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# Putnam County Illinois Board Meeting Minutes

## Minutes April 2013

PUTNAM COUNTY REGULAR BOARD MEETING

APRIL 8, 2013, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, April 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 March 11, 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.

Sheriff Kevin Doyle presented his March Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he is working with the State's Attorney in preparing a draft of a solicitation ordinance as requested by the county board. The ordinance would require door to door salespeople to register with the County Sheriff's Office. Mr. Doyle also informed the board that a heater / air conditioning unit was replaced in the Elections Office. The installation was completed by the courthouse custodian saving nearly \$2000 in installation costs. County Board Chairman Duane Calbow requested that Mr. Doyle look into the problem with the existing flagpole in front of the "old" courthouse. The pole may need to be re-set or replaced. An additional pole may also need to be added for the state and county flags. 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 March to the board. The General Fund's working balance for the month of March - 2013 was \$121.35 compared to a working balance of \$791.15 for the month of March - 2012. The General Fund Income for the month of March - 2013 was \$139,911.25 compared to \$185,147.07 for the month of March - 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 March - 2013 was \$40,958.30. The General Fund Savings balance for the month of March - 2013 was \$369,383.27. The Illinois Fund - General Fund balance for the month of March - 2013 was \$507,221.53. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending March 31, 2013. The actual versus budget variance percent target for the period is 0.333%. Mr. Kunkel also discussed the 457A Savings Plan (self-funded retirement plan) through Valic. Mr. Kunkel informed the board that Valic will no longer provide on-site counseling for those individuals participating in the plan. Mr. Kunkel stated that he is reviewing another company that is capable of providing a 457A Savings Plan that will also provide on-site

counseling. This will be at no cost to the county but would require a board resolution. (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 March and therefore was not present for the meeting.

County Probation Officer Greg Duffy had nothing to report for the month of March and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented his Zoning Officer Reports for the months of February and March to the board. Mr. Burger informed the board that during the month of February his office issued one (1) building permit. There were four (4) building permit inspections completed of which one (1) was a final inspection. Mr. Burger informed the board that during the month of March his office issued two (2) building permit. There were seven (7) building permit inspections completed of which three (3) were final inspections. (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 also noted that Mr. Cofoid had not submitted his Death Investigator's report for the month of March prior to the meeting.

Putnam County Emergency Management Agency Coordinator Jim Goldasich presented his agency's report for the month of March to the board. Mr. Goldasich informed the board that the monthly meeting of the EMA Advisory Committee was held at the McNabb Fire Department on March 13<sup>th</sup>. Mr. Goldasich also informed the board that on March 14<sup>th</sup> he and Mr. Keenan Campbell went to the State Farm warehouse in Bloomington, Illinois and selected office furniture for the EMA Building. Mr. Goldasich also informed the board that on March 28<sup>th</sup> he went to another State Farm warehouse and picked up fifteen (15) laptops and accessories which were donated by State Farm. Mr. Goldasich also informed the board that bids have been requested for some interior work at the EMA Building. Bids will be opened on April 15<sup>th</sup>. Mr.

Goldasich also informed the board of other various meetings he has attended during the month of March and thus far for the month of April. (Mr. Goldasich's report is on file at the Office of the County Clerk for review by any interested parties.)

County Highway Engineer Edward Andrews reviewed his March report of County Highway Engineer and Maintenance Activities with the board. Mr. Andrews informed the board that bids were opened on March 22<sup>nd</sup> for both Marshall and Putnam County's MFT Programs. A summary of the bids was provided for the board's review. Mr. Andrews also informed the board that he has attended multiple meetings in Springfield this month concerning the impending Capital Bill. The IACE is petitioning for the restoration of the MFT distribution formula back to the 1982 level at 30% for the county's share. Mr. Andrews also informed the board that he has spoken with the IDOT District #4 concerning the Bottom Road Bridge. Mr. Andrews stated that he has contacted two (2) firms for assistance. Crawford, Bunte, and Brammeier (CBB) will conduct a preliminary traffic study at a cost of \$4,100 and Fehr Graham will assist in preliminary engineering at a cost of \$20,000. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the preliminary traffic study by CBB at a cost of \$4,100. 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. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the preliminary study and structural engineering assistance with Fehr Graham a cost not to exceed \$20,000. 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. Mr. Andrews also informed the board that he has spoken with Hennepin Township about the possible consideration of cost share for a salt shed to be utilized by both the county and the township. Hennepin Township is supportive of the project. The initial effort will be site planning and shed sizing. A boundary survey will also need to be completed to establish property lines. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve a boundary survey of Hennepin Township and Putnam County Maintenance Yards for a quoted cost of \$1,450. 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. Mr. Andrews also informed the board that two (2) Fiscal Year 2011 - 2012 Budget items were not completed and carry over into Fiscal Year 2012 - 2013. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board amend the Fiscal Year 2012 – 2013 Budget for Appropriation #30 (County Bridge Fund) Line Item #2 (Drainage Structures All Township) from \$50,000 to \$95,000. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board amend the Fiscal Year 2012 – 2013 Budget for Appropriation #5 (County Highway Fund) Line Item #2 (Equipment Purchases) from \$100,000 to \$250,000. 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. Other County Highway Engineer activities have included attendance at various meetings and seminars. County Highway Maintenance activities have included checking roads, minor repairs to trucks and backhoe, spreading salt on roads, plowing snow, fixing signs knocked down by wet snow,

