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[County Board Meeting Minutes - October 2013 \(!\)](#)

Putnam County Illinois Board Meeting Minutes

County Board Meeting Minutes - October 2013

PUTNAM COUNTY REGULAR BOARD MEETING

OCTOBER 15, 2013, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Tuesday, October 15, 2013, 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, William Holmes, and Jordan Ellena answering.

It was then moved by board member Chauntelle Biagi-Bruer to approve the minutes from the September 9, 2013, Regular Board Meeting. 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.

Interim County Highway Engineer Pat Sloan reviewed his September report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that he began as Interim County Highway Engineer on September 23rd and took the IDOT test on September 25th. The board agreed to hold a special meeting on Friday, October 25, 2013, at which time the IDOT resolution(s) for County Highway Engineer would be approved and Mr. Sloan would be officially appointed as County Highway Engineer for Putnam County. Mr. Sloan also informed the board that he inspected flood damaged sites with the FEMA representative on September 26, 2013. Mr. Sloan stated that he is currently compiling invoices, time sheets, and equipment sheets for FEMA reimbursement. Other County Highway Engineer activities have included preparation for the striping of approximately thirty (30) miles of road by Varsity Painting & Striping and processing Motor Fuel Tax claims for the county and Magnolia and Granville Townships. County Highway Maintenance activities have included checking roads, servicing the Sheriff Department's vehicles, cleaning up downed tree on Hennepin / Florid Road, changing over fuel tank, and working on ditches on the Bottom Road, the McNabb Blacktop, and in Senachwine Township. (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 September Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that Basalay, Carey, Alstadt Architects; Ltd. has completed the testing to determine the correct mortar to be used for the tuck-pointing and repair of the brick needed on the "old courthouse" building. A detailed report of the results is expected in four (4) to six (6) weeks. Mr. Doyle also informed the board that plans are to replace the carpet and paint the State's Attorneys Office. Mr. Doyle also updated the board on the change of location of the flag poles in the front of the "old courthouse" building. Mr. Doyle also informed the board that currently there are no maintenance issues and that he had nothing further to report. (Mr. Doyle's 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 September to the board. The General Fund's working balance for the month of September - 2013 was \$7,950.85 compared to a working balance of \$3,271.83 for the month of September - 2012. The General Fund Income for the month of September - 2013 was \$192,674.17 compared to \$505,889.55 for the month of September - 2012. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2013". The General Fund balance for the

month of September - 2013 was \$71,807.95. The General Fund Savings balance for the month of September - 2013 was \$1,013,293.27. The Illinois Fund - General Fund balance for the month of September - 2013 was \$229,210.40. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending September 30, 2013. The actual versus budget variance percent target for the period is 83.33%. Mr. Kunkel informed the board that he will be publishing the delinquent tax list in the near future and scheduling the delinquent tax sale after the court has approved. (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 had nothing to report for the month of September and therefore was not present for the meeting.

County Probation Officer Nicole Tonioni had nothing to report for the month of September and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of September to the board. Mr. Burger informed the board that during the month of September his office issued five (5) building permits. There were fourteen (14) building permit inspections completed, three of which were final inspections. One substantial damage inspection was completed at Walnut Grove. (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 Report for the month of September to the board. There were two (2) deaths reported to his office during the month of September. Mr. Cofoid had nothing further to report. (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 was not present for the meeting due to illness. Assistant Director, Robert Cofoid updated the board on the EMA equipment building. When constructed, the building will be painted grey with white trim to match the existing building. Mr. Cofoid also informed the board that the area of the building left for expansion will cost an additional \$10,000 for the concrete flooring and the plumbing. J. William Shafer with Illinois Valley Surveying and Consultants will complete the engineering plans at no cost. After brief discussion, board member Sheila Haage moved that the board approve the completion of the area for expansion of the EMA equipment building. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Under "Old Business" for Committee Reports; board / committee member William Holmes informed the remainder of the board that he attended a BEST Agency meeting. The agency is running low on operating funds due to government funding cuts. There were no other reports from any of the board committees. Ms. Allison Spayer, Animal Control officer was in attendance and discussed the Animal Control Fund. The board approved her purchase of a lap top

computer and software to be utilized for county business relative to animal control. Ms. Spayer also informed the board that she is still having problems collecting dog tag fees. Ms. Spayer stated that she will discuss the dog tag fee ordinance with the State's Attorney for possible revisions.

