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Putnam County Illinois Board Meeting Minutes

Minutes - April 12, 2021

PUTNAM COUNTY REGULAR BOARD MEETING

APRIL 12, 2021, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, April 12, 2021, by County Board Chairman Charles Lenkaitis. As a result of the social restrictions due to the outbreak of the Coronavirus (Covid-19) Pandemic and due to the

unavailability of the Putnam County Office of Emergency Management Building, the meeting was held in the courtroom at the Putnam County Courthouse in Hennepin, Illinois. The meeting was also available via Zoom.

Roll Call was taken by the Clerk of the County Board with Steven Malavolti, Charles Lenkaitis, Anthony Rue, and Floyd Holocker answering. Board member Luke Holly arrived late and was not present for the roll call.

The Pledge of Allegiance was recited by all in attendance.

It was moved by board member Floyd Holocker to approve the minutes from the March 8, 2020, Regular Board Meeting. Board member Steven Malavolti seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

Sheriff Kevin Doyle presented his Sheriff's and Civil Processing Transaction Reports for the month of March to the board. Mr. Doyle also discussed the budget for Animal Control. As of March 31, 2021, \$3,633.37 of the budgeted amount of \$14,000.00 for Administrative Service Fees has been used leaving a remaining balance of \$10,366.63. Mr. Doyle also 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 March to the board. The General Fund's working balance for the month of March, Fiscal Year 2021, was \$174,902.88 compared to a working balance of \$134,240.31 for the month of March, Fiscal Year 2020. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2021". The General Fund balance for the month of March, Fiscal Year 2021, was (\$25,524.00). The General Fund Savings balance for the month of March, Fiscal Year 2021, was \$289,413.96. The Illinois Fund - General Fund balance for the month of March, Fiscal Year 2021, was \$316,590.45. The total of the General Fund Accounts is \$580,480.41. Year to date for Fiscal Year 2021 shows revenues of \$752,565.46 and expenses of (\$1,120,676.04) for a total of (\$368,110.58). The actual versus budget variance percent target for the period is 33.33%. Mr. Kunkel had nothing of further interest to report to the board. Mr. Kunkel also informed the board that he expects the Tax Extension Certification from the county clerk by April 16, 2021, and will be in a position to print tax bills and begin mailing the first week in May. (The County Treasurer's financial reports are on file at the Office of the County Clerk for review by any interested parties.).

County Highway Engineer Pat Sloan presented his March report of County Highway Engineer and Maintenance Activities to the board via Zoom. Mr. Sloan informed the board that we received notification that the Truck Access Route Program will provide \$204,330 for the McNabb Blacktop Road project between Route 89 and LaSalle County (Meridian Road). The plan is to bid this with the State Letting on July 30, 2021. Mr. Sloan stated that he will provide the Federal Agreement for the \$900,000 project at a future meeting. The balance of the funds

will come from Surface Transportation Rural (Federal), State Match Assistance, and the county's Federal Aid Matching Fund. Mr. Sloan also informed the board that the bids for 2021 MFT work will be opened on April 14, 2021. Approximately 44 miles of county and township roads will be seal coated or paved. Mr. Sloan also informed the board that the seasonal weight limit postings for County Roads (that are posted) are lifted as of April 5, 2021. Mr. Sloan also informed the board that the IDOT Auditor has been reviewing the County Highway files for 2017, 2018, 2019, and 2020. Other County Highway Engineer activities have included meeting with our consultant and doing value engineering for Hennepin Township's ESK Bridge replacement with plans to take bids early this Summer. This will allow for the use of available Township Bridge Program funding which is approximately \$210,000. The construction cost will be approximately \$600,000. County Highway Maintenance activities have included checking the roads, servicing the Sheriff Department's vehicles, plowing and salting the roads, checking for downed trees and branches due to high winds, fixing a guard rail end east of McNabb, washing out spreader and truck boxes, and working on equipment. (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.)

County Clerk & Recorder Dan Kuhn presented his County Clerk & Recorder's report for the month of March to the board. His report shows \$44,128.67 in total receipts and \$18,438.26 in total disbursements for the month of March resulting in a closing balance of \$25,690.41. Mr. Kuhn also informed the board that his Automation Fund currently shows a balance of \$9,126.79. The fund is used for any needed equipment purchases and the Recorder Office's yearly Land Records Management contract thus eliminating the use of the office's General Fund budget for those purchases. Mr. Kuhn also informed the board that as of March 31 of this Fiscal Year, the County Clerk & Recorder's Offices have generated \$70,554.84 in General Fund Income. Mr. Kuhn also informed the board that he expects to turn over the Tax Extension Certification to the Treasurer's Office by April 16, 2021. (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 March and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin was present for the meeting and updated the board on the current activities at the Probation Office.

