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Putnam County Illinois Board Meeting Minutes

Minutes - July 8, 2019

PUTNAM COUNTY REGULAR BOARD MEETING

JULY 8, 2019, 8:30 A.M.

(Corrected August 12, 2019)

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Monday, July 8, 2019, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman Steven Malavoli.

Roll Call was taken by the Clerk of the County Board with Sheila Haage, Steven Malavolti, Luke Holly, and Brad Popurella answering. Board member Charles Lenkaitis arrived at the meeting after the roll call.

It was moved by board member Brad Popurella to approve the minutes from the June 10, 2019, Regular Board 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.

County Highway Engineer Pat Sloan presented his June report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that seal coating on the county roads west of the river were completed except for a small section at the south end of 550E and the county line. We will complete some shoulder work and Pavement Maintenance Services will complete the work at the end of the season. The seal coat used on the Bradford Road looks good thus far. Pavement marking will be completed before winter. Mr. Sloan also informed the board that the Bottom Road Bridge Project is still in the land acquisition phase. Bidding on the project will be postponed until January 2020 at the earliest. Other County Highway Engineer activities have included working on clarification of the State's Motor Fuel Tax and Capital Bill. Mr. Sloan provided the board with the details of the Capital Bill in his report. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, initiating the mowing of roadsides, removing trees under Woody Walker Hill bridge, and removing downed trees on Fish N' Fun Road. (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 June 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.)

At 8:35 A.M., board member Charles Lenkaitis 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 roll call board vote of 4 ayes, 0 nays, and 0 absent. The board then retired into Executive Session.

EXECUTIVE SESSION

At 8:47 A.M., board member Sheila Haage moved that the board return to Regular Session. 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 board then returned to Regular Session.

County Treasurer Kevin Kunkel presented Mr. Kunkel's financial reports for the month of June to the board. The General Fund's working balance for the month of June, Fiscal Year 2019, was \$1,001,165.44 compared to a working balance of \$1,085,792.85 for the month of June, 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 June, Fiscal Year 2019, was \$134,837.79. The General Fund Savings balance for the month of June, Fiscal Year 2019, was \$402,506.71. The Illinois Fund - General Fund balance for the month of June, Fiscal Year 2019, was \$4,817.62. The total of the General Fund Accounts is \$542,162.12. The actual versus budget variance percent target for the period is 58.33%. Mr. Kunkel also informed the board that the 2nd installment of property taxes will be due on September 3, 2019. (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 Carly Neubaum was not present for the meeting and as a result there was no Circuit Clerk report for the month of June.

County Probation Officer Patricia Hohulin was present for the meeting and informed the board that her office has \$8,771.46 left in her office's detention budget.

County Supervisor of Assessments Tammy Mehalic was present for the meeting but had nothing to report to the board for the month of June.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of June to the board. Mr. Burger informed the board that there were no building permits issued during the month of June. There were six (6) building inspections completed during the month of June. Of the six (6) inspections completed, two (2) were completed at the former steel mill site. Mr. Burger also informed the board that he hopes to have the flood inspections completed shortly. Approximately six (6) to eight (8) units were affected. Mr. Burger also informed the board that he has received revised prints for the Nazareth House project and is in the process of refiguring the cost of the building permit. All inspections at the Nazareth House will be conducted by certified inspectors due to the complexity of the overall project. Mr. Burger also

informed the board that has answered the usual calls on property zoning and setbacks, and has checked out possible issues. (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 presented his Death Investigator's report for the month of June to the board. There were three (3) deaths reported to his office during the month of June. Mr. Cofoid also informed the board that he will be attending the Medicolegal Death Investigation Conference in Fairview Heights, Illinois this coming August. Mr. Cofoid had nothing of further interest 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 June to the board. The report highlighted the attendance at various meetings, trainings, and other activities the office sponsored and/or participated in during the month of June. Ms. Biagi-Bruer's report also included a schedule of the PCOEM's upcoming events in July, August, September, and October of 2019. (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 committee members for the month of June.

