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Putnam County Illinois Board Meeting Minutes

Minutes - October 21, 2019

PUTNAM COUNTY REGULAR BOARD MEETING

OCTOBER 21, 2019, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Tuesday, October 21, 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 Charles Lenkaitis answering. Board member Brad Popurella 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 September 9, 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 Luke Holly to approve the minutes from the September 30, 2019, Finance Committee 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 1 absent.

County Highway Engineer Pat Sloan presented his September report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan submitted for approval of the Phase III Construction Engineering Agreement with HRGreen for the Bottom Road Bridge Project. The project will be bid in January 2020. Upon board approval, the agreement will be forwarded to the Illinois Department of Transportation for their approval. After a brief discussion, board member Charles Lenkaitis moved that the board approve the engineering agreement with HRGreen. 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. Mr. Sloan also informed the board that Varsity Painting will be conducting striping of centerlines and no passing zones during the next month. Other County Highway Engineer activities have included acquiring price quotes for the repair of the catch basin at the intersection of Power Plant Road and Old Route 26. Also working with Hennepin Township and Advanced Asphalt to improve the intersection of 1250N and ESK Road and pave 1250N to the west to connect where paving ended several years ago. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, cutting back brush around guard rails, and preparing highway equipment for 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 September 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 September to the board. The General Fund's working balance for the month of September, Fiscal Year 2019, was \$519,108.15 compared to a working balance of \$796,232.49 for the month of September, 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 September,

Fiscal Year 2019, was \$58,981.94. The General Fund Savings balance for the month of September, Fiscal Year 2019, was \$260,005.02. The Illinois Fund - General Fund balance for the month of September, Fiscal Year 2019, was \$187,415.24. The total of the General Fund Accounts is \$506,402.20. The actual versus budget variance percent target for the period is 83.33%. Mr. Kunkel informed the board that the 2018 Delinquent Tax Sale will be held on November 1, 2019, at his office. (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 September to the board. The report shows \$32,349.37 in total receipts and \$12,366.33 in total disbursements. Mr. Kuhn also discussed the State Board of Elections HAVA Election Security Grant that was received by his office (\$9,434.50). The grant covers the Windows 10 workstation replacements and upgrade (\$5,693.25) and the replacing of the firewall (\$3,741.25). Other SBOE's Illinois Voter Registration System (IVRS) grant monies are being pursued also.

(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 for the month of September and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of September to the board. Mr. Burger informed the board that there were eight (8) building permits issued during the month of September. There were fifteen (15) building inspections completed during the month of September. 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.)

County Death Investigator Bob Cofoid presented his Death Investigator's report for the month of September to the board. There were four (4) deaths reported to his office during the month of September. Mr. Cofoid also informed the board that he participated as an evaluator for the LaSalle Coroner's Office at the LaSalle County Emergency Full Scale Exercise on September 26, 2019. (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 September 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 September. Ms. Biagi-Bruer also requested board approval for the Natural Hazard Mitigation Plan with Marshall County. After a brief discussion, board member Charles Lenkaitis moved that the board approve the Natural Hazard Mitigation Plan with Marshall County. 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. Ms. Biagi-Bruer's report also included a schedule of the PCOEM's upcoming events in October, November, and December 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 September.

Under "New Business" for Resolutions (8) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the drafts of eight (8) resolution authorizing the Chairman of the Putnam County Board to execute deeds 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 Charles Lenkaitis moved that the board approve and adopt the eight (8) resolutions as written. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the Resolutions (#2019-13 through #2019-20).

Also, under "New Business" for County Animal Control Program/Administrator Appointment; the board discussed the termination of the current appointed Animal Control Administrator and appointing a new Animal Control Administrator to fill the vacancy. After a brief discussion, board member Charles Lenkaitis moved that the board approve the termination of the current appointed Animal Control Administrator. Board member Luke Holly seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The board then reviewed a "Resolution for the Appointment of Animal Control Administrator for the County of Putnam". The resolution states that Mr. Jacob Bush is hereby appointed as Animal Control Administrator to fill the vacancy resulting from the termination of the current Animal Control Administrator. A licensed veterinarian in the State of Illinois shall be appointed as Deputy Administrator. The appointments are effective immediately. After a brief discussion, board member Charles Lenkaitis moved that the board approve and adopt the said resolution. 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 (#2019-21).

Also, under "New Business" for Truth In Taxation Hearing Date; the board discussed the procedures for a Truth In Taxation Hearing. The board agreed to table until a later date after review by the State's Attorney's Office.

Also, under “New Business” for Establishing Zoning Requirements For Recreational Cannabis; the board discussed the zoning requirements set forth by the State of Illinois for recreational cannabis. Options for dispensaries and growing sites were discussed. The use of cannabis for recreational use goes into effect on January 1, 2020. No action was taken by the board at this time.

Also, under “New Business” for Seeking Additional Avenues For Increasing General Fund Revenue In The County, e.g. Creating A County Special Service Ordinance Or Referendum Question For A Corporate Rate Increase At The Next General Election; the board discussed a possible Special Service Ordinance (Public Safety) as a means for collecting additional revenue. The board also discussed a possible referendum to increase the Corporate Tax Rate. The State’s Attorney’s Office will review the options and advise the board on how to proceed if pursued. Board member Luke Holly moved that the board direct the State’s Attorney’s Office to review the options and advise the board. Board member Charles Lenkaitis 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 November Regular Meeting Of The Putnam County Board Location Change; the board discussed the change of location for the November meeting due to the unavailability of the boardroom on Tuesday, November 12, 2019. Board member Sheila Haage moved that the meeting location be changed to the PCOEM building. Board member Charles Lenkaitis 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>). The board also discussed the addition of a link for Substance Abuse to the county’s website. Board member Charles Lenkaitis moved that the board approve the addition of a link for Substance Abuse to the county’s website. 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 Approve Bills; the county board reviewed the bills for the month of September. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of September. 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 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 members of the public present for any comments.

At 9:44 A.M., board member Sheila Haage moved that the board retire into Executive Session to discuss litigation and personnel issues (5ILCS 120/2). 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 board then retired into Executive Session.

EXECUTIVE SESSION

At 10:25 A.M., board member Charles Lenkaitis moved that the board return to Regular Session. 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 board then returned to Regular Session.

At 10:25 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 Tuesday, November 12, 2019, at 8:30 A.M. The meeting will be held at the PCOEM building.

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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