



120 North 4th Street, Hennepin, IL 61327

Search ...

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

## Illinois County Map of COVID-19 Positive Cases

(<https://www2.illinois.gov/sites/coronavirus/map>)

---

[Home\\_\(!\)](#)

[Calendar\\_\(!calendar\)](/calendar)

[Contact Us\\_\(!contact-us\)](/contact-us)

[Resource Links\\_\(!links\)](/links)

[Employment\\_\(!employment\)](/employment)



[\\_\(!http://my.textcaster.com/asa/Default.aspx?ID=293284bb-a5aa-4a6e-9375-3b2a7c77ff2e\)](http://my.textcaster.com/asa/Default.aspx?ID=293284bb-a5aa-4a6e-9375-3b2a7c77ff2e)



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





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



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



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

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

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

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

**[Minutes - November 12, 2019 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

## Minutes - November 12, 2019

### PUTNAM COUNTY REGULAR BOARD MEETING

### NOVEMBER 12, 2019, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Tuesday, November 12, 2019, at the Putnam County Office of Emergency Management 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, and Charles Lenkaitis answering. Board members Luke Holly and Brad Popurella were unable to attend the meeting and were absent for the roll call.

It was moved by board member Sheila Haage to approve the minutes from October 21, 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 2 absent. (The board chairman voted in the absence of two (2) board members.)

County Highway Engineer Pat Sloan presented his October report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that pavement striping has been delayed due to the cold weather. Will attempt to get at least a centerline on the Bradford Road which was seal coated earlier this year. Mr. Sloan also informed the board that the replacement of the Bottom Road bridge is still on course for next year. Other County Highway Engineer activities have included meeting with the Magnolia Township Highway Commissioner and the construction manager for River City Construction to address the repair of some road damage on 1150E which resulted from construction traffic for the Peoria Diocese's new Retreat Center. We also discussed the use of 100N during construction which is expected to last about a year and a half. The final condition of 100N will be included in the reconstruction since the Retreat Center service traffic will not be limited by seasonal weight limits. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, changing oil and fuel filters on all trucks, mowing roadsides, putting up signs on Routes 89 and 71, salting the 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 October 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 October to the board. The General Fund's working balance for the month of October, Fiscal Year 2019, was \$195,972.72 compared to a working balance of \$143,031.57 for the month of October, 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 October, Fiscal Year 2019, was \$89,555.62. The General Fund Savings balance for the month of October, Fiscal Year 2019, was \$45,061.08. The Illinois Fund - General Fund balance for the month of October, Fiscal Year 2019, was \$345,567.57. The total of the General Fund Accounts is \$480,184.27. The actual versus budget variance percent target for the period is 91.67%. Mr.

Kunkel informed the board that the Personal Property Tax was higher than expected. (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 October to the board. The report shows \$31,525.33 in total receipts and \$24,537.25 in total disbursements for the month of October. Mr. Kuhn also informed the board that he brought in temporary/part-time help to assist with the Voter Registration Purge that is required periodically by the State Board of Elections. The SBOE's "Lump Sum" Illinois Voter Registration System Grant will cover the compensation for the temporary/part-time help for the purge and also for training on the IVRS. Mr. Kuhn also requested that the board increase his budget for Election-Extra Help from \$10,000 to \$14,000 as originally proposed by the board. Mr. Kuhn determines that because of 2020 being a presidential election year, voter turn-out will be high and extra help will be required to keep up with Absentee and Early Voting. The board denied the request leaving the budgeted amount at \$10,000. (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 October 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 October and therefore was not present for the meeting.

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

County Death Investigator Bob Cofoid presented his Death Investigator's report for the month of October to the board. There was one (1) death reported to his office during the month of October. Mr. Cofoid also informed the board that he is planning on attending the Illinois Coroners and Medical Examiner's Meeting / Training in Chicago on November 25th and 26th. (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 October 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 October. Ms. Biagi-Bruer's report also included a schedule of the PCOEM's upcoming events in November and December of 2019. Ms. Biagi-Bruer also requested that the board reviews and votes on the Resolution of Support and Commitment of Funds for the Natural Hazards Mitigation Plan Update Grant Application. (The PCOEM Coordinator Report is on file at the Office of the County Clerk for review by any interested parties.)

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of October to the board. Mr. Burger informed the board that there were three (3) building permits issued during the month of October. There were fourteen (14) building inspections completed during the month of October. Two (2) of the inspections were final, one for a deck and one for a carport. Mr. Burger also gave an update on the inspection of the steel mill demolition. Mr. Burger also informed the board that he is looking into what other counties are doing as it relates to zoning requirements for recreational cannabis. Mr. Burger also informed the board that he 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 September.