cleaning up shop, cutting wood, 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.)

Under "Old Business" for Committee Reports; board (committee) member Chauntelle Biagi-Bruer will meet with Extension Service Director Jill Guynn to discuss the service's budget. There were no other reports from any of the board's other committee members.

Under "New Business" for Update On Reconfiguration Of Local Workforce Area; Ms. Pam Furlon with the BEST Agency was present and addressed the board regarding the reconfiguration of the Local Workforce Area. Funding decreases have resulted in the need to streamline the services provided by the organization and reconfigure the area to which those services are provided. A transition plan has been submitted which changes the North Central Illinois Works (NCIW) to the North West Central Illinois Works (NWCIW) which will include the counties of Carrol, Whiteside, Ogle, Jo Davies, LaSalle, Livingston, Bureau, and Putnam.

Also under "New Business" for Resolution Authorizing Execution And Amendment Of Downstate Operating Assistance Grant Agreement; Mr. Mike Neuenkirchen with the Bureau / Putnam Area Rural Transit Authority presented to the board a draft of a resolution which allows the County of Putnam to enter into a Downstate Public Transportation Operating Assistance Agreement with the State of Illinois to obtain grant assistance for public transportation. After brief discussion, board member Jordan Ellena moved that the board approve and adopt the resolution as written. 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 (#2013-12).

Also under "New Business" for Resolution Amending Annual Appropriation Ordinance For Fiscal Year 12/1/2012 Thru 11/30/2013; the board reviewed the draft of an ordinance prepared by the State's Attorney, amending the Budget and Appropriation Ordinance for Fiscal Year 12/1/2012 thru 11/30/2013. The ordinance amends the current fiscal year Annual Budget to reflect the addition of a revenue line item for EMA Grant Income (\$225,000). The ordinance also amends the current fiscal year Annual Appropriation Ordinance to reflect the addition of Appropriation #54 (Emergency Management Agency Building) Line Item #1 (EMA Building Construction / Grant Funded) with an appropriated amount of \$300,000. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the amending ordinance as written. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the ordinance (#2013-0-01).

Also under “New Business” for Putnam County E.T.S.B. Member Appointment (Alan Brizgis); the board discussed the recommendation of Mr. Alan Brizgis for appointment to the E.T.S.B. board. Board member Chauntelle Biagi-Bruer moved that the board approve the recommendation for appointment of Mr. Brizgis to the E.T.S.B. 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 Cemetery Mowing Bids; the county board reviewed the three (3) sealed bids submitted for the mowing and trimming of the Old Granville, Florid, and Caledonia cemeteries. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board award the cemetery mowing and trimming job to Countryside Lawn Care which is owned and operated by Mr. Alan Christini. It was noted that Mr. Christini had submitted the lowest bid. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. It was also noted that Mr. Christini had submitted proof of liability insurance along with his bid. The Clerk of the County Board was directed to send letters to the bidders informing them of the board’s decision. (The bids are now on file at the Office of the County Clerk and are available for public inspection and review.)

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 March. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of February. Board member William Holmes 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 and information from the United Counties Council of Illinois.

At 5:40 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). 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 board then retired into Executive Session.

#### EXECUTIVE SESSION

At 5:50 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.

At 5:55 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss litigation issues (5ILCS 120/2). 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 board then retired into Executive Session.

#### EXECUTIVE SESSION

At 6:02 P.M., board member Sheila Haage moved that the board return to Regular Session. 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 board then returned to Regular Session.

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

At 6:05 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, May 13, 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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