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Putnam County Illinois Board Meeting Minutes

Minutes - December 14, 2020

PUTNAM COUNTY REGULAR BOARD MEETING

DECEMBER 14, 2020, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 8:33 A.M. on Monday, December 14, 2020, by the Clerk of the Putnam County Board and Acting County Board Chairman, Daniel S. Kuhn. As a result of the social restrictions due to the outbreak of the Coronavirus (Covid-19) Pandemic, the meeting was held at the Putnam County Office of Emergency Management Building. The meeting was also available via Zoom.

Mr. Kuhn began the meeting by asking for a moment of silence in reverence for all deceased, former Putnam County Board Members and County Officials.

Roll Call was taken by the Clerk of the County Board with Steven Malavolti, Luke Holly, Charles Lenkaitis, Floyd Holocker, and Anthony Rue answering.

The Pledge of Allegiance was recited by all in attendance.

The next order of business was for the county board to nominate and elect a board chairman. The Clerk of the County Board and Acting County Board Chairman opened the floor for nominations. Board member Steven Malavolti nominated Charles Lenkaitis to serve as County Board Chairman. With no further nominations, board member Anthony Rue then moved that the nominations be closed. Board member Floyd Holocker seconded the motion and the motion was carried on a roll call board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a roll call vote for Charles Lenkaitis to serve as County Board Chairman with 4 ayes, 0 nays, and 1 abstention. The next order of business was for the board to nominate and elect a County Board Vice-Chairman. The Clerk of the County Board and Acting County Board Chairman opened the floor for nominations. Board member Luke Holly nominated Steven Malavolti to serve as County Board Vice-Chairman. With no further nominations, board member Floyd Holocker moved that the nominations be closed. Board member Anthony Rue seconded the motion and the motion was carried on a roll call board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a roll call vote for Steven Malavolti to serve as County Board Vice-Chairman with 4 ayes, 0 nays, and 1 abstention. At this point of the meeting, board member Charles Lenkaitis was asked to take the chair and preside as County Board Chairman.

It was moved by board member Steven Malavolti to approve the minutes from the November 9, 2020, Regular Board Meeting. Board member Anthony Rue 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 November report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented to the board Addendum #1 to the Construction Engineering Services Agreement For Federal Participation from the Illinois Department of Transportation. The addendum to the services agreement is for the Bottom Road Bridge Replacement Project which is substantially complete. After a brief discussion, board member Steven Malavolti moved that the board approve Addendum #1 to the Construction Engineering Services Agreement For Federal Participation in the Bottom Road Bridge Project. 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. Mr. Sloan also informed the

board that the county has received the 80% bill on the Bottom Road Bridge Project and paying \$95,604 from Rebuild Illinois Funds and \$184,621 from Federal Aid Matching. By actively pursuing value engineering during construction, we saved approximately \$120,000 from the \$2,278,000 bid price. Mr. Sloan also informed the board that he is working on closing out the 2020 Motor Fuel Tax year. Other County Highway Engineer activities have included meeting with the IDOT District 4 concerning the East McNabb Blacktop Overlay and Widening Project. The project will make East McNabb Blacktop a truck route from LaSalle County to IL Hwy Rt.89. Anticipate bidding on the project on July 30, 2021. County Highway Maintenance activities have included checking the roads, servicing of the Sheriff Department's vehicles, reclaiming shoulders on McNabb, E McNabb, Gehm/School Road, and Hennepin Township's Prairie Parkway, digging out a beaver dam on Fish 'N Fun Road, and installing a field entrance on Bradford blacktop. (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 Sheriff's and Civil Processing Transaction Reports for the month of November to the board. Mr. Doyle also discussed the budget for Animal Control. As of November 30, 2020, \$8,392.05 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$9,607.95. Mr. Doyle informed the board that the FY2020-2021 Budget for Animal Control will need to be amended. Mr. Doyle also informed the board that the courthouse remains open for essential business. Mr. Doyle also informed the board that there currently are no maintenance issues within the courthouse. 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 November to the board. The General Fund's working balance for the month of November, Fiscal Year 2020, was \$272,068.42 compared to a working balance of \$247,569.71 for the month of November, 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 November, Fiscal Year 2020, was \$53,129.86. The General Fund Savings balance for the month of November, Fiscal Year 2020, was \$640,138.30. The Illinois Fund - General Fund balance for the month of October, Fiscal Year 2020, was \$220,024.14. The total of the General Fund Accounts is \$913,292.30. Year to date for Fiscal Year 2020 shows revenues of \$3,074,663.80 and expenses of -\$2,738,642.48 for a total of \$336,021.32. The actual versus budget variance percent target for the period is 100%. Mr. Kunkel also informed the board that on November 30, 2020, the final tax distribution will be made to the taxing districts. Mr. Kunkel also informed the board that the \$100,000.00 borrowed from the County Bridge Fund has been paid back in full. Mr. Kunkel also discussed the costs associated with the back-up server and the prepaid support contract with Connecting Point Computer Center. After a brief discussion board member Steven Malavolti moved to approve the purchase of the back-up server and the prepaid support contract. An amount of \$10,000 will be added to Appropriation 17 Computer Service, Line Item #1-Computer Service (Connecting Point) as part of the amended budget for

