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Putnam County Illinois Board Meeting Minutes

Minutes March 2014

PUTNAM COUNTY REGULAR BOARD MEETING

MARCH 10, 2014, 10:00 A.M.

The regular meeting of the Putnam County Board was called to order at 10:00 A.M. on Monday, March 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, William Holmes, and Jordan Ellena answering. Board member Sheila Haage was absent for the meeting.

It was moved by board member Jordan Ellena to approve the minutes from the February 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 3 ayes, 0 nays, and 1 absent.

Sheriff Kevin Doyle presented his February Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he set-up a meeting with the board's building committee and architect Mr. Kurt Rimmel with Basalay, Carey, Alstadt Architects; Ltd. The results from that meeting will be discussed further under "Old Business" for Committee Reports. 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 Treasurer Kevin Kunkel presented financial reports for the month of February to the board. The General Fund's working balance for the month of February - 2014 was \$86,948.42 compared to a working balance of \$719.53 for the month of February - 2013. The General Fund Income for the month of February - 2014 was \$367,427.71 compared to \$137,876.02 for the month of February - 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 February - 2014 was \$137,927.42. The General Fund Savings balance for the month of February - 2014 was \$557,678.72. The Illinois Fund - General Fund balance for the month of February - 2014 was \$388,729.11. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending February 28, 2014. The actual versus budget variance percent target for the period is 25%. Mr. Kunkel then referred to Ms. Kim Baum who was present for the meeting to briefly discuss the annual audit disclosures for the county's retirement fund and retiree health insurance premiums. (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 February and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of February to the board. Mr. Burger informed the board that during the month of February his office issued only one (1) building permit. There were three (3) building permit inspections completed. Mr. Burger also informed the board that he has answered several calls about property zoning and what is involved in rezoning property. Mr. Burger also informed the board

that he has responded to a call on obtaining a Certificate of Elevation for the flood plain. The individual was informed that a surveyor had to verify the elevation and issue the certificate. (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. The board reviewed his Death Investigator Report for the month of February. There were two (2) deaths reported to his office during the month of February. Mr. Cofoid's report also informed the board that he attended the Illinois Coroners and Medical Examiners Association (ICMEA) Winter Conference in Mt. Vernon, 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 February to the board. Mr. Ehrhardt informed the board that he attended a number of meetings and training sessions during the month of February as detailed in his report. Mr. Ehrhardt also updated the board on the continued progress on the new equipment storage building and the remodeling efforts to improve the PCEMA building. Mr. Ehrhardt also informed the board that the next PCEMA meeting will be held at the PCEMA building on Wednesday, March 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.)

County Highway Engineer Pat Sloan reviewed his February report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that he has completed the 2013 Motor Fuel Tax Final Report and has submitted it to the IDOT. Mr. Sloan also informed the board that he has completed the bid packages for the 2014 Motor Fuel Tax Pavement Maintenance program. Bid-letting will be on March 28th at 10:30 a.m. at the Marshall County Highway Office. Mr. Sloan then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating \$195,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2014 and ending December 31, 2014. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and pass the resolution appropriating the sum of \$195,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2014 and ending December 31, 2014. Board member Jordan Ellena seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the resolution (#2014-01). Mr. Sloan also presented to the board a "Resolution of the County Board of Putnam County Requesting Approval of the Use of Money Allotted to the County Under the Provisions of the Motor Fuel Tax Law". The resolution allows for the board to appropriate the sum of \$38,500.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2014 and ending December 31, 2014. After brief discussion, board member Jordan Ellena moved that the board approve and pass the resolution appropriating the sum of \$38,500.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2014 and ending December 31, 2014. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to

process the resolution (#2014-02). Other County Highway Engineer activities have included planning for the County and Hennepin Township salt shed project and discussing snow removal operations with several residents, elected officials, and the conservation area. County Highway Maintenance activities have included servicing the Highway and Sheriff Department's vehicles, plowing and salting the roads, and handling flooding issues. (The 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; the Building Committee met with architect Mr. Kurt Rimmele with Basalay, Carey, Alstadt Architects; Ltd. to discuss the "Old Courthouse" restoration project. Mr. Rimmele discussed brick replacement, correct mortar application, pillar repairs, and the sandstone belting around the structure. Mr. Rimmele stated that the sandstone belting should be the first priority for repair. Mr. Rimmele also discussed with the committee a 4-year restoration plan and will present to the board at a later date the total costs. There were no other reports from any of the board's other committee members.

Under "New Business" for Village of Depue Lake Project; Board Chairman Duane Calbow discussed a letter he received from the Village of Depue's Village President requesting a letter of support from the Putnam County Board for a proposed permanent earthen water control structure at the mouth of Lake Depue. The structure would allow for the control of the level of Lake Depue. This would allow for the community to continue hosting events like the Lake Depue National Champion Boat Races which also economically impacts the surrounding communities. After brief discussion, board member Jordan Ellena moved that the board supports the Lake Depue water control project and draft a letter of support to be forwarded to the Depue Village President. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. Board member Jordan Ellena will draft the letter of support and forward to Board Chairman Duane Calbow for his signature and mailing.

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 Ms. Sandra Woest is now the administrator 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 February. Board member William Holmes then moved that the board approve the payment of the bills for the month of February. Board member Chauntelle Biagi-Bruer seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 1 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. It was noted that a legal publication for notice to

bid on old, neglected cemetery mowing and trimming will need to be published in the Putnam County Record. The board will award the bid at the April meeting.

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

At 11:00A.M., board member Jordan Ellena 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, April 14, 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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