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**[Minutes - December 9, 2019 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

## Minutes - December 9, 2019

### PUTNAM COUNTY REGULAR BOARD MEETING DECEMBER 9, 2019, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Monday, December 9, 2019, at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman Steven Malavoli.

Roll Call was taken by the Clerk of the County Board with Sheila Haage, Steven Malavolti, Luke Holly, and Brad Popurella answering. Board member Charles Lenkaitis was unable to attend the meeting and was absent for the roll call.

It was moved by board member Sheila Haage to approve the minutes from the November 12, 2019, Regular Board Meeting. Board member Luke Holly 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 presented his November report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented to the board for approval, two (2) annual resolutions required by the Illinois Department of Transportation for Motor Fuel Tax expenditures. The first resolution, "Resolution Appropriating Funds For The Payment Of The County Engineer's Salary", allows for the appropriation \$39,950.00 from the Motor Fuel Tax Fund to pay part of the monthly salary of the Putnam County Engineer for the year beginning January 1, 2020, and ending December 31, 2020. After a brief discussion, board member Brad Popurella moved that the board approve and adopt the resolution appropriating the sum of \$39,950.00 from the Motor Fuel Tax Fund to pay part of the monthly salary of the Putnam County Engineer for the year beginning January 1, 2020, and ending December 31, 2020. Board member Luke Holly 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 resolution (#2019-23). Mr. Sloan then presented to the board for approval, a "Resolution For Maintenance Under The Illinois Highway Code". The resolution appropriates an amount of \$240,000.00 from the county's Motor Fuel Tax Fund allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2020, and ending December 31, 2020. After a brief discussion, board member Luke Holly moved that the board approve and pass the resolution appropriating the sum of \$240,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2020, and ending December 31, 2020. 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 resolution (#2019-24). Mr. Sloan also informed the board that the centerline with no passing zones was painted on the Bradford Road. The rest of the road painting will be completed next year when the weather is suitable. Mr. Sloan also informed the board that a proposed cost-sharing proposal was provided to the Diocese of Peoria allowing for the use of Magnolia Township's 100N during construction and long-term. The proposed road use agreement would allow construction traffic and service vehicle traffic without weight restriction at any time. Other County Highway Engineer activities have included authorizing Illinois Valley Excavating to repair the inlet at the intersection of Power Plant Road and Old Route 26. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, placing gravel along edges of driveways and roads, placing wings on both tandem trucks, and putting away road mower for the winter. (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 November Sheriff's and Civil Processing Transaction Reports to the board. 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 presented his financial reports for the month of November to the board. The General Fund's working balance for the month of November, Fiscal Year 2019, was \$247,569.71 compared to a working balance of \$261,038.67 for the month of November, 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 November, Fiscal Year 2019, was \$65,443.70. The General Fund Savings balance for the month of November, Fiscal Year 2019, was \$70,804.95. The Illinois Fund - General Fund balance for the month of November, Fiscal Year 2019, was \$416,281.93. The total of the General Fund Accounts is \$552,530.58. The actual versus budget variance percent target for the period is 100.00%. Mr. Kunkel had nothing of further interest to report to the board. (The County Treasurer's financial reports are on file at the Office of the County Clerk for review by any interested parties.).

County Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of November to the board. The report shows \$20,512.75 in total receipts and \$12,804.82 in total disbursements for the month of November. Mr. Kuhn also informed the board that he is continuing with the Voter Registration Purge that is required by the State Board of Elections. Mr. Kuhn also informed the board that he is applying for additional HAVA grant funds for election security from the State Board of Elections. (The County Clerk & Recorder's report is on file at the Office of the County Clerk & Recorder for review by any interested parties.)

County Circuit Clerk Carly Neubaum had nothing of interest to report to the board for the month of November and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin had nothing of interest to report to the board for the month of November and therefore was not present for the meeting.

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

County Death Investigator Bob Cofoid was unable to be present for the meeting. The board reviewed his Death Investigator's report for the month of November. There were four (4) deaths reported to his office during the month of November. Mr. Cofoid's report also informed the board that he attended the Illinois Coroners and Medical Examiner's Meeting / Training in Chicago on November 25th and 26th. During the meeting/training, the approval of the slate of officers was completed and Mr. Cofoid will continue in the position of District 9 Director. (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. Ms. Biagi-Bruer will submit her O.E.M. Coordinator's report for the month of November to the board at a later date.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of November to the board. Mr. Burger informed the board that there were three (3) building permits issued during the month of November. There were twelve (12) building inspections completed during the month of November. One (1) of the inspections was final for a garage. Mr. Burger also gave an update on the inspection of the steel mill demolition. Mr. Burger also informed the board that he has received one (1) inquiry about zoning for recreational cannabis. Mr. Burger also informed the board that has answered the usual calls on property zoning and setbacks and has checked out possible zoning issues. (The County Zoning Officer 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 November.

