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

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[Home_\(!\)](#)

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

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



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





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



[Public Notices \(/communities/public-notices\)](/communities/public-notices)



[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 - June 8, 2020\(!\)](#)

Putnam County Illinois Board Meeting Minutes

Minutes - June 8, 2020

PUTNAM COUNTY REGULAR BOARD MEETING
JUNE 8, 2020, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Monday, June 8, 2020, by Putnam County Board Chairman Steven Malavolti. 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 Brad Popurella to approve the minutes from the May 11, 2020, Regular Board Meeting. 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.

County Highway Engineer Pat Sloan presented his May report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that construction on the Bottom Road Bridge is continuing. Mr. Sloan also informed the board that the patching on the Bottom Road has been completed. Other County Highway Engineer activities have included directing and assisting his summer intern with the process of cross sectioning the streambed at all the county and township bridges in the county. The Federal Highway Authority has issued this new guideline which is designed to detect problems with the stream scour before it could impact a bridge foundation. The survey is required every five (5) years. County Highway Maintenance activities have included checking the roads, servicing of the Sheriff Department's vehicles, cutting the berm on S. Mark Road, checking culverts and trees after heavy rains, closing the Bottom Road due to flooding on the LaSalle County portion of the road, and patching roads. (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 May Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also discussed the budget for Animal Control. As of May 31, 2020, \$4,292.09 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a balance of \$13,707.91. Mr. Doyle informed the board that the courthouse continues to be open for essential business by appointment only. Mr. Doyle also informed the board that there currently is a maintenance issue with the States Attorney's Office air conditioner. The issue is being 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 May to the board. The General Fund's working balance for the month of May, Fiscal Year 2020, was \$151,724.13 compared to a working balance of \$215,578.39 for the month of May, 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 May, Fiscal Year 2020, was \$35,836.20. The General Fund Savings balance for the month of May, Fiscal Year 2020, was \$3,324.86. The Illinois Fund - General Fund balance for the month of May, Fiscal Year 2020, was \$5,208.93. The total of the General Fund Accounts is \$44,369.99. Year to date for Fiscal Year 2020 shows revenues of \$917,595.56 and expenses of \$1,320,239.26. The actual

versus budget variance percent target for the period is 50%. Mr. Kunkel informed the board that \$25,000 has been borrowed from the County Bridge Fund. Mr. Kunkel also informed the board that July 1 will be the first tax distribution to the taxing districts. Mr. Kunkel also discussed the reprinting of tax bills. 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 May to the board. The report shows \$36,380.72 in total receipts and \$14,522.61 in total disbursements for the month of May resulting in a closing balance of \$21,858.11. Mr. Kuhn informed the board that he has received \$11,540.84 from the State Board of Elections for the reimbursement of 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 he has received a HAVA Security Grant of \$810.62, also from the State Board of Elections for election security. 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 May totaled \$6,995.63. (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 May and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin was present for the meeting and gave an update of the activities at the Probation Office during the month of May. Ms. Hohulin informed the board of the salary reimbursement for the Probation Office. Ms. Hohulin also informed the board that she is utilizing social media, phone, and email to meet the needs of the probation schedule.

County Supervisor of Assessments Tammy Mehalic had nothing to report to the board for the month of May 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 May. Mr. Burger's report informed the board that there were seven (7) building permits issued during the month of May for a pole building, a room addition, a garage, an in-ground pool with mechanical building, and three (3) new home constructions. There were two (2) building inspections completed during the month of May. Mr. Burger's report also informed the board that he has been monitoring the river level for potential flooding in areas along the river. Mr. Burger's report also noted that he will be issuing building permits and doing inspections on an as needed basis to try and keep things going 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 was unable to be present for the meeting. The board reviewed his Death Investigator's report for the month of May which was submitted to the board prior to the meeting. There were three (3) deaths reported to his office during the month of May. 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 May to the board. Ms. Biagi-Bruer discussed with the board her continued planning activities in response to the Coronavirus (COVID-19). Also present for the meeting was Mr. Hector Gomez, Bureau, Marshall, Putnam County Health Departments Administrative Director. Mr. Gomez gave an update on the current situation relative to the Coronavirus (COVID-19) and the availability and distribution of personal protective equipment. Mr. Gomez also discussed testing for the Coronavirus (COVID-19). Drive thru testing is now available in Princeton, Illinois. Mr. Gomez also discussed the follow-up procedures for the one (1) Coronavirus (COVID-19) case identified in Putnam County. This has been the only case identified thus far since the outbreak. Ms. Biagi-Bruer informed the board that all training, meetings, and conferences have been cancelled or postponed until the pandemic is over. Ms. Biagi-Bruer's report also informed the board that due to the COVID-19 Pandemic and the additional time she is currently working, she will go over 1000 hours for this fiscal year. (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 May.

Under "New Business" for County Health Insurance, Contract Year July 1, 2020 thru June 30, 2021; Putnam County Clerk and Local Health Plan Representative Dan Kuhn had provided information prior to the meeting relative to the Fiscal Year 2021 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - Local Government Health Plan, State of Illinois. The plan's contract was discussed in detail at the May board meeting. After brief discussion, board member Sheila Haage moved that the board approve the health insurance contract for the contract year July 1, 2020 thru June 30, 2021. 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. Mr. Kuhn will complete the required contractual paperwork and file it with the Department of Central Management Services, State of Illinois.

Also, under "New Business" for Resolution Authorizing A One-Time Payment To The McNabb Fire Protection District For Ambulance Services; the board reviewed a resolution whereas the Finance Committee recommends to the Putnam County Board to approve the authorization of payment of a shortfall from the County of Putnam to the McNabb Fire Protection District. As evidenced by a separate written agreement, the County of Putnam and the McNabb Fire Protection District agree that the deficit from the county for years 2016 and 2017 was \$25,852.00. The county board recommends that a one-time payment of \$25,852.00 be made

to the McNabb Fire Protection District for the shortfall on payment for ambulance services. The county treasurer shall make said payment in full to the McNabb Fire Protection District no later than June 30, 2020. After discussion, board member Charles Lenkaitis 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 3 ayes, 0 nays, and 1 abstention. The Clerk of the County Board was directed to process the Resolution (#2020-86).

Also, under "New Business" for Reprinting Tax Bills For Three (3) Townships (Granville, Hennemepin, Magnolia; as a result of a tax calculation error for Unit School District 535, for Tax Year 2019 payable in 2020, property owners were taxed more for the district than what was intended. The board discussed the reprinting of the tax bills that had already been sent out to the property owners. Also present for the discussion were Carl Carlson (Unit School District 535) and Putnam County Supervisor of Assessments Tammy Mehalic. The factors resulting in the error were discussed with all parties involved. After further discussion, board member Luke Holly moved that tax bills for the property owners in the three (3) townships effected will be reprinted and mailed out by the treasurer's office. A letter of explanation will also accompany the reprinted tax bills. 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. It was also noted that property owners that have already paid their taxes would be reimbursed for the amount of overpayment.

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 May. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of May. 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 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 4 ayes, 0 nays, and 0 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, July 13, 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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