Under "New Business" for County Insurance Update (Property Damage, Casualty and Liability); Mr. Michael Gonet formerly with V.H. Gonet - Oppen Insurance Agency and now with Hartauer Insurance Agency Inc., reviewed with the board the county's Property Damage, Casualty and Liability Insurance and the renewal proposal for the 2019/2020 contract year commencing July 8, 2019. The premium total for 2019/2020 is \$54,803 compared to \$54,828 for 2018/2019. After brief discussion, board member Brad Popurella moved that the board approve the proposal for the county's Property Damage, Casualty and Liability Insurance Plan for contract year 2019/2020. 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 Amending The Fiscal Year 2019 Budget To Minimize Spending And Balance To The Estimated 2.9 Million Fiscal Year 2019 Revenue; the board began discussion on amending the Fiscal Year 2019 Budget.

At 9:10 A.M., board member Charles Lenkaitis 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 roll call board vote of 3 ayes, 0 nays, and 1 absent. The board then retired into Executive Session.

EXECUTIVE SESSION

At 9:50 A.M., board member Sheila Haage moved that the board return to Regular Session. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The board then returned to Regular Session.

Board member Charles Lenkaitis moved that the board recommends amending the Fiscal Year 2019 Budget to minimize spending and balance to the estimated 2.9 million Fiscal Year 2019 revenue by eliminating a deputy clerk from the Putnam County Clerk & Recorder's Office. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, 1 abstention, and 1 absent. (Board chairman voted aye.) Other recommendations for amending the Fiscal Year 2019 Budget will be discussed for approval as part of the agenda for a Special Meeting on Monday, July 15, 2019, at 8:00 A.M.

Also under "New Business" for Options For Amending The Enterprise Zone For Future Projects; the board discussed the amending of the current Enterprise Zone to reduce the percentage of the county's abatement for new and future projects. The county's abatement is currently at 100%. Reducing that percentage would generate more revenue for the county. The board agreed to review further and table the agenda item for a Special Meeting on Monday, July 15, 2019, at 8:00 A.M.

Also under "New Business" for Bond Procurement For Costs Associated With Voting Equipment; the board agreed to table the agenda item for a Special Meeting on Monday, July 15, 2019, at 8:00 A.M. A representative from a bond company will be contacted to be present at the meeting and inform the board of the process for the issuance of a general obligation bond.

Also under "New Business" for McNabb Fire Protection District, Trustee appointment; the board reviewed a letter of recommendation from the McNabb Fire Protection District for the appointment of Mr. Travis Keesee to the Board of Trustees for the McNabb Fire Protection District. The county board understands that Mr. Keesee will fill the trustee position left vacant due to the resignation of Mr. John Cimei, effective June 1, 2019, and will serve the remainder of Mr. Cimei's three year term which will expire May 1, 2020. After brief discussion, board member Luke Holly moved that the board approve the recommendation for the appointment of Mr. Travis Keesee as Trustee for the McNabb Fire Protection District. Board member Charles Lenkaitis seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the district informing them of the board's approval.

Also under "New Business" for Putnam County Conservation District, Approval Request For Re-appointment Two (2) Trustees; the board reviewed a letter of recommendation from the Putnam County Conservation District to fill two (2) vacancies due in July of 2019 by a past and current outgoing member of the Putnam County Conservation District's Board of Trustees. The district has had an increasingly difficult time filling the board of trustee appointments and is requesting the Putnam County Board's approval for the appointments for consecutive terms as recommended by the district. Former board of trustees member Mr. John Crist's term expired in July of 2018 and is applying for one (1) of the two (2) open seats for a term of five (5) years. Current board of trustees member Mr. Ron Bluemer's term expires in July of 2019 and is applying for one (1) of the two (2) open seats, also for a term of five (5) years. After brief discussion, board member Luke Holly moved that the board approve the recommendation from the Putnam County Conservation District to fill two (2) vacancies due in July of 2019 by a past

and current outgoing member of the Putnam County Conservation District's Board of Trustees. Board member Charles Lenkaitis seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the district informing them of the board's approval.

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. Supervisor of Assessments Tammy Mehalic informed the board that she has talked with Ms. Sue Grady at Connecting Point Computer Centers about utilizing the county website for more business. 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 June. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of June. Board member Charles Lenkaitis 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 the monthly report from the County Clerk's Office and the legislative reports from the Illinois Association of County Board Members and Commissioners.

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

At 10:15 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 roll call board vote of 3 ayes, 0 nays, and 1 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, August 12, 2019, at 8:30 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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