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# Putnam County Illinois Board Meeting Minutes

## Minutes - August 2013

PUTNAM COUNTY REGULAR BOARD MEETING

AUGUST 12, 2013, 10:00 A.M.

The regular meeting of the Putnam County Board was called to order at 10:00 A.M. on Monday, August 12, 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 Sheila Haage to approve the minutes from the July 8, 2013, Regular Board Meeting contingent upon correction. 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.

County Highway Engineer Edward Andrews was not present for the meeting. County Highway Foreman Ray Wink reviewed the July report of County Highway Engineer and Maintenance Activities with the board. Mr. Wink informed the board that enclosed with the report is a proposal from Illinois Valley Gutters for the replacement of gutters on the original highway building and the installation of new gutters on the new addition to the building. The cost of the proposal is \$2,415. The project is on hold, awaiting the required Highway Engineer's signature of approval. Mr. Wink also informed the board that the purchase of the 500 gallon diesel fuel tank which was approved by the board is on hold and also is awaiting the required Highway Engineer's signature of approval. County Highway Maintenance activities have included checking roads, getting trucks tested, replacing a driveway entrance culvert on Hennepin / Florid Road, taking grader down to the Marshall / Putnam Fair, mowing grass at shop, assisting CAD Construction in finishing up the building renovation project (electrical work is now being done), 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.)

At 10:05 A.M., board member Chauntelle Biagi-Bruer 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 board vote of 4 ayes, 0 nays, and 0 absent. The board then retired into Executive Session.

## EXECUTIVE SESSION

At 10:20 A.M., board member Chauntelle Biagi-Bruer moved that the board return to Regular Session. Board member Jordan Ellena 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.

Board Chairman Duane Calbow informed those present at the meeting that the current County Highway Engineer has resigned. The required procedures through the Illinois Department of Transportation will be initiated to identify an interim, acting Highway Engineer until a new Highway Engineer can be identified and appointed.

Sheriff Kevin Doyle presented his July Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he has had to dispel rumors that the Putnam County E.M.A. Building will be utilized by the Sheriff's Department. Mr. Doyle informed the board that currently there are no maintenance issues and that he had nothing further to report. Mr. Doyle then introduced Mr. George Carey who is an architect with Basalay, Carey, Alstadt Architects, Ltd. Mr. Carey discussed the tuck-pointing of the brick needed on the "old courthouse" building. Mr. Carey informed the board that it appears that the wrong type of mortar was used when tuck-pointing had been done in the past. This appears to be what has caused cracking and damage to the existing brick, but until the mortar is tested it will not be known for sure if the mortar was indeed the cause. Any replacement brick would have to be special made. Mr. Carey also informed the board that the tuck-pointing and brick repair would be the first priority and that other preventative measures will need to be taken to avoid further deterioration of the building. At this time the board agreed to move up the new agenda item "Putnam County Courthouse, Circa 1839 for discussion. Mr. Sydney Whitaker, President of the Putnam County Historical Society, was present and stated that the society supports the continuing renovation efforts taken by the board and also supports the testing of the mortar used for tuck-pointing. Mr. Whitaker also commended the board for their past efforts in maintaining the historical courthouse building. After further discussion, it was moved by board member Chauntelle Biagi-Bruer to allow the architects to proceed with the testing of the mortar used for tuck-pointing. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 3 ayes, 1 nay, and 0 absent. (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 July to the board. The General Fund's working balance for the month of July - 2013 was \$2,793.23 compared to a working balance of (\$4,604.63 for the month of July - 2012. The General Fund Income for the month of July - 2013 was \$217,534.41 compared to \$730,117.45 for the month of July - 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 July - 2013 was \$62,736.32. The General Fund Savings balance for the month of July - 2013 was \$831,386.64. The Illinois Fund - General Fund balance for the month of July - 2013 was \$258,765.51. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending July 31, 2013. The actual versus budget variance percent target for the period is 66.67%. Mr. Kunkel also informed the board that the next installment for payment of the 2012 Property Taxes is due September 3. (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 July and therefore was not present for the meeting.

