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**[Minutes February 2012 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

## Minutes February 2012

PUTNAM COUNTY REGULAR BOARD MEETING

FEBRUARY 13, 2012, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, February 13, 2012, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman, Duane A. Calbow.

Roll Call was taken by the Clerk of the County Board with Duane Calbow, Chauntelle Biagi-Bruer, Sheila Haage, and John O'Neill answering. Board member Gil Tonozzi was absent for Roll Call.

It was then moved by board member Sheila Haage to approve the minutes from the January 9, 2012 Regular Board Meeting and the January 9, 2012 Special Board Meeting. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent.

County Highway Engineer Edward Andrews reviewed his January report of County Highway Engineer and Maintenance Activities with the board. Mr. Andrews informed the board that he has spoke with Chamlin Engineering regarding the forthcoming dam project at the Putnam County Conservation area. Mr. Andrews also informed the board that he has met with all four (4) townships to review and begin their 2012 MFT Programs for spring bid letting. Mr. Andrews also informed the board that after review with the Highway Foreman the following projects are under consideration; A1: Cover Coat south 1.75 miles of Fish 'N Fun Road to IL 18 with Skip Pave along portions of hill in and out of valley at Clear Creek, A3: Seal Coat of 7.5 miles of Power Plant Road, A1: Cover Coat of 2.5 miles of E500th Street from IL 29 to N550, HMA Skip Pave of portions of Bottom Road pavement for heave repairs, Crack Sealing of 2 miles of E1200 from McNabb Blacktop Road to N600, and paint striping of all proposed seal coated roadways plus upkeep on Florid Road from IL 71 to Florid, McNabb Blacktop Road, and Graham School (N1250 and E1250) from IL 89 to Granville. Mr. Andrews also noted that there is also a need to review portion of E500 and County Highway 14 for A1 Cover Coat in Lake Senachwine Conservation area. Other County Highway Engineer activities included the attendance at other various meetings. County Highway Maintenance activities have included checking roads, cutting and splitting wood for the shop, plowing and cindering and winging back roads, installing new radio in the new tandem, inspecting roads with Highway Engineer to determine this year's projects, and servicing the highway and sheriff's vehicles. (The County Highway Engineer and Maintenance Activities report is 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 there are no current maintenance issues. (Mr. Doyle's 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. The board reviewed his financial reports for the month of January. The General Fund's working balance for the month of January - 2012 was \$35,892.43 compared to a working balance of \$21,048.24 for the month of January - 2011. The General Fund Income for the month of January - 2012 was \$177,017.24 compared to \$178,574.45 for the month of January - 2011. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2012". The General Fund balance for the month of January - 2012 was \$78,553.95. The General Fund Savings balance for the month of January - 2012 was \$633,098.39. The Illinois Fund - General Fund balance for the month of January - 2012 was \$546,071.98. Mr. Kunkel's report also included a review of the

budget for the current fiscal year for the period ending January 31, 2012. The actual versus budget variance percent target for the period is 16.67%. (Mr. Kunkel's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

County Circuit Clerk Cathy Oliveri presented to the board a draft of a resolution authorizing the increase in certain fees for the Clerk of the Circuit Court. (The board agreed to move this item up from the "New Business" part of the agenda) The resolution, in accordance with Illinois Statute PA93-003, allows the County Board to set certain fees charged by the Clerk of the Circuit Court. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution for the increase in certain fees charged by the Clerk of the Circuit Court. Board member John O'Neill 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 process the resolution (#2012-06).

