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## Illinois County Map of COVID-19 Positive Cases

(<https://www2.illinois.gov/sites/coronavirus/map>)

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# Putnam County Illinois Board Meeting Minutes

## Minutes - September 14, 2020

PUTNAM COUNTY REGULAR BOARD MEETING  
SEPTEMBER 14, 2020 at 8:30 A.M.

The regular meeting of the Putnam County Board was called to order at 8:30 A.M. on Monday, September 14, 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 absent for the roll call. Mr. Holly arrived at the meeting at 8:38 A.M.

It was moved by board member Brad Popurella to approve the minutes from August 10, 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.

County Highway Engineer Pat Sloan presented his August report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that all seal coating has been completed for the year. Mr. Sloan also informed the board that the culvert replacement on East McNabb Road went well with plans to patch it with HMA prior to winter. Mr. Sloan also informed the board that the Bottom Road Project is continuing with work on the roadway. There currently are one-lane operations with a traffic signal so the new road can be tied into the existing road. Mr. Sloan also informed the board that Magnolia Township Culvert Replacement Project on Swaney Road has been aborted. This was a joint project that was bid in August. The bid was overestimated and the township has decided it was too much. The existing culvert has some problems but poses no imminent danger. Other County Highway Engineer activities have included taking proposals and selecting Stark to do the repairs on the Granville bridge located at 600N that was damaged by a car accident. The work will be paid for by the auto owner's insurance policy. County Highway Maintenance activities have included checking the roads, servicing of the Sheriff Department's vehicles, cleaning up trees and limbs from the wind storm, seal coating Florid Road, Bottom Road, and two (2) miles of S. Mark, assisting Michelini with replacing a culvert east of McNabb, and 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 Sheriff's and Civil Processing Transaction Reports for the month of August to the board. Mr. Doyle also discussed the budget for Animal Control. As of August 31, 2020, \$6,392.07 of the budgeted amount of \$18,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$11,607.93. 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 Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of August to the board. The report shows \$59,837.37 in total receipts and \$35,306.76 in total disbursements for the month of August resulting in a closing balance of \$24,530.61. 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 as anticipated, the virus threat has resulted in a high volume of "Vote By Mail" ballots and "Early Voting" for the upcoming November 3, 2020, General Election. We continue to process "Vote By Mail" applications. We have also begun the verification and counting of the "Vote By Mail" ballots. "Early Voting" has increased significantly in comparison to past elections. 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 August 2020, totaled \$9,768.13. (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 August to the board. The General Fund's working balance for the month of August, Fiscal Year 2020, was \$200,249.23 compared to a working balance of \$123,189.60 for the month of August, 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 August, Fiscal Year 2020, was \$373.77. The General Fund Savings balance for the month of August, Fiscal Year 2020, was \$35,892.69. The Illinois Fund - General Fund balance for the month of August, Fiscal Year 2020, was \$224,491.19. The total of the General Fund Accounts is \$260,757.65. Year to date for the Fiscal Year 2020 shows revenues of \$1,842,798.71 and expenses of -\$2,092,378.17 for a total of -\$249,579.46. The actual versus budget variance percent target for the period is 83.33%. Mr. Kunkel also informed the board that he is analyzing the possibility of merging with other counties for the annual delinquent tax sale the tax year 2019. 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 August and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin had nothing to report to the board for the month of August 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 August 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 August. Mr. Burger's report informed the board that there were nine (9) building permits processed during the month of August. Two (2) for new homes, home additions, and garages. One (1) each for the solar farm, residential solar decks, and a meteorological tower. There were fifteen (15) building inspections completed during the month of August. Mr. Burger's report also informed the board that he met with Scott Clean Air Energy representatives on the requirements for solar and wind project requirements (i.e.

setbacks, hearings, etc.) 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 August to the board. There was one (1) death reported to his office during the month of August. Mr. Cofoid also informed the board that he will be attending the Illinois Coroners and Medical Examiner's Conference in October. The training is part of the required hours by the State of Illinois. 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 August to the board. Ms. Biagi-Bruer informed the board that the State of Illinois has extended its Disaster Proclamation until September 20, 2020, which covers all 102 counties including Putnam County. Ms. Biagi-Bruer also discussed with the board her continued planning activities in response to the Coronavirus (COVID-19). She has been receiving and distributing Personal Protective Equipment, completing all necessary paperwork, and keeping the public informed on social media. Ms. Biagi-Bruer also informed the board that in August, the derecho weather event created a significant amount of storm damage throughout the county. The Villages of Magnolia and Standard sustained the worst damage. Both villages declared a local emergency and requested assistance from the county. Also present for the meeting was Mr. Hector Gomez, Bureau, Marshall, Putnam County Health Departments Administrative Director, and Mr. Kurt Kuchle also with the Marshall, Putnam County Health Department. Mr. Gomez and Mr. Kuchle 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) and the number of identified cases in Putnam County. Ms. Biagi-Bruer also requested procuring an I.D. Card & Credentialing System and Laptop. The total cost for the system and laptop is \$7,160.49 with 80% reimbursed by the HMEP Grant (\$5,728.39) and 20% Match of County General Funds from LEPC 33-5243 (33-5) (\$1,432.10). The board agreed to table the request until the September meeting. After a brief discussion, board member Brad Popurella moved that the board approve the I.D. Card & Credentialing System and Laptop with the understanding that 80% is reimbursable by the HMEP Grant and the remaining 20% will be paid by the county. 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. (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 August.