County Supervisor of Assessments Tammy Mehalic had nothing to report to the board for the month of March and therefore was not present for the meeting.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of March to the board. Mr. Burger informed the board that there was one (1) building permit for a garage issued during the month of March. There were four (4) building inspections completed during the month of March of which two (2) were finals. Mr. Burger also informed the board that several zoning questions were answered via phone calls and email. Mr. Burger also informed the board that he has been looking up information on possible changes to the statutes that would have an effect on the county and other issues. 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) pandemic. (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 March to the board. There was one (1) death reported to his office during the month of March. Mr. Cofoid informed the board that he attended training in Decatur that was presented by the Illinois Coroner's Training Board. There were approximately fifty (50) individuals in attendance. (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 February and March P.C.O.E.M. Coordinator's reports to the board. Ms. Biagi Bruer informed the board that the State of Illinois has extended its Disaster Proclamation until May 1, 2021. This covers all 102 counties including Putnam County. Ms. Biagi-Bruer discussed with the board her continued planning and preparedness activities in response to the Coronavirus (COVID-19) Pandemic and assisting the Bureau, Marshall, Putnam County Health Department in their use of the PCOEM building for the administering of vaccinations for COVID-19. Ms. Biagi-Bruer also informed the board that the main entrance door into the P.C.O.E.M. building was ordered as approved by the board. However, the wrong door was sent. Expect the correct door to arrive in the middle of May. Ms. Biagi-Bruer also informed the board that the Emergency Operations Plan for Putnam County has been approved as of April 12, 2021. The E.O.P. approval is effective for a term of two (2) years. Ms. Biagi-Bruer also included as part of her reports, checks totaling \$7,420.16 for E.M.A. Building rent and grants from the State of Illinois. As part of Ms. Biagi-Bruer's report, Mr. Hector Gomez with the Bureau, Marshall, Putnam County Health Department gave an update on the current situation relative to the Coronavirus (COVID-19) pandemic. Mr. Gomez informed the board that COVID-19 vaccinations are continuing to be distributed utilizing the P.C.O.E.M. Building. The "second round" of vaccinations is now available. earlier problem with allocations of the vaccine to Putnam County has been alleviated. The update also included the various testing sites available for the public. Mr. Gomez also updated the board on the status of the merger of the Health Department and the Putnam County Office of Emergency Management buildings. (The P.C.O.E.M. Coordinator Reports are 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 March.

Under "New Business" for Bureau Putnam Area (2017) Enterprise Zone Intergovernmental Agreement Amendment / Ordinance Amending Ordinance No. 2015-0-05; Mr. Duane Calbow with the North Central Illinois Council of Governments presented to the board an Amendment to the Bureau Putnam Area (2017) Enterprise Zone Intergovernmental Agreement. The Amendment authorizes the execution of the Amendment to the Bureau Putnam Area Enterprise Zone Intergovernmental Agreement. Mr. Calbow also presented to the board an

Ordinance amending Ordinance #2015-0-05. The Ordinance expands the territory within the existing zone. After a brief discussion, board member Luke Holly moved that the board approve the Amendment and the Ordinance as written. Board member Floyd Holocker 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 Ordinance (#2021-0-02).

Also, under “New Business” for Senachwine Township Board Request For Putnam County To Start Demolition Proceedings Against Property; Board Chairman Charles Lenkaitis received a letter from Ms. Sheryl H. Churney with Klein, Thorpe, & Jenkins, LTD Attorneys at Law. Ms. Churney is the Township Attorney for Senachwine Township. The Senachwine Township Board is requesting that Putnam County start demolition proceedings against property located within Senachwine Township but outside the territory of any municipality. The property is apparently abandoned and the structure on the property is dilapidated and poses a threat to the health, safety, and welfare of the community. After a brief discussion, board member Luke Holly moved that the board further reviews the request and tables the item for review and decision at the May 10, 2021, board meeting. Board member Steven Malavolti 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 Granville-Hennepin Fire Protection District, Trustee Re-appointment; the board reviewed a letter of request from the Granville-Hennepin Fire Protection District for the re-appointment of Mr. Larry Brown to their board of trustees. The term of the re-appointment will be for three (3) years commencing on May 3, 2021, and will expire April 30, 2024. After a brief discussion, board member Steven Malavolti moved that the board approve the request for the re-appointment of Mr. Brown as trustee for the Granville-Hennepin Fire Protection District. Board member Floyd Holocker 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 send a letter to the district informing them of the board’s approval.

