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# Putnam County Illinois Board Meeting Minutes

## Minutes February 2014

PUTNAM COUNTY REGULAR BOARD MEETING

FEBRUARY 10, 2014, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, February 10, 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 Chauntelle Biagi-Bruer to approve the minutes from the January 13, 2014, Regular Board Meeting. 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.

County Highway Engineer Pat Sloan reviewed his January report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that he has met with the townships regarding the 2014 Motor Fuel Tax Maintenance Programs. Mr. Sloan also informed the board that he is nearing completion on the Motor Fuel Tax plans for submittal to the IDOT and readying the bid package for 2014 seal coating and skip paving. Mr. Sloan also informed the board that he has finalized submittal to the IDOT for the reimbursement on last year's emergency repairs on the McNabb Blacktop bridge. County Highway Maintenance activities have included servicing the Highway and Sheriff Department's vehicles, plowing snow, and salting the roads. (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 also informed the board that currently there are no maintenance issues and that he had nothing further to report. Mr. Doyle then introduced Mr. Kurt Rimmele, an architect with Basalay, Carey, Alstadt Architects; Ltd. Mr. Rimmele presented to the board a summary of the Exterior Brick/Stone Study of the "old courthouse" building. The summary provided information on the study completed on the mortar analysis, mortar related issues, the sandstone analysis, and rilm tube test analysis. Mr. Rimmele stated that further guidance is required from the county before estimates of probable construction cost can be developed. Mr. Rimmele requested a meeting with the board's Building Committee to discuss options for repairs and possible phased construction. The board agreed to set up a meeting with Mr. Rimmele and the Building Committee at a date to be determined later. (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 financial reports for the month of January to the board. The General Fund's working balance for the month of January - 2014 was (\$9,654.57) compared to a working balance of \$35,892.43 for the month of January - 2013. The General Fund Income for the month of January - 2014 was \$365,385.16 compared to \$285,573.74 for the month of January - 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 January - 2014 was \$87,568.64. The General Fund Savings balance for the month of January - 2014 was \$632,547.33. The Illinois Fund - General Fund balance for the month of January - 2014 was \$325,572.50. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending January 31, 2014. The actual versus budget variance percent target for the period is .167%. (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 met with the board to discuss an increase in reimbursement for those individuals called for jury duty. Ms. Oliveri stated that in the past, the board has passed a resolution to raise the daily pay and mileage for jurors. The board informed Ms. Oliveri that they would go back and review the current budget and get the reimbursement amounts to her.

County Probation Officer Nicole Tonioni met with the board and discussed issues she has with the security of her office. Ms. Tonioni informed the board that she has had the locks changed on her office and has been in contact with the Sheriff's Department to have a security camera installed.

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 only one (1) building permit. There were three (3) building permit inspections completed, two (2) of which were final inspections (1 deck and 1 pole building). Mr. Burger also presented to the board a monthly comparison of costs for the year 2012 and 2013. (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 Report for the month of January to the board. There were no deaths reported to his office during the month of January. Mr. Cofoid also informed the board that he is planning on attending the Illinois Coroners and Medical Examiners Association's Winter Conference in Mt. Vernon, Illinois later this month. 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 Coordinator John Ehrhardt presented the agency's report for the month of January to the board. Mr. Ehrhardt informed the board that he has been working diligently to get himself acclimated to the PCEMA Coordinator's position. Mr. Ehrhardt also informed the board that he has attended various meetings during the past month and that the building project is nearly completed. Mr. Ehrhardt also informed the board that the next PCEMA meeting will be held at the PCEMA building on Wednesday, February 12, 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; there were no reports from any of the committee members.

Under "New Business" for Audit Review, Fiscal Year 12/01/2012 - 11/30/2013; 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, 2013. Ms. Baum briefly reviewed the Independent Auditor's 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 four (4) fiscal years, the General Fund's fund balance has been declining. Revenues have remained flat in FY2013 and are expected to remain flat in FY2014 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 FY2013 but the deficits should not be overlooked. (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 Putnam County Zoning Board Of Appeals Appointment; Putnam County Zoning Officer Jim Burger recommended the appointment of Mr. Steven Malavolti to the Putnam County Zoning Board of Appeals. After brief discussion, board member Jordan Ellena moved that the board approve the recommendation for the appointment of Mr. Steven Malavolti to the Zoning Board of Appeals. 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 Review And Consideration Of Distribution Agreement (Hartney Oil); State's Attorney James Mack provided the latest update on the Hartney Fuel Oil litigation. Mr. Mack informed the board that the court's ruling in the Hartney Fuel Oil case was favorable for the Village of Mark and the county. As a formality, the board will need to agree with the court's ruling. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board formally agrees with the court's ruling in the Hartney Fuel Oil case. Board member Sheila Haage 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 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 taken over the administration of the website. Updates and additional information for posting to the website should now be forwarded to Ms. Woest. Ms. Woest's e-mail address is [reader@pcwildblue.com \(mailto:reader@pcwildblue.com\)](mailto:reader@pcwildblue.com). The site's address is [www.co.putnam.il.us \(http://www.co.putnam.il.us/\)](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 along with an amendment to switch the PCEMA's utility expenses from Appropriation #48-1 to Appropriation #33-7. 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.

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

At 8:15 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, March 10, 2014, 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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