County Probation Officer Andy Ceresa 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 was not present for the meeting. The board reviewed his Zoning Officer Report for the month of January. Mr. Burger's report informed the board that during the month of January his office issued two (2) building permits and completed nine (9) building permit inspections. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Robert Cofoid presented his Death Investigator's reports for the months of December 2011 and January 2012. There was one (1) death reported during the month of December 2011. There were five (5) deaths reported during the month of January 2012. (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 Jim Goldasich presented his agency's report for the month of January. Mr. Goldasich informed the board that the monthly EMA Advisory Committee met at the Magnolia Fire Department on January 11<sup>th</sup>. The EMA Advisory Committee also met on February 8<sup>th</sup> at the Standard Fire Department. Mr. Goldasich also informed the board that the Exercise Planning Group met on January 13<sup>th</sup> at the McNabb Fire Department to discuss the March Tabletop Exercise. Mr. Goldasich also informed the board that he attended a meeting with the Executive Director of the American Red Cross in Peru to discuss ADA requirements for disaster shelters. Mr. Goldasich also informed the board that he attended other various meetings during the month of January and thus far for the month of February. (Mr. Goldasich's report is on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for Committee Reports; board / committee member Chauntelle Biagi-Bruer informed the remainder of the board that the RC&D has had their funding cut and that they may dissolve. There were no other reports from any of the board's other committee members.

Under "New Business" for Resolution Authorizing The Number Of Sheriff's Department Deputies And Assistant State's Attorneys; Putnam County State's Attorney James Mack presented to the board a draft of a resolution which lawfully authorizes the County Board to fix the number of Deputy Sheriffs appointed for Putnam County and the authority to fix the number of Assistant State's Attorneys appointed and to fix the salary of said Assistant State's Attorneys. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution authorizing the County Board to fix the number of appointed Deputy Sheriffs and Assistant State's Attorneys. The resolution also will authorize the County Board to fix the salary of said Assistant State's Attorneys. 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 Clerk of the County Board was directed to process the resolution (#2012-07).

Also under "New Business" for Audit Review, Fiscal Year 12/01/2010 - 11/30/2011; Ms. Kim Baum with Arch Hopkins & Associates, C.P.A.'s reviewed and discussed with the board the Putnam County Annual Financial Report for year ended November 30, 2011. Ms. Baum briefly reviewed the Independent Auditor Report, Net Assets, Statement of Revenues, Expenditures, and Changes In Fund Balances, Notes To Financial Statements, Budgetary Comparison Schedule (General Fund), Assets Held By All Agency Funds, and the Comparative Statement of Revenues and Expenditures For All Governmental Funds. It is the opinion of the Auditors that all county fund balances are still strong. In conducting the annual audit of the County; a number of findings, recommendations, and observations were also developed. These areas were discussed with the board. It was recommended that the County consider utilizing one software program to maintain the general ledger. This would reduce software costs and redundancies in work. It was also noted that the County has a pension liability due to the Illinois Municipal Retirement Fund (IMRF). This has resulted from the significant contribution rate increases over the past few years. The auditors recommend that the County make additional payments to IMRF to reduce any future additional liabilities. (The Independent Auditor's Annual Financial Report and the Independent Auditor Report for the County of Putnam are on file at the Office of the County Clerk for review by any interested parties.)

Board member Gil Tonozzi arrived for the meeting at 7:45 P.M.

Also under "New Business" for Putnam County Recycling Program; the county board reviewed a "Resolution to Enter into an Agreement for Implementing Coordination of Recycling Services on Behalf of Putnam County" submitted by the North Central Illinois Council of Governments. The resolution enters the county into an agreement with the NCICG to provide the county with services needed for annual registration of haulers and annual reporting as part of the county's overall solid waste management efforts. The agreement is for the period 12/1/2011 thru 11/30/2012. After brief discussion, board member Gil Tonozzi moved that the board approve and adopt the resolution of agreement with the NCICG as written. Board member Chauntelle

Biagi-Bruer seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the resolution (#2012-08).

Also under "New Business" for I.V.C.C. Dist. #513 Tax Abatement Litigation; State's Attorney James Mack requested that the board retire into Executive Session to discuss litigation issues.

At 8:05 P.M., board member Chauntelle Biagi-Bruer moved that the board retire into Executive Session to discuss litigation issues. Board member John O'Neill 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 8:40 P.M., board member John O'Neill moved that the board return to Regular Session. Board member Chauntelle Biagi-Bruer 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 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 Gil Tonozzi seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent.

Also under "New Business" for Correspondences and Reports; the board reviewed the 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.

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

At 8:45 P.M., board member Sheila Haage moved to adjourn the meeting. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a 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 12, 2012 at 10:00 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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