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Putnam County Illinois Board Meeting Minutes

Minutes, March 9, 2015

PUTNAM COUNTY REGULAR BOARD MEETING

MARCH 9, 2015, 9:00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, March 9, 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 February 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.

County Treasurer Kevin Kunkel reviewed his financial reports for the month of February with the board. The General Fund's working balance for the month of February - 2015 was \$35,478.67 compared to a working balance of \$86,948.42 for the month of February - 2014. The General Fund Income for the month of February - 2015 was \$132,205.71 compared to \$367,427.71 for the month of February - 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 February - 2015 was \$162,938.09. The General Fund Savings balance for the month of February - 2015 was \$1,019,075.13. The Illinois Fund - General Fund balance for the month of February - 2015 was \$119,152.86. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending February 28, 2015. The actual versus budget variance percent target for the period is 0.250%. (Mr. Kunkel's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

County Highway Engineer Pat Sloan reviewed his February report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the bids for the 2015 Motor Fuel Tax maintenance projects (including seal coating, paving and gravel) were opened on February 25, 2015. Mr. Sloan included the bid tabulations with his report. Board member Luke Holly questioned why there was only one bid submitted. Mr. Sloan stated that he canvassed the various local road maintenance contractors and only received a bid for the eight (8) separate contracts from Pavement Maintenance. Road Oil Service requested the plans but never submitted a bid. Mr. Sloan also stated that the Pavement Maintenance bid was 1.5% less than the estimate. A resolution will be submitted to the board for approval at the April meeting to make the awards. Other County Highway Engineer activities have included finalizing the County-Wide Sign Upgrade Project bidding documents and submitting them to the IDOT for approval, working on an installation contract for the Granville County Aid Project (1175 E. Division Street, and updating the Highway Department's content on the county's website. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, plowing snow and spreading salt, attending the bid letting on February 25th, and performing minor repairs on the trucks and mowing tractor. (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.)

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

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of February to the board. Mr. Burger informed the board that during the month of February his office did not issue any building permits. There were nine (9) building permit inspections completed all of which were at the ethanol plant. Mr. Burger also informed the board that he attended the Certified Floodplain Managers course at Ottawa, Illinois and will take the certification test in Normal, Illinois on March 11th. Mr. Burger then presented to the board an example of a Demolition Permit Application which would be required for the demolition, dismantling, and/or removal of private, public buildings and other structures. The permit would be a requirement as stated in the Putnam County Demolition Ordinance which the board is considering for adoption. During the discussion relative to the permit, board member Luke Holly raised the concern that the permit application process would incur additional costs for the property owner besides the cost for demolition. After brief discussion, the board agreed to table the further discussion and decision on the permit application process until the next board meeting in April. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle presented his February Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also informed the board that the courthouse restoration project will continue March 11th. The project was on hold due to in climate weather. Mr. Doyle also informed the board that currently there are no maintenance issues within the courthouse. Mr. Doyle 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.)

At 9:40 A.M., board member Sheila Haage moved that the board retire into Executive Session to discuss legal issues (5ILCS 120/2). 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 board then retired into Executive Session.

EXECUTIVE SESSION

At 10:15 A.M., board member Steve Malavolti 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.

County Death Investigator Robert Cofoid was not present for the meeting. The board reviewed his Death Investigator's report for the month of February. There was one (1) death reported to his office during the month of February. (Mr. Cofoid's reports are 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. It was noted that Mr. Cofoid had not submitted the agency's report for the month of February to the board prior to the meeting.

Under “Old Business” for committee reports; board/committee member Steven Malavolti informed the remainder of the board that he attended a B.E.S.T. meeting at which time the Workforce Investment Act passed by congress was discussed. Board/committee members William Holmes and Luke Holly informed the board that they met with County Highway Engineer Pat Sloan at the Marshall-Putnam County Highway Department. There were no other reports from any of the other board committees.

Under “New Business” for Board Member Appointment, Bureau/Putnam County Board Of Health; the board reviewed a letter from the Bureau/Putnam County Health Department requesting the appointment of Dr. Dena Lunkin to the Putnam County Board of Health. Dr. Lunkin will fill the position previously appointed to Dr. Robert Dawe. The three-year term will commence on April 1, 2015. After brief discussion, board member William Holmes moved that the board approve the recommendation from the Bureau/Putnam County Health Department for the appointment of Dr. Dena Lunkin to the Board of Health. Board member Luke Holly

seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to send a letter to Dr. Lunkin and the Bureau/Putnam County Health Department informing them of the board’s approval of their recommendation.

Also under “New Business” for Demolition Application Policy; the agenda item was covered under the County Zoning Officer’s update.

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 on-going. Any and all updates should be forwarded to Ms. Sandy Woest. Her e-mail address is [swoest.8.60@gmail.com \(mailto:swoest.8.60@gmail.com\)](mailto:swoest.8.60@gmail.com) .

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of February. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of February. 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.

At 10:30 A.M., board member William Holmes moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). 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 retired into Executive Session.

EXECUTIVE SESSION

At 10:58 P.M., board member Luke Holly moved that the board return to Regular Session. 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 returned to Regular Session.

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. Correspondences were also reviewed from the North Central Illinois Council of Governments and the Illinois Valley Chamber of Commerce.

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

At 11:00 A.M., board member Sheila Haage moved to adjourn the meeting. 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 next Regular Meeting of the Putnam County Board is scheduled for Monday, April 13, 2015, 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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