



120 North 4th Street, Hennepin, IL 61327

Search ...

Hours: Monday - Friday 9:00 - 4:00

Illinois County Map of COVID-19 Positive Cases

(<https://www2.illinois.gov/sites/coronavirus/map>)

[Home_\(!\)](#)

[Calendar_\(/calendar\)](/calendar)

[Contact Us_\(/contact-us\)](/contact-us)

[Resource Links_\(/links\)](/links)

[Employment_\(/employment\)](/employment)



[_\(http://my.textcaster.com/asa/Default.aspx?ID=293284bb-a5aa-4a6e-9375-3b2a7c77ff2e\)](http://my.textcaster.com/asa/Default.aspx?ID=293284bb-a5aa-4a6e-9375-3b2a7c77ff2e)



[Board Minutes \(/county-offices/county/board-meeting-minutes\)](/county-offices/county/board-meeting-minutes)





[Board Agendas \(/county-offices/county/board-meeting-agendas\)](#)



[Public Notices \(/communities/public-notice\)](#)



[Ordinances & Resolutions \(/county-offices/document-library/ordinances-resolutions\)](#)

You are here: [Home \(/\)](#) / [Government \(/county-offices\)](#) /

[County Board \(/county-offices/county\)](#) /

[Board Meeting Minutes \(/county-offices/county/board-meeting-minutes\)](#) /

[Minutes April 2014 \(/\)](#)

Putnam County Illinois Board Meeting Minutes

Minutes April 2014

PUTNAM COUNTY REGULAR BOARD MEETING

APRIL 14, 2014, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, April 14, 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, Chauntelle Biagi-Bruer, Sheila Haage, William Holmes, and Jordan Ellena answering.

It was moved by board member Jordan Ellena to approve the minutes from the March 10, 2014, Regular Board Meeting. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call 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 updated the board on the "old" courthouse restoration project. The board's building committee has met with architect Mr. Kurt Rimmele with Basalay, Carey, Alstadt Architects; Ltd. An outline was provided by the architect and the restoration contractor detailing a four-year plan with a total cost \$200,000. After brief discussion, board member Jordan Ellena moved that the board approve the proposal for restoration and proceed with the project. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 1 nay, and 0 absent. 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 Highway Engineer Pat Sloan reviewed his March report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that he has closed out the 2013 Motor Fuel Tax work and that it was approved by the IDOT. Mr. Sloan also informed the board that the bids were opened for the 2014 Motor Fuel Tax Pavement Maintenance program on March 28th. (The bid tabulations are attached to Mr. Sloan's report.) The bids were within 10% of the engineer's estimate. Pavement Maintenance Service of Henry, Illinois was the low responsible bidder on both the seal coat and asphalt work. The bids are being reviewed by the IDOT and a resolution for awarding the work will be presented to the board at the May 12th meeting. Other County Highway Engineer activities have included attendance at a meeting with the stakeholders on the Rt. 89 Illinois River Bridge Project and initial discussions with the County Highway Maintenance Foreman and Hennepin Township on the salt shed project. County Highway Maintenance activities have included servicing the Highway and Sheriff Department's vehicles, plowing and salting the roads, patching potholes on McNabb Blacktop by railroad crossing, repair work on 2006 Tandem, and fixing sign posts damaged during the winter. (The County Highway Engineer and Maintenance Activities report is on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel presented financial reports for the month of March to the board. The General Fund's working balance for the month of March - 2014 was (\$2,152.90) compared to a working balance of \$121.35 for the month of March - 2013. The General Fund Income for the month of March - 2014 was \$139,911.25 compared to \$201,383.41 for the month of March - 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 March - 2014

was \$100,134.53. The General Fund Savings balance for the month of March - 2014 was \$557,820.82. The Illinois Fund - General Fund balance for the month of March - 2014 was \$418,281.27. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending March 31, 2014. The actual versus budget variance percent target for the period is 33.33%. Mr. Kunkel also informed the board that at this point, the 2013 Property Tax bills should be ready to be mailed the first part of May. (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 was present for the meeting and updated the board on the current activities in her office. Ms. Oliveri discussed legislation allowing for various forms of media in the courtroom and the courts being required to provide interpreters. Ms. Oliveri also discussed HB4969 which if passed would require a juror to be paid full salary if a jury trial lasts more than seven (7) days. Ms. Oliveri also stated that she has a number of pages to be added to the website. Ms. Oliveri also discussed the mileage and compensation increase for Grand and Petit Jurors. After brief discussion, board member Chauntelle Biagi-Bruer moved to set the Grand and Petit Juror's salary at \$15 per day and \$0.50 per mile in accordance with the FY2013-2014 Budget/Appropriation Ordinance (#2013-0-07). 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. Ms. Oliveri also requested that the board investigate maintenance needed on the shutters in the Jury/Board Room.

County Probation Officer Nicole Tonioni had nothing to report to the board 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 Report for the month of March to the board. Mr. Burger informed the board that during the month of March his office issued only one (1) building permit. There were four (4) building permit inspections completed. Mr. Burger also informed the board that he gave a tour of the county's flood plain areas to Emergency Management Agency Coordinator John Ehrhardt. (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 to the board prior to the meeting.

