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# Putnam County Illinois Board Meeting Minutes

## Minutes - July 2013

PUTNAM COUNTY REGULAR BOARD MEETING

JULY 8, 2013, 7:00 P.M.

(Corrected Minutes – August 12, 2013)

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, July 8, 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 June 10, 2013, Regular Board Meeting. Board member Jordan Ellena 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 June report of County Highway Engineer and Maintenance Activities with the board. Mr. Andrews informed the board that he attended an IEMA/FEMA Workshop in Princeton, Illinois on June 19<sup>th</sup>. IEMA stated that the next step of the flood damage process would be the preparation of Project Worksheets (PW's). The FEMA coverage would be 75/25, but would not include damages on Federal Aid Routes. (Contact with local agencies pending by the IEMA/FEMA.) Mr. Andrews stated that he has held back on advancing County Aid restoration contracts until the IEMA/FEMA starts PW's with local agencies. Restorations under \$67,500 are classified as "small" and not subject to the same contracting requirements as "large". Initial consideration for county-wide restoration contract could elevate all projects to "large" status. Mr. Andrews also informed the board that he was notified by the FHWA and the IDOT for a meeting on July 11<sup>th</sup> to review flood damages to Federal Routes in both Marshall and Putnam counties. In Putnam County this constitutes approximately 21 miles of our 42 miles of total system. Mr. Andrews also informed the board that he has contacted the Norfolk Southern Railroad concerning a potential Railroad Safety Grant to pursue railroad crossing repairs at E. 1300<sup>th</sup> in Granville Township. The grant program is for 100% IDOT funding but requires railroad support. Norfolk Southern Railroad has been sent a copy of draft application for their review and input. Mr. Andrews also updated the board on the progress that has been made thus far on the Putnam County Highway Building renovation project. Other County Highway Engineer activities have included consideration of purchase of Simple Sign program to help with pending Rural Sign Upgrade Program with the IDOT for sign upgrades mandated by the FHWA by 2015. County Highway Maintenance activities have included checking roads, putting shoulders back on McNabb and South Mark roads, repairs to Fish 'N Fun road, mowing roadsides, putting in driveway entrances, assisting Pavement Maintenance with tarring and chipping roads, assisting CAD Construction with building renovation project, 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 June Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he has secured an architect to examine the tuck-pointing and other repairs needed on the "old courthouse" building while still maintaining the historical value of the building. The architect will meet with the full board at the August meeting to discuss the options for repairs to the "old courthouse" building. Mr. Doyle also informed the board that the uninterrupted power supply (UPS) for the Dispatch area was tested and showed

no glitches in the system. Further examination did show that twelve (12) of the UPS batteries failed and will need to be replaced. The batteries are eight (8) years old. Cost to replace the batteries is \$5,000. Mr. Doyle had nothing further to report to the board at this time. (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 June to the board. The General Fund's working balance for the month of June - 2013 was (\$1,244.80) compared to a working balance of \$13,633.00 for the month of June - 2012. The General Fund Income for the month of June - 2013 was \$149,658.01 compared to \$161,716.50 for the month of June - 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 June - 2013 was \$4,925.78. The General Fund Savings balance for the month of June - 2013 was \$831,174.86. The Illinois Fund - General Fund balance for the month of June - 2013 was \$297,928.09. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending June 30, 2013. The actual versus budget variance percent target for the period is 58.33%. (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 June and therefore was not present for the meeting.

Marty Sloan-Kruse, the Chief Probation Officer for Marshall, Putnam, and Stark Counties was present for the meeting to introduce Ms. Nicole Tonioni as the newly appointed Probation Officer for Putnam County. The board welcomed Ms. Tonioni. Ms. Sloan-Kruse also distributed to the board members a job description for the Probation Office.

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of June to the board. Mr. Burger informed the board that during the month of June his office issued eight (8) building permits. There were twelve (12) building permit inspections completed. Mr. Burger also informed the board that an informational post flood meeting was held on June 6<sup>th</sup> at the courthouse to inform owners of the options available to them if their cabins were damaged 50% or greater due to flooding. (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 June Death Investigator report to the board for their review prior to the meeting.

Putnam County Emergency Management Agency Coordinator Jim Goldasich presented his agency's report for the month of June to the board. Mr. Goldasich informed the board that on June 12<sup>th</sup>, he met with Mr. J. William Shafer from Illinois Valley Surveying and Consultants, Inc. regarding the Putnam County EMA storage building. Mr. Shafer will draft the specifications for

the building and will also prepare the bid packages. On July 2<sup>nd</sup> Mr. Shafer held a pre-bid meeting for contractors to address any questions relative to the construction of the EMA building. The bids for the EMA building will be opened on July 16<sup>th</sup> at 10:00 A.M. Mr. Goldasich requested that the board recess today's meeting until July 22<sup>nd</sup> to receive Mr. Shafer's recommendations and award the contracts for the EMA building. The board agreed to recess the meeting until July 22, 2013 at 9:00 A.M. at which time the board will review Mr. Shafer's recommendations. Mr. Goldasich also informed the board that the EMA Advisory Committee met on June 12<sup>th</sup> to discuss the EMA building and routine business. Mr. Goldasich also informed the board that Putnam County had been added to the FEMA's list of counties eligible for individual assistance for homeowners. The county is also still in line for Public Damage Assistance. Mr. Goldasich also informed the board of other various meetings he has attended during the month of June and thus far for the month of July. (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 County Insurance Update (Property Damage, Casualty and Liability); Mr. Michael Gonet with V.H. Gonet - Oppen Insurance Agency reviewed with the board the county's Property Damage, Casualty and Liability Insurance and the renewal proposal for the 2013/2014 contract year commencing July 8, 2013. The premium total for 2013/2014 is \$50,307 compared to \$48,707 for 2012/2013. The \$1,600 increase includes coverage for the recently added EMA Building and the new radio tower. It was also noted that the equipment building for the Putnam County Emergency Management Agency will be added and insured when the building is completed. The board discussed the proposal and Mr. Gonet noted the minor changes that were agreed to. After brief discussion, board member Sheila Haage moved that the board approve the proposal for the county's Property Damage, Casualty and Liability Insurance Plan for 2013/2014, contingent upon the agreed to minor changes. 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.

Also under "New Business" for SFR Retirement Savings Plan; Mr. Todd Reuber with K.B. Elliott Security Benefit presented to the board information on a second option for an employee 457 Savings Plan. The plan is similar to a 401K Plan. After brief discussion, board member Chauntelle Biagi-Bruer moved that the optional plan be made available to county employees. Board member Jordan Ellena 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 McNabb Fire Protection District, Trustee Appointment; the board reviewed a letter of recommendation from the McNabb Fire Protection District for the appointment of Mr. Bradley Grasser to the Board of Trustees for the McNabb Fire Protection District. The district recommends that Mr. Grasser be appointed for an unexpired three-year term which will expire on May 1, 2016. The appointment will fill the unexpired term left vacant by Mr. Michael Vaskie's resignation. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the recommendation for the appointment of Mr. Grasser

as Trustee for the McNabb Fire Protection District. 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 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. 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 June. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of June. 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.

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 recess 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 recessed until July 22, 2013 at 9:00 A.M. at which time a Special Meeting of the Putnam County Board will be held to discuss bid recommendations for the Putnam County EMA storage building. The next Regular Meeting of the Putnam County Board is scheduled for Monday, August 12, 2013, 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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