2020-2021. 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. (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 November to the board. His report shows \$73,304.71 in total receipts and \$41,457.38 in total disbursements for the month of November resulting in a closing balance of \$31,847.33. The Automation Fund has generated \$15,736.60 for the period of December 2019 thru November 2020. Mr. Kuhn also informed the board that November 3, 2020, General Election has been certified and all reports and surveys required by the State Board of Elections have been completed. Mr. Kuhn also informed the board that to date the State Board of Elections reimbursement grants has totaled \$15,202.74. Another grant from the State Board of Elections for the HAVA Cares Act (\$13,527.12) is expected sometime in December. Also, a Postage Grant (\$1,528.60) is expected sometime in December as well. Mr. Kuhn also informed the board that his office continues to receive delinquent tax payments for the 2017 and 2018 property taxes sold at the Treasurer's Office Annual Tax Sales. Tax redemptions for the month of November 2020, totaled \$13,371.70. Also, his office is beginning to receive payments for delinquent taxes for Tax Year 2019. Mr. Kuhn also informed the board that the expenses (\$5,300) for the 2021 Contract for the Land Records Management System utilized by the recorder's office will be paid from his office's Automation Fund. (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 was present for the meeting and updated the board on the activities at the Circuit Clerk's Office. Ms. Neubaum informed the board that she is currently preparing the audit for her office for FY2020. Ms. Neubaum also informed the board that the new sound system has been installed in the courtroom.

County Probation Officer Patricia Hohulin was present for the meeting and update the board on the activities at the Probation Office. Ms. Hohulin informed the board that she continues to receive reimbursement of 100% of her salary. Ms. Hohulin also informed the board that she is handling probation cases utilizing on-site visits and following the Coronavirus (Covid-19) protocol.

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of November to the board. Mr. Burger's report informed the board that there was one (1) building permit processed for a new home during the month of November. There were nine (9) building inspections completed during the month of November with one (1) being final for a room addition. Mr. Burger's report also informed the board that he was contacted about a possible cell tower being built south of the junction of the Bradford Blacktop and IL Hwy Rt. 29. Mr. Burger also informed the board that the Zoning Board of Appeals held a public hearing on a Special Use Permit for Cannabis Businesses in an Agricultural Zoned District and it passed

unanimously. The Planning Commission meeting was rescheduled due to lack of a quorum and is being rescheduled. Mr. Burger's report also informed the board that he will continue to issue building permits and perform inspections while observing the proper guidelines while out in the public 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 report for the month of November to the board. There was seven (7) death reported to his office during the month of November. 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 October & November P.C.O.E.M. Coordinator's reports to the board. Ms. Biagi-Bruer informed the board that the State of Illinois has extended its Disaster Proclamation until December 13, 2020, for all counties (102) in Illinois. Ms. Biagi-Bruer discussed with the board her continued planning and preparing activities in response to the Coronavirus (COVID-19) Pandemic. Ms. Biagi-Bruer also informed the board that she has been receiving and distributing Personal Protective Equipment, completing all necessary paperwork, keeping the public informed on social media, and assisting the Bureau, Marshall, Putnam County Health Department's plan for mass vaccinations for COVID-19. Ms. Biagi-Bruer also informed the board that we received the I.D. Card & Credentialing Hardware and Laptop. The total cost of the system was \$7,407.04. The cost was offset with a \$1,500.00 donation from the Country Financial's Helping Hero's Program and \$5,925.63 from the Hazardous Materials Grant. Ms. Biagi-Bruer also informed the board that we have received reimbursements of \$103,215.00 in local CURE. As part of Ms. Biagi-Bruer's report, Mr. Hector Gomez, Bureau, Marshall, Putnam County Health Department's Administrative Director gave an update on the current situation relative to the Coronavirus (COVID-19) pandemic. Mr. Gomez informed the board that COVID-19 mass vaccinations will begin the week of December 21st utilizing the P.C.O.E.M. building. His update also included the various testing sites available for the public. Mr. Gomez also discussed with the board some of the ongoing details for the merger of the Health Department and the Putnam County Office of Emergency Management. (The P.C.O.E.M. Coordinator Reports are 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 November.

