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# Putnam County Illinois Board Meeting Minutes

## Minutes, June, 2014

PUTNAM COUNTY REGULAR BOARD MEETING

JUNE 9, 2014, 10:00 A.M.

The regular meeting of the Putnam County Board was called to order at 10:00 A.M. on Monday, June 9, 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, Sheila Haage, and William Holmes answering. Chauntelle Biagi-Bruer was absent for the meeting. A vacancy currently exists on the board due to the resignation of Jordan Ellena effective May 16, 2014.

It was moved by board member Sheila Haage to approve the minutes from the May 12, 2014, Regular Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent.

Sheriff Kevin Doyle presented his May Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that there will be a contractor's pre-bid meeting on Thursday, June 12<sup>th</sup> for the sandstone belt work as part of the overall courthouse restoration project. Mr. Doyle also informed the board that there will be a contractor's bid-opening for the project on June 26<sup>th</sup>. Mr. Doyle also informed the board that the pump has been repaired for the heating and air conditioning system and that a spare pump will be ordered. Mr. Doyle also discussed county deputy overtime. (Mr. Doyle's 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 requested the board's signature on paperwork for the Farm Bureau building rent for traffic school in Princeton, Illinois. Ms. Oliveri also informed the board that her office will be upgrading and replacing computers. The associated costs will be paid out of her office's automation funds. Ms. Oliveri had nothing further to report.

County Treasurer Kevin Kunkel presented his financial reports for the month of May to the board. The General Fund's working balance for the month of May - 2014 was (\$279.56) compared to a working balance of \$3,844.95 for the month of May - 2013. The General Fund Income for the month of May - 2014 was \$485,571.06 compared to \$204,976.72 for the month of May - 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 May - 2014 was \$260,497.54. The General Fund Savings balance for the month of May - 2014 was \$548,098.55. The Illinois Fund - General Fund balance for the month of May - 2014 was \$416,987.02. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending May 31, 2014. The actual versus budget variance percent target for the period is 50.00%. Mr. Kunkel also informed the board that the 1<sup>st</sup> installment of the 2013 property taxes is due today (June 9, 2014). Mr. Kunkel also informed board that tax distribution checks will be going out to the districts at the end of June. (Mr. Kunkel's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

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

County Supervisor of Assessments Tammy Mehalic had nothing to report for the month of May 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 May. Mr. Burger's report informed the board that during the month of May his office issued seven (7) building permits. There were twenty-one (21) building permit inspections completed. Mr. Burger's report also informed the board that he published notices for the re-zoning of land use from agricultural to heavy industrial. Copies of applications with maps are in the assessor's office for public viewing. A public hearing is set for June 18, 2014, at 7:00 P.M. in the county boardroom. (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 March, April, and May to the board. There was one (1) death reported to his office during the month of March. There was one (1) death reported to his office during the month of April. There were three (3) deaths reported to his office during the month of May. Mr. Cofoid also reported that in May he attended the Illinois Association of County Officials Conference in Springfield. Mr. Cofoid also reported that he hosted the Operation Promise 2014 at the Putnam County High School. (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 Coordinator John Ehrhardt presented the agency's report for the month of May to the board. Mr. Ehrhardt informed the board that since his last report to the board in May, he has devoted the majority of his time and effort working on the PCEMA's 2014-2016 Emergency Operations Plan for submittal to the IEMA for approval. The EOP was submitted to the IEMA at the Region 2 office in Dixon on May 30, 2014. Mr. Ehrhardt stated that he expects to hear from the IEMA in 6 (six) to 8 (eight) on approval. Mr. Ehrhardt also informed the board of various meetings that he attended during the month of May. Mr. Ehrhardt also informed the board that work continues on the PCEMA building, the garage facilities, the communications tower, the Emergency Operations Center, and the Emergency Operations Plan. (Mr. Ehrhardt's 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 member Sheila Haage informed the remainder of the board that she attended an IVAC meeting held at IVCC. Ms. Haage also informed the board that the historical informational booklets for 175<sup>th</sup> anniversary of the Putnam County Courthouse are being prepared for distribution at the Village of Hennepin's 4<sup>th</sup> of July Celebration. Mr. Quentin Buffington with the Village of Hennepin's 4<sup>th</sup> of July Committee was present and discussed the events to be held that day. Mr. Andy Jackson, Director with the Putnam County Emergency Medical Services, was present and informed the board that the PCEMS will be providing EMT Basic classes on Tuesdays and Thursdays beginning October 19 of this year and ending on February 21, 2015. Individual's cost for the classes is \$450.00. Mr. Jackson also informed the board that the PCEMS will be in Hennepin on the 4<sup>th</sup> of July to provide free blood pressure checks.

