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Putnam County Illinois Board Meeting Minutes

Minutes - April 8, 2019

PUTNAM COUNTY REGULAR BOARD MEETING

APRIL 8, 2019, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, April 8, 2019, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Vice-Chairman Luke Holly.

Roll Call was taken by the Clerk of the County Board with Sheila Haage, William Holmes, Luke Holly, and Charles Lenkaitis answering. Board member Steven Malavolti was unable to be present for the meeting and was absent for the Roll Call.

It was moved by board member Sheila Haage to approve the minutes from March 11, 2019, Regular Board Meeting. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

County Highway Engineer Pat Sloan was unable to be present for the meeting. Highway Engineer Secretary Ms. Suzie Simmons presented Mr. Sloan's March report of County Highway Engineer and Maintenance Activities to the board. Ms. Simmons informed the board that the bid opening for the 2019 Motor Fuel Tax seal coat work was held on March 20, 2019, at the Marshall County Highway Department. Ms. Simmons provided the board with the bid tabulation for their review. Ms. Simmons also presented two (2) resolutions for the board to review and approve. The first resolution was for "Awarding Bids for Various Township and County Maintenance Sections" and the second resolution was for "Rejecting Bid for a County Maintenance Section". After discussion, the board agreed to table the decision on the approval of the resolutions until further discussion and clarification by County Highway Engineer Pat Sloan. The resolutions are due with the Illinois Department of Transportation prior to May 1, 2019, and as a result, the board will need to determine a date for a special meeting prior to May 1st to decide on the status of the resolutions. Other County Highway Engineer activities have included the continuing work on resolving the Right of Way issues for the Bottom Road Bridge Project. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, taking the county 1-ton truck in for service, salting the gutters on the Bottom Road after wet snow, and getting the 5420 JD tractor and old 4010 JD tractor ready for the upcoming mowing season. (The Putnam County Highway Engineer and Maintenance Activities Reports are on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle presented his March Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also requested that the non-profit Braveheart-Children In Need organization be allowed to use the Putnam County O.E.M. building for the purpose of holding interviews for child abuse cases. The Braveheart organization helps children who have been removed from their homes due to abuse, neglect, or both. The organization would request the use of the building only a couple of times a month for a few hours and wouldn't require anything further. The board agreed to place the item on the agenda for May 13, 2019, Regular Meeting of the Putnam County Board for discussion and approval. Mr. Doyle also informed the board that currently there are no courthouse maintenance issues that need to be addressed. Mr. Doyle had nothing of further interest to report to the board. (The Sheriff's and Civil Processing Transaction Reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel was unable to be present for the meeting. Supervisor of Assessments Tamara Mehalic presented Mr. Kunkel's financial reports for the month of March to the board in his stead. The General Fund's working balance for the month of March, Fiscal Year 2019, was \$141,200.97 compared to a working balance of \$162,797.64 for the month of March, Fiscal Year 2018. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2019". The General Fund balance for the month of March, Fiscal Year 2019, was \$29,787.12. The General Fund Savings balance for the month of March, Fiscal Year 2019, was \$2,568.64. The Illinois Fund - General Fund balance for the month of March, Fiscal Year 2019, was \$3,433.89. The total of the General Fund Accounts is \$35,789.65. The actual versus budget variance percent target for the period is .33%. Ms. Mehalic also discussed the county's current dire financial situation. Ms. Mehalic informed the board that conservative calculations of known and dependable revenue sources don't add up to being enough to meet the county's expenses. The board agreed that a meeting of the Finance Committee is needed prior to the next regular board meeting which is scheduled for May 13, 2019. (The County Treasurer'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 March and therefore was not present for the meeting

County Probation Officer Patricia Hohulin was present for the meeting and discussed probation and detention costs and some thoughts on how to possibly reduce those costs.

