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Putnam County Illinois Board Meeting Minutes

Minutes November 10, 2014

PUTNAM COUNTY REGULAR BOARD MEETING

NOVEMBER 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, November 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 Sandra Woest answering.

It was moved by board member Sheila Haage to approve the minutes from the October 14, 2014, Regular Board Meeting. Board member Sandra Woest 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 October report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the construction engineering for the Hennepin Township Salt Shed has been completed. The foundation has been poured and the plan is to have the building up before winter sets in. Mr. Sloan also informed the board that he is working with Contech and Hennepin Township to develop an economical repair to the culvert on 1150N County Aid #201. Plan to have the project completed before Christmas. Mr. Sloan also informed the board that he submitted the FEMA quarterly report and also secured a time extension from FEMA for the completing the scour protection repairs required on the bridge on County Highway 5 (1150E). Other County Highway Engineer activities have included reconciling the crack-sealing expenses between Marshall and Putnam Counties and investigating installing internet services at the Putnam County Highway Department. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, completing the set-up of the new generator, mowing grass along the roadsides for the last time this year, and preparing the trucks for winter. (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.)

Sheriff Kevin Doyle was not present for the meeting. The board reviewed his October Sheriff's and Civil Processing Transaction Reports. (Mr. Doyle's reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel was not present for the meeting. The board reviewed his financial reports for the month of October. The General Fund's working balance for the month of October - 2014 was (\$3,876.99) compared to a working balance of (\$9,221.60) for the month of October - 2013. The General Fund Income for the month of October - 2014 was \$237,028.09 compared to \$213,915.68 for the month of October - 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 October - 2014 was \$78,406.76. The General Fund Savings balance for the month of October - 2014 was \$1,105,727.16. The Illinois Fund - General Fund balance for the month of October - 2014 was \$319,681.76. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending October 31, 2014. The actual versus budget variance percent target for the period is 91.67%. (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 October and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of October to the board. Mr. Burger informed the board that during the month of October his office issued six (6) building permits. There were twenty-seven (27) building permit inspections completed.

Mr. Burger also informed the board that he has responded to several calls on property zoning, set-back requirements, and the county's flood plain location. Mr. Burger also informed the board that he issued two (2) demolition permits to the Granville Fire Department for the burning of old farmhouses. (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 reports for August, September, and October to the board. There were six (6) deaths reported to his office during the month of August. There were two (2) deaths reported to his office during the month of September. There were four (4) deaths reported to his office during the month of October. Mr. Cofoid also informed the board that he is planning on attending the Illinois Association of County Officials Conference in Peoria later this month. (Mr. Cofoid's reports are 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 October to the board. Mr. Cofoid informed the board of various meetings, drills, and training sessions that he and other members of the PCEMA attended during the month of October. Mr. Cofoid also informed the board that the communications tower has been erected and work continues to complete the full functionality of the communications system as soon as possible. Mr. Cofoid also informed the board that ICS400 training classes were held on October 11th and 12th at the PCEMA building. Mr. Cofoid also informed the board that an Elected Officials Workshop hosted by the PCEMA will be held on November 20, 2014, from 9:00 A.M. to 1 P.M. The next PCEMA meeting will be held on Wednesday, November 12, 2014, at the PCEMA Building. (The PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for committee reports; Board/committee member Sandra Woest informed the remainder of the board that she attended a University of Illinois Extension Service Multi-Unit Council meeting. Board/committee member Sandra Woest also informed the remainder of the board that the Tri-County Opportunities Council will be contacting the county board for a member to replace her when she leaves the board at the end of November.

Under "New Business" for Revised Phase II Scope Of Work, "Old" Courthouse Restoration Project; the board discussed the Revised Phase II Scope of Work information submitted to Sheriff Kevin Doyle by Basalay, Cary & Alstadt Architects, Ltd. regarding the "Old" Courthouse Restoration Project. The architects proposed a revision to the Phase II Scope of Work which would result in a sub-total construction cost of \$28,386.00. The architects also recommend awarding the work to Otto Baum due to their familiarity with the facility and past experience

with similar repairs. After brief discussion, board member Chauntelle Biagi-Bruer moved to approve the revision to the Phase II Scope of Work at a cost of \$28,386.00 and also to award the work to Otto Baum. Board member Sandra Woest seconded the motion and the motion was carried on a board vote of 3 ayes, 1 nay, and 0 absent.

