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Putnam County Illinois Board Meeting Minutes

Minutes January 13 2014

PUTNAM COUNTY REGULAR BOARD MEETING

JANUARY 13, 2014, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, January 13, 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 December 9, 2013, Regular Board Meeting. 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.

Sheriff Kevin Doyle presented his December Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that the detailed report from Basalay, Carey, Alstadt Architects; Ltd. on the mortar testing for the tuck-pointing and repair of the brick on the "old courthouse" building has been received and copies were forwarded to each of the board members. It was agreed by the board that Basalay, Carey, Alstadt Architects; Ltd be paid the amount of \$15,000 for their services thus far. 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 December report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that he has worked with the IDOT on verifying Multi-year Federal Transportation Funding. Mr. Sloan also informed the board that he has established a schedule for the sign upgrade program with a grant for sign replacement in 2015. Mr. Sloan also informed the board that he has begun meeting with the townships for the 2014 Motor Fuel Tax maintenance program. Mr. Sloan also informed the board that he has contracted with Hutchison Engineering to conduct bridge inspections this year. Other County Highway Engineer activities have included setting-up a training plan for the secretary to attend a one day Motor Fuel Tax accounting class, Mr. Sloan attending three-day training on contract documentation, and Mr. Sloan attending a ten-day bridge inspection class. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, checking trucks for possible problems, plowing snow, salting the roads, and assisting contractor with installing insulation in new building addition. (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 December to the board. The General Fund's working balance for the month of a December - 2013 was \$6,006.78 compared to a working balance of \$2,468.44 for the month of December - 2012. The General Fund Income for the month of December - 2013 was \$185,326.29 compared to \$155,965.51 for the month of December - 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 December - 2013 was \$251,996.39. The General Fund Savings balance for the month of December - 2013 was \$664,883.82. The Illinois Fund - General Fund balance for the month of December - 2013 was \$189,750.01. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending December 31, 2013. The actual versus budget variance percent target for the period is .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.

County Probation Officer Nicole Tonioni had nothing to report for the month of December and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger was not present for the meeting. The board reviewed his Zoning Officer Report for the month of December. Mr. Burger's report informed the board that during the month of December his office issued one (1) building permit. There were five (5) building permit inspections completed, one (1) of which was a final inspection on a pole building. (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 December to the board. There were two (2) deaths reported to his office during the month of December. 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 Interim Coordinator Robert Cofoid presented the agency's report for the month of December to the board. Mr. Cofoid updated the board on the EMA equipment building project. The project is nearly completed. The third payment estimate will be forwarded to the North Central Illinois Council of Governments for reimbursement to the county. Mr. Cofoid also informed the board that the monthly EMA meeting was held at the PCEMA Office Building in Hennepin on December 8th. Mr. Cofoid also discussed issues with snow removal at the EMA building. Mr. Cofoid also informed the board that the items left in the EMA building by the United Steelworkers Local 7367 are systematically being removed. (Mr. Cofoid'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 Putnam County Zoning Board of Appeals Appointment; due to the absence of the County Zoning Officer, the agenda was tabled until the next regular board meeting.

Also under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2013 thru November 30, 2014); the board reviewed a draft of contract 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, 2013 through November 30, 2014. The board agreed to direct the State's Attorney to review the contract. After brief discussion, board member Chauntelle Biagi-

Bruer moved that the board approve the Ambulance Service Contract contingent upon review and approval by the State's Attorney. Board member Jordan Ellena 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 Board Committee Assignments for Fiscal Year 2013 - 2014, Board Chairman Duane Calbow reviewed the board committee assignments for the Fiscal Year 2013 thru 2014. The membership of the committees remains the same as last fiscal year with the exception of William Holmes being assigned to the BEST Agency.

Also under "New Business" for Appointment Of Emergency Management Agency Coordinator For The County Of Putnam; the board discussed the appointment of EMA Coordinator for the County of Putnam. After brief discussion, board member Sheila Haage moved that the board appoint Mr. John Ehrhardt as the new EMA Coordinator. 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. Board member William Holmes moved that the board appoint Mr. Quinten Buffington as the new EMA Coordinator. There was no second to the motion. As a result, Mr. John Ehrhardt is officially appointed as Coordinator for the Putnam County Emergency Management Agency. Board Chairman Duane Calbow thanked all the other applicants for their interest and Mr. Robert Cofoid for his efforts as Interim Coordinator. Newly appointed coordinator John Ehrhardt addressed the board and explained his goals and objectives for the agency. Mr. Ehrhardt also asked for more volunteers to participate with the agency.

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 is in training and will take over the administration of the website in the not too distant future. 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 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 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.

At 4:35 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). 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 board then retired into Executive Session.

EXECUTIVE SESSION

At 4:50 P.M., board member Sheila Haage moved that the board return to Regular Session. 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 board then returned to Regular Session.

Also under “New Business” for Public Comment Period; Putnam County Ambulance Director Andy Jackson was present and wanted to publicly thank the Putnam County Highway Department, the EMA, and the Sheriff’s Department for assisting the Putnam County Ambulance Service with emergency calls during the snowstorm.

At 4:55 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, February 10, 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**

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