County Supervisor of Assessments Tammy Mehalic was present for the meeting but had nothing to report for the month of March.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of March to the board. Mr. Burger informed the board that there was one (1) building permit for an accessory building issued during the month of March. There were four (4) building inspections completed during the month of March. Of the four (4) inspections, one (1) was a final inspection for a home. Mr. Burger also informed the board that he is currently reviewing the preliminary construction plans for the Nazareth Retreat Center (aka King's House) with the architectural firm and one contractor. (The County Zoning Officer Report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Bob Cofoid presented his Death Investigator's report for the month of March to the board. There were two (2) deaths reported to his office during the month of March. Mr. Cofoid informed the board that he attended the Winter Training Conference in Mt. Vernon, Illinois and is planning on attending the Illinois Association of County Officials Conference in Springfield on April 9, 2019. Mr. Cofoid also informed the board that the annual PC Awareness Program will be held this month right before the Prom. Mr. Cofoid had nothing of further interest to report to the board. (The County Death Investigator Report is on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Office of Emergency Management Coordinator Chauntelle Biagi-Bruer was unable to be present for the meeting. Assistant Coordinator Alan Hefner presented the O.E.M. Coordinator's report for the month of March to the board. The report highlighted the attendance at various meetings, training, and other activities the office sponsored and/or participated in during the month of March. Mr. Hefner also informed the board that the upgrade of the current Photo I.D. System has been put on hold. A more cost-efficient system is being investigated. (The PCOEM Coordinator 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 board committee members for the month of March.

Under "New Business" for Amending Ordinance Establishing An Enterprise Zone Within The County Of Putnam, Illinois; Mr. Austin Taylor, Zone Administrator with the North Central Illinois Council of Governments, presented to the board a draft of an ordinance entitled "An ordinance establishing an Enterprise Zone with the County of Putnam, Illinois, said Enterprise Zone being a portion of a larger Enterprise Zone encompassing contiguous portions of the cities of Spring Valley and Princeton, Villages of Ladd, Hennepin, Mark, and Granville, and the counties of Bureau and Putnam, Illinois". The ordinance amends Ordinance #2015-0-05 to add thereto and include therein certain additional territory within the Enterprise Zone. The area added is described in Exhibit A as part of said ordinance. The ordinance also includes an Intergovernmental Agreement between the counties, cities, and villages that comprise the Bureau / Putnam Area Enterprise Zone. After a brief discussion, board member Charles Lenkaitis moved that the board approve and adopt the ordinance as written, allowing for the amending of Ordinance #2015-0-05. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the ordinance (Ordinance #2015-0-05).

Also under "New Business" for Audit Review, Fiscal Year 12/01/2017 - 11/30/2018; Ms. Kim Bird with Arch Hopkins & Associates, C.P.A.'s reviewed and discussed with the board the Putnam County Annual Financial Report for year ended November 30, 2018. Ms. Bird briefly reviewed the Independent Auditor's Report, Net Assets, Statement of Revenues, Expenditures, and Changes In Fund Balances, Notes To Financial Statements, Budgetary Comparison Schedule (General Fund), Assets Held By All Agency Funds, and the Comparative Statement of Revenues and Expenditures For All Governmental Funds. In conducting the annual audit of the County, a number of recommendations, and observations were also developed. These areas were discussed with the board. Ms. Baum also noted that for the previous eight (8) fiscal years, the General Fund's fund balance has been declining. Revenues are expected to remain somewhat flat in FY2019 as property taxes and state revenue sources are not expected to increase significantly. Overall, it is the auditor's opinion that the board will need to begin examining areas where expenses can be reduced. (The Independent Auditor's Annual Financial Report and the Independent Auditor Report for the County of Putnam are on file at the Office of the County Clerk for review by any interested parties.)

Also under "New Business" for Granville-Hennepin Fire Protection District, Trustee Re-appointment; the board reviewed a letter of request from the Granville-Hennepin Fire Protection District for the re-appointment of Mr. John Holmbeck to their board of trustees. The term of the re-appointment will be for three (3) years commencing on May 16, 2019, and will expire May 19, 2022. After a brief discussion, board member Sheila Haage moved that the board approve the request for the re-appointment of Mr. Holmbeck as trustee for the Granville-Hennepin Fire Protection District. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the district informing them of the board's approval.

Also under "New Business" for County Board Proclamation for Motorcycle Safety & Awareness Month (May); Ms. Sherri Dober, Public Relations Coordinator with the Starved Rock chapter of A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc., had submitted to the board a proclamation for review and approval for execution. A.B.A.T.E. of Illinois, Inc. is striving to provide a safe, unrestricted motorcycling environment in the State of Illinois, community by community. In an effort to enhance and promote motorcycle safety, education, and awareness, Monthly Safety and Awareness Month Proclamations are being presented to the leaders of the community, respectfully requesting the execution of the proclamation. A.B.A.T.E. of Illinois, Inc. has proclaimed the month of May as Motorcycle Awareness Month. After a brief discussion, board member Duane Calbow moved that the board approve and execute the proclamation for Motorcycle Awareness during the month of May in Putnam County. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the proclamation.

