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**[Minutes August 8, 2016 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

Minutes August 8, 2016

# PUTNAM COUNTY REGULAR BOARD MEETING

## AUGUST 8, 2016, 9:00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, August 8, 2016, 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, and Steven Malavolti answering. Board member Luke Holly was absent for the meeting

It was moved by board member Steven Malavolti to approve the minutes from the July 11, 2016, Regular Board Meeting. Board member William Holmes seconded the motion and the motion was carried by a roll call board vote of 3 ayes, 0 nays, and 1 absent.

County Highway Engineer Pat Sloan reviewed his July report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan presented to the board a resolution for discussion and approval. The resolution is for the Request for County Aid for Township Drainage Structure. The request is for County Aid Project #103 which would appropriate from the County Board Bridge Fund a sum sufficient to meet one-half of the expense for Culvert Replacement on County Road 1100N in Granville Township. The Granville Township Road District will furnish the other one-half of the amount (total cost of project is \$50,000). After brief discussion, board member Sheila Haage moved to approve and adopt the resolution for County Aid Project #103 as written. Board member Steven Malavolti seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the resolution (#2016-11). Mr. Sloan informed the board that County Aid Project #303 (culvert replacement on Stage Coach Road in Magnolia Township) was completed. Mr. Sloan also informed the board that there will be construction occurring during the next one to two months on Meridian Road in Magnolia Township. The road will be closed for culvert replacement and seal coating. Mr. Sloan also presented to the board a draft of a Budget Amendment Ordinance for the Federal Aid Matching Fund and the County Bridge Fund. The amendment adds the general line items to the Federal Aid Matching Fund which was inadvertently omitted from the original budget. The second change is to anticipate the Magnolia Township Culvert Replacement construction costs. The construction line item needs to be increased to \$240,000. Approximately \$180,000 will be reimbursed from LaSalle County for the project. After brief discussion, board member Steven Malavolti moved that the board approve and adopt the Budget Amendment Ordinance as written. Board member William

Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the ordinance (#2016-0-03). Mr. Sloan also informed the board that he attended a Granville Township meeting to discuss the issue with the Timberline Subdivision road. In doing some historical research on the subdivision, Mr. Sloan discovered that in 1981 the completed road was inspected by the Putnam County Highway Engineer and the Granville Township Road Commissioner. At that time, some deficiencies were noted and the developer was notified informing him that the road would be accepted by the township when the corrections were made. However, the deficiencies were never corrected. Mr. Sloan discussed several options for correcting and maintaining the road. Those options were shared with Granville Township for their evaluation. Mr. Sloan stated that he would keep the board informed. Other County Highway Engineer activities have included attending a meeting with the I.D.O.T. to discuss the Bottom Road Bridge Project. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, spreading chips on "bleeding" roads, cleaning up trees and limbs after several storms, patching edges on Lake Senachwine Road, and mowing roadsides and the grounds at the Highway Building. (The Putnam County Highway Engineer and Maintenance Activities Reports are on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle reviewed his July Sheriff's and Civil Processing Transaction Reports with the board. Mr. Doyle also informed the board that he has received proposals from two (2) companies for the replacement of the "old courthouse's" boiler / cooling tower. Xcell Mechanical Services submitted a bid for the replacement of the boiler and cooling tower. Ruyle Mechanical Services submitted a bid for the replacement of the boiler only. Mr. Doyle stated that he will update the board at the September meeting on any further progress on the proposals. Mr. Doyle also informed the board that currently there are no existing maintenance issues within the courthouse. (The Sheriff's and Civil Processing Transaction 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 when the board reviewed his County Treasurer's Financial Reports for the month of July. The General Fund's working balance for the month of July - 2016 was \$22,238.03 compared to a working balance of (\$8,669.18) for the month of July - 2015. The General Fund Income for the month of July - 2016 was \$687,871.80 compared to \$719,840.62 for the month of July - 2015. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2016". The General Fund balance for the month of July - 2016 was \$42,698.87. The General Fund Savings balance for the month of July - 2016 was \$505,611.49. The Illinois Fund - General Fund balance for the month of July - 2016 was \$284,316.51. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending July 31, 2016. The actual versus budget variance percent target for the period is 66.67%. (The County Treasurer'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 July and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his County Zoning Officer Report for the month of July to the board. Mr. Burger informed the board that there was only one (1) building permit issued and eleven (11) building permit inspections completed during the month of July. Mr. Burger's report also informed the board that there were three (3) final inspections completed; two for grain bins and one for a new home. (The County Zoning Officer Report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Robert Cofoid presented his July Death Investigator's report to the board. There were no deaths reported to his office during the month of July. Mr. Cofoid also informed the board that he is planning on attending the Medicolegal Death & Homicide Investigation Conference in Fairview Heights, Illinois on August 23rd thru August 25th. (The County Death Investigator 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 presented his E.M.A. Report for the month of July to the board. Mr. Cofoid's report highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in. (The PCEMA Coordinator Report is on file at the Office of the County Clerk for review by any interested parties.)

At 9:37 A.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Steven Malavolti 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 9:54 A.M., board member Sheila Haage 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 3 ayes, 0 nays, and 1 absent. The board then returned to Regular Session.

Under "Old Business" for committee reports; there were no reports from any of the board's committee.

Under "New Business" for Resolution Supporting the Putnam County Workforce Development Week; Ms. Pam Furlon with the Business Employment Skills Team (BEST) agency presented to the board a model resolution Supporting Putnam County Workforce Development System and designating the week of August 29th through September 4th of the year 2016, as "Workforce Development Week" in the County of Putnam. The Putnam County Board encourages individuals, businesses, and government organizations to visit and promote the

programs and services offered through local Workforce Investment Boards. After brief discussion, board member William Holmes moved that the board approve and adopt the resolution Supporting Putnam County Workforce Development System and designating the week of August 29 through September 4, 2016, as “Workforce Development Week” in the County of Putnam. Board member Steven Malavolti seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the resolution (#2016-12). Ms. Furlon also reviewed the program’s upcoming activities for the year July 1, 2016 thru June 30, 2017, and discussed some of the success stories of individuals that have utilized the BEST program.

At 10:00 A.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Steven Malavolti 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 10:13 A.M., board member Sheila Haage moved that the board return to Regular Session. Board member Steven Malavolti 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 Putnam County Website ([www.co.putnam.il.us](http://www.co.putnam.il.us) (<http://www.co.putnam.il.us>)); 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. Susan Grady with Connecting Point Computer Centers. Her e-mail address is [SGrady@cpointcc.com](mailto:SGrady@cpointcc.com) (<mailto:SGrady@cpointcc.com>) .

At 10:24 A.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Luke Holly 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 10:39 A.M., board member Sheila Haage moved that the board return to Regular Session. Board member Steven Malavolti 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 Approve Bills; the county board reviewed the bills for the month of July. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of July. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 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.

At 10:42 A.M., board member Steven Malavolti 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 3 ayes, 0 nays, and 1 absent. The board then retired into Executive Session.

## **EXECUTIVE SESSION**

At 10:54 A.M., board member Sheila Haage 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 3 ayes, 0 nays, and 1 absent. The board then returned to Regular Session.

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

At 10:55 A.M., board member Sheila Haage moved to adjourn the meeting. Board member Steven Malavolti 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, September 12, 2016, at 9:00 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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