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Putnam County Illinois Board Meeting Minutes

Minutes - September 2013

PUTNAM COUNTY REGULAR BOARD MEETING

SEPTEMBER 9, 2013, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, September 9, 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 August 12, 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. It was then moved by board member Sheila Haage to approve the minutes from the August 23, 2012 Special 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.

The County Highway Engineer was not present for the meeting. There was no report submitted prior to the meeting for the board to review.

Sheriff Kevin Doyle presented his August Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he has signed the contract with Basalay, Carey, Alstadt Architects; Ltd. for the tuck-pointing and repair of the brick needed on the "old courthouse" building. The first step of the project will be to perform testing to determine the correct mortar to be used for the tuck-pointing. Mr. Doyle also informed the board that heating / air conditioning units have been replaced in the county clerk's office and the room used by the Victim's Advocate. Mr. Doyle also informed the board that he is looking for a canine to assist the Sheriff's Department. The cost will be funded by donation. 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 was not present for the meeting. The board reviewed his financial reports for the month of August. The General Fund's working balance for the month of August - 2013 was \$2,270.21 compared to a working balance of \$79,631.05 for the month of August - 2012. The General Fund Income for the month of August - 2013 was \$164,453.23 compared to \$175,470.04 for the month of August - 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 August - 2013 was \$7,180,795.00. The General Fund Savings balance for the month of August - 2013 was \$831,598.47. The Illinois Fund - General Fund balance for the month of August - 2013 was \$148,277.86. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending August 31, 2013. The actual versus budget variance percent target for the period is 75%. (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 August and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of August to the board. Mr. Burger informed the board that during the month of August his office issued three (3) building permits. There were nine (9) building permit inspections completed. 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 Reports for the months of June, July, and August to the board. There was one (1) death reported to his office during the month of June. There were no deaths reported to his office during the month of July. And there were two (2) deaths reported to his office during the month of August. Mr. Cofoid informed the board that he attended the 20th Annual Medicolegal Death Investigation Conference in Collinsville, IL from August 13th – August 15th.

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 additions at the EMA building and training classes attended.

Under "Old Business" for Committee Reports; at 4:15 P.M., board member Chauntelle Biagi-Bruer moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). 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 board then retired into Executive Session.

EXECUTIVE SESSION

At 4:35 P.M., board member Chauntelle Biagi-Bruer moved that the board return to Regular Session. 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 returned to Regular Session.

The board discussed the County Highway Engineer vacancy and the progress made thus far in identifying prospective candidates for the position. There are currently two (2) candidates that are being considered. The board also discussed the current Intergovernmental Agreement with Marshall County as it relates to the sharing of a County Highway Engineer. Possible revisions to the agreement will need to be considered.

Also under "Old Business" for Committee Reports; there were no other reports from any of the board committees.

Under "New Business" for Budget Meetings for Fiscal Year 12/1/2013 – 11/30/2014; the board scheduled budget meetings for September 23, 2013, at 5:00 P.M., September 30, 2013, at 5:00 P.M., and October 7, 2013, at 9:00 A.M.

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. Board Chairman Duane Calbow stated that Ms. Sandra Woest has expressed interest in updating the county’s website on a part-time basis. After brief discussion, board member Chauntelle Biagi-Bruer moved to accept Ms. Sandra Woest as part-time administrator of the county’s website. 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 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 August. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of August. 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 4:50 P.M., board member Sheila Haage moved to suspend 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 suspended until Monday, September 23, 2013, at 5:00 P.M. At that time, the full board as the Finance Committee will meet to initiate the budgetary process for Fiscal Year December 1, 2013 through November 30, 2014. The next Regular Meeting of the Putnam County Board is scheduled for Tuesday, October 15, 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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