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# Putnam County Illinois Board Meeting Minutes

## Minutes - April 13, 2020

### **PUTNAM COUNTY REGULAR BOARD MEETING**

**APRIL 13, 2020, 8:30 A.M.**

The regular meeting of the Putnam County Board was called to order at 8:41 A.M. on Monday, April 13, 2020, by Putnam County Board Chairman Steven Malavoli. As a result of the social restrictions due to the outbreak of the corona virus (Covid-19), the meeting was held on-line or by phone via Zoom.

Roll Call was taken by the Clerk of the County Board with Sheila Haage, Steven Malavolti, Luke Holly, Charles Lenkaitis, and Brad Popurella answering.

It was moved by board member Sheila Haage to approve the minutes from the March 9, 2020, Regular Board Meeting. Board member Brad Popurella 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 the March 20, 2020, Emergency Meeting. 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. It was then moved by board member Charles Lenkaitis to approve the minutes from the March 27, 2020, Special Board 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.

County Highway Engineer Pat Sloan presented his March report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented a draft of a "Resolution Awarding Bids For Various Township And County Maintenance Sections" to the board for their review and approval. The bid tabulations from the April 7, 2020, bid letting were attached to Mr. Sloan's March report. All Seal Coat Bids were within the IDOT guidelines to award and were less than the engineer's estimate. Seal Coat Bids were awarded to Pavement Maintenance Service of Henry, Illinois. They were the low responsible bidder for Putnam County, Granville Township Hennepin Township and Senachwine Township. The Seal Coat Bid for Magnolia Township was awarded to Steffen's 3-D as the low responsible bidder. The HMA Paving Bid for Putnam County was 28% over the estimate for the paving of the rough spot on Bottom Road due to increase of hot mix asphalt (HMA) prices and higher costs estimated by the contractor. The HMA Paving was awarded to Advanced Asphalt of Hennepin, Illinois. They were the low responsible bidder. Mr. Sloan recommended the award of the contracts to the low responsible bidder as listed in the resolution and as approved by the IDOT. After brief discussion, board member Brad Popurella moved to approve and adopt the resolution as written. 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 Clerk of the County Board was directed to process the resolution (#2020-05).*** Mr. Sloan informed the board that seasonal weight limits on County Highways has been lifted. Mr. Sloan had no other County Highway Engineer activities to report to the board. County Highway Maintenance activities have included checking the roads. The servicing of the Sheriff Department's vehicles is being postponed due to the precautions being taken relative to Covid-19. (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 March Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also discussed the budget for Animal Control. As of March 31, 2020, \$2,958.77 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a balance of \$15,041.23. 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 March to the board. The General Fund's working balance for the month of March, Fiscal Year 2020, was \$134,240.31 compared to a working balance of \$141,200.97 for the month of March, Fiscal Year 2019. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2020". The General Fund balance for the month of March, Fiscal Year 2020, was \$27,477.20. The General Fund Savings balance for the month of March, Fiscal Year 2020, was \$68,849.43. The Illinois Fund - General Fund balance for the month of March, Fiscal Year 2020, was \$4,372.13. The total of the General Fund Accounts is \$100,698.76. Year to date for Fiscal Year 2020 shows revenues of \$576,288.77 and expenses of \$919,066.32. The actual versus budget variance percent target for the period is .333%. Mr. Kunkel informed the board that tax bills will be sent out the first part May depending upon the completion of the tax calculation and the submission of the tax extension certification to the Treasurer's Office by the County Clerk. The due date for the first installment of property taxes was discussed. The board agreed that a Special Meeting will be held to discuss the possibility of postponing delinquency date interest for the first installment due to the Coronavirus (COVID-19) which is causing financial consequences for the tax payers. Mr. Kunkel had nothing of further interest to report to 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 Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of February to the board. The report shows \$24,851.86 in total receipts and \$16,262.34 in total disbursements for the month of March resulting in a closing balance of \$8,589.52. Mr. Kuhn also informed the board that he has yet to receive the reimbursement of \$14,470.84 from the State Board of Elections for the costs associated with the Voter Registration System (VMACS) and the costs associated with the Voter Registration Purge. Mr. Kuhn also informed the board that his office continues to receive delinquent tax payments for the 2018 property taxes sold at the November 1, 2019, Tax Sale. Tax redemptions for the month of March totaled \$2,246.52. Mr. Kuhn also informed the board that he tentatively plans to complete property tax calculation and submit the tax extension certification to the Treasurer's Office by April 24, 2020. (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 to report to the board for the month of March and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger was unable to attend the meeting. The board reviewed his Zoning Officer report for the month of March. Mr. Burger's report informed the board that there were two (2) building permit issued during the month of March. One (1) was for a pole building and one (1) for a pool. There were five (5) building inspections completed during the month of

