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# Putnam County Illinois Board Meeting Minutes

## Minutes May 2012

PUTNAM COUNTY REGULAR BOARD MEETING

MAY 14, 2012, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, May 14, 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, Gil Tonzzi, Chauntelle Biagi-Bruer, Sheila Haage, and John O'Neill answering.

It was then moved by board member Chauntelle Biagi-Bruer to approve the minutes from the March 12, 2012 Regular Board Meeting contingent upon revision. Board member Gil Tonzzi seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent.

County Highway Engineer Edward Andrews reviewed his April report of County Highway Engineer and Maintenance Activities with the board. Mr. Andrews reviewed with the board a letter sent to the Illinois Department of Transportation citing the deteriorating condition of Old Route 26 in Hennepin. Mr. Andrews also reviewed a letter received from the IDOT summarizing the open house public information meeting which was held at Spring Valley City Hall on April 12, 2012 for replacement of the IL 89 Bridge over the Illinois River south of Spring Valley. Mr. Andrews also discussed the MFT Program and the possible bid award to the low bidder, Road Oil Service. Road Oil Service's bid is being protested. The bid is good for 45 days with Monday, May 14<sup>th</sup> being the 45<sup>th</sup> day. Mr. Andrews stated that he has prepared possible award to second low bidder, Pavement Maintenance Systems (PMS) if desired to not seek re-bid on contract due to bids only being valid for the 45 days. Mr. Andrews also added that both awards are subject to adjustment of quantities to meet available funds since both were in excess of engineer's estimate. After further discussion it was moved by board member Chauntelle Biagi-Bruer to table the issue until the next board meeting. Board member Gil Tonzzi seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. Other County Highway Engineer activities have included attendance at Spring IACE Conference, continuing the bi-annual inspection of Putnam County bridges, and reviewing the county highway yard for the building improvement project. County Highway Maintenance activities have included checking roads, replacing faded road signs, painting snow plow and removing spreader and wing off 2006 tandem, attending "flagger" training in Woodford County, installing a field entrance, 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 April Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also informed the board that the new heating and air conditioning unit was installed in the treasurer's office. The new unit was installed by the courthouse custodian. There currently are no other maintenance issues. Mr. Doyle also discussed future squad car replacement. (Mr. Doyle's reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel reviewed his financial reports for the month of April with the board. The General Fund's working balance for the month of April - 2012 was (\$14,972.51) compared to a working balance of \$16,938.04 for the month of April - 2011. The General Fund Income for the month of April - 2012 was \$219,622.19 compared to \$222,703.97 for the month of April - 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 April - 2012 was

\$126,175.45. The General Fund Savings balance for the month of April - 2012 was \$557,438.54. The Illinois Fund - General Fund balance for the month of April - 2012 was \$508,209.69. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending April 30, 2012. The actual versus budget variance percent target for the period is 41.67%. Mr. Kunkel also informed the board that he expects to begin tax distribution to the taxing districts by July 1, 2012. Property tax bills were mailed out May 1<sup>st</sup>. The first installment is due June 1<sup>st</sup> and the second installment will be due September 4<sup>th</sup>. (Mr. Kunkel's financial reports are on file at the Office of the County Clerk for review by any interested parties.) Mr. Kunkel then introduced Ms. Jill Guynn, County Director of the Bureau, LaSalle, Marshall, Putnam Region of the University of Illinois Extension Service, to the board. Ms. Guynn presented to the board an update on the activities and programs offered by the Extension Service to the citizens of the four (4) county region. Ms. Guynn also presented for board signature an agreement between the County of Putnam and The Board of Trustees of the University of Illinois. The agreement states that the County of Putnam is willing to make contributions to the University of Illinois to partially meet the cost of carrying on and expanding said work in said Unit (Marshall – Putnam Counties). The agreement also states that Putnam County will contribute annually to the University the sum of \$48,000 for the period beginning July 1, 2012 and ending June 30, 2013.

County Circuit Clerk Cathy Oliveri was unable to attend the meeting and requested that County Treasurer Kevin Kunkel present to the board the License Agreement and Rental Policy for the use of the Bureau County Farm Bureau facility for the purposes of holding the Driver Improvement Program classes once a month on Saturdays for the six-month period of July 2012 – December 8 2012. After brief discussion, board member Sheila Haage moved that the board approve the contract with the Bureau County Farm Bureau. Board member Gil Tonozzi seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays and 1 absent.

