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**Minutes - January 14, 2014(!)**

# Putnam County Illinois Board Meeting Minutes

Minutes - January 14, 2014

PUTNAM COUNTY REGULAR BOARD MEETING

JANUARY 14, 2019, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, January 14, 2019, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman Steven Malavolti.

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

It was moved by board member Sheila Haage to approve the minutes from the December 10, 2018, 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 1 absent. It was then moved by board member William Holmes to approve the minutes from January 7, 2019, Special Board 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.

County Highway Engineer Pat Sloan presented his December County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that the 2019 Motor Fuel Tax Planning has been completed and submittals are being made to the Illinois Department of Transportation. The work will be bided out during the month of March. The annual MFT Bid Opening Date will be March 20, 2019. Bids will be taken to seal coat all the county roads west of the Illinois River; CH2-Bradford Road and CH13-550N and 500E. Other County Highway Engineer activities have included working with the consultant on finalizing the Bottom Road Bridge Project plans and specifications. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, salting the roads, washing the windows on the equipment, cutting and splitting wood for the shop, installing lap top computer and new fax machine, and cleaning the shop. (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 December 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 also informed the board that he is looking into a single point of entry into the courthouse on court days. 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 December to the board. The General Fund's working balance for the month of December, Fiscal Year 2019 was \$125,305.45 compared to a working balance of \$108,311.26 for the month of December, Fiscal Year 2019. 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 December, Fiscal Year 2019, was \$9,366.92. The General Fund Savings balance for the month of December, Fiscal Year 2019, was \$203,868.26. The Illinois Fund - General Fund balance for the month of December, Fiscal Year 2019, was \$179,477.11. The total of the General Fund Accounts is \$392,712.29. The actual versus budget variance percent target for the period is

.083%. Mr. Kunkel informed the board that the General Fund can meet the county's expenses until February and possibly until the beginning of March. Mr. Kunkel also informed the board that he has checked with three (3) banks on possible Anticipation Warrants. The rates are at 3 ½ % to 4%. Mr. Kunkel suggested that the board's Finance Committee should meet sometime in February. (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 for the month of December and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of December to the board. Mr. Burger informed the board that there were no building permits issued during the month of December. There were no building inspections completed during the month of December. There was one (1) final inspection completed during the month of December for the addition of an attached garage with living space above. Mr. Burger also informed the board that he attended the Village of Granville's Zoning Board of Appeals hearing on Microgrid's request for a special use permit to erect a Solar Energy Farm on the east side of the village. The Village of Granville's Zoning Board of Appeals recommended that the special use permit is granted. Mr. Burger also discussed Mr. Darren Brown's application to the Illinois Department of Agriculture for the "Notice of Intent to Construct" for the expansion of a unit swine facility which was approved by the board at January 7, 2019, Special Meeting. Mr. Burger feels that the Livestock Management Facilities Act (510 ILCS 77/1 et seq) is not in accordance with the county's Zoning Ordinance Article IV, Section 4.03, B1. Mr. Burger also informed the board that he has received the required paperwork from Gem Energy to erect a Solar Energy Farm in the county. The required hearings are in the process of being scheduled. (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 report for the month of December to the board. There were three (3) deaths reported to his office during the month of December. Mr. Cofoid had nothing further to report. (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. The board reviewed her O.E.M. Coordinator's report for the month of December. Ms. Biagi-Bruer's report highlighted the attendance at various meetings, training, and other activities the office sponsored and/or participated in during the month of December. Ms. Biagi-Bruer also informed the board that Allen Haeffner has been hired as the Assistant O.E.M. Coordinator. He will be working 25 hours per month. Ms. Biagi-Bruer's report also stated that the O.E.M. building is in need of a 12-volt battery charger/starter,

an 8' step ladder, and a 10-pack of fluorescent light bulbs. Ms. Biagi-Bruer's report requests board approval for the aforementioned three (3) items at a total cost of \$254.88. After a brief discussion, board member Sheila Haage moved that the board approve the purchase of the three (3) items for the O.E.M. building. 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 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's committees for the month of December. Board / Health Committee member Sheila Haage introduced Mr. Hector Gomez to the board. Mr. Gomez is the Coordinator for the Bureau, Putnam, and Marshall County Health Department.

Under "New Business" for Annual Review Of Courthouse Policies And Procedures And Ordinance For Adoption; the board agreed to again table the discussion and decision on the item until the February 11, 2019, board meeting. Further completion of the updated version of the policies and procedures is needed before distribution to the officeholders and department heads for their input prior to the next meeting.

Also under "New Business" for Ordinances (2) To Adopt And Implement Predictable Fee Schedule For County Clerk Fees And County Recorder Fees; the board reviewed and discussed two (2) Ordinances that provide for an increase in the statutory County Clerk Fees (55 ILCS 5/4-4001) and the statutory County Recorder Fees (55 ILCS 5/3-5018). The ordinances allow the County Board to increase the fees if an increase is "justified by an acceptable cost study showing that the fees allowed by these Sections are not sufficient to cover the costs of providing the services". The results of the cost study performed by Bellwether, LLC, justifies the increase in fees charged by the county clerk and the county recorder. Each Ordinance contains a Predictable Fee Schedule and the Cost of Services Study or Fee Review performed by Bellwether, LLC. After a brief discussion, board member Sheila Haage moved that the board approve and adopt the Ordinance allowing for the increase in County Clerk Fees. 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 Ordinance (Ordinance #2019-0-01). It was then moved by board member Luke Holly that the board approves and adopt the Ordinance allowing for the increase in County Recorder Fees. 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 #2019-02).

Also under "New Business" for Putnam County Board Committee Assignments For Fiscal Year 2018 - 2019, Board Chairman Steven Malavolti reviewed the board committee assignments for the Fiscal Year 2018 thru 2019. After a brief discussion, the membership of the committees was finalized and the Clerk of the County Board was directed to update the committee list and distribute accordingly.

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 December. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of December. 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.

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 Steven Malavolti also reviewed other correspondences that he had received.

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

At 6:05 P.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, February 11, 2019, at 5:30 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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