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Putnam County Illinois Board Meeting Minutes

Minutes - August 10, 2020

PUTNAM COUNTY REGULAR BOARD MEETING

AUGUST 10, 2020, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Monday, August 10, 2020, by Putnam County Board Chairman Steven Malavolti. As a result of the social restrictions due to the outbreak of the corona virus (Covid-19), the meeting was held at the Putnam County Office of Emergency Management Building.

Roll Call was taken by the Clerk of the County Board with Steven Malavolti, Brad Popurella, and Charles Lenkaitis (via cell phone) answering. Board members Sheila Haage and Luke Holly were unable to attend the meeting and were absent for the roll call.

It was moved by board member Brad Popurella to approve the minutes from the July 13, 2020, Regular Board Meeting. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.)

County Highway Engineer Pat Sloan presented his July report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that bids for the Magnolia Township Culvert Replacement on Swaney Road were opened on August 5, 2020. It was decided to replace the large culvert with two (2) smaller culverts. Cost estimate was \$201,013.00. Of the three (3) bids submitted, Illinois Valley Excavating submitted the low bid of \$242,809. After brief discussion, board member Brad Popurella moved that the bid submitted by Illinois Valley Excavating be accepted contingent upon the approval of Magnolia Township. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The chairman voted in the absence of two (2) board members. Mr. Sloan updated the board on the Bottom Road Bridge construction project. Good progress is continuing. Mr. Sloan also informed the board that PMS will be seal coating 1050E, 1175E, and the Bottom Road (approximately two (2) miles each) during the month of August. Other County Highway Engineer activities have included preparation of the FY2021 budget, bridge inspections, and working with an insurance company to claim damages to a bridge in Granville Township as a result of single car accident. County Highway Maintenance activities have included checking the roads, servicing of the Sheriff Department's vehicles, replacing a driveway culvert on McNabb Blacktop, culvert work on Illinois Power, Bradford Blacktop, and Lake Thunderbird roads, putting cold patch down along edges of S. Mark Road, oiling and spreading chips on Lake Road and S. Mark Road, and mowing the roadsides, (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 July Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also discussed the budget for Animal Control. As of July 31, 2020, \$5,625.41 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$12,374.59. Mr. Doyle informed the board that the courthouse is open for essential business. Mr. Doyle also informed the board that there currently are no maintenance issues with the courthouse. 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 Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of July to the board. The report shows \$53,319.34 in total receipts and \$20,429.24 in total disbursements for the month of July resulting in a closing balance of \$32,8920.24. As requested by the board, Mr. Kuhn presented the "Realization of Increased Revenue for the County Clerk & Recorder's Office" report to the board. The report reflects the significant increase in revenue his offices have generated based on the Predictable Fee Schedule that went into effect on March 15, 2019. The document recording fee increase, the automation fund increase, and the delinquent tax clerk fee increase alone have generated \$30,936 since the fee increase went into effect. Additional increases in revenue include; marriage license fees (\$20 to \$50), certified copies of recorded land documents (\$37 to \$69), notary registration fee (\$5 to \$9), and copy fee (\$0.50 to \$1.00). The total copy fee thus far for 2020 - \$2,867.50. Mr. Kuhn then informed the board that he has posted to the county website and published in the Putnam County Record information relative to "Vote By Mail" for the upcoming November 3, 2020, General Election. Mr. Kuhn also reviewed the "Quick Reference Guide For Illinois Grants" provided by the Illinois State Board of Elections. Two (2) of the grants available are the CARES Act Grant (CFDA: 90.404) Federal Grant Award and the FY21 Postage Grant State of Illinois Grant Award. The CARES Act Grant is specifically to be used for additional costs to prevent, prepare for, and respond to the threat of Coronavirus (COVID-19). It is anticipated that the virus threat will impact the November 3, 2020, General Election and will result in the processing of an anticipated high volume of "Vote By Mail" applications, the subsequent processing and mailing of "Vote By Mail" ballots, and the verification and counting of the "Vote By Mail" ballots. Putnam County has been awarded \$17,232,49 to cover the costs as identified in the CARES Act Grant of which \$6,000 to \$8,000 is anticipated to be needed to cover temporary or part time staffing to assist in the overall processing of the "Vote By Mail". The FY21 Postage Grant is specifically used for the postage on mailings related to voting by mail. Putnam County has been awarded \$2,923.48 to cover the costs as identified in the FY21 Postage Grant. Mr. Kuhn the informed the board that his office continues to receive delinquent tax payments for the 2017 and 2018 property taxes sold at the Treasurer's Office Annual Tax Sales. Tax redemptions for the month of July, 2020, totaled \$16,161.50. (The County Clerk & Recorder's report is on file at the Office of the County Clerk & Recorder for review by any interested parties.)

