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Putnam County Illinois Board Meeting Minutes

Minutes December 9 2013

PUTNAM COUNTY REGULAR BOARD MEETING

DECEMBER 9, 2013, 10:00 A.M.

The regular meeting of the Putnam County Board was called to order at 10:00 A.M. on Monday, December 9, 2013, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Vice-Chairman, Chauntelle Biagi-Bruer.

Roll Call was taken by the Clerk of the County Board with Chauntelle Biagi-Bruer, Sheila Haage, William Holmes, and Jordan Ellena answering. Board Chairman Duane Calbow was absent for the call to order of the meeting.

It was then moved by board member Sheila Haage to approve the minutes from the November 12, 2013, Regular Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was then moved by board member Jordan Ellena to approve the minutes from the November 18, 2013, Special Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was then moved by board member Sheila Haage to approve the minutes from the November 25, 2013, Special Board Meeting. Board member Jordan Ellena seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was then moved by board member Sheila Haage to approve the minutes from the December 2, 2013, Special Board Meeting. Board member Jordan Ellena seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

County Treasurer Kevin Kunkel was not present for the meeting. The board reviewed his financial reports for the month of November. The General Fund's working balance for the month of November - 2013 was \$915.53 compared to a working balance of (\$7,021.01) for the month of November - 2012. The General Fund Income for the month of November - 2013 was \$284,466.15 compared to \$280,628.96 for the month of November - 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 November - 2013 was \$119,595.23. The General Fund Savings balance for the month of November - 2013 was \$664,715.44. The Illinois Fund - General Fund balance for the month of November - 2013 was \$479,846.01. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending November 30, 2013. The actual versus budget variance percent target for the period is 100%. (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 November and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of November to the board. Mr. Burger informed the board that during the month of November his office issued two (2) building permits. There were six (6) building permit inspections completed, one (1) of which was a final inspection. Mr. Burger also informed the board that Mr. Jon Clausen is resigning from the Zoning Board of Appeals. The appointment of a new board member will be placed on the agenda for the January meeting. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle presented his November Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he has yet to receive the detailed report from Basalay, Carey, Alstadt Architects; Ltd. on the testing for the tuck-pointing and repair of the brick on the "old courthouse" building. When received, Mr. Doyle will get copies of the report to the board members. Mr. Doyle also informed the board that the main boiler pump went out and was repaired. 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 Death Investigator Robert Cofoid presented his Death Investigator Report for the month of November to the board. There were three (3) deaths reported to his office during the month of November. Mr. Cofoid also informed the board that he attended the Illinois Association of County Officials Conference in Chicago. 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 Assistant Coordinator Robert Cofoid presented the agency's report for the month of November to the board. Mr. Cofoid updated the board on the EMA equipment building project. The project is going according to schedule and the second payment estimate will be forwarded to the North Central Illinois Council of Governments for reimbursement to the county in the amount of \$178,152.36 (Judd Construction) and \$8,626.00 (Grasser's Heating & Plumbing). Mr. Cofoid also informed the board that there will be a tabletop exercise on Tuesday, December 10th at the PCEMA Office. Mr. Cofoid also informed the board that the monthly meeting of the EMA Advisory Committee was held at the Hennepin Fire Department on November 13th. Mr. Cofoid also informed the board that he attended the Illinois Emergency Management Agency's Region 2 meeting in Dixon, Illinois on November 21st. Mr. Cofoid also informed the board that arrangements have been made to remove the items left in the EMA building by the United Steelworkers Local 7367. (Mr. Cofoid's PCEMA November 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 Sheila Haage informed the remainder of the board that the Health Department is currently revising some of its resolutions. Board / committee members William Holmes and Chauntelle Biagi-Bruer informed the remainder of the board that they met with the Highway Department to discuss the insulation issue with the new addition to the County Highway building.

Under "New Business" for Marshall – Putnam Extension Service; Ms. Jill Guynn, County Director with the University of Illinois Extension – Bureau, LaSalle, Marshall, and Putnam Counties, updated the board on the Extension Service's various programs and activities. Also present with the U of I Extension Service were Agriculture Assistant Mr. Darryl Wragge and Youth Development Educator Ms. Brianne Gilligan.

Also under “New Business” for Putnam County Recycling Program; the county board reviewed a “Resolution to Enter into an Agreement for Implementing Coordination of Recycling Services on Behalf of Putnam County” submitted by the North Central Illinois Council of Governments. The resolution enters the county into an agreement with the NCICG to provide the county with services needed for annual registration of haulers and annual reporting as part of the county’s overall solid waste management efforts. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution of agreement with the NCICG as written. 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. The Clerk of the County Board was directed to process the resolution (#2013-29).

Also under “New Business” for Appointment Of Interim Emergency Management Agency Coordinator For The County Of Putnam; the board discussed the appointment of current County EMA Assistant Coordinator Mr. Robert Cofoid to the position of Interim EMA Coordinator. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board appoint Mr. Robert Cofoid as Interim EMA Coordinator until a new EMA Coordinator is identified. Board member Willam Holmes 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 Appointment To The ETSB 911 Board To Fill Vacancy; the board discussed the vacancy on the ETSB 911 Board as a result of the passing of Mr. James Goldasich. Ms. Sheila Haage, as a member of the ETSB 911 Board, informed the county board that Mr. Andy Jackson has been recommended by the ETSB 911 Board to fill the vacancy. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approves the recommendation of the ETSB 911 Board and appoints Mr. Andy Jackson to fill the current vacancy. 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 Schedule Regular Board Meeting Dates For Year 2014; the board reviewed the work sheet prepared prior to the meeting and agreed on the scheduled dates and times for the meetings for the year 2014. The Clerk of the County Board was directed to distribute and publish the schedule as required.

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. Board Chairman Duane Calbow informed the board that Ms. Sandra Woest has begun training and in the near future will take over the administration of the website. 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 November. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of November. 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. No other correspondences or reports were reviewed.

County Highway Engineer Pat Sloan reviewed his November report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the IDOT requested a revised county engineer resolution appointing county engineer jointly with Marshall County and a revised intergovernmental agreement for Marshall and Putnam counties engineering services. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the revised resolution and the revised intergovernmental agreement contingent upon Marshall County's December 12, 2013 approval. Board member William Holmes seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. Mr. Sloan also informed the board that the IDOT has requested five (5) signed copies of the "Local Agency Agreement for Federal Participation" for the bridge repairs that were completed in October. The agreement will allow \$13,600 reimbursement for the work which was completed. Mr. Sloan also informed the board that for bidding purposes, he developed plans and spec's for the insulation work on the county highway building's addition. Only one bid for \$3500 was received and the authorization was given to Oltman Painting & Contracting to proceed. Work began on December 2nd. Other County Highway Engineer activities have included beginning planning for the 2014 road maintenance program and attending the Quarterly District Illinois Association of County Engineer's Meeting on December 12th. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, reclaiming shoulders on the McNabb Blacktop and East of McNabb and Granville, cleaning up mower and putting away for winter, installing new fuel pump on new diesel storage tank, and putting cinder spreaders and wings on trucks. (The County Highway Engineer and Maintenance Activities report is on file at the Office of the County Clerk for review by any interested parties.)

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

At 11:25 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 next Regular Meeting of the Putnam County Board is scheduled for Monday, January 13, 2014, 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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