Putnam County Emergency Management Agency Coordinator John Ehrhardt presented the agency's report for the month of March to the board. Mr. Ehrhardt informed the board that he attended a meeting at BuEcomm in Princeton to discuss the development of a Community Emergency Response Team (CERT). Interested individuals would be trained on procedures to follow in the event of an emergency or disaster before First Responders arrive on the scene. Liability issues will need to be addressed before proceeding. Mr. Ehrhardt also informed the board that he, along with Asst. Coordinator Robert Cofoid, attended IEMA Region 2 meeting in Dixon, Illinois concerning the rewrite/update/renewal of our Emergency Operations Plan

(EOP). This process must be completed every two (2) years. Mr. Ehrhardt also informed the board that the training for ICS100/200/700/800 is scheduled for Saturday, May 3, 2014 at the PCEMA building. Mr. Ehrhardt then requested that the \$4000 for the HVAC system at the PCEMA building be appropriated from the courthouse building and maintenance line item. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the \$4000 for the HVAC system at the PCEMA building and that the money be appropriated from the courthouse building and maintenance line item. Board member Willaim Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Mr. Ehrhardt also updated the board on the continued progress on the new equipment storage building, the communications tower, and the remodeling efforts to improve the PCEMA building. Mr. Ehrhardt also informed the board of other meetings and training sessions he attended during the month of March as detailed in his report. Mr. Ehrhardt also informed the board that the next PCEMA meeting will be held at the PCEMA building on Wednesday, May 14, 2014 at 7:00 P.M. (Mr. Ehrhardt's PCEMA report is on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for committee reports; the board allowed Emergency Medical Services Chief, Mr. Andrew Jackson to address the board. Mr. Jackson informed the board that he attended a conference in Washington, D.C. While there, Mr. Jackson said he had an opportunity to meet with legislators and other EMS personnel to review and discuss legislation that directly impacts EMS nationwide. Mr. Jackson also informed the board that the Putnam County EMS has responded to 110 calls this year thus far.

Under "New Business" for McNabb Fire Protection District, Trustee Re-appointment; the board reviewed a letter of request from the McNabb Fire Protection District for the appointment of Mr. John Ehrhardt as trustee. The district recommends that Mr. Ehrhardt be appointed to fill the vacancy of a three-year term which will expire on May 1, 2016. The term was left vacant due to the death of Mr. James Goldasich. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the request for the appointment of Mr. John Ehrhardt as trustee for the McNabb Fire Protection District. Board member Sheila Haage seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The McNabb Fire Protection District also requested the re-appointment of Mr. John Cimei and Bradley Grasser as trustees. After brief discussion, board member Jordan Ellena moved that Mr. John Cimei and Mr. Bradley Grasser be re-appointed as trustees for the McNabb Fire Protection District. 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 send a letter to the district informing them of the board's decisions.

Also under "New Business" for Granville-Hennepin Fire Protection District, Trustee Re-appointment; the board reviewed a letter of request from the Granville-Hennepin Fire Protection District for the re-appointment of Mr. Steve Haun to their board of trustees. After brief discussion, board member Sheila Haage moved that the board approve the request for the re-appointment of Mr. Haun as trustee for the Granville-Hennepin Fire Protection District.

Board member Chauntelle Biagi-Bruer 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 send a letter to the district informing them of the board's decision.

Also under "New Business" for Resolution Amending Delinquent Tax Program Agreement;

the board reviewed a resolution submitted by Joseph E. Meyer & Associates, Inc. The County of Putnam and Joseph E. Meyer entered into a written agreement dated September 21, 1995, as well as subsequent written amendments and addenda. Pursuant to the agreements, Mr. Meyer acts as Tax Agent on behalf of this County Board in the operation of the delinquent tax liquidation program. The resolution consents to, ratifies and approves the assignment and delegation by Joseph E. Meyer of all his rights and liabilities under the prior agreements to Joseph E. Meyer & Associates, Inc., an Illinois Corporation. This change in corporate structure will not affect the services and procedures in any way. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution as written. Board member Willaim 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 resolution (#2014-03).

Also under "New Business" for University of Illinois Extension, Annual Funding Agreement; the board reviewed the agreement for Fiscal Year 2015. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve the agreement. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, 0 absent, and 1 abstention.

Also under "New Business" for Cemetery Mowing Bids; the county board reviewed the one (1) sealed bid 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 only bid. 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. 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 a letter to Mr. Christini informing him 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 overall content and administration of the website. The addition of information, monitoring and updating will be on-going. Board Chairman Duane Calbow informed the board that the county website security contract with Connecting Point Computer Centers is due for renewal. Board member Chauntelle Biagi-Bruer moved that the board renew the security agreement with Connecting Point Computer Centers. 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. Ms. Sandra Woest is the administrator of the website. Updates and additional information for posting to the website should be forwarded to Ms. Woest.

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of March. Board member Sheila Haage informed the remainder of the board that during the review of the bills for the month of March it was discovered that some of the time sheets submitted for pay state “comp time” earned but no reason for the “comp time” is listed on the time sheet by the employee. The Clerk of the County Board was directed to compose a memo to be sent to all office/department heads reiterating that a reason for “comp time” must be listed on their employee’s time sheet. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of March. 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. 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. Board Chairman Duane Calbow informed the remainder of the board that he received a thank you card for flowers from the family of the deceased Robert Clausen. Board member Sheila Haage informed the remainder of the board that she met with the Putnam County Historical Society to discuss the courthouse’s 175th anniversary this year. A commemorative booklet relating to past historical events involving the courthouse in Putnam County was discussed as one possible option. No other correspondences or reports were reviewed.

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

At 5:35 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 next Regular Meeting of the Putnam County Board is scheduled for Monday, May 12, 2014, 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**

[Terms of Use \(/terms-of-use\)](#)

[Privacy_\(/privacy\)](#)

[Sitemap \(/sitemap\)](#)

[Search \(/search\)](#)

[Accessibility Statement \(/accessibility-statement\)](#)

**[Website Design by
Connecting Point Computer Centers](#)**

<http://www.cpointcc.com>

[Hosting by IVNet \(http://www.ivnet.com/\)](http://www.ivnet.com/)