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Putnam County Illinois Board Meeting Minutes

Minutes January 2013

PUTNAM COUNTY REGULAR BOARD MEETING JANUARY 14, 2013, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, January 14, 2013, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman, Duane A. Clabow.

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 December 10, 2012, Regular Board Meeting and the November 28, 2012, Special 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 December report of County Highway Engineer and Maintenance Activities with the board. Mr. Andrews informed the board that the work on the Power Plant Road culvert crossing was completed. The actual closure of the road was from December 12th through the 21st. Mr. Andrews also informed the board that he has begun the programming and design of the yearly county-wide Motor Fuel Tax (MFT) paving program. The third week of March will open the bid-letting for the program. Mr. Andrews also informed the board that on December 10th and 18th he conducted performance reviews with the IDOT of past federally funded projects in Putnam County. This is a periodic review to evaluate the local agency's upkeep of their local infrastructure. Mr. Andrews also informed the board that the IDOT will hold a public informational meeting on January 15th in Spring Valley from 4 P.M. to 6 P.M. at the Spring Valley City Hall to discuss the Spring Valley Bridge Project. Mr. Andrews also updated the board on the Highway Maintenance Building project. CAD Construction of Tremont, Illinois has submitted the low bid and has met the criteria for "Responsible Bidder". Grasser's Plumbing and Heating of McNabb, Illinois has also met all criteria and will complete the electrical, plumbing, and heating portion of the project. The Highway Committee reviewed the details of the project and has recommended the approval by the full board. After brief discussion, board member Chauntelle Biagi-Bruer moved to accept the low bidder (CAD Construction) on package one for the building construction portion of the overall project at a cost of \$83,100. Board member William Holmes seconded the motion and the motion was carried on board vote of 4 ayes, 0 nays, and 0 absent. After brief discussion, board member Chauntelle Biagi-Bruer moved to accept the low bidder (Grasser's Plumbing and Heating) on package two for the electrical, heating, and plumbing portion of the overall project at a cost of \$25,500. The reserve generator option part of the bid would be deleted. Board member William Holmes seconded the motion and the motion was carried on board vote of 4 ayes, 0 nays, and 0 absent. Other County Highway Engineer activities have included attendance at the IDOT's Highway Finance presentation in Springfield on December 11th. County Highway Maintenance activities have included checking roads, washing tandems and equipment, taking tandems and 1-ton in for testing, installing new 2-way radios, taking 2007 tandem to Ottawa for repair, cleaning up shop and bringing wood inside, 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 December Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that the new communication tower will be on-line as of January 23rd. The back-up generator is operational and the propane heater has been installed. After January 23rd the "old" Fox Run tower will be utilized as the secondary tower. 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 December to the board. The General Fund's working balance for the month of December - 2012 was \$2,468.44 compared to a working balance of (\$8,274.63) for the month of December - 2011. The General Fund Income for the month of December - 2012 was \$155,965.51 compared to \$186,251.48 for the month of December - 2011. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2012". The General Fund balance for the month of December - 2012 was \$21,470.85. The General Fund Savings balance for the month of December - 2012 was \$724,009.60. The Illinois Fund - General Fund balance for the month of December - 2012 was \$391,299.87. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending December 31, 2012. The actual versus budget variance percent target for the period is 0.083. (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 December and therefore was not present for the meeting. Ms. Oliveri had submitted her Annual Financial Report for the board to review prior to the meeting.

County Probation Officer Greg Duffy was introduced to the board by Marty Sloan-Kruse, Marshall County Probation Officer and Chief Probation Officer for Marshall, Putnam, and Stark Counties. Mr. Duffy has been appointed (effective December 12, 2012) as Putnam County Probation Officer. The board welcomed Mr. Duffy.

County Supervisor of Assessments Tammy Mehalic was present for the meeting and informed the board that GIS Mapping information is now accessible on the county's website.