County Probation Officer Nicole Tonioni presented to the board an update on her office's activities. Ms. Tonioni discussed the current case load numbers and drug testing.

County Supervisor of Assessments Tammy Mehalic had nothing to report for the month of July 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 July. Mr. Burger's report informed the board that during the month of July his office issued six (6) building permits. There were ten (10) building permit inspections completed. (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 was not present for the meeting. It was noted that Mr. Cofoid had not submitted his July Death Investigator's report to the board for their review prior to the meeting.

Putnam County Emergency Management Agency Coordinator Jim Goldasich was not present for the meeting due to illness. No report for July had been submitted prior to the meeting for board review.

Under "Old Business" for Committee Reports; board member Sheila Haage informed the remainder of the board that the 911 Emergency Services will pay one-half of the cost to replace the batteries for the uninterrupted power supply (UPS) at the Sheriff's Dispatch. Ms. Haage also stated that the Health Department's budget is nearly completed. Website committee members Jordan Ellena and Chauntelle Biagi-Bruer presented and discussed with the remainder of the board, a website to do list. The Finance Committee discussed initiating preliminary work on next fiscal year's budget. The board directed the Clerk of the County Board to send a memo to all office holders and department heads requesting a draft of their budget due to the board by September 9<sup>th</sup>. Board member Chauntelle Biagi-Bruer presented to the remainder of the board a Letter of Support request from Illinois Power Holdings and Ameren Energy Resources. They are requesting the Letter of Support from Putnam County for a Variance Petition which is currently before the Illinois Pollution Control Board. After brief discussion, board member Sheila Haage moved to send the Letter of Support from the county to the Illinois Pollution Control Board. 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. There were no other reports from any of the board's other committee members.

Under "New Business" for Resolution Supporting the Putnam County Workforce Development System and Resolution for "Just One Hire"; Ms. Pam Furlon with the Business Employment Skills Team (BEST) agency presented to the board a model resolution Supporting Putnam County Workforce Development System and designating the week of August 25 through August 31, 2013, as "Workforce Development Week" in the County of Putnam. After brief discussion, board member Sheila Haage moved that the board approve and adopt the resolution Supporting Putnam County Workforce Development System and designating the week of August 25 through August 31, 2013, as "Workforce Development Week" in the County of Putnam. 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 (#2013-15). Ms. Furlon also presented to the board a model resolution Supporting Putnam County "Just Hire One" Initiative. The resolution encourages local businesses that when hiring, they "Just Hire One" additional employee. The effect would be to help reduce the unemployment rate in Putnam County which currently is at 9.7%. After

brief discussion, board member Jordan Ellena moved that the board approve and adopt the resolution Supporting Putnam County “Just Hire One” Initiative. 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 resolution (#2013-16).

Also under “New Business” for Putnam County Conservation District, Trustee Appointment; the board reviewed the application submitted by Mr. John Crist for appointment to the Putnam County Conservation District’s Board of Trustees. The appointment is for a five (5) year term that will expire June 30, 2018. After review of Mr. Crist’s application and resume, board member Chauntelle Biagi-Bruer moved that the board appoint Mr. John Crist of McNabb, Illinois to the Putnam County Conservation District’s Board of Trustees. 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 Mr. Crist and the district, informing them of the board’s decision.

Also under “New Business” for Putnam County Website; the board discussed the progress being made with the overall content of the website earlier during the meeting under “Old Business”. 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) (<http://www.co.putnam.il.us/>).

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of July. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of July. 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 reviewed the legislative reports from the Illinois Association of County Board Members and Commissioners and information from the United Counties Council of Illinois. Board Chairman Duane Calbow informed the remainder of the board that he received a preliminary budget from the Regional Office of Education.

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

At 11:30 A.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, September 9, 2013, at 4:00 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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