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 presented a proposal to the board for the relocating of the Bureau, Putnam, Marshall County Health Department to the Putnam County Emergency Management building. The merging of the two (2) entities would have mutual benefits. After a brief discussion, board member Sheila Haage moved that the board move forward with identifying the details of the merger. 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 Discharge Of Firearms Pertaining To Target Practice In Unincorporated Residential Areas Of Putnam County; the item was tabled at the August meeting. The board had reviewed and discussed a possible ordinance relating to the discharge of firearms in residential areas of Putnam County. After discussion, it was agreed by the board that there was no need for an ordinance. It is expected that residents will use a “good neighbor policy” when discharging firearms.

Also, under “New Business” for Resolution By Putnam County, Illinois Supporting The Creation Of The Statistical Boundaries Of The Illinois Waterway Ports And Terminals; the board reviewed and discussed a draft of a resolution of and by Putnam County, Illinois supporting the creation of the statistical boundaries of the Illinois Waterway Ports and Terminals. The resolution supports the port statistical boundary creation of the Illinois Waterway Ports and Terminals between River Mile 98 and River Mile 273.5 to include the entire riverfront of Putnam County from River Mile 195.5 to River Mile 205.8 on the Illinois River and Waterway. After brief discussion, board member Brad Popurella 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 (#2020-18).

Also, under “New Business” for Certified Lists of Candidates to Serve as Election Judges; County Clerk and Election Authority Dan Kuhn presented to the board the Certified Lists of Election Judges as submitted by the county Democratic and Republican Central Committee Chairpersons. The lists are to be approved by the County Board prior to being submitted to the Circuit Court for the court’s approval. Board member Brad Popurella moved that the board approve the Certified Lists of Election Judges. Board member Charles Lenkaitis seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent.

Also, under “New Business” for President Executive Order For Payroll Tax Deferral Participation By Employer For Remaining Of The Year; After a brief discussion, board member Charles Lenkaitis moved that the board opt-out of the Tax Deferral Program for the rest of the year at this time. 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 Resolution Authorizing The Execution Of A Deed Of Conveyance Of The County’s Interest To The Putnam County Conservation District; the board reviewed and discussed a draft of a resolution authorizing the Chairman of the Putnam County Board to execute a deed of conveyance of the county’s interest to the Putnam County Conservation District, as the case may be on the real estate described as Tract Number S21, T14, R10, Cottages on Lake Senachwine, Cabin B in Senachwine Township. After a brief discussion, board member Sheila Haage moved that the board approve and adopt the resolution as written which authorizes the Chairman of the Putnam County Board to execute a deed of conveyance to the Putnam County Conservation District. 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 Resolution (#2020-19).

Also, under “New Business” for Marshall-Putnam River Conservancy District Request For Board Of Trustees Appointment; the board reviewed and discussed a letter of request for the appointment of Mr. Joe Louis to serve the remainder of the term of Mr. John Petersen as a trustee for the Marshall-Putnam River Conservancy District. The term would begin when he is appointed and end on April 30, 2024. After a brief discussion, board member Luke Holly moved that the board approve the request for the appointment of Mr. Joe Louis as a trustee for the Marshall-Putnam River Conservancy District. 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. The Clerk for the County Board was directed to send a letter to the Marshall-Putnam River Conservancy District informing them of the board’s approval of their request.

Also, under “New Business” for Putnam County Conservation District Request For Board Of Trustees Re-appointment (5-Year Term); the board reviewed and discussed a letter of request for the re-appointment of Mr. William Duke for another 5-year term. Mr. Duke’s initial 5-year term has expired and due to the fact that the district has been unable to fill the new term, Mr. Duke has agreed to serve another 5-year term. After a brief discussion, board member Brad Popurella moved that the board approve the request for the re-appointment of Mr. William Duke as a trustee for the Putnam County Conservation District for another 5-year term. 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 for the County Board was directed to send a letter to the Putnam County Conservation District informing them of the board’s approval of their request.

Also, under “New Business” for Amending County Budget FY2019-2020; the board reviewed and discussed the amending of the county budget for FY2019-2020. The board agreed to hold a Finance Committee meeting on Tuesday, September 22, 2020, at 8:30 A.M. at the Putnam County Office of Emergency Management. The board also agreed to hold a subsequent Finance Committee meeting on Tuesday, September 29, 2020, at 8:30 A.M. at the same location.

Also, under “New Business” for County Budget FY2020-2021 Preparation; the board briefly discussed the preparation of the county budget for FY2020-2021.

Also, under “New Business” for Putnam County Website ([www.co.putnam.il.us](http://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) (<mailto:SGrady@cpointcc.com>).

Also, under “New Business” for Approve Bills; the county board reviewed the bills for the month of August. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of August. 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. A letter has been received from the Lake Thunderbird Association informing the board that their fireworks display scheduled for September 12, 2020, has been canceled.

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 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 Tuesday, October 13, 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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