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Putnam County Illinois Board Meeting Minutes

Minutes February 2013

PUTNAM COUNTY REGULAR BOARD MEETING

FEBRUARY 11, 2013, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, February 11, 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.

At this point of the meeting, County Board Chairman Duane Calbow asked those in attendance for a moment of silence for the passing of former long time Putnam County employee Donnie Camatti. Chairman Calbow suggested that the county have a memorial plaque made and placed in the courthouse in memory of Donnie. After brief discussion, board member Chauntelle Biagi-Bruer moved to have a memorial plaque made for Donnie Camatti. 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 then moved by board member Chauntelle Biagi-Bruer to approve the minutes from the January 14, 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 January reports of County Highway Engineer and Maintenance Activities with the board. Mr. Andrews informed the board that he is finalizing the county and township MFT programs for bid-letting on March 22nd. Mr. Andrews then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating \$355,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2013 and ending December 31, 2013. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and pass the resolution appropriating the sum of \$355,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2013 and ending December 31, 2013. 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 Clerk of the County Board was directed to process the resolution (#2013-08). Mr. Andrews also presented to the board a "Resolution of the County Board of Putnam County Requesting Approval of the Use of Money Allotted to the County Under the Provisions of the Motor Fuel Tax Law". The resolution allows for the board to appropriate the sum of \$38,500.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2013 and ending December 31, 2013. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and pass the resolution appropriating the sum of \$38,500.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2013 and ending December 31, 2013. 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-

07). Mr. Andrews informed the board that he met with CAD Construction to finalize the color selection for the Highway Maintenance Building. Other County Highway Engineer activities have included attendance at the IACE Administrative Committee meeting in Springfield, IL, and attendance at the IDOT's public informational meeting held on January 15th in Spring Valley to discuss the Spring Valley Bridge Project. County Highway Maintenance activities have included checking roads, replacing faded signage, spreading salt on roads, installing FM radios to be narrow banded, taking 2006 tandem in for repair, cleaning up shop, 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 January Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that the new communication tower is now fully functional and has significantly improved communications. Mr. Doyle also stated that there are no current maintenance issues within the courthouse complex and that he 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 January to the board. The General Fund's working balance for the month of January - 2013 was \$70,683.62 compared to a working balance of \$35,892.43 for the month of January - 2012. The General Fund Income for the month of January - 2013 was \$285,573.74 compared to \$177,017.24 for the month of January - 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 January - 2013 was \$85,899.41. The General Fund Savings balance for the month of January - 2013 was \$519,168.59. The Illinois Fund - General Fund balance for the month of January - 2013 was \$521,946.70. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending January 31, 2013. The actual versus budget variance percent target for the period is 0.167%. Mr. Kunkel also informed the board that he is reviewing options for property owners to pay their property taxes on-line via the county web-site. (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 January and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of January to the board. Mr. Burger informed the board that during the month of January his office issued three (3) building permits. There were twelve (12) building permit inspections completed of which ten (10) were final inspections with four (4) being industrial, three (3) decks, one (1) patio, one (1) storage building, and one (1) machine shed. (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's report for the month of January to the board. There were six (6) deaths reported to his office during the month of January. (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 Coordinator Jim Goldasich presented his agency's report for the month of January to the board. Mr. Goldasich informed the board that on January 21, 2013, an Exercise Planning Committee meeting for the April exercise was held at the McNabb Fire Department. Mr. Goldasich also informed the board that on January 23, 2013, the final exercise for the Tactical Interoperability Communications Plan (TICP) was completed in the afternoon. The exercise was a radio drill. That evening, Mr. Goldasich stated that he attended the PCEMS Ambulance Board meeting. The financial situation is a concern and the board continues to examine other sources of revenue. Mr. Goldasich also informed the board of other various meetings he has attended during the month of January and thus far for the month of February. (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 Audit Review, Fiscal Year 12/01/2011 - 11/30/2012; Ms. Kim Baum with Arch Hopkins & Associates, C.P.A.'s reviewed and discussed with the board the Putnam County Annual Financial Report for year ended November 30, 2012. Ms. Baum briefly reviewed the Independent Auditor Report, Net Assets, Statement of Revenues, Expenditures,

and Changes In Fund Balances, Notes To Financial Statements, Budgetary Comparison Schedule (General Fund), Assets Held By All Agency Funds, and the Comparative Statement of Revenues and Expenditures For All Governmental Funds. In conducting the annual audit of the County; a number of findings, recommendations, and observations were also developed. These areas were discussed with the board. It was noted that for the past three (3) years, the General Fund's fund balance has been declining. Revenues have remained flat in FY2012 and are expected to remain flat in FY2013 as property taxes and state revenue sources are not expected to increase significantly. The General Fund does have a strong cash balance at the end of FY2012 but the deficits should not be overlooked. It was also recommended that the County consider utilizing one software program to maintain the general ledger to cut software costs and redundancies in work. It was also noted that the County has a pension liability due to the Illinois Municipal Retirement Fund (IMRF). This has resulted from the significant contribution rate increases over the past few years. The auditors recommend that the County make additional payments to IMRF to reduce any future additional liabilities. (The Independent Auditor's Annual Financial Report and the Independent Auditor Report for the County of Putnam are on file at the Office of the County Clerk for review by any interested parties.)

Also under "New Business" for Ordinance / Resolution(s) for Bureau-Putnam Area Rural Transit Program Grant; Mr. Mike Neuenkirchen, Program Administrator for BPART, addressed the board to discuss the "Resolution To Enter Into An Agreement For Application And Coordination Services For Federal Section 5311 And State Of Illinois Downstate Operating Assistance Program Public Transportation Assistance On Behalf Of Putnam County". The agreement between Putnam County and Gateway Services, Inc. as Administrator of the program will allow for the provision of public transportation for Putnam County residents. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution to enter into an agreement as so provided for by the language in the said resolution. 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 (#2013-09).

Also under "New Business" for Tax Redemptions; State's Attorney James Mack gave a brief update on delinquent tax properties that the county has interest in. These "distressed" properties are located in Magnolia. A deed of conveyance for the properties will be issued to the Village of Magnolia. Mr. Mack stated that he will keep the board updated periodically on the status of any other delinquent properties that the county acquires interest in.

Also under "New Business" for Putnam County Website; the board discussed the progress being made with the overall content of the website. A new addition to the website is public accessibility to the county's GIS Mapping System. 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/>).

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of January. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of January. 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 North Central Illinois Council of Governments and the United Counties Council of Illinois. Board Chairman Duane Calbow also discussed letters received from the Illinois Workforce Investment Act, the Illinois Valley Area Chamber of Commerce, and the Village of Granville regarding the development of a TIF District.

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

At 8:25 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, March 11, 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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