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Search ...

Hours: Monday - Friday 9:00 - 4:00

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[Home_\(!\)](#)

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[Contact Us_\(/contact-us\)](#)

[Resource Links_\(/links\)](#)

[Employment_\(/employment\)](#)



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[Board Minutes_\(/county-offices/county/board-meeting-minutes\)](#)





[Board Agendas \(/county-offices/county/board-meeting-agendas\)](#)



[Public Notices \(/communities/public-notice\)](#)



[Ordinances & Resolutions \(/county-offices/document-library/ordinances-resolutions\)](#)

You are here: **[Home \(/\)](#) / [Government \(/county-offices\)](#) /**

[County Board \(/county-offices/county\)](#) /

[Board Meeting Minutes \(/county-offices/county/board-meeting-minutes\)](#) /

[Minutes - May 13, 2019 \(/\)](#)

Putnam County Illinois Board Meeting Minutes

Minutes - May 13, 2019

PUTNAM COUNTY REGULAR BOARD MEETING

MAY 13, 2019, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, May 13, 2019, in the boardroom 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 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 April 8, 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. It was then moved by board member Sheila Haage to approve the minutes from April 22, 2019, Special Meeting of the Putnam County Board. 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 April report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that some of the MFT work began prior to the recent heavy rains. Seal coat roads suffered considerable damage with the spring thaw and the continued wet subgrade conditions. Mr. Sloan also informed the board that securing the ROW needed for the Bottom Road Bridge Project is slowly progressing. The earliest start of the project could be August 2, 2019, with the other two (2) fall bid dates being September 20, 2019, and November 8, 2019. Mr. Sloan then presented for board approval, a draft of a "Resolution Appropriating Funds for the Federal Participation Agreement for Section 13-00025-00-BR". The Federal Agreement is needed funding to construct the Bottom Road Bridge. The resolution also appropriates \$371,000 from the Federal Aid Matching Fund for construction engineering and construction. Other funding for the project is \$1,748,000 from the Illinois Special Bridge Program and \$66,000 from State Match Assistance. After further discussion, board member Brad Popurella moved that the board approve the resolution as written for the appropriation of funds for the Federal Participation Agreement. 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 Putnam County Board was directed to process the resolution (Resolution #2019-07). Mr. Sloan also informed the board that the Federal Aid Matching Fund is also being used to fund our engineering consultant, purchase the ROW from the Spring Valley Boat Club, and road maintenance work on CH's 2 and 13 west of the river. The fund started FY2019 with a balance of \$663,038. After all the projects are completed there will be approximately \$50,000 in the fund. Mr. Sloan stated that with the loan taken by the General Fund he is trying to manage a positive cash flow until the loan is paid back after the first tax distribution. Other County Highway Engineer activities have included working with Hennepin Township to improve the intersection of Power Plant Road (1250N) and ESK Road to better handle truck traffic which has increased since the Prairie Industrial Road is limited to legal weight limits. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, trimming trees, patching holes on roads, and plowing snow. (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 April 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 Mr. Kunkel's financial reports for the month of April to the board. The General Fund's working balance for the month of April, Fiscal Year 2019, was \$185,193.80 compared to a working balance of \$172,350.56 for the month of April, 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 April, Fiscal Year 2019, was \$66,479.04. The General Fund Savings balance for the month of April, Fiscal Year 2019, was \$2,502.53. The Illinois Fund - General Fund balance for the month of April, Fiscal Year 2019, was \$19,438.49. The total of the General Fund Accounts is \$88,420.06. The actual versus budget variance percent target for the period is 41.67%. Mr. Kunkel also discussed a possible resolution for the Highway Department's health and life insurance. Mr. Kunkel also discussed loan interest rates and debt certificates versus tax anticipation warrants with 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 Circuit Clerk Carly Neubaum was present for the meeting but did not have anything to report to the board for the month of April.

