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Putnam County Illinois Board Meeting Minutes

August 2014 Minutes

PUTNAM COUNTY REGULAR BOARD MEETING

AUGUST 11, 2014, 10:00 A.M.

The regular meeting of the Putnam County Board was called to order at 10:00 A.M. on Monday, August 11, 2014, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman, Duane Calbow.

Roll Call was taken by the Clerk of the County Board with Duane Calbow, Sheila Haage, William Holmes, and Sandra Woest answering. Board member Chauntelle Biagi-Bruer was absent from the meeting.

It was moved by board member Sheila Haage to approve the minutes from the July 14, 2014, Regular Board Meeting. Board member Sandra Woest 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 William Holmes to approve the corrected minutes from the May 16, 2014, Special Board Meeting. Board member Sandra Woest seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

Sheriff Kevin Doyle presented his July Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that a pre-construction bid meeting will be held in the near future regarding the courthouse restoration project. Mr. Doyle also informed the board that currently there no maintenance issues. (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 July to the board. The General Fund's working balance for the month of July - 2014 was (\$13,895.26) compared to a working balance of \$2,793.23 for the month of July - 2013. The General Fund Income for the month of July - 2014 was \$764,039.89 compared to \$217,534.41 for the month of July - 2013. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2014". The General Fund balance for the month of July - 2014 was \$133,805.86. The General Fund Savings balance for the month of July - 2014 was \$1,077,095.87. The Illinois Fund - General Fund balance for the month of July - 2014 was \$235,242.29. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending July 31, 2014. The actual versus budget variance percent target for the period is 66.67%. Mr. Kunkel also informed board that the 2nd installment of property taxes is due September 9, 2014. The second tax distribution checks will go out to the districts later in the month of September. The delinquent tax sale will be held at the end of November. (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 to the board for the month of July and therefore was not present for the meeting.

County Probation Officer Nicole Tonioni was present and updated the board on her office's recent activities. Ms. Tonioni introduced Tina Bergen to the board. Tina has taken over the duties of Deputy Probation Officer. She replaces Ms. Kerry Gensini who has resigned. Ms. Tonioni informed the board that she will need to amend her Probation Officer Appropriation #39 and increase Line Item #2 (Other Salaries) to cover the salaries for two (2) deputies during Ms. Bergen's training period. After brief discussion, board member Sandra Woest moved that the board approve the amending of the Probation Officer's budget, increasing Line Item #2 (Other Salaries) under Appropriation #39 (Probation Officer) to reflect an increase from \$16,652 to

\$17,290. 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. Ms. Tonioni will communicate the amended budget information with the Treasurer's Office.

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of July to the board. Mr. Burger informed the board that during the month of July his office issued five (5) building permits. There were seventeen (17) building permit inspections completed. Mr. Burger also informed the board that a demolition permit was issued for a fire damaged home at Lake Thunderbird. Mr. Burger also informed the board that he has responded to several calls on property zoning and subdivision covenants. Mr. Burger also discussed the "Plat Act" which states that five (5) acre or less rural parcels can only be split one time. Mr. Burger also informed the board that he visited the Prairie Transportation facility located in Streator, Illinois to observe the sand trans-loading process at the facility. The facility is similar to the proposed Shale Energy, LLC facility to be located south of the intersection of Route #71 and East 1300th Road near Granville, Illinois. (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 July. There were two (2) deaths reported to his office during the month of July. Mr. Cofoid also informed the board that he will be attending the Illinois Coroners and Medical Examiners Conference in Collinsville, Illinois. (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 John Ehrhardt presented the agency's report for the month of July to the board. Mr. Ehrhardt informed the board that on July 31, 2014, he submitted the IEMA Quarter 3 Grant Expense report. Mr. Ehrhardt also informed the board of various meetings, drills, and training sessions that he attended during the month of July. Mr. Ehrhardt also informed the board that work continues on the PCEMA building, the garage facilities, the communications tower, and the Emergency Operations Center. Mr. Ehrhardt also informed the board that ICS300 and ICS400 classes are planned for September 13th and 14th and October 11th and 12th. The next PCEMA meeting will be held on Wednesday, August 13, 2014, at the PCEMA building. (Mr. Ehrhardt's PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

County Highway Engineer Pat Sloan reviewed his July report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that it was decided to keep the Hennepin Township and County salt sheds separate. The County salt shed will be budgeted for 2015. Mr. Sloan also informed the board that the new 1-ton truck has been received and that sealed bids are due August 13th for the "old" 2003 1-ton truck. Marshall County Highway Department will purchase if suitable bids are not received. Other County Highway Engineer activities have included requesting quotations for a stand-by generator for the Highway Maintenance Building, providing notices for railroad crossing closure in McNabb,

and the bid-opening for Flood Repair Work on August 7th. County Highway Maintenance activities have included servicing the Highway and Sheriff Department's vehicles, completing crack sealing with Marshall County crew, removing a tree that was down on Hennepin-Florid Road, picking up the new 1-ton truck, and mowing grass along the roadsides. The board also briefly discussed with Mr. Sloan the mowing issue at the PCEMA Building property. (The Putnam 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; at this time there were no reports from any of the board's committee members.