Under “New Business” for Term Salary For Circuit Clerk; the board discussed the term salary for the Circuit Clerk. The Attorney General’s Office was contacted and it is of the opinion of the Attorney General that the County Board can determine and change the Circuit Clerk’s term salary at any time. The item will be on the agenda at the July 14, 2014, Regular Meeting of the Putnam County Board for board decision.

Also under “New Business” for Ethics Commissioner Appointment; a vacancy remains on the Ethics Commission. The board will continue to attempt to identify a candidate for the position. The board directed the Clerk of the County Board to place the item on the agenda for the July 14, 2014, Regular Meeting of the Putnam County Board.

Also under “New Business” for Magnolia Cemetery Board, Trustee Appointments; the board received a letter from the Magnolia Cemetery Board requesting the county board’s approval of the cemetery board’s recommendations for trustee appointments. The appointee’s names and terms were listed in the letter. After brief discussion, board member Sheila Haage moved that the board approve the Magnolia Cemetery Board’s recommendations for trustee appointments. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent.

Also under “New Business” for Lake Thunderbird Association Request For Approval For The Sale Of Beer And Wine At Annual Corn Boil (August 2, 2014); the board reviewed the letter of request for the board’s approval for the sale of beer and wine at the Lake Thunderbird Conservation Committee’s Annual Corn Boil. After brief discussion, it was moved by board member William Holmes that the board approves the request for the sale of beer and wine at the Annual Corn Boil on August 2, 2014. Board member Sheila Haage seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 2 absent. The Clerk of the County Board was directed to send a letter to the Lake Thunderbird Association informing them of the board’s approval.

Also under “New Business” for Fish ‘N Fun Request Of Approval For The Sale Of Beer And Wine At Annual Pancake Breakfast (August 3, 2014); the county board reviewed the letter of request for the board’s approval for the sale of beer and wine at the Fish ‘N Fun Annual Pancake Breakfast. After brief discussion, board member Sheila Haage moved that the board approves the request. The approval is contingent upon the county clerk’s receipt of proof of liquor liability insurance prior to the event. Board member William Holmes seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 2 absent. The Clerk of the County Board was directed to send the Fish ‘N Fun Board of Directors a letter notifying them of the board’s approval.

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) .

County Highway Engineer Pat Sloan reviewed his May report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the Highway Department began crack-sealing with Marshall County, using 2-3 of the county staff and starting in Marshall County and moving north to the Florid Road in Putnam County. Mr. Sloan also informed the board that plans have been finalized for asphalt patching on Bottom Road and Power Plant Road. This is expected to be completed sometime during June. Other County Highway Engineer activities have included surveying the County and Township maintenance yard for the development of a site plan for the salt shed and reviewing the PCEMA's 2014-2016 Emergency Operations Plan. County Highway Maintenance activities have included servicing the Highway and Sheriff Department's vehicles, patching holes in roads, replacing hydraulic hoses on 1-ton truck, and mowing grass at the County Highway building. (The County Highway Engineer and Maintenance Activities report is on file at the Office of the County Clerk for review by any interested parties.)

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of May. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of May. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 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. Board Chairman Duane Calbow discussed the letter received from the Putnam County Schools Wellness Committee Chairperson, Tricia Both. The letter thanked the board for their support of the After-School Activities Program and updated the board on the program's current activities. Chairman Calbow also discussed with the remainder of the board a copy of the Notice of Application for Permit to Manage Clean Construction or Demolition Deris that was received by the State's Attorney's Office from the Illinois EPA. It appears that Tri-Con Materials, Inc. will be utilizing space for additional storage of aggregate and reclaimed asphalt pavement

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

At 10:56 A.M., board member Sheila Haage 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 2 absent. The next Regular Meeting of the Putnam County Board is scheduled for Monday, July 14, 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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