March. Mr. Burger's report also informed the board that has answered the usual calls on property zoning and setbacks, and has checked out possible zoning issues. Mr. Burger's report also noted that he will not be issuing any building permits or doing any inspections until at least the end of April. This is subject to change depending upon the changes of the restrictions due to the Coronavirus (COVID-19). (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 March to the board. There were no deaths reported to his office during the month of March. Mr. Cofoid also informed the board of training and program activities that will be delayed or cancelled due to the Coronavirus (COVID-19) outbreak. Mr. Cofoid's report 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 March to the board. Ms. Biagi-Bruer discussed with the board her planning activities in response to the Coronavirus (COVID-19). Also present for the meeting was Mr. Terry Madson with the Bureau, Marshall, Putnam County Health Department. Mr. Madson gave an update on the current situation relative to the Coronavirus (COVID-19) and the availability and distribution of personal protective equipment. Ms. Biagi-Bruer informed the board that all training, meetings, and conferences have been cancelled or postponed until the pandemic is over. Also due to the pandemic, the Cyber Security and Ready Business Workshop has been postponed. (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 March.

Under "New Business" for Standard Fire Protection District, Trustee Reappointment; the county board reviewed a letter of recommendation for the reappointment of Mr. John Twardowski for a three (3) year term to the Board of Trustees for the Standard Fire Protection District. The term will commence on the first Monday in May of 2020, and will expire April 30, 2023. After brief discussion, board member Luke Holly moved that the board approve the recommendation for the reappointment of Mr. John Twardowski to the Board of Trustees for the Standard 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 send a letter to the Standard Fire Protection District informing them of the board's approval.

Also, under "New Business" for Granville-Hennepin Fire Protection District, Trustee Reappointment; the board reviewed a letter of request from the Granville-Hennepin Fire Protection District for the re-appointment of Mr. Steven Haun to their board of trustees. The term of the re-appointment will be for three (3) years commencing on May 4, 2020 and will expire April 30, 2023. After brief discussion, board member Brad Popurella moved that the board approve the request for the re-appointment of Mr. Haun as trustee for the Granville-

Hennepin Fire Protection District. 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 district informing them of the board's approval.

Also, under "New Business for McNabb Fire Protection District, Trustee Reappointments (3); the board reviewed a letter of request from the McNabb Fire Protection District for the reappointment of Mr. Bradley Grasser to their board of trustees. The term of Mr. Grasser's reappointment will be for a three (3) year term which will expire on April 30, 2021. The letter also requested the reappointment of Mr. Bart Whitney to their board of trustees. The term of Mr. Whitney's reappointment will be for a three (3) term which will expire on April 30, 2022. The letter also requested the reappointment of Mr. Brian Mekley to their board of trustees. The term of Mr. Mekley's reappointment will be for a three (3) term which will expire on April 30, 2023. After brief discussion, board member Luke Holly moved that the board approve the request for the re-appointments of Mr. Bradley Grasser, Mr. Bart Whitney, and Mr. Brian Mekley as trustees for the McNabb 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 send a letter to the district informing them of the board's approval.

Also, under "New Business" for Cemetery Mowing Bids; the board reviewed the two (2) sealed bids submitted for the mowing and trimming of the Old Granville, Florid, and Caledonia cemeteries for 2020. After brief discussion, board member Charles Lenkaitis moved that the board award the cemetery mowing and trimming bid to Countryside Lawn Care which is owned and operated by Mr. Alan Christini. It was noted that Mr. Christini had submitted the lowest bid. Board member Steven Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. It was also noted that Mr. Christini had submitted proof of liability insurance along with his bid. The Clerk of the County Board was directed to send a letter to the bidders, notifying them of the board's decision. (The bids are now on file at the Office of the County Clerk and are available for public inspection and review.)

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 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) (<mailto:SGrady@cpointcc.com>).

Also, under "New Business" for Approve Bills; the bills for the month of March were not reviewed prior to the meeting due to the outbreak of the Coronavirus (Covid-19). After discussion, board member Sheila Haage then moved that the board approve the payment of the bills for the month of March. Board member Brad Popurella 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 chairman reviewed correspondences that he had received with the other members of the board.

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

At 9:50 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 4 ayes, 0 nays, and 0 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, May 11, 2020, 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**

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