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Putnam County Illinois Board Meeting Minutes

Minutes - March 11, 2019

PUTNAM COUNTY REGULAR BOARD MEETING

MARCH 11, 2019, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, March 11, 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, Luke Holly, and Charles Lenkaitis answering.

It was moved by board member Sheila Haage to approve the minutes from February 11, 2019, Regular Board Meeting. 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. It was then moved by board member Charles Lenkaitis to approve the minutes from the March 4, 2019, Putnam County Board's Finance Committee Meeting. 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. It was then moved by board member Luke Holly to approve the minutes from March 4, 2019, Special Meeting of the Putnam County Board. Board member Charles Lenkaitis 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 presented his February County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that the 2019 Motor Fuel Tax seal coat work is scheduled to have the bid opening on March 20, 2019, at 10:30 A.M. the Marshall County Highway Department. Bids will be taken to seal coat all the county roads west of the Illinois River; CH2-Bradford Road and CH13-550N and 500E. Mr. Sloan also informed the board that the bid opening for the Bottom Road Bridge Project is planned for June 14, 2019, State Letting. Several ROW issues remain to be resolved. Mr. Sloan also informed the board that ComEd is working on a power line in the northern part of the county and a Letter of Understanding with the County, Hennepin and Granville Townships, and ComEd has been agreed to. ComEd will be required to repair any damage to the county and/or township roads. Mr. Sloan also informed the board that there will be an electronics recycling event in Toluca, Illinois on April 26, 2019. Other County Highway Engineer activities have included a hydraulic study of a culvert on Swaney Road. Dewberry Consulting is being utilized for this County Aid #304 Project. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, plowing snow, and salting the roads. (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 February Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle discussed the communication procedures that are followed when closing the courthouse due to in climate weather. 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 February to the board. The General Fund's working balance for the month of February, Fiscal Year 2019, was \$113,548.01 compared to a working balance of \$109,638.76 for the month of February, 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 February, Fiscal Year 2019, was \$20,889.32. The General Fund Savings balance for the month of February,

Fiscal Year 2019, was \$100,413.20. The Illinois Fund - General Fund balance for the month of February, Fiscal Year 2019, was \$18,334.03. The total of the General Fund Accounts is \$139,636.55. The actual versus budget variance percent target for the period is .25%. Mr. Kunkel also informed the board that as part of the State Budget, legislation (Senate Bill 1341) relative to local government revenues is being discussed. (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 February and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of February to the board. Mr. Burger informed the board that there were no building permits issued during the month of February. There were two (2) building inspections completed during the month of February. Of the two (2) inspections, one (1) was for a pole building and one (1) was for a home construction which was a final inspection. Mr. Burger also informed the board that he is currently reviewing the preliminary construction plans for the Nazareth Retreat Center aka King's House. (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 February to the board. There were two (2) deaths reported to his office during the month of February. Mr. Cofoid had nothing further 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 presented her O.E.M. Coordinator's report for the month of February to the board. 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 February. Ms. Biagi-Bruer also requested to upgrade the current Photo I.D. System. The current system is provided by CardSmart Systems, Inc. IndentiSys, Inc. has submitted the low bid for a new system at a cost of \$6,280.00. After a brief discussion, board member Sheila Haage moved that the board approve the cost for the purchase of the Photo I.D. System replacement. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Ms. Biagi-Bruer also requested approval for the attendance at two (2) upcoming conferences in Rockford and Springfield. After a brief discussion, board member Charles Lenkaitis moved that the board approve the attendance of Ms. Biagi-Bruer at the two (2) upcoming conferences. 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. Ms. Biagi-Bruer

also informed the board of the “warming centers” that were open due to the extreme cold and power outages during the month of February. (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; board member Steven Malavolti informed the remainder of the board that he attended a meeting with B.E.S.T. Board member Sheila Haage informed the remainder of the board that she attended a meeting of the Board of Health. There were no reports from any of the other board committee members for the month of February.

Under “New Business” for Clerk Of The Putnam County Circuit Court, Resignation And Appointment; the board reviewed a “Resolution for Appointment of Circuit Clerk for Putnam County”. The resolution states that Putnam County Circuit Clerk Cathy J. Oliveri will resign her position as Putnam County Circuit Clerk effective April 30, 2019. As a result, the Putnam County Board has declared a vacancy in the office of Putnam County Circuit Clerk. The resolution further states that the Chairperson of the Putnam County Board, in regular meeting established, hereby appoints Carly Neubaum to the position of Putnam County Circuit Clerk effective May 1, 2019, for the remainder of the unexpired term ending November 30, 2020. After a brief discussion, board member Charles Lenkaitis moved that the Chairperson of the Putnam County Board appoints Carly Neubaum to the position of Putnam County Circuit Clerk. Board member Sheila Haage seconded the motion and the motion was carried by a roll call board vote of 4 ayes, 0 nays, and 0 absent. It was then moved by board member Luke Holly for the board to approve and adopt the resolution as written for the Clerk of the Putnam County Circuit Court, Resignation and Appointment. 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 (Resolution #2019-02).

Under “New Business” for Intergovernmental Agreement Between Putnam County and the Village of Hennepin; the board reviewed and discussed the agreement. The agreement provides law enforcement services within the corporate limits of the Village of Hennepin by the County of Putnam at a cost of \$1,100.00 per month. After a brief discussion, board member William Holmes moved that the board approves the Intergovernmental Agreement between the County of Putnam and the Village of Hennepin. 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.

Also under “New Business” for Leasing And Bid-Letting For County Property; the board discussed the leasing of 4.25 acres of County Property at \$200 per acre. After a brief discussion, board member Charles Lenkaitis moved that the board approve the leasing of 4.25 acres at \$200 per acre. 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 State’s Attorney will prepare the necessary paperwork for the lease.

Also under ‘New Business’ for Board Appointments, Putnam County Board of Health; the board reviewed the list of recommended board appointments (2) and reinstatements (1) to the Putnam County Board of Health. After brief discussion, board member William Holmes moved

that the board approves the recommendation for the reinstatement of Mr. Christian Cyr to the Putnam County Board of Health retroactive to September 1, 2018, for the three (3) year term which will expire August 31, 2021. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. It was then moved by board member Charles Lenkaitis to approve the recommendation for the appointments of Ms. Tammy Serafini and Ms. Angela Greenwood to the Putnam County Board of Health for three (3) year terms commencing on March 11, 2019, and expiring on March 10, 2022. 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 send a letter to the Bureau/Putnam/Marshall County Health Department informing them of the board's approval of the recommended reinstatement and appointments.

Also under "New Business" for Henry Fire Protection District, Trustee Re-appointment (Proposed Resolution); the board reviewed a proposed resolution submitted by the Henry Fire Protection District requesting county board approval for the re-appointment of Mr. Philip L. Read as Trustee for the Henry Fire Protection District. The term of the re-appointment will be for three (3) years commencing on the first Monday in May of 2019. After a brief discussion, board member Luke Holly moved that the board approve and adopt the resolution as written for the re-appointment of Mr. Philip L. Read as trustee for the Henry Fire Protection District. Board member Charles Lenkaitis 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 (Resolution #2019-03) and send a letter to the district informing them of the board's decision.

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 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>).

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of February. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of February. 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 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 6:20 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 4 ayes, 0 nays, and 0 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, April 8, 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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