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Minutes - October 13, 2020 (/)

Putnam County Illinois Board Meeting Minutes

Minutes - October 13, 2020

PUTNAM COUNTY REGULAR BOARD MEETING

OCTOBER 13, 2020, 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Tuesday, October 13, 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, Charles Lenkaitis, and Brad Popurella answering. Board member Luke Holly was unable to attend the meeting and was absent from the roll call.

It was moved by board member Brad Popurella to approve the minutes from September 14, 2020, Regular Board Meeting contingent upon correction (page 4, number of ayes). 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 September report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented to the board a draft of a resolution updating and establishing administrative and engineering fees. The resolution authorizes the Putnam County Highway Department to charge for administrative and engineering activities beginning in 2021 according to the schedule as noted in the resolution. After a brief discussion, board member Brad Popurella 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 roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the Resolution (#2020-20). Mr. Sloan also presented to the board a Request for County Aid for Township Drainage Structure from Granville Township (Co. Aid Project #104). The township has two (2) large culverts on 600N that are rusted through and failing. The plan is to replace them. Granville Township has requested County Aid for the project with an estimated cost of \$80,000. The county's share would be \$40,000. After a brief discussion, board member Sheila Haage moved that the board approve the request from Granville Township for County Aid Project #104. Board member Brad Popurella seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. Mr. Sloan also informed the board that traffic has been switched over to the new bridge on the Bottom Road. Single lane operations will continue for approximately one (1) more week. Other County Highway Engineer activities have included preparing the aforementioned resolution that will increase the reimbursement from townships to the county for administrative and engineering work and preparing the aforementioned Request for County Aid for Township Drainage Structure from Granville Township. County Highway Maintenance activities have included checking the roads, servicing of the Sheriff Department's vehicles, finishing up mowing the roadsides, cleaning up a large tree on Florid Road, getting exhaust leak fixed on 2012 truck, and taking the 1-ton truck in for new tires. (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 September to the board. Mr. Doyle also discussed the budget for Animal Control. As of September 30, 2020, \$7,058.73 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$10,941.27. 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 with 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 September to the board. The General Fund's working balance for the month of September, Fiscal Year 2020, was \$826,797.35 compared to a working balance of \$519,108.15 for the month of September, 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 September, Fiscal Year 2020, was \$8,216.21. The General Fund Savings balance for the month of September, Fiscal Year 2020, was \$695,741.79. The Illinois Fund - General Fund balance for the month of September, Fiscal Year 2020, was \$141,845.78. The total of the General Fund Accounts is \$845,803.78. Year to date for Fiscal Year 2020 shows revenues of \$2,669,596.06 and expenses of -\$2,333,962.91 for a total of \$335,633.15. The actual versus budget variance percent target for the period is 92.67%. 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 September to the board. His report shows \$71,270.98 in total receipts and \$25,054.12 in total disbursements for the month of September resulting in a closing balance of \$46,216.86. The Automation Fund has generated \$12,700.20 thus far for the period of December 2019 thru September 2020. Mr. Kuhn also informed the board that his Elections Office continues to process the high volume of "Vote By Mail" applications and the verification and counting of the "Vote By Mail" ballots. "Early Voting" for the upcoming November 3, 2020, General Election which began on September 24th has already generated a significant number of early voters. "Early Voting" has increased significantly 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. 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 September 2020, totaled \$13,615.67. (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 September and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of September to the board. Mr. Burger informed the board that there were three (3) building permits processed for a deck, a garage, and a pole building during the month of September. There were fifteen (15) building inspections completed during the month of September with two (2) being finals for a pole building and a grain bin. Mr. Burger 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 September to the board. There were two (1) deaths reported to his office during the month of September. 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 O.E.M. Coordinator's report for the month of September to the board. Ms. Biagi-Bruer informed the board that the State of Illinois has extended its Disaster Proclamation until October 18, 2020, which covers all 102 counties including Putnam County. Ms. Biagi-Bruer also 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. She has also received a shipment of N95 masks and Gel Hand Sanitizer from the state for the County Clerk and Election Authority's Office for the upcoming election. The supplies are currently being stored at her office and will assist them with the distribution for election day. Ms. Biagi-Bruer also informed the board that her office has received the I.D. Card and Credentialing Hardware and Laptop. The application that was submitted to Country Financials' Helping Heroes Program was accepted and we are going to be receiving \$1500 in a donation from them for the I.D. Card and Credentialing System. This means that between the HMEP Grant and the donation we will be able to reimburse the county for the full cost. Ms. Biagi-Bruer also informed the board that due to the increased use of the OEM building she is going to have the building cleaned at the end of October at a cost of \$75. (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 Business Employment Skills Team, Inc. (BEST) Update; Ms. Carrie Folken, Executive Director with the Business Employment Skills Team (BEST) agency updated the board on the agency's programs and activities. Ms. Folken also informed the board that the agency is currently assisting four (4) adults, four (4) youths, three (3) dislocated workers and one (1) trade adjustment assistance. The individuals are all Putnam County residents. Ms. Folken also discussed one of the success stories of an individual that has utilized the BEST program.

Also, under “New Business for Putnam County Death Investigator Appointment; the current 4-year appointment of Mr. Bob Cofoid as Putnam County Death Investigator will expire on December 1, 2020. The board discussed with Mr. Cofoid his reappointment for another 4-year term. After a brief discussion, board member Brad Popurella moved that Mr. Cofoid be reappointed as Putnam County Death Investigator for a 4-year term commencing on December 1, 2020, and expiring on December 1, 2024. 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.

Under “New Business” for Resolution (1) 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 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 (#2020-21)

Under “New Business” for Bureau, Putnam, Marshall County Health Department; 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. Mr. Gomez also discussed with the board some of the details for the merger of the Health Department and Office of Emergency Management.

Also, under “New Business” for Amending County Budget FY2019-2020; the board reviewed and discussed the amending of the county budget for FY2019-2020. Board member Sheila Haage requested the County Clerk & Recorder to provide the number of hours used thus far under Appropriation #8-Election Expense, Line Item #5-Election Extra Help. The County Clerk & Recorder will forward the information to board member Haage. The board also reviewed the budget for FY2020-2021. The County Clerk & Recorder and Election Authority requested that Appropriation #9-County Clerk, Line Item #3-Extra Clerical Hire be appropriated to reflect an amount of \$10,000 and that Appropriation #8-Election Expense, Line Item #5-Election Extra Help reflects an amount of \$6,000. After the board’s review of all appropriations and line items, board member Brad Popurella moved that the board approves the revisions to the budget for FY2020-2021. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 1 nay, and 1 absent. (The board chairman voted in the absence of one (1) board member.)

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 September. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of September. Board member Brad Popurella seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 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. Board member Charles Lenkaitis gave a brief update on the meetings held for the public concerning the county property tax referendum.

At 10:36 A.M., board member Sheila Haage moved to adjourn the meeting. Board member Brad Popurella seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, November 9, 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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