Also under “New Business” for Sheriff’s Department Flooring Replacement Project; the board reviewed the two (2) bid proposals submitted to the Sheriff’s Department for flooring replacement. Board member Chauntelle Biagi-Bruer moved that the board approve the low bid from D.J.’s Carpet Outlet of \$4,129.88. 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 Recycling Program; the county board reviewed a “Resolution to Enter into an Agreement for Implementing Coordination of Recycling Services on Behalf of Putnam County” submitted by the North Central Illinois Council of Governments. The resolution enters the county into an agreement with the NCICG to provide the county with services needed for annual registration of haulers and annual reporting as part of the county’s overall solid waste management efforts. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution of agreement with the NCICG as written. 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 process the resolution (#2014-15).

Also under “New Business” for Resolution / State’s Attorneys Appellate Prosecutor; State’s Attorney James Mack reviewed and explained to the board the resolution which supports the continued operation of the Office of the State’s Attorneys Appellate Prosecutor and designates the Office of the State’s Attorneys Appellate Prosecutor as its agent to administer the operation of appellate offices and process said appellate court cases for Putnam County. Board member Chauntelle Biagi-Bruer moved that the board approve and adopt the resolution as written. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the resolution (#2014-16).

Also under “New Business” for Courthouse Business Hours; the board discussed extending the business hours of the courthouse from 9:00 A.M. – 4:00 P.M. to 8:30 A.M. – 4:30 P.M. The extended business hours would be comparable with other surrounding counties and the public would be better served. After brief discussion, board member Chauntelle Biagi-Bruer moved to approve extending the courthouse business hours to 8:30 A.M. – 4:30 P.M. Board member Sandra Woest seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Also under “New Business” for County Board Computer Purchase; the board discussed the purchase of two (2) lap top computers for use by county board members. Board member Sandy Woest acquired a price quote from Connecting Point Computer Centers. Their price quote was a total of \$2,762.70 for two (2) HP laptop computers with Micro-Soft Office software. Board member Chauntelle Biagi-Bruer moved that the board approve the purchase of the

laptop computers from Connecting Point Computer Centers at a cost of \$2,762.70. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. Board member Woest also stated that she will donate an overhead projector for use with the laptop computers.

Also under “New Business” for Probation Office Potential Budget Overage For Current Fiscal Year; no action was required by the board. The board’s Finance Committee had previously approved a Budget Amendment for the Other Salaries Line Item under Appropriation #39 – Probation Officer.

Also under “New Business” for Putnam County E.M.A. Coordinator Vacancy; the board discussed and agreed to review the two (2) applications and resumes that have been submitted to fill by appointment the vacancy that exists for PCEMA Coordinator. The board agreed to set-up interviews with each of the prospective applicants.

Also under “New Business” for Budget Meetings For Fiscal Year December 1, 2014 through November 30, 2015; the board discussed continuing with the budgetary process for the next fiscal year. The board agreed to schedule the next budget meeting for November 17, 2014, at 8:30 A.M.

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)** .

At 7:50 P.M., board member Chauntelle Biagi-Bruer moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Sheila Haage 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 8:05 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.

The Clerk of the County Board was directed to out a Memo to all offices concerning the carry-over of compensation time hours. The Policy and Procedures Guideline Manual clearly states that compensation time hours earned cannot be carried over from on fiscal year to the next.

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

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 informed the remainder of the board that he received a communication from the North Central Illinois Council of Governments for the Economic Development costs FY2015. After brief discussion, board member Sandra Woest moved that the board approve the Economic Development costs with the North Central Illinois Council of Governments FY2015. 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.

Also under “New Business” for Public Comment Period; board chairman Duane Calbow expressed his appreciation and thanked outgoing board members Chauntelle Biagi-Bruer and Sandra Woest for their dedication and past service to the county.

At 8:10 P.M., board member Sheila Haage moved to suspend 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 meeting was suspended until Monday, November 17, 2014, at 8:30 A.M. At that time, the full board as the Finance Committee will meet to continue the budgetary process for Fiscal Year December 1, 2014 through November 30, 2015. The next Regular Meeting of the Putnam County Board is scheduled for Monday, December 8, 2014, at

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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