Under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2020, thru November 30, 2021); Mr. Bart Whitney, McNabb Fire Protection District Trustee was present and presented a draft of the contract for the 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, 2020, through November 30, 2021. The County of Putnam agrees to pay the McNabb Fire Protection District \$335,000.00 for ambulance service for the contract year. This is an increase of \$25,000.00 from the previous contract year. After reviewing the draft of the

contract, board member Steven Malavolti 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, 2020, through November 30, 2021.

Board member Anthony Rue 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 Marshall-Putnam Extension Service Update; Ms. Jill Guynn, County Director with the University of Illinois Extension Service for Bureau, LaSalle, Marshall, and Putnam Counties, was present for the meeting and gave an update on the service's programs and activities. Also present with Ms. Guynn were some of the service's educators and program coordinators; Susan Glassman, Anne Scheel, Beth Dellatori, and Daryl Wragge. Each discussed the classes and programs they are involved with. Ms. Guynn also discussed the partnership with Illinois Valley Community College and the service's hub office location on the college's campus. Ms. Guynn also discussed the service's budget for the next fiscal year. Ms. Guynn also thanked the board for the county's financial support (\$58,000).

Also, under "New Business" for Resolution Amending The 2020-2021 Budget; the board reviewed and discussed the appropriations (#5, #17, #26, and #53) from the 2020-2021 Budget that need to be amended. After a brief discussion, board member Steven Malavolti moved that the board approve and adopt the resolution as written contingent upon corrections. 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 (#2020-32).

Also, under "New Business" for Resolution Appropriating Funds From The Ambulance Fund To The General Fund; the board reviewed and discussed the resolution directing the Putnam County Treasurer to appropriate and move \$25,261.00 from the Ambulance Fund to the General Fund. The Putnam County Auditor had advised the board that the Ambulance Fund owed the General Fund the amount aforesaid. After a brief discussion, board member Steven Malavolti moved that the board 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 (#2020-33).

Also, under "New Business" for Resolution / State's Attorneys Appellate Prosecutor; State's Attorney Christina Judd-Mennie reviewed and explained to the board the resolution which supports the continued operation of the Office of the State's Attorneys Appellate Prosecutor and designates the Office of the State's Attorneys Appellate Prosecutor as its agent to administer the operation of appellate offices and process said appellate court cases for Putnam County. After a brief discussion, board member Anthony Rue moved that the board approve and adopt the resolution as written. Board member Floyd Hollocker 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 (#2020-34).

Also, under “New Business” for Resolution To Enter Into An Agreement For Implementing Coordination Of Recycling Services On Behalf Of Putnam County; the board reviewed a “Resolution to Enter into an Agreement for Implementing Coordination of Recycling Services on Behalf of Putnam County” submitted by the North Central Illinois Council of Governments. The resolution enters the county into an agreement with the NCICG to provide the county with services needed for annual registration of haulers and annual reporting as part of the county’s overall solid waste management efforts. The agreement is for the period of January 1, 2021, thru December 31, 2021. After a brief discussion, board member Luke Holly moved that the board approve and adopt the resolution of agreement with the NCICG as written. Board member Floyd Holocker seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the resolution (#2020-35).

Also, under “New Business” for Connecting Point Computer Center, Back-Up For Server And Prepaid Support Contract; the agenda item was discussed and approved by the board earlier in the meeting as part of the County Treasurer’s monthly report.

Also, under “New Business” for Second Amendment, Sanctuary County; Mr. Jeffrey R. Purtell was present and addressed the board to discuss the Constitution’s Second Amendment and its relationship to law enforcement and the residents of communities. Mr. Purtell requested that the board consider adopting a resolution to declare Putnam County a Second Amendment Sanctuary County.

Also, under “New Business” for Schedule Regular Board Meeting Dates For the Year 2021; the board reviewed the worksheet prepared prior to the meeting and agreed on the scheduled meeting dates for 2021. The board then discussed the scheduled times for the meetings and agreed to schedule all meetings at 5:30 P.M for the year 2021. If the need arises, the meeting time may be subject to change. The Clerk of the County Board was directed to distribute and publish the schedule of meeting dates as required.

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 November. Board member Steven Malavolti then moved that the board approve the payment of the bills for the month of November. 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.

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; several Putnam County residents were present and commented on Mr. Jeffrey R. Purtell’s discussion concerning the Constitution’s Second Amendment. They voiced their support of Mr. Purtell’s request for the board to adopt a resolution to declare Putnam County a Second Amendment Sanctuary County.

At 7:55 P.M., board member Luke Holly moved to adjourn the meeting. Board member Steven Malavolti 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, January 11, 2021, at 5:30 P.M. The meeting will be held in the courtroom at the Putnam County Courthouse.

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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