Under "New Business" for Adoption Of The Putnam County Animal Control Act Ordinance; the board reviewed the draft of an ordinance for the Putnam County Animal Control Act. The ordinance states that "after passage and approval by the Putnam County Board, this ordinance shall be in full force and effect beginning January 1, 2020, in accordance with the provisions of law until repealed or amended by a subsequent Putnam County Ordinance or by a contrary federal or state statute, regulation or rule". After a brief discussion, board member Sheila Haage moved that the board approve and adopt the ordinance as written. Board member Brad Popurella 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 (#2019-0-9). (Said ordinance is on file at the Office of the County Clerk for review by any interested parties.)

Also, under "New Business" for Marshall-Putnam Extension Service Update; Ms. Jill Guynn, County Director with the University of Illinois Extension Service for Bureau, LaSalle, Marshall, and Putnam Counties, was present for the meeting and gave an update on the service's programs and activities. Also present with Ms. Guynn were some of the service's educators and program coordinators; Susan Glassman, Anne Scheel, and Daryl Wragge. Each discussed the classes and programs they are involved with. Ms. Guynn also discussed the partnership with Illinois Valley Community College and the service's hub office location on the college's campus. Ms. Guynn also discussed the service's budget for the next fiscal year. Board member Luke Holly moved to approve the amount of \$58,000.00 appropriated by the board for Extension Education. Board member Brad Popurella seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. Ms. Guynn thanked the board for the county's financial support.

Also, under "New Business" for Proposal For County Ordinance For Growing Of Medical/Recreational Cannabis; Ms. Ann Hyde and Mr. Garet Dinges representing Mid-American Growers and Red, White, & Bloom, addressed the board to discuss their proposal for

amending the current Zoning Ordinance of Putnam County, in accordance with Public Act 101-0027, for the regulation of certain businesses involved in the production, transport, and sale of medical/recreational cannabis. Mid-American Growers / Red, White & Bloom have the intention to become a high-quality supplier in both cannabis and hemp-derived product lines. Ms. Hyde and Mr. Dinges presented to the board the details of their operation. After a brief discussion, the board agreed to review the information provided and give consideration to the amending of the current Zoning Ordinance of Putnam County.

Also, under “New Business” for Resolution / State’s Attorneys Appellate Prosecutor; State’s Attorney Christina Judd-Mennie 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. After a brief discussion, board member Brad Popurella 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 roll call board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the resolution (#2019-25).

Also, under “New Business” for Resolution (1) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the draft of a resolution authorizing the Chairman of the Putnam County Board to execute a deed 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 a brief discussion, board member Luke Holly 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 roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the Resolution (#2019-26).

Also, under “New Business” for Amendment Of Ordinance #2017-0-07 (Annual Budget And Appropriation Ordinance For Fiscal Year December 1, 2019, Through November 30, 2020); the board reviewed the draft of a resolution to amend the current 2019-2020 Budget to reflect the following: Account Number 001-006-5015 (Salary of Buildings and Grounds Technician) originally budgeted at \$40,003 to be amended at a budgeted amount of \$39,607. Account Number 007-042-5245 (PC Ambulance Fund Maintenance Fee) originally budgeted at \$286,600 to be amended at a budgeted amount of \$310,000. After a brief discussion, board member Brad Popurella 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 roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the Resolution (#2019-27).

Also, under “New Business” for Raffle And Poker Run Permit Clarification For Spring Valley Boat Club To Conduct 50/50 Raffle Throughout The Calendar Year; Mr. Kevin Troglio, representing the Spring Valley Boat Club addressed the board to discuss the recently passed ordinance that establishes a system for the licensing of organizations to operate raffles and/or

poker runs in the County of Putnam. Mr. Troglia informed the board that the Spring Valley Boat Club sponsors a number of raffles and 50/50 drawings. Mr. Troglia asked the board if they would consider allowing the club to buy one (1) Raffle License that would encompass the whole year of 2020 for the club's 50/50 drawings only. All other raffles would require additional licensing. After a brief discussion, board member Luke Holly moved that the board agree to the request made by Mr. Troglia for the Spring Valley Boat Club and allow for one (1) Raffle License for the club's 50/50 drawings and additional licensing for all other raffles. 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 Schedule Regular Board Meeting Dates For the Year 2020; the board reviewed the worksheet prepared prior to the meeting and agreed on the scheduled meeting dates for 2020. The board then discussed the scheduled times for the meetings and agreed to schedule all meetings at 8:30 A.M for the year 2020. The Clerk of the County Board was directed to distribute and publish the schedule of meeting dates as required.

Also, under "New Business" for Putnam County Website ([www.co.putnam.il.us](http://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 ongoing. 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) (<mailto:SGrady@cpointcc.com>).

Also, under "New Business" for Approve Bills; the county board reviewed the bills for the month of November. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of November. Board member Brad Popurella 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 the monthly report from the County Clerk's Office and the legislative reports from the Illinois Association of County Board Members and Commissioners.

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

At 10:15 A.M., board member Sheila Haage moved to adjourn the meeting. Board member Luke Holly 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, January 13, 2020, at 8:30 A.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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