Under “New Business” for Standard Fire Protection District, Trustee Reappointment; the county board reviewed a letter of recommendation for the reappointment of Mr. Michael Richetta for a three (3) year term to the Board of Trustees for the Standard Fire Protection District. The term will commence on May 1, 2021, and will expire on April 30, 2024. After a brief discussion, board member Luke Holly moved that the board approve the recommendation for the reappointment of Mr. Michael Richetta to the Board of Trustees for the Standard Fire Protection District. Board member Floyd Holocker 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 send a letter to the Standard Fire Protection District informing them of the board’s approval.

Also, under “New Business” for County Board Proclamation for Motorcycle Safety & Awareness Month (May 2021); the Starved Rock chapter of A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc., has submitted to the board a Proclamation for review and approval for execution. A.B.A.T.E. of Illinois, Inc. is striving to provide a safe, unrestricted motorcycling

environment in the State of Illinois, community by community. In an effort to enhance and promote motorcycle safety, education, and awareness, Monthly Safety and Awareness Month Proclamations are being presented to the leaders of the community, respectfully requesting the execution of the proclamation. A.B.A.T.E. of Illinois, Inc. has proclaimed the month of May 2021 as Motorcycle Awareness Month. After a brief discussion, board member Steven Malavolti moved that the board approve and execute the proclamation for Motorcycle Awareness during the month of May 2021 in Putnam County. Board member Floyd Holocker 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 Proclamation.

Also, under "New Business" for Cemetery Mowing Bids; the board reviewed the two (2) sealed bids submitted for the mowing and trimming of the Old Granville, Florid, and Caledonia cemeteries for 2020. After a brief discussion, board member Steve Malavolti moved that the board award the cemetery mowing and trimming bid to Countryside Lawn Care which is owned and operated by Mr. Alan Christini. It was noted that Mr. Christini had submitted the lowest bid. Board member Steven Anthony Rue 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 Mr. Christini had submitted proof of liability insurance along with his bid. The Clerk of the County Board was directed to send a letter to the bidders, notifying them of the board's decision. (The bids are now on file at the Office of the County Clerk and are available for public inspection and review.)

Also, under "New Business" for Time Limit For Discussion For Public Comment Period; the board discussed setting time limits for discussion during the meeting's agenda item for Public Comment Period. The board agreed to gather more information before setting time limits and as a result, the agenda item was tabled until the May board meeting.

Under "New Business" for Audit Review, Fiscal Year 12/01/2019 - 11/30/2020; Ms. Kim Bird with Arch Hopkins & Associates, C.P.A.'s reviewed and discussed with the board the Putnam County Annual Financial Report for the year ended November 30, 2020. Ms. Bird briefly reviewed the Independent Auditor's Report, Net Assets, Statement of Revenues, Expenditures, and Changes In Fund Balances, Notes To Financial Statements, Budgetary Comparison Schedule (General Fund), Assets Held By All Agency Funds, and the Comparative Statement of Revenues and Expenditures For All Governmental Funds. In conducting the annual audit of the County, a number of recommendations and observations were also developed. These areas were discussed with the board. Ms. Bird also noted that for the previous nine (9) fiscal years, the General Fund's fund balance has been declining. Revenues are expected to remain somewhat flat in FY2021 as property taxes and state revenue sources are not expected to increase significantly. Overall, it is the auditor's opinion that the board will need to continue to examine areas where expenses can be further reduced. (The Independent Auditor's Annual Financial Report and the Independent Auditor Report for the County of Putnam are on file at the Office of the County Clerk for review by any interested parties.)

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 (<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 March. Board member Steven Malavolti then moved that the board approve the payment of the bills for the month of March. Board member Floyd Holocker 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. Board committee members also gave updates on meetings they have attended.

Also, under “New Business” for Public Comment Period; there were no members of the public in attendance for comments.

At 7:15 P.M., board member Steven Malavolti moved to adjourn the meeting. Board member Anthony Rue 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, May 10, 2021, at 5:30 P.M. The meeting will be held in the courtroom at the Putnam County Courthouse. The meeting will also be available via Zoom.

Respectfully submitted,

DANIEL S. KUHN
Clerk of the Putnam County Board

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