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of July to the board. Mr. Burger's report informed the board that there were seven (7) building permits processed during the month of July for two (2) decks, a porch, a room addition, a garage, a pole building, and an industrial expansion to an existing building. There were fourteen (14) building inspections completed during the month of July. Mr. Burger also informed the board that the Solar Farm construction on the south side of IL Hwy 71 on the Mennie property is scheduled to start next week. Mr. Burger also informed the board that he will continue to issue building permits and perform inspections while observing the proper guidelines while out in the public due to the Coronavirus (COVID-19). (The County Zoning Officer Report is 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 July to the board. The General Fund's working balance for the month of July, Fiscal Year 2020, was \$135,905.67 compared to a working balance of \$149,355.43 for the month of July, Fiscal Year 2019. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2020". The General Fund balance for the month of July, Fiscal Year 2020, was \$1,498.84. The General Fund Savings balance for the month of July, Fiscal Year 2020, was \$145,879.11. The Illinois Fund - General Fund balance for the month of July, Fiscal Year 2020, was \$115,635.96. The total of the General Fund Accounts is \$263,013.91. Year to date for Fiscal Year 2020 shows revenues of \$1,642,549.48 and expenses of \$1,891,557.50. The actual versus budget variance percent target for the period is 66.67%. Mr. Kunkel also informed the board that the final payment(s) for property taxes will be due on September 15, 2019. Mr. Kunkel had nothing of further interest to report to the board. (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 had nothing to report to the board for the month of July and therefore was not present for the meeting.

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

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

County Death Investigator Bob Cofoid presented his Death Investigator report for the month of July to the board. There were two (2) deaths reported to his office during the month of July. Mr. Cofoid's report 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 July to the board. Ms. Biagi-Bruer informed the board that the State of Illinois has extended its Disaster Proclamation until August 23, 2020, which covers all 102 counties including Putnam County. Ms. Biagi-Bruer also discussed with the board her continued planning activities in response to the Coronavirus (COVID-19). She has been receiving and distributing Personal Protective Equipment, completing all necessary paperwork, and keeping the public informed on social media. Ms. Biagi-Bruer also informed the board that in July, an order was placed through IEMA for PPE and Supplies for Putnam County Schools and the Putnam County Clerk and Election Authority's Office for the upcoming election. Also present for the meeting was Mr. Hector Gomez, Bureau, Marshall, Putnam County Health Departments Administrative Director and Mr. Kurt Kuchle also with the Marshall, Putnam County Health Department. Mr. Gomez and Mr. Kuchle gave an update on the current situation relative to the Coronavirus (COVID-19) and the availability and distribution of personal protective equipment. Mr. Gomez also discussed testing for the Coronavirus (COVID-19) and the number of identified cases in Putnam County.

Ms. Biagi-Bruer also requested procuring an I.D. Card & Credentialing System and Laptop. The total cost for the system and laptop is \$7,160.49 with 80% reimbursed by the HMEP Grant (\$5,728.39) and 20% Match of County General Funds from LEPC 33-5243 (33-5) (\$1,432.10). The board agreed to table the request until the September meeting. (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 July.

Under “New Business” for Ordinance Regulating The Discharge Of Firearms Pertaining To Target Practice In Unincorporated Residential Areas Of Putnam County (Draft); the board reviewed and discussed the draft of an ordinance relating to the discharge of firearms in residential areas of Putnam County. After discussion it was agreed by the board to table the item until the September meeting.

Also, under “New Business” for Review Of Appointment For Putnam County Assessor For 2021 Quadrennial Tax Year; the board discussed the appointment of current Supervisor of Assessments, Ms. Tamara Mehalic, for 2021 Quadrennial Tax Year. The appointment will be for the term of four (4) years commencing February 5, 2021, and expiring February 5, 2025. After brief discussion, board member Charles Lenkaitis moved that the board approve the appointment of Ms. Tamara Mehalic to the office of Putnam County Supervisor of Assessments. Board member Steven Malavolti seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.)

Also, under “New Business” for Update To County Census Activity And Response; Mr. Perry Mairer with the Illinois Public Health Association was present and discussed the current status of the 2020 Census. Currently 62% of Putnam County residents have completed the 2020 Census compared to 67% ten (10) years ago. Mr. Perry stressed the importance of completing the 2020 Census to make sure the community is accurately funded and represented for the next ten (10) years. For more information, individuals may go to my2020census.gov. or call 844-330-2020.

Also, under “New Business” for Putnam County Board Of Review Reappointment (Gary Bruch); the board discussed the request by the Supervisor of Assessments for the reappointment of Mr. Gary Bruch to the Putnam County Board of Review. The reappointment will be for the term of two (2) years commencing June 1, 2020, and expiring May 30, 2022. After brief discussion, board member Brad Popurella moved that the board approve the request for the reappointment of Mr. Gary Bruch to the Putnam County Board of Review. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.)

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 July. Board member Brad Popurella then moved that the board approve the payment of the bills for the month of July. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.)

Also, under “New Business” for Correspondences and Reports; the board chairman reviewed correspondences that he had received with the other members of the board. A letter has been received from the Lake Thunderbird Association informing the board that their fireworks display scheduled for September 12, 2020, has been cancelled.

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

At 9:46 A.M., board member Brad Popurella moved to adjourn the meeting. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.) The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, September 14, 2020, at 8:30 A.M. The meeting will be held at the Putnam County Office of Emergency Management Building.

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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