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Putnam County Illinois Board Meeting Minutes

September 2014 Minutes

PUTNAM COUNTY REGULAR BOARD MEETING

SEPTEMBER 8, 2014, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, September 8, 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 August 11, 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 August report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the Seal Coat work has been completed (1200 E. north of McNabb Blacktop) and that he provided inspection on the Township's Seal Coating. Mr. Sloan also informed the board that he took sealed bids on the "old" 2003 1-ton truck and plow. Bids ranged from \$3,000 to \$7,500 with the Marshall County Highway Department being the highest. Mr. Sloan also informed the board that he took bids on a standby generator for the County Highway Building. Strong Power of Sparland, Illinois had the winning bid at \$6,500. Mr. Sloan also informed the board that he is working with Hennepin Township on two (2) county aid projects – culvert replacement on 1150 N. and culvert rehabilitation on 875 E. Mr. Sloan then presented to the board a resolution for the Request for County Aid for Township Drainage Structures. The resolution appropriates from the County Road and Bridge Fund a sum sufficient to meet one-half the expense for Culvert Replacement on 1150 N. The Hennepin Township Road District will furnish the other one-half of the amount (total cost of project is \$110,000). After brief discussion, board member Chauntelle Biagi-Bruer moved to approve and adopt the resolution as written. 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. The Clerk of the County Board was directed to process the resolution (#2014-06). Other County Highway Engineer activities have included re-bidding the FEMA Bridge Scour Repair project, bid-letting for the Hennepin Township Salt Building's foundation, and submitting a 100% grant for the FY2015 Rural Local Agency Traffic Sign Upgrade Program. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, rebuilding the alternator on 2006 truck, turning "old" 2003 1-ton truck over to Marshall County, taking trucks in for safety testing, and mowing grass along the roadsides. (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 presented his August Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that the stone band repair work has commenced as part of the overall "old" courthouse restoration project. Mr. Doyle also informed the board that currently there are no maintenance issues. (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 his financial reports for the month of August to the board. The General Fund's working balance for the month of August - 2014 was \$4,056.67 compared to a working balance of \$2,270.21 for the month of August - 2013. The General Fund Income for the month of August - 2014 was \$194,096.48 compared to \$164,453.23 for the month of August - 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 August - 2014 was \$289,035.49. The General Fund Savings balance for the month of August - 2014 was \$1,002,359.58. The Illinois Fund - General Fund balance for the month of August - 2014 was \$205,736.65. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending August 31, 2014. The actual versus budget variance percent target for the period is 75.00%. Mr. Kunkel also informed board that the 2nd installment of property taxes is due tomorrow, September 9, 2014. The second tax distribution checks will go out to the districts later in the month of September. The delinquent tax sale will be held at the end of October. (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 August and therefore was not present for the meeting.

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

County Supervisor of Assessments Tammy Mehalic had nothing to report for the month of August 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 August. Mr. Burger's report informed the board that during the month of August his office issued six (6) building permits. There were eleven (11) building permit inspections completed. Mr. Burger's report also informed the board that he has responded to several calls on property zoning and subdivision covenants and that he has attended several meetings with prospective businesses wanting to locate in the county. Mr. Burger's report also informed the board that he has issued two (2) Stop Work and Violation Notices for construction work being done on homes without the proper permits. (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 report for the month of August. There were six (6) deaths reported to his office during the month of August. Mr. Cofoid also informed the board that he attended the Illinois Coroners and Medical Examiners Conference in Collinsville, 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 August to the board. Mr. Ehrhardt informed the board of various meetings, drills, and training sessions that he attended during the month of August. Mr. Ehrhardt also informed the board that six (6) PCEMA members will be attending the IEMA Convention in Springfield, Illinois on September 2 through September 5 for training and continuing education. Mr. Ehrhardt also informed the board that work continues on the PCEMA building, the garage facilities, the communications tower, and the Emergency Operations Center. Mr. Ehrhardt also reminded the board that ICS300 and ICS400 classes are planned for September 13th and 14th and October 11th and 12th. The next PCEMA meeting will be held on Wednesday, September 10, 2014, at the PCEMA Building. Mr. Ehrhardt also discussed with

the board the submitting of his resignation letter to County Board Chairman Duane Calbow on August 19th. The resignation will be effective October 1st. Chairman Calbow regrettably accepted Mr. Ehrhardt's resignation and offered many thanks for all his hard work while serving as PCEMA Coordinator. (Mr. Ehrhardt's PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

At 4:29 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 4:45 P.M., board member Chauntelle Biagi-Bruer moved that the board return to Regular Session. Board member Sandra Woest 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 board discussed filling the PCEMA Coordinator position which will be vacant effective October 1st. PCEMA Assistant Coordinator Robert Cofoid will fill the coordinator position for the interim until a new one is appointed by the board. After brief discussion, board member Chauntelle Biagi-Bruer moved that the board appoint Mr. Robert Cofoid as Interim EMA Coordinator and that the application process for the appointment of a new EMA Coordinator be initiated. Board member Willam Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent

Under "Old Business" for committee reports; board member Sandy Woest informed the remainder of the board that she has attended a meeting as the county board's representative on the Tri-County Opportunities Council. There were no other committee reports.

Under "New Business" for Budget Meetings For Fiscal Year 12/1/2014 – 11/30/2015; the board discussed initiating the budgetary process for next fiscal year. The board agreed to schedule the first budget meeting on September 22, 2014, at 9:00 A.M.

Also under "New Business" for Ethics Commissioner Appointment; board member Chauntelle Biagi-Bruer informed the remainder of the board that she had spoken with Mr. Greg Carr and that Mr. Carr would accept the appointment to the Ethics Commission. After brief discussion, board member Chauntelle Biagi-Bruer moved to appoint Mr. Greg Carr to the county's Ethics Commission. 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. Ethics Commission Advisor Dan Kuhn was directed to initiate the first meeting.

Also under “New Business” for Resolutions (8) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the drafts of eight (8) resolutions authorizing the Chairman of the Putnam County Board to execute deeds of conveyance of the county’s interest or authorize the cancellation of the appropriate Certificate(s) of Purchase as it relates to specific delinquent tax properties acquired by the County of Putnam as Trustee for the Taxing Districts. After brief discussion, board member Sheila Haage moved that the board approve and adopt all eight (8) of the resolutions as written. Board member Sandra Woest 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 resolutions (#2014-07 thru #2014-14)

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)** .

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

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 letter of invitation from the school district for their “Partners of Education” to be held on October 2nd.

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

At 5:03 P.M., board member Sheila Haage moved to suspend the meeting until September 22, 2014 at 9:00 A.M. At that time, the full board as the Finance Committee will meet to initiate the budgetary process for Fiscal Year December 1, 2014 through November 30, 2015. 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 Tuesday, October 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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