti to approve the minutes from the November 9, 2015, Regular Board Meeting. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. It was also moved by board member Steven Malavolti to approve the minutes from the subsequent meetings suspended from September 14, 2015. Board member Luke Holly 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 November report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the State of Illinois has agreed to issue the Motor Fuel Tax funds that were being held since July. The IDOT intends to issue the backlogged monthly allotments on a weekly basis until they are caught up sometime in January. Mr. Sloan also informed the board that he will begin the planning process this month for the 2016 MFT Maintenance Program with all the Township Highway Commissioners. Mr. Sloan also informed the board that the Truck Access Route Program (TARP) grant funding (\$1.4 million total) for the Power Plant Road Project and the Major Bridge Program grant for the Bottom Road Bridge Project was approved. Mr. Sloan also informed the board that he will try to have the maintenance bids (primarily seal-coat) opened in the last week of February or the first week of March. Other County Highway Engineer activities have included the completion of the preliminary environmental site assessment for the Bottom Road Bridge Project. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, finishing up the seasonal mowing of the roadsides, cleaning tractor & mower and putting away for the winter, filling the salt shed, plowing & salting the roads, and cleaning & organizing the shop and the outside area around the building. (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 November Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that there have been some issues with the boiler. The issues are in the process of being corrected. There are no other maintenance issues within the courthouse. Mr. Doyle also informed the board that he is still working on acquiring an appraisal for the antique guns. (Mr. Doyle's reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel reviewed his financial reports for the month of November with the board. The General Fund's working balance for the month of November - 2015 was \$64,615.52 compared to a working balance of (\$6,972.66) for the month of November - 2014. The General Fund Income for the month of November - 2015 was \$237,943.15 compared to \$233,681.78 for the month of November - 2014. Mr. Kunkel's report also included a review of

the "General Fund Accounts Balance by Month - 2015". The General Fund balance for the month of November - 2015 was \$136,898.43. The General Fund Savings balance for the month of November - 2015 was \$722,211.59. The Illinois Fund - General Fund balance for the month of November - 2015 was \$307,154.01. Mr. Kunkel's report also reviewed the budget for the current fiscal year for the period ending November 30, 2015. The actual versus budget variance percent target for the period is 100.00%. (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 November and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin had nothing to report to the board for the month of November and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented Zoning Officer Report for the month of November to the board. Mr. Burger informed the board that there was one (1) building permit issued and six (6) building permit inspections completed during the month of November. Mr. Burger also informed the board that a Stop Work Order was posted at 40 Lake Thunderbird Drive for building a deck without a building permit. (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 not present for the meeting. The board reviewed his Death Investigator's report for the month of November. There were three (3) deaths reported to his office during the month of November. Mr. Cofoid's report also informed the board that he attended the Illinois Association of County Officials Conference in Peoria, Illinois. (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 Coordinator Robert Cofoid was not present for the meeting. The board reviewed his PCEMA report for the month of November. Mr. Cofoid's report highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in. (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; board/committee member Duane Calbow informed the remainder of the board that he met with the E.M.A. Coordinator to discuss the agency's budget, discretionary spending, and the E.M.A. Building roof replacement. There were no other reports from any of the other board / committee members.

Under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2015 thru November 30, 2016); the board reviewed a draft of the contract for renewal of the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb Fire Protection District for a one-year period

from December 1, 2015 through November 30, 2016. After brief discussion, board member Steven Malavolti moved that the board approve the Ambulance Service Contract. 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 Marshall-Putnam Extension Service Update; Ms. Jill Guynn, County Director with the University of Illinois Extension Service for Bureau, LaSalle, Marshall and Putnam Counties, was present for the meeting and gave an update on the service’s programs and activities. Also present with Ms. Guynn were some of the service’s educators and program coordinators; Susan Glassman, Briane Torrez, Ann Shields, and Daryl Wragge. Each discussed the classes and programs they are involved with. Ms Guynn also discussed the partnership with Illinois Valley Community College and the service’s hub office location on the college’s campus.

Also under “New Business” for Regional Office of Education #35 (LaSalle, Marshall, Putnam Counties) Annual Report; Mr. Christopher Dvorak, Regional Superintendent, presented the Regional Office of Education #35’s Annual Report 2014-2015 to the board. Mr. Dvorak also discussed with the board the regional office’s transition and he stated that much work has gone into educator professional development and for services to meet the needs of students. Mr. Dvorak also informed the board that although the State budget continues to be a concern, the Regional Office has worked with the funds available to continue to best serve the region.

Also under “New Business” for Bureau / Putnam Area Enterprise Zone Ordinance; Ms. Nora Fesco, Zone Administrator with the North Central Illinois Council of Governments, presented to the board a draft of an ordinance entitled “An ordinance establishing an Enterprise Zone with the County of Putnam, Illinois, said Enterprise Zone being a portion of a larger Enterprise Zone encompassing contiguous portions of the cities of Spring Valley and Princeton, Villages of Ladd, Hennepin, Mark, and Granville, and the counties of Bureau and Putnam, Illinois”. The ordinance establishes a Bureau / Putnam Area Enterprise Zone to replace the existing Bureau / Putnam Area Enterprise Zone which is set to expire on July 1, 2017. The application process for participation in the Enterprise Zone is currently being administrated. The ordinance also includes an Intergovernmental Agreement between the counties, cities, and villages that comprise the Bureau / Putnam Area Enterprise Zone. After brief discussion, board member Steven Malavolti moved that the board approve and adopt the ordinance allowing for the establishment of the Bureau / Putnam Area Enterprise Zone. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the ordinance (#2015-0-05). Board member Steven Malavolti then moved that the board approve the Intergovernmental Agreement with the Counties and Municipalities located within the Bureau / Putnam Area Enterprise Zone. 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 Resolution / State’s Attorneys Appellate Prosecutor; State’s Attorney Christina Mennie 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. After brief discussion, board member Luke Holly moved that the board approve and adopt the resolution as written. 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 Clerk of the County Board was directed to process the resolution (#2015-18).

Also under “New Business” for Schedule Regular Board Meeting Dates For Year 2016; the board reviewed the work sheet prepared prior to the meeting and agreed on the scheduled dates and times for the Regular Board Meetings for the year 2016. The Clerk of the County Board was directed to distribute and publish the schedule as required.

Also under “New Business” for Putnam County Website; the board discussed the information updates recently submitted. The addition of information, monitoring and updating will be ongoing. It was noted that Ms. Sandy Woest is no longer maintaining the county website. Ms. Susan Grady with Connecting Point Computer Centers has taken over the duties of updating and maintaining the website. Any and all updates should be forwarded to Ms. Susan Grady. Her e-mail address is [SGrady@cpointcc.com \(mailto:SGrady@cpointcc.com\)](mailto:SGrady@cpointcc.com) .

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of November. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of November. 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 also reviewed additional correspondences that he had received.

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

At 10:40 A.M., board member Sheila Haage moved to adjourn the meeting. Board member Luke Holly 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, January 11, 2016, at 4:00 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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