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**[Minutes, December 8, 2014 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

## Minutes, December 8, 2014

PUTNAM COUNTY REGULAR BOARD MEETING

DECEMBER 8, 2014, 10:00 A.M.

The regular meeting of the Putnam County Board was called to order at 10:00 A.M. on Monday, December 10, 2014, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by the Clerk of the Putnam County Board and Acting County Board

Chairman, Daniel S. Kuhn.

Mr. Kuhn began the meeting by asking for a moment of silence in reverence for all deceased, former Putnam County Board Members and County Officials.

Roll Call was taken by the Clerk of the County Board with Duane Calbow, Sheila Haage, William Holmes, Steven Malavolti, and Luke Holly answering.

The next order of business was for the county board to nominate and elect a board chairman. The Clerk of the County Board and Acting County Board Chairman opened the floor for nominations. Board member Sheila Haage nominated Duane Calbow to serve as County Board Chairman. With no further nominations, board member Luke Holly then moved that the nominations be closed. Board member William Holmes seconded the motion and the motion was carried on a board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a vote for Duane Calbow to serve as County Board Chairman with 4 ayes, 0 nays, and 1 abstention. The next order of business was for the board to nominate and elect a County Board Vice-Chairman. The Clerk of the County Board and Acting County Board Chairman opened the floor for nominations. Board member Duane Cabow nominated Sheila Haage to serve as County Board Vice-Chairman. Board member William Holmes nominated Steven Malavolti to serve as County Board Vice-Chairman the motion. With no further nominations, board member William Holmes moved that the nominations be closed. Board member Luke Holly seconded the motion and the motion was carried on a board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a vote for Steven Malavolti to serve as County Board Vice-Chairman with a vote of 4 ayes, 0 nays, and 1 abstention. At this point of the meeting, board member Duane Calbow was asked to take the chair and preside as County Board Chairman.

It was moved by board member Sheila Haage to approve the minutes from the November 10, 2014, Regular Board 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. It was then moved by board member Sheila Haage to approve the minutes from the November 17, 2014, Suspended Regular Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. It was then moved by board member Sheila Haage to approve the minutes from the "second" November 17, 2014, Suspended Regular Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. It was then moved by board member Sheila Haage to approve the minutes from the November 29, 2014, Special Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Sheriff Kevin Doyle presented his November Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle informed the board that he is holding off on the flooring replacement project due to the changes being made to the Dispatcher's console. Mr. Doyle also informed the board that there are currently no courthouse maintenance issues. Mr. Doyle

also fielded some questions pertinent to his department from the new board members. (Mr. Doyle's 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 November to the board. The General Fund's working balance for the month of November - 2014 was (\$6,972.66) compared to a working balance of \$915.53 for the month of November - 2013. The General Fund Income for the month of November - 2014 was \$233,681.78 compared to \$284,466.15 for the month of November - 2013. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2014". The General Fund balance for the month of November - 2014 was \$75,642.14. The General Fund Savings balance for the month of November - 2014 was \$1,063,294.31. The Illinois Fund - General Fund balance for the month of November - 2014 was \$251,095.98. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending November 30, 2014. The actual versus budget variance percent target for the period is 100%. (Mr. Kunkel's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

County Circuit Clerk Cathy Oliveri had nothing to report to the board for the month of November and therefore was not present for the meeting.

County Probation Officer Nicole Tonioni had nothing to report to the board for the month of November and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of November to the board. Mr. Burger informed the board that during the month of November his office issued one (1) building permit. There were nineteen (19) building permit inspections completed of which six (6) were final inspections. Mr. Burger also informed the board that he has responded to several calls on property zoning and set-back requirements. Mr. Burger also informed the board that he met with Ben Wilson with the North Central Illinois Council of Governments for assistance with identifying demolition procedures which will be added to our county Zoning Ordinance. Mr. Burger stated that he had also contacted the Illinois EPA for information on demolition procedures and the requirements for asbestos removal. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Robert Cofoid presented his Death Investigator's report for November to the board. There were no deaths reported to his office during the month of November. Mr. Cofoid also informed the board that he attended the Illinois Association of County Officials Conference in Peoria. Cuts in state funded training for investigators, coroners, and medical examiners was one of the topics of discussion at the conference. Individual counties may need to begin funding the training costs. (Mr. Cofoid's reports are on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Emergency Management Agency Coordinator Robert Cofoid presented the agency's report for the month of November to the board. Mr. Cofoid informed the board of various meetings, drills, and training sessions that he and other members of the PCEMA attended during the month of November. Mr. Cofoid also informed the board that work continues on numerous items at the PCEMA building. Those items include; running cables and connections for the communications area, installing permanent phone lines, fixing ceiling lights in garage and visitor's entrance, and installing a temporary flagpole. (The PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