County Probation Officer Andy Ceresa had nothing to report for the month of April and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of April. Mr. Burger informed the board that during the month of April his office issued four (4) building permits. There were nine (9) building permit inspections completed. Mr. Burger also informed the board that he visited a few sites with property owners to discuss setback requirements for their specific district. (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 report for the month of April. There were two (2) deaths reported to his office during the month of April. Mr. Cofoid also informed the board that "Operation Prom-ise 2012" was well received by the public and he thanked the board for their support. The board in turn thanked Mr. Cofoid for all of his

efforts in helping to make the program a success. Mr. Cofoid also thanked the board for allowing him to attend the Illinois Association of County Officials Conference held in Springfield. (Mr. Cofoid's report is 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 April. Mr. Goldasich informed the board that the regular EMA Committee meetings were held at the Hennepin Fire Department on April 11<sup>th</sup> and at the Putnam County High School on May 9<sup>th</sup> after which the committee members attended the Operation Prom-ise activities. Mr. Goldasich also informed the board that on April 27<sup>th</sup> an archeological survey was completed of the property north of the Hennepin Water District which is the planned, future site of the new EMA facility. The report will be submitted to the Illinois Historic Preservation Agency. Grant approval is anticipated after the report is reviewed. Mr. Goldasich also informed the board that on May 5<sup>th</sup> he attended a disaster drill executed by the Bureau – Putnam County LEPC. The Putnam County EMA's truck and trailer were used as a communication center and Mr. Goldasich stated that he worked with the Village Board in an advisory capacity in setting up the Incident Command System. Mr. Goldasich also informed the board that he attended other various meetings during the month of April and thus far for the month of May. (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; there were no reports from any of the board's committee members.

Under "New Business" for Resolution Supporting the Putnam County Workforce Development System. Ms. Pam Furlon with the BEST Agency presented to the board a draft of a resolution for the recognition and endorsement by the county board for the participation by the North Central Illinois Works (NCI Works) in the formation of the Great Rivers Consortium (GRC). The GRC will consist of thirty-one (31) counties and will represent a total population of 1.257 million people. NCI Works has joined with five (5) other local workforce investment boards in Illinois to form the GRC. The GRC has proposed a project to create and maintain a regional Early Warning Network and Layoff Aversion System to save jobs by assisting at-risk companies located in its geographic area. The resolution also asks for support from our Illinois legislators to actively work for the approval by the United States Department of Labor. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution for recognition and endorsement of the GRC Project. Board member Sheila Haage 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 (#2012-15).

Also under "New Business" for Ordinance Ascertainning Prevailing Wage Rates For The County of Putnam; the board reviewed the ordinance prepared by the State's Attorney which "regulates the wages of laborers, mechanics and other workers employed in any public works by State, County, City, or any public body or any political subdivision or by any one under contract for public works". After brief discussion, board member Chauntelle Biagi-Bruer moved that the

board approve and adopt the ordinance as written. The approval is contingent upon the attachment of the June prevailing wages rates as soon as they are made available. Board member Gil Tonozzi 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 ordinance (#2012-0-01). The County Clerk is directed to send copies of the ordinance to the Illinois Department of Labor and Secretary of State's Office.

Also under "New Business for Putnam County Website; Putnam County Board Chairman Duane Calbow discussed contracting Connecting Point Computer Centers for development and maintenance of the county's new website. The contract includes the initial set-up fee of \$2,653 and a \$124 annual fee for hosting and maintaining the site. Mr. Calbow stated that once the contract is initiated, the site will be positioned to "go live" in about two (2) weeks. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the contract for the county's website development with Connecting Point Computer Centers. Board member Sheila Haage 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 Resolutions For Authorization To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the draft of a resolution authorizing the Chairman of the Putnam County Board to execute a deed of conveyance of the county's interest or authorize the cancellation of the appropriate Certificate of Purchase as it relates to specific delinquent tax properties acquired by the County of Putnam as Trustee for the Taxing Districts. After brief discussion, board member Gil Tonozzi moved that the board approve and adopt the resolution as written. 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 Clerk of the County Board was directed to process the resolution (#2012-16).

Also under "New Business" for Lake Thunderbird Conservation Committee Request For Approval For The Sale Of Beer And Wine At Annual Corn Boil (August, 2012); the board reviewed the letter of request for the board's approval for the sale of beer and wine at the Lake Thunderbird Conservation Committee's Annual Corn Boil. After brief discussion, it was moved by board member Chauntelle Biagi-Bruer that the board approve the request for the sale of beer and wine at the Annual Corn Boil on August 4, 2012. Board member Sheila Haage 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 send a letter to the Lake Thunderbird Conservation Committee informing them of the board's decision.

Under "New Business" for Marshall - Putnam River Conservancy Trustee Re-appointment; the board reviewed a letter of request for the re-appointment of Mr. Ronald Bruch to the Board of Trustees for the Marshall - Putnam River Conservancy District. Mr. Bruch's term expired on April 30, 2012 and it is his request to be re-appointed for a five-year term commencing May 1, 2012 and ending April 30, 2017. After brief discussion, board member Gil Tonozzi moved that the board approve the recommendation for re-appointment Mr. Ronald Bruch as trustee for the Marshall-Putnam River Conservancy District. 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 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 Approve Bills; the county board reviewed the bills for the month of April. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of April. 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. Board Chairman Duane Calbow informed the remainder of the board that he received a correspondence from Gateway requesting their annual donation of \$8,000.

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

At 8:50 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, June 11, 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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