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Putnam County Illinois Board Meeting Minutes

Minutes - November 9, 2020

PUTNAM COUNTY REGULAR BOARD MEETING
NOVEMBER 9, 2020, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:33 A.M. on Monday, November 9, 2020, by Putnam County Board Chairman Steven Malavolti. As a result of the social restrictions due to the outbreak of the Coronavirus (Covid-19), the meeting was held at the Putnam County Office of Emergency Management Building. The meeting was also available 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. Board members Luke Holly, Charles Lenkaitis, and Brad Popurella attended the meeting via Zoom.

It was moved by board member Brad Popurella to approve the minutes from October 13, 2020, Regular Board 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.

County Highway Engineer Pat Sloan presented his October report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that the Bottom Road Project is substantially complete. The contract will remain open until we make sure that grass is growing next year. Mr. Sloan stated that he has been talking to the Spring Valley Boat Club who wants to have an entrance off the Bottom Road. If an entry is put in, it will only be a field entrance. IDOT will bill the county for our share of the construction, approximately \$400,000. Mr. Sloan then presented to the board a Resolution For Improvement Under The Illinois Highway Code. The resolution appropriates \$95,603.64 for the replacement of the structure on Bottom Road (CH16) from the county's allotment of Motor Fuel Tax funds. After a brief discussion, board member Brad Popurella 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 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the Resolution (#2020-22). Mr. Sloan also informed the board that the new bridge beam for the repair on 600N (Granville Township) has been completed and the bridge should be repaired this month. Mr. Sloan also informed the board that he has been working with Advanced, Varsity, and Stark on the small jobs conducted this Fall such as patching on the McNabb Blacktop Road and painting and repairs on the 600N bridge. Other County Highway Engineer activities have included working on plans for the next year 2021. The plans will include paving on the E. McNabb Blacktop Road, two (2) miles of 1175E (CH4) south of Mark, and four (4) miles of seal coating on 1125E (CH5) between McNabb Blacktop Road and IL Hwy Rt. 18. County Highway Maintenance activities have included checking the roads, servicing the Sheriff Department's vehicles, mowing the roadsides for the last time this year, assisting Advanced Asphalt with paving spot east of McNabb, taking the 2012 International tandem truck in for repairs, and assisting Varsity Striping on the Bottom Road and Florid Road. (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 October to the board. Mr. Doyle also discussed the budget for Animal Control. As of October 31, 2020, \$7,725.39 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$10,274.61. Mr. Doyle 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 October to the board. The General Fund's working balance for the month of October, Fiscal Year 2020, was \$168,645.00 compared to a working balance of \$195,972.72 for the month of October, 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 October, Fiscal Year 2020, was -\$5,814.53. The General Fund Savings balance for the month of October, Fiscal Year 2020, was \$595,704.50. The Illinois Fund - General Fund balance for the month of October, Fiscal Year 2020, was \$220,377.52. The total of the General Fund Accounts is \$810,267.49. Year to date for Fiscal Year 2020 shows revenues of \$2,838,241.06 and expenses of -\$2,549,686.68 for a total of \$288,554.38. The actual versus budget variance percent target for the period is 91.67%. 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 informed the board that the Annual Tax Sale will be held in the LaSalle County Board Room on November 18, 2020, at 11:30 A.M. There is approximately \$350,000 to be collected in delinquent taxes from the tax sale. Mr. Kunkel also informed the board that he is still working with the programmers with Devnet on the property tax refunds. (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 October to the board. His report shows \$77,125.54 in total receipts and \$31,929.03 in total disbursements for the month of October resulting in a closing balance of \$45,196.51. The Automation Fund has generated \$14,234.50 thus far for the period of December 2019 thru October 2020. Mr. Kuhn also informed the board that the General Election held on November 3, 2020, in Putnam County was completed with no major issues. Mr. Kuhn thanked the board for providing his Election's Office with additional personnel to process the high volume of "Vote By Mail" applications and the verification and counting of the "Vote By Mail" ballots. "Early Voting" for November 3, 2020, General Election generated a significantly high number of early voters in comparison to past elections. Mr. Kuhn also informed the board that to date the State Board of Elections reimbursement grants has totaled \$14,392.12. Another grant from the State Board of Elections for the HAVA Cares Act is expected sometime in December. 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 October 2020, totaled \$14,218.30. (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 October and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger was not present for the meeting. The board reviewed his Zoning Officer report for the month of October. Mr. Burger's report informed the board that there were four (4) building permits processed for a new home, two (2) pole buildings, and an extension of a pole building during the month of October. There were nine (9) building inspections completed during the month of October with two (2) being finals for a pole building and a garage. Mr. Burger's report also informed the board that has worked on MidAmerican Growers' Special Use Application and a Zoning Board of Appeals hearing will be held this week. 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 October to the board. There was one (1) death reported to his office during the month of October. Mr. Cofoid also updated the board on the Coroner's Training Conference he attended. 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 was unable to have her October O.E.M. Coordinator's report prepared in time for the board meeting. Ms. Biagi-Bruer informed the board that she would have the October and November reports ready for the board's review prior to the December meeting. Ms. Biagi-Bruer discussed with the board her continued planning and preparing activities in response to the Coronavirus (COVID-19). Ms. Biagi-Bruer also informed the board that she has been receiving and distributing Personal Protective Equipment, completing all necessary paperwork, and keeping the public informed on social media. As part of Ms. Biagi-Bruer's report, Mr. Hector Gomez, Bureau, Marshall, Putnam County Health Departments Administrative Director, and Mr. Kurt Kuchle also with the Marshall, Putnam County Health Department gave an update on the current situation relative to the Coronavirus (COVID-19) pandemic. Their 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 Office of Emergency Management. (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 Amending County Budget FY2019-2020; the board reviewed and discussed the appropriations from the FY2019-2020 Budget that need to be amended before closing out the current Fiscal Year 2019-2020 on November 30, 2020.

Also, under “New Business” for Annual Budget And Appropriation Ordinance Of The County Of Putnam, the State Of Illinois For The Fiscal Year Beginning December 1, 2020, And Ending November 30, 2021; the board reviewed and discussed the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning December 1, 2020, and ending November 30, 2021. After a brief discussion, board member Brad Popurella moved to approve and adopt the Annual Budget and Appropriation Ordinance as written. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the Ordinance (#2020-0-04).

Also, under “New Business” for Ordinance Providing For The Levy Of Taxes For The County Of Putnam, the State Of Illinois For The Fiscal Year beginning December 1, 2020, and ending November 30, 2021; the board reviewed and discussed the Levy Ordinance for the Fiscal Year beginning December 1, 2020, and ending November 30, 2021. After a brief discussion, board member Charles Lenkaitis moved to approve and adopt the Levy Ordinance as written. Board member Brad Popurella seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the Ordinance (#2020-0-05).

Under “New Business” for Resolutions (9) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the draft of a resolution authorizing the Chairman of the Putnam County Board to execute a deed 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 Sheila Haage moved that the board approve and adopt the resolutions as written. 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. The Clerk of the County Board was directed to process the Resolutions (#2020-23 thru #2020-31)

Also, 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); after a brief discussion, the board agreed to place the item on the agenda at December 14, 2020, Regular Meeting of the Putnam County Board.

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

Also, under “New Business” for Approve Bills; the county board reviewed the bills for the month of October. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of October. 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; Mr. Jeffrey R. Purtell was present and addressed the board to comment on what he perceives to be the county board’s role in the county’s current financial situation.

At 9:40 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, December 14, 2020, at 8:30 A.M. The meeting will be held at the Putnam County Office of Emergency Management 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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