Under "New Business" for Resolution Supporting the Putnam County Workforce Development Week; Ms. Pam Furlon with the Business Employment Skills Team (BEST) agency presented to the board a model resolution Supporting Putnam County Workforce Development System and designating the week of August 25 through August 31, 2014, as "Workforce Development Week" in the County of Putnam and encourage individuals, businesses, and government organizations to visit and promote the programs and services offered through local Workforce Investment Boards. After brief discussion, board member William Holmes moved that the board approve and adopt the resolution Supporting Putnam County Workforce Development System and designating the week of August 25 through August 31, 2014, as "Workforce Development Week" in the County of Putnam. Board member Sandra Woest seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the resolution (#2014-05). Ms. Furlon also reviewed the program's activities for the year July 1, 2014 thru June 30, 2014. Ms. Furlon also informed the board that two (2) Putnam County High School students were given the opportunity through the agency to work with the school's maintenance department for the summer.

Also under "New Business" for Bureau / Putnam Area Enterprise Zone Amending Ordinance and Amended Intergovernmental Agreement; Mr. Ben Wilson, Zone Administrator with the North Central Illinois Council of Governments presented to the board an ordinance which amends Ordinance #2013-0-06 entitled "An ordinance amending an ordinance establishing an enterprise zone with the County of Putnam, Illinois, said ordinance zone being a portion of a larger enterprise zone encompassing contiguous portions of the cities of Spring Valley and Princeton, Villages of Ladd, Hennepin, Mark, and Granville, and the counties of Bureau and Putnam, Illinois". The amending ordinance adds 5.00 acres more or less to Area 14 of the zone. The amending ordinance also includes an amended intergovernmental agreement between the counties, cities, and villages that comprise the Bureau / Putnam Area Enterprise Zone. After brief discussion, board member Sheila Haage moved that the board approve and adopt the amending ordinance and the amended intergovernmental agreement allowing for the revision of Area 14 by adding 5.00 acres more or less to the existing enterprise zone. Board

member Sandra Woest seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the ordinance (#2014-0-03).

Also under "New Business" for Bureau & Putnam Area Rural Transit (BPART), Transportation Cost Increase; the board reviewed a correspondence from the Bureau and Putnam Area Rural Transit. Due to the increased age of vehicles, increased fuel prices, vendor repair labor, and less federal and state funding, BPART is proposing an increase in pricing for transportation. They request that the county board approve the changes to the pricing and route trips per their correspondence. If approved by the board, the changes will be put into effect 30 days after approval. Board member Sandra Woest moved that board approve the changes to the pricing and route trips as per their correspondence. 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.

Also under "New Business" for Certified Lists of Candidates to Serve as Election Judges; County Clerk and Election Authority Dan Kuhn presented to the board the Certified Lists of Election Judges as submitted by the county Democratic and Republican Central Committee Chairpersons. The lists are to be approved by the County Board prior to being submitted to the Circuit Court for the court's approval. Board member William Holmes moved that the board approve the Certified Lists of Election Judges. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

Also under "New Business" for Ethics Commissioner Appointment; a vacancy remains on the Ethics Commission. The board will continue to attempt to identify a candidate for the position. The board directed the Clerk of the County Board to place the item on the agenda for the September 8, 2014, Regular Meeting of the Putnam County Board.

Also under "New Business" for Putnam County Website; the board discussed the overall content and administration of the website. The addition of information, monitoring and updating will be on-going. Ms. Sandra Woest is the administrator of the website. Updates and additional information for posting to the website should be forwarded to Ms. Woest. Her e-mail address is **[swoest.8.60@gmail.com \(mailto:swoest.8.60@gmail.com\)](mailto:swoest.8.60@gmail.com)** .

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of July. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of July. 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.

Also under "New Business" for Correspondences and Reports; the board reviewed 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. Board Chairman Duane Calbow briefly reviewed information received from the

Illinois Department of Transportation which gives the details of upcoming IDOT maintenance projects. The information will be available for review at the County Clerk's Office for anyone that is interested.

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

At 11:15 A.M., board member Sheila Haage moved to adjourn the meeting. Board member William Holmes seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The next Regular Meeting of the Putnam County Board is scheduled for Monday, September 8, 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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