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 to the board for the month of April.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of April to the board. Mr. Burger informed the board that there were two (2) building permits issued for in-ground swimming pools during the month of April. There were nine (9) building inspections completed during the month of April. Of the nine (9) inspections, one (1) was a final inspection for a pole building. Mr. Burger also informed the board that he answered the usual calls on property zoning, setbacks, and parcel size needed for building construction in the county. Mr. Burger also informed the board that there is a possibility that he will not be available for building inspections from May 14 through May 21. (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 April to the board. There were two (2) deaths reported to his office during the month of April. Mr. Cofoid also informed the board that the annual awareness program presentation for the Safety/Prom 2019 was held on April 24, 2019. 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 presented her O.E.M. Coordinator's report for the month of April 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 April. Ms. Biagi-Bruer also discussed with the board the PCOEM and the other various agencies' involvement in the Marquis Energy fire which occurred on Wednesday, April 10, 2019. Ms. Biagi-Bruer's report also included a schedule of the PCOEM's upcoming events in May, June, and July of 2019. (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 April.

Under "New Business" for Leasing and Bid-Letting For County Property (4.25 Acres); the board reviewed and discussed the one (1) bid submitted for the leasing of 4.25 acres of county property. After a brief discussion, board member Luke Holly moved that the board award the bid submitted by Mr. Keith Boggio for the leasing of 4.25 acres at \$227 per acre. 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 State's Attorney will prepare the necessary paperwork for the lease. The Clerk of the County Board was directed to send a letter to Mr. Boggio notifying him of the board's decision to accept his bid. (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 Agreement Between Putnam County School District #535 And The Putnam County Sheriff's Office For Use Of Tower; the Sheriff's Office recommended that the board approve an agreement between the Putnam County School District #535 and the Sheriff's Office for the use of the Sheriff's Office's tower. After a brief discussion, board member Brad Popurella moved that the board approve the agreement for the use of the tower. 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.

Also under "New Business" for Request For Use Of The Putnam County O.E.M. Building By Braveheart-Children In Need Organization; Sheriff Kevin Doyle was contacted by the non-profit Braveheart-Children In Need organization and requested if they could 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 table further discussion and decision until a later date.

Also under "New Business" for Ordinance Ascertainning Prevailing Wage Rates For The County Of Putnam; the board reviewed the ordinance prepared by the State's Attorney which "regulates the wages of laborers, mechanics and other workers employed in any public works by State, County, City, or any public body or any political subdivision or by anyone under contract for public works". After a brief discussion, board member Sheila Haage moved that

the board approve and adopt the ordinance as written. The approval is contingent upon the attachment of the June 2019 Prevailing Wage Rates as soon as they are made available. Board member Brad Popurella 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 process the Ordinance (#2019-0-04). The County Clerk is also directed to send a copy of the Ordinance to the Illinois Department of Labor. (A copy is no longer required to be sent to the Secretary of State's Office.)

Also under "New Business" for University Of Illinois Extension Service, Annual Agreement For Approved Annual Funding; the board reviewed and discussed the annual agreement with University of Illinois Extension Service for county board approval of annual funding. After a brief discussion, board member Luke Holly moved that the board approve the annual funding for the University of Illinois Extension Service. 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 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 April. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of April. 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.

At 6:25 P.M., committee member Sheila Haage moved that the committee retires into Executive Session to discuss personnel issues (5ILCS 120/2). Committee member Brad Popurella seconded the motion and the motion was carried on a roll call committee vote of 3 ayes, 0 nays, and 1 absent. The committee then retired into Executive Session.

EXECUTIVE SESSION

At 6:45 P.M., committee member Sheila Haage moved that the committee returns to Regular Session. Committee member Brad Popurella seconded the motion and the motion was carried on a roll call committee vote of 3 ayes, 0 nays, and 1 absent. The committee then returned to Regular Session.

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; Mr. Hector Gomez with the Bureau/Putnam/Marshall County Health Department commented on the Health Department’s use of the PCOEM building for their various functions and agreed to a rental fee for its use. There were no other members of the public present for any comments.

At 6:50 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, June 10, 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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