Also under "New Business" for Lake Thunderbird Association Request For Approval For The Sale Of Beer And Wine At Annual Corn Boil (August 3, 2019); the board reviewed the letter of request for the board's approval for the sale of beer and wine at the Lake Thunderbird Association's Annual Corn Boil. It was also noted that the association had submitted its Proof of Liquor Liability Insurance with the request. After a brief discussion, it was moved by board member Charles Lenkaitis that the board approves the request for the sale of beer and wine at the Lake Thunderbird Association's Annual Corn Boil on August 3, 2019. Board member Sheila Haage seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 1 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 Cemetery Mowing Bids; the board reviewed the one (1) sealed bid submitted for the mowing and trimming of the Old Granville, Florid, and Caledonia cemeteries for 2019. After a brief discussion, board member Sheila Haage moved that the board award the cemetery mowing and trimming bid to Countryside Lawn Care which is owned and operated by Mr. Alan Christini. (It was noted that Mr. Christini had submitted the only bid.) Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was also noted that Mr. Christini had submitted

proof of liability insurance along with his bid. The Clerk of the County Board was directed to send a letter to Mr. Christini notifying him of the board's decision. (The bid is now on file at the Office of the County Clerk and is available for public inspection and review.)

Also under "New Business" for Magnolia Cemetery Board Members and Terms Of Appointment; the county board reviewed a list of board members and their respective terms that were submitted to the board by the Magnolia Cemetery Board. The Magnolia Cemetery Board is requesting the county board's approval. After a brief discussion, board member Sheila Haage moved that the board approve the list of board member appointments for the Magnolia Cemetery Board and their respective terms. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the Magnolia Cemetery Board informing them of the board's approval.

Also under "New Business" for Standard Fire Protection District, Trustee Reappointment; the county board reviewed a letter of recommendation for the reappointment of Mr. Paul Meisner for a three (3) year term to the Board of Trustees for the Standard Fire Protection District. The term will commence on the first Monday in May of 2019 and will expire April 30, 2022. After a brief discussion, board member Sheila Haage moved that the board approve the recommendation for the reappointment of Mr. Paul Meisner to the Board of Trustees for the Standard Fire Protection District. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the Standard Fire Protection District informing them of the board's approval.

Also under "New Business" for County Board Member William Holmes; Mr. Holmes informed the remainder of the board that he is retiring from the board effective April 8, 2019. Mr. Holmes then read his letter of resignation to the board and those present. Mr. Holme's letter of resignation also included his recommendation that Mr. Bradley Popurella is appointed to fulfill the remainder of his term in office ending November 30, 2020. Also present was Mr. Eric Balma, Chairman of the Putnam County Democratic Central Committee. Mr. Balma informed the board that the Putnam County Democratic Central Committee recommends that Mr. Bradley Popurella be approved for appointment by the county board chairman (with the advice and consent of the county board) to fulfill the remainder of Mr. Holme's term in office ending November 30, 2020. (In accordance with the Illinois Compiled Statute, 10ILCS 5/25-11, "the appointee must be affiliated with the same political party as the person he succeeds was at the time of his election.") After further discussion, the board agreed to consider the appointment and a final decision will be made by the board chairman at a later date. The county clerk will send formal letters to each of the Putnam County political central committee chairmen notifying them of the Putnam County Board Member vacancy effective April 8, 2019.

Also under "New Business" for Putnam County Website (www.co.putnam.il.us (<http://www.co.putnam.il.us>)); the board discussed information updates submitted for posting to the website. The addition and/or revising of information, monitoring, and updating will be on-

going. Any and all updates should be forwarded to Ms. Susan Grady with Connecting Point Computer Centers. Her e-mail address is SGrady@cpointcc.com (<mailto:SGrady@cpointcc.com>).

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of March. Board member William Holmes then moved that the board approve the payment of the bills for the month of March. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 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.

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

At 7:20 P.M., board member William Holmes moved to adjourn the meeting. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, May 13, 2019, at 5:30 P.M.

Respectfully submitted,

DANIEL S. KUHN
Clerk of the Putnam County Board

Putnam County Illinois
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Hennepin, IL 61327

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