



120 North 4th Street, Hennepin, IL 61327

Hours: Monday - Friday 9:00 - 4:00

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Putnam County Illinois Board Meeting Minutes

Minutes - February 11, 2019

PUTNAM COUNTY REGULAR BOARD MEETING

FEBRUARY 11, 2019, 5:30 P.M.

*(*Corrected March 11, 2019)*

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, February 11, 2019, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman Steven Malavolti.

Roll Call was taken by the Clerk of the County Board with Sheila Haage, William Holmes, Steven Malavolti, Luke Holly, and Charles Lenkaitis answering.

It was moved by board member Sheila Haage to approve the minutes from January 14, 2019, Regular Board Meeting. 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.

County Highway Engineer Pat Sloan presented his January County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that the 2019 Motor Fuel Tax seal coat work is scheduled to have the bid opening on March 20, 2019. Bids will be taken to seal coat all the county roads west of the Illinois River; CH2-Bradford Road and CH13-550N and 500E. Other County Highway Engineer activities have included the submitting of the final Bottom Road Bridge Project plans and specifications to the Illinois Department of Transportation on January 31, 2019. Their review may require a few minor changes prior to the April 26, 2019, bid-letting. The major challenge to making the April 26th bid-letting is securing the necessary right-of-way. Offers have gone out for two (2) temporary easements. The intent is to complete this process during the next month to allow for the April 26th bid-letting and to complete construction this year. Mr. Sloan also informed the board that the Highway Department is running out of salt for the roads due to the high demand. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, plowing snow, and salting the roads. (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 presented his January Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also informed the board that currently there are no courthouse maintenance issues that need to be addressed. Mr. Doyle had nothing of further interest to report to the board. (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 presented his financial reports for the month of January to the board. The General Fund's working balance for the month of January, Fiscal Year 2019, was \$149,873.26 compared to a working balance of \$133,516.93 for the month of January, Fiscal Year *2018. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2019". The General Fund balance for the month of January, Fiscal Year 2019, was \$68,635.25. The General Fund Savings balance for the month of January, Fiscal Year 2019, was \$100,577.93. The Illinois Fund - General Fund balance for the month of January, Fiscal Year 2019, was \$101,759.37. The total of the General Fund Accounts is \$270,972.55. The actual versus budget variance percent target for the period is .167%. Mr. Kunkel requested that the board's Finance Committee meeting to discuss the current General

Fund account balances for the current fiscal year. Mr. Kunkel recommended that the board consider a resolution allowing the county to borrow money from the Federal Aid Matching Fund to cover the county's expenses until June 2019. After a brief discussion, the board agreed to hold a Finance Committee meeting on March 4, 2019. Mr. Kunkel also informed the board that the Windows 7 Professional Operating System will no longer be supported as of January 1, 2020. Systems will need to be upgraded to the Windows 10 Professional Operating System this year. (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 was present for the meeting. Ms. Oliveri informed the board that her annual audit has been completed and copies will be made available for the board members to review. Ms. Oliveri then informed the board that after nearly twenty-seven (27) years as Putnam County's Circuit Clerk, she has decided to retire (effective April 30, 2019). Ms. Oliveri then read her letter of resignation to the board and those present. Ms. Oliveri's letter of resignation also included her recommendation that Chief Deputy Circuit Clerk Carly Neubaum be appointed to fulfill the remainder of her term in office ending November 30, 2020. Also present was Mr. Eric Balma, Chairman of the Putnam County Democratic Central Committee. Mr. Balma informed the board that the Putnam County Democratic Central Committee also recommends that Carly Neubaum be approved for appointment by the county board chairman (with the advice and consent of the county board) to fulfill the remainder of Ms. Oliveri's term in office ending November 30, 2020. (In accordance with the Illinois Compiled Statute, 10ILCS 5/25-11, "the appointee must be affiliated with the same political party as the person he succeeds was at the time of his election.") After further discussion, the board agreed to consider the appointment and a final decision will be made by the board chairman at a later date. The county clerk will send formal letters to each of the Putnam County political central committee chairmen notifying them of the Putnam County Circuit Clerk vacancy effective April 30, 2019.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of January to the board. Mr. Burger informed the board that there was one (1) building permit issued during the month of January for a pole building. There were three (3) building inspections completed during the month of January. Mr. Burger also informed the board that he visited the steel mill and checked on the progress of the demolition and answered some questions posed by the demolition contractor. Mr. Burger also informed the board that he has prepared the required paperwork for the Gem Solar Farm Project hearing scheduled for January 30, 2019. (The County Zoning Officer Report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Bob Cofoid was unable to be present for the meeting. The board reviewed his Death Investigator report for the month of January. There were two (2) deaths reported to his office during the month of January. Mr. Cofoid's report had nothing further to report to the board. (The County Death Investigator Report is on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Office of Emergency Management Coordinator Chauntelle Biagi-Bruer presented her O.E.M. Coordinator's report for the month of January to the board. Ms. Biagi-Bruer's report highlighted the attendance at various meetings, training, and other activities the office sponsored and/or participated in during the month of January. Ms. Biagi-Bruer also provided a copy of a check for the first payment (\$6,271.46) of the total 2018 EMPG Grant (\$14,565.32). Ms. Biagi-Bruer also provided a copy of a check for \$500.00 as a donation from the Village of Bradford for the use of the PC OEM's generator. Ms. Biagi-Bruer also informed the board of the "warming centers" that were open due to the extreme cold during the month of January. (The PCOEM Coordinator Report is on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for Committee Reports; there were no reports from any of the board's committees for the month of January.

Under "New Business" for Special Use Permit For Development Of A Solar Array Project For Mennie Machine; the board reviewed and discussed a Special Use Permit requested by GEM Energy for the development of a solar energy project for Mennie Machine. Ms. Jessica Tyler with GEM Energy and Mr. Bill Mennie with Mennie Machine Company were present for the discussion. GEM energy is seeking approval for the development on a fourteen (14) acre fixed axis ground mount solar array for Mennie Machine Company. Ms. Tyler addressed a number of questions presented to her by the board. After a brief discussion, board member Luke Holly moved that the Special Use Permit requested by GEM Energy be approved by the board. 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.

Also under "New Business" for Lake Thunderbird Request For Approval For The Lake Thunderbird's Annual Fireworks Display (July 7, 2019) and 50th Anniversary Fireworks Display At Annual Corn Boil (August 3, 2019); the board reviewed the letter of request from the Lake Thunderbird Association for the county board's approval of two (2) firework displays. After a brief discussion, board member William Holmes moved that the board approves the request for the two (2) firework displays held on July 7, 2019, and August 3, 2010, at Lake Thunderbird. The approval is contingent upon the county clerk's receipt of a copy of the Lake Thunderbird's Certificate of Liability Insurance and their Local Fireworks Permit issued by the Henry Fire Protection District. Board member Charles Lenkaitis 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 send a letter to the Lake Thunderbird Association informing them of the county board's contingent approval.

Under “New Business” for Annual Review Of Courthouse Policies And Procedures And Ordinance For Adoption; the board agreed to again table the discussion and decision on the item until a later date. Input from the officeholders and department heads is still needed before further board discussion and decision.

Also under “New Business” for Putnam County Website (www.co.putnam.il.us (<http://www.co.putnam.il.us>)); the board discussed information updates submitted for posting to the website. The addition and/or revising 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>) .

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

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

At 6:30 P.M., board member Sheila Haage moved to adjourn the meeting. 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 meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, March 11, 2019, at 5:30 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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