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of December to the board. Mr. Burger informed the board that during the month of December his office issued three (3) building permits. There were twelve (12) building permit inspections completed of which five (5) were final inspections with one (1) being a home with attached garage, one (1) lean-to, one (1) in-ground pool, and two (2) machine sheds. Mr. Burger also informed the board that he is continuing to fabricate building permit holders that can be mounted to a metal fence post making the permits more accessible. Mr. Burger's report also included an end of the year summary. During 2012, fifty-six (56) permits were issued and one hundred-sixty (160) inspections were completed of which twenty-eight (28) 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 presented his Death Investigator's report for the month of December to the board. There was one (1) death reported to his office during the month of December. (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 December to the board. Mr. Goldasich informed the board that the monthly meeting of the EMA Advisory Committee was held at the Standard Fire Department on December 12th. Mr. Goldasich also informed the board that he met with

personnel from the North Central Illinois Council of Governments to discuss the Hazard Mitigation Plan. They will be working on updating the plan in the near future. Mr. Goldasich also informed the board that the county's EMA has received the Certificate of Accreditation from the IEMA for the period of October 1, 2012 through September 30, 2013. Mr. Goldasich also presented to the board a draft for renewal of the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb Fire Protection District for a one-year period from December 1, 2012 through November 30, 2013. The county board reviewed the contract with Mr. Goldasich as a representative for the McNabb Fire Protection District. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the Ambulance Service Contract 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. Mr. Goldasich also informed the board of other various meetings he has attended during the month of December and thus far for the month of January. (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; board member Chauntelle Biagi-Bruer reported that the Village of Granville is currently doing a study for the possible development of a Tax Increment Financing (TIF) district in order to attract new business to the area. Board member Biagi-Bruer also reported that the Bureau / Putnam County Enterprise Zone will be applying new rules the end of March. Board member Biagi-Bruer also reported that she and board member Jordan Ellena attended a United Counties Council of Illinois (UCCI) meeting that gave instruction on county board procedures. There were no other reports from any of the board's committee members.

Under "New Business" for Putnam County Supervisor of Assessments Re-Appointment (Current Term Expires (2/9/2013); after brief discussion, board member Jordan Ellena moved that the board approve the re-appointment of Tamara Mehalich as Putnam County Supervisor of Assessments to a four-year term effective February 9, 2013. 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. In further discussion with the board, board member William Holmes questioned Ms. Mehalich as to whether or not her Chief Deputy Supervisor of Assessments had achieved the required certifications through the Illinois Department of Revenue to be qualified for that position. The concern is whether or not the Chief Deputy can fill the Supervisor's position in her absence. Ms. Mehalich stated that her Chief Deputy had not yet achieved the required qualifications but is working towards that end. Ms. Mehalich stated that in the advent of an emergency, the Hennepin/Senachwine Multi-Township Assessor is qualified to fill the Supervisor of Assessments position.

Also under "New Business" for Putnam County Board Committee Assignments for Fiscal Year 2012 - 2013, Board Chairman Duane Calbow reviewed the board committee assignments for the Fiscal Year 2012 thru 2013.

Also under "New Business" for Resolutions For Authorization To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the drafts of six (6) resolutions authorizing the Chairman of the Putnam County Board to execute deeds of

conveyance of the county's interest or authorize the cancellation of the appropriate Certificates of Purchase as they relate to specific delinquent tax properties acquired by the County of Putnam as Trustee for the Taxing Districts. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolutions 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 resolutions (#2013-01, #2013-02, #2013-03, #2013-04, #2013-05, and #2013-06).

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. Mr. Mack stated that he will keep the board updated on the status of those properties.

Also under "New Business" for Alternative Energy Services; Mr. Charles Dana with Rock River Energy Services was not present for the meeting. After brief discussion, the board decided not to move forward with a decision whether or not to pass an ordinance which would place a public question on the ballot at the April 9, 2013 Consolidated Election.

Also under "New Business" for Putnam County Website; the board discussed the progress being made with the overall content of the website. Everything looks good thus far. The addition of information, monitoring and updating will continue. The site's address is www.co.putnam.il.us.

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of December. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of December. 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 the County Auditor's contract which he had received for next fiscal year.

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

At 5:30 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, February 11, 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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