County Highway Engineer Pat Sloan reviewed his November report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the Hennepin Township County Aid Project #201 will begin this week (1150N culvert repair). The final cost will be approximately \$140,000 compared to the \$110,000 budget in the resolution. The county will be responsible for 50% of the costs. Mr. Sloan also informed the board that the Hennepin Township Salt Shed Project has been completed. Other County Highway Engineer activities have included working with Granville Township on a County Aid project (failed culvert on Division Street), finalizing the Sign Upgrade Grant application, and initiating the planning process for the 2015 MFT Program. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, finishing up mowing grass along the roadsides, preparing the trucks for winter snow removal, filling up salt shed, and marking signs for next year's replacement. (The Putnam County Highway Engineer and Maintenance Activities 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 committees. Board Chairman Duane Calbow informed the remainder of the board that committee assignments will be discussed and determined at the January board meeting.

Under "New Business" for Marshall-Putnam Extension Service Update; Ms. Jill Guynn, County Director with the University of Illinois Extension Service – Bureau, LaSalle, Marshall and Putnam Counties, was present for the meeting and gave an update on the service's programs and activities. Also present with Ms. Guynn were educators and program coordinators, Mary Jo Witek, Ann Scheel, and Daryl Wragge. Each discussed the classes and programs they are involved with. Ms. Guynn also discussed the recently initiated partnership with Illinois Valley Community College and the service's hub office location on the college's campus.

Also under "New Business" for McNabb Fire Protection District, Trustee Appointment; the board reviewed a letter of request from the McNabb Fire Protection District for the appointment of Ms. Barbara Chambers as trustee for the district. The district recommends that Ms. Chambers be appointed to fill the vacancy of a three-year term which will expire on May 1, 2016. The term was left vacant due to the resignation of Mr. John Ehrhardt effective December 20, 2014. After brief discussion, board member Steve Malavolti moved that the board approve

the request for the appointment of Ms. Barbara Chambers as trustee for the McNabb Fire Protection District. Board member Luke Holly 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 send a letter to the district informing them of the board's decision.

Also under "New Business" for Schedule Regular Board Meeting Dates For Year 2015; the board reviewed the work sheet prepared prior to the meeting and agreed on the scheduled dates and times for the Regular Board Meetings for the year 2015. The Clerk of the County Board was directed to distribute and publish the schedule as required.

Also under "New Business" for Putnam County Website; the board discussed the overall content and administration of the website. The addition of information, monitoring and updating will be on-going. Ms. Sandra Woest will continue as the administrator of the county's website. Updates and additional information for posting to the website should be forwarded to Ms. Woest. Her e-mail address is [swoest.8.60@gmail.com \(mailto:swoest.8.60@gmail.com\)](mailto:swoest.8.60@gmail.com) . Ms. Woest distributed the two (2) laptop computers purchased by the board. Ms. Woest will keep one laptop in her possession for the county's website administration. The other laptop will be available for use by any board member. Ms. Woest also requested information from the two (2) new board members in order to update the County Board information on the website.

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of November. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of November. Board member William Holmes 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 reviewed monthly reports from the County Clerk's Office and the Regional Office of Education. The board also reviewed the legislative reports from the Illinois Association of County Board Members and Commissioners.

Also under "New Business" for Public Comment Period; there were no members present from the public for comment.

At 11:35 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 board vote of 4 ayes, 0 nays, and 0 absent. The next Regular Meeting of the Putnam County Board is scheduled for Monday, January 12, 2015, at 4:00 P.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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