Under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2019, thru November 30, 2020); Mr. Bradley Grasser McNabb Fire Protection District Trustee was present and presented a draft of the contract for renewal of the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb Fire Protection District for a one-year period from December 1, 2019, through November 30, 2020. The County of Putnam agrees to pay the McNabb Fire Protection District \$310,000.00 for ambulance service for the contract year. This is an increase of \$23,400.00 from the previous contract year. After reviewing the draft of the contract, board member Charles Lenkaitis moved that the board approve the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb Fire Protection District for the one (1) year period from December 1, 2019, through November 30, 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 2 absent. (The board chairman voted in the absence of two (2) board members.)

Also, under "New Business" for Resolution Of Support And Commitment Of Local Funds For FEMA PDM Grant Application For Updating Natural Hazards Mitigation Plan; the board reviewed the draft of a resolution for the County of Putnam to apply to Federal Emergency Management Agency (FEMA) for Pre-Disaster Mitigation (PDM) grant funds to update the Putnam County Natural Hazards Mitigation Plan. Mr. Kevin Lindeman with the North Central Illinois Council of Governments was present to explain the particulars of the resolution and addressed the questions posed to him by the board. After a brief discussion, board member Charles Lenkaitis 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 2 absent. (The board chairman voted in the absence of two (2) board members.) The Clerk of the County Board was directed to process the Resolution (#2019-22).

Also, under "New Business" for Approval Of The Annual Budget And Appropriation Ordinance And Tax Levy For The Fiscal Year Beginning December 1, 2019, And Ending November 30, 2020; the board reviewed and discussed the Annual Budget and Appropriation Ordinance for

the Fiscal Year beginning December 1, 2019, and ending November 30, 2020. After a brief discussion, board member Sheila Haage moved to approve and adopt the Annual Budget and Appropriation Ordinance as written. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.) The Clerk of the County Board was directed to process the Ordinance (#2019-0-07). The board then reviewed and discussed the Tax Levy Ordinance for the Fiscal Year beginning December 1, 2019, and ending November 30, 2020. After a brief discussion, board member Charles Lenkaitis moved to approve and adopt the Tax Levy Ordinance as written. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.) The Clerk of the County Board was directed to process the Ordinance (#2019-0-08).

Also, under "New Business" for Putnam County Conservation District, Approval Request For Trustee Appointment; the board reviewed a letter from the Putnam County Conservation District requesting approval for the appointment of Mr. Harold Hayward to the PCCD's Board of Trustees. Mr. Hayward will fill the five (5) year unexpired term of Mr. John Crist who recently resigned. Mr. Crist's term would have expired in July of 2023. After a brief discussion, board member Charles Lenkaitis moved that the board approve the request from the PCCD for the appointment of Mr. Harold Hayward to the PCCD's Board of Trustees. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.) The Clerk of the County Board was directed to send a letter to the PCCD informing them of the county board's approval of their recommendation.

Also, under "New Business" for Putnam County Board of Health, Approval Request For Trustee Appointment; the board reviewed a letter from the Putnam County Board of Health requesting approval for the reappointment of current board members Christina Judd-Mennie, Shawn Bailey, Toni Lawley, and Dina Lunken to the Putnam County Board of Health. The effective date of the reappointments will be December 1, 2019, and the three (3) year terms will expire on November 30, 2022. After a brief discussion, board member Sheila Haage moved that the board approve the request from the Putnam County Health Department for the reappointments of the four (4) aforementioned current board members to the Putnam County Board of Health. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.) The Clerk of the County Board was directed to send a letter to the Putnam County Health Department informing them of the county board's approval of their recommendation.

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 October. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of October. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.)

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. Kevin Troglia with the Spring Valley Boat Club was present and requested that the board consider amending Ordinance #2019-0-05 (Section III, Item #3-Application for a License for a Raffle), to allow for a one-time fee to be paid for raffles throughout a given calendar year. The board agreed to place the item on the agenda for the December 9, 2019, meeting for discussion and approval. 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 Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 2 absent. (The board chairman voted in the absence of two (2) board members.) The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, December 9, 2019, 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**

Copyright © 2012- 2023 Putnam County Illinois

**[Terms of Use \(/terms-of-use\)](#)**

---

**[Privacy\\_\(/privacy\)](#)**

---

**[Sitemap \(/sitemap\)](#)**

---

**[Search \(/search\)](#)**

---

**[Accessibility Statement \(/accessibility-statement\)](#)**

**[Website Design by  
Connecting Point Computer Centers](#)**

**<http://www.cpointcc.com>**

**[Hosting by IVNet \(http://www.ivnet.com/\)](http://www.ivnet.com/)**