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Putnam County Illinois Board Meeting Minutes

Minutes - May 11, 2020

PUTNAM COUNTY REGULAR BOARD MEETING
MAY 11, 2020, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Monday, May 11, 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, Charles Lenkaitis, and Brad Popurella answering. Board member Luke Holly was unable to attend the meeting and was absent for the roll call.

It was moved by board member Brad Popurella to approve the minutes from the April 13, 2020, 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 1 absent. It was then moved by board member Charles Lenkaitis to approve the minutes from the April 28, 2020, Special Board Meeting. Board member Sheila Haage 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 April report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that construction on the Bottom Road has begun. Value engineering has been undertaken where possible to save money. A modification to stream armoring from an articulated concrete block system to stone rip rap has been approved. This will save approximately \$200,000 total (\$40,000 to the county). Mr. Sloan also informed the board that grading on the S. Mark Road in preparation for seal coating will begin this week. Sections of the road will be closed during the operation which will take about a week. Mr. Sloan also informed the board that the awards for seal coating and paving work have been submitted to the IDOT for concurrence. Other County Highway Engineer activities have included the planning and specifications for the Magnolia Township culvert replacement on Swaney Road which have been submitted to the IDOT for approval. Expect the work to begin this summer. Township Bridge Program funds will pay for 80% of the cost. This is County Aid #304, Section #19-03130-00BR. County Highway Maintenance activities have included checking the roads, servicing of the Sheriff Department's vehicles, reclaiming shoulders on Gehm/School Road and Prairie Industrial Parkway, and getting mowing equipment ready for mowing the roadsides. (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 April Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also discussed the budget for Animal Control. As of April 30, 2020, \$3,625.43 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a balance of \$14,374.57. Mr. Doyle informed the board that the courthouse is not closed to the public for essential business. It is open for business, but by appointment only. 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 Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of April to the board. The report shows \$19,325.74 in total receipts and \$10,668.61 in total disbursements for the month of April resulting in a closing balance of \$8,657.13. Mr. Kuhn informed the board that he has received \$1,665.00 from the State Board of Elections for Election Judge Reimbursement from the March 17, 2020, General Primary Election. 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. Expect to receive the reimbursement sometime in May. 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 \$1,384.52. (The County Clerk & Recorder's report is on file at the Office of the County Clerk & Recorder for review by any interested parties.)

County Treasurer Kevin Kunkel presented his financial reports for the month of April to the board. The General Fund's working balance for the month of April, Fiscal Year 2020, was \$168,495.68 compared to a working balance of \$176,017.41 for the month of April, 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 April, Fiscal Year 2020, was \$46,343.33. The General Fund Savings balance for the month of April, Fiscal Year 2020, was \$3,442.49. The Illinois Fund - General Fund balance for the month of April, Fiscal Year 2020, was \$1,296.18. The total of the General Fund Accounts is \$51,082.00. Year to date for Fiscal Year 2020 shows revenues of \$744,784.45 and expenses of \$1,136,921.29. The actual versus budget variance percent target for the period is .417%. Mr. Kunkel informed the board that tax bills will be sent out on May 13th and May 14th of this week. 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 Circuit Clerk Carly Neubaum had nothing to report to the board for the month of April 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 April. Ms. Hohulin 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 April 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 April. Mr. Burger's report informed the board that there was one (1) building permit issued during the month of April for a pole building. There were three (3) building inspections completed during the month of April. One was final for a room addition. 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 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 presented his Death Investigator's report for the month of April to the board. There were four (4) deaths reported to his office during the month of April. 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 April 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. Ms. Biagi-Bruer informed the board that all training, meetings, and conferences have been cancelled or postponed until the pandemic is over. (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 April.

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. Mr. Eddie Kimble, Department of Central Management Services - Local Government Health Plan, State of Illinois, was also present for the meeting. Mr. Kimble discussed the Health Insurance Plan's Group Rate Tier Rating for Fiscal Year 2021. The rating for the county's plan has been reduced from an A+ to an A due demographics and the number of claims. The premiums will be increased by 7.5 % for Fiscal Year 2021. After further discussion, the board directed the County Clerk to distribute a memo to all county employees that are eligible for health insurance informing them of the rates for FY2021 and also include in the memo the contact information for Mr. Eddie Kimble and Ms. Kelsey Broers with the Department of Central Management Services. The County Health Insurance Contract for FY2021 will be on the agenda for board decision at the June 8, 2020, Regular Meeting of the Putnam County Board.

Also, under “New Business” for Resolution Authorizing A Referendum To Increase The Property Tax To Maintain Public Safety And Support The General Fund; the board discussed a draft of a resolution prepared by the State’s Attorney to authorize a referendum question to be placed on the ballot at the General Election on November 3, 2020. The resolution would facilitate an increase in the corporate tax rate of .0037 to a rate of .0062, which will be levied on the equalized assessed valuation of the taxable property in Putnam County. 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 1 absent. The Clerk of the County Board was directed to process the Resolution (#2020-06).

(Note: At 10:05, Board member Brad Popurella had to excuse himself from the meeting.)

Also, under “New Business” for Resolution For “Extension Of A Proclamation Of Disaster Putnam County, Illinois COVID-19 Pandemic”; the board reviewed a resolution to extend the Putnam County Board Chairman’s Proclamation of Disaster in Putnam County due To The Significant outbreak of the Coronavirus (COVID-19). The resolution extends the “Proclamation Of A Disaster In Putnam County, Illinois” from March 23, 2020, and extends in its totality the Proclamation of Disaster in Putnam County with an expiration date of June 8, 2020, at 11:59 A.M., unless otherwise extended or rescinded in a later action by the Putnam County Board. After brief discussion, board member Sheila Haage moved that the board approve and adopt the resolution as written. Board member Charles Lenkaitis 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 Resolution (#2020-07).

Also, under “New Business” for Ordinance Ascertainning Prevailing Wage Rates For The County Of Putnam; the board reviewed the ordinance prepared by the State’s Attorney which “regulates the wages of laborers, mechanics and other workers employed in any public works by State, County, City, or any public body or any political subdivision or by anyone under contract for public works”. After brief discussion, board member Charles Lenkaitis moved that the board approve and adopt the ordinance as written. The approval is contingent upon the attachment of the June 2020 Prevailing Wage Rates as soon as they are made available. Board member Sheila Haage seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 2 absent. (The chairman voted in absence of two (2) board members. The Clerk of the County Board was directed to process the Ordinance (#2020-0-03). The County Clerk is also directed to send a copy of the Ordinance to the Illinois Department of Labor.

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 SGrady@cpointcc.com SGrady@cpointcc.com.

Also, under “New Business” for Approve Bills; the county board reviewed the bills for the month of April. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of April. 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 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 10:15 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 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, June 8, 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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