Under "New Business" for Cemetery Owner Site; State's Attorney James Mack discussed the paperwork required for exemption which would allow for burials in cemeteries which are considered closed. The paperwork for exemption must be submitted to the IDPH. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the execution of the paperwork to the IDPH. Board member Jordan Ellena 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 Resolution (7) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the drafts of seven (7) resolutions authorizing the Chairman of the Putnam County Board to execute deeds of conveyance of the county's interest or authorize the cancellation of the appropriate Certificate(s) 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 Jordan Ellena moved that the board approve and adopt all seven (7) of the resolutions as written. Board member William Holmes 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 resolutions (#2013-18 thru #2013-24)

Also under "New Business" for Putnam County Board Of Health, Recommendation for Appointment; the board reviewed a letter from the Putnam County Board of Health requesting the appointment of Ms. Christina Mennie to the Board of Health. Ms. Mennie will fill the position previously appointed to Mr. Terry Judd. The three-year term will commence on November 1, 2013. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the recommendation from the Putnam County Board of Health for the appointment of Ms. Christina Mennie to the Board of Health. Board member Sheila Haage seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to send a letter to the Putnam County Board of Health informing them of the board's decision.

Also under "New Business" for Mileage Reimbursement; the county board discussed the mileage reimbursement for county officials which currently is set at \$0.37 per mile. The board discussed increasing the mileage reimbursement from \$0.37 per mile to \$0.50 per mile for next fiscal year (12/1/2013 thru 11/30/2014) unless more of an increase is otherwise provisioned for. Board member William Holmes moved that the board approve the mileage reimbursement increase from \$0.37 per mile to \$0.50 per mile for next fiscal year (12/1/2013 thru 11/30/2014) unless more of an increase is otherwise provisioned for. Board member Chauntelle Biagi-Bruer 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 Public Defender, I.M.R.F. Eligibility; the county board discussed with Mr. Roger Bolin (Public Defender) his request for enrollment in the Illinois Municipal Retirement Fund (IMRF). After brief discussion, board member Sheila Haage moved that the board table Mr. Bolin’s request until the November 12, 2013 Regular Board Meeting allowing for further review and investigation. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent.

Also under “New Business” for Granville-Hennepin Fire Protection District, Trustee Appointment; the board reviewed a letter of request from the Granville-Hennepin Fire Protection District for the appointment of Mr. Steven W. Haun to their board of trustees. Mr. Haun will complete the three-year term (expiring April 30, 2014) left vacant due to the resignation of former trustee Mr. Jack Ossola. After brief discussion, board member Jordan Ellena moved that the board approve the request for the appointment of Mr. Steven W. Haun as trustee for the Granville-Hennepin Fire Protection District. 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 send a letter to the district informing them of the board’s decision.

Also under “New Business” for Resolution Of Support Regarding The Proposed Village Of Hennepin Tax Increment Financing District; the board reviewed a letter from the Village of Hennepin regarding the village’s desire to explore the establishment of a Tax Increment Financing District. The village also provided a Resolution of Support for the board to consider adopting. The resolution asks for the board’s support and favoring of the establishment of a TIF District by the Village of Hennepin. After brief discussion, board member Jordan Ellena moved that the board adopt the resolution supporting and favoring the Village of Hennepin’s establishment of a TIF District. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the resolution (#2013-25).

Also under “New Business” for Budget Meetings For Fiscal Year 12/1/2013 – 11/30/2014; the county board discussed the current status for completion of the budget for next fiscal year. The next budget meeting will be held on Monday, October 21, 2013.

Also under “New Business” for Putnam County Website; the board discussed the progress being made with the overall content and administration of the website. The addition of information, monitoring and updating will continue. The site’s address is www.co.putnam.il.us (<http://www.co.putnam.il.us/>).

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of September. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of September. Board member William Holmes seconded the motion and the motion was carried on a roll call 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 discussed the board’s participation in next year’s 175th anniversary of the courthouse. Board

members Sheila Haage and Chauntelle Biagi-Bruer agreed to work on the project.

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

At 8:30 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 next Regular Meeting of the Putnam County Board is scheduled for Tuesday, November 12, 2013, at 7:00 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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