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## Illinois County Map of COVID-19 Positive Cases

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# Putnam County Illinois Board Meeting Minutes

## Minutes November 9, 2015

PUTNAM COUNTY REGULAR BOARD MEETING

NOVEMBER 9, 2015, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, November 9, 2015, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman Duane Calbow.

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

It was moved by board member Sheila Haage to approve the minutes from the October 13, 2015, 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.

The board agreed to move the County Death Investigator and County E.M.A. Coordinator reports up on the agenda for discussion at this point of the meeting. County Death Investigator Robert Cofoid presented his Death Investigator's report for the month of October to the board. There were two (2) deaths reported to his office during the month of October. Mr. Cofoid also informed the board that he is planning on attending the Illinois Association of County Officials Conference later in November. (Mr. Cofoid's report is on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Emergency Management Agency Coordinator Robert Cofoid presented his PCEMA report for the month of October to the board. Mr. Cofoid's report highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in. (The PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

The board agreed to move the "New Business" agenda item, Resolution for the Adoption of the Natural Hazards Mitigation Plan, up on the agenda for discussion at this point of the meeting. The board reviewed the draft of the resolution for the plan which includes the counties of Bureau, LaSalle, Marshall, Putnam, and Stark. The plan has been prepared in accordance with FEMA requirements at 44 C.F.R. 201.6. The resolution further states that the Putnam County Board has reviewed the Plan and affirms that the Plan will be updated no less than every five (5) years. After brief discussion, board member Luke Holly moved that the board approve and adopt the Resolution for the Adoption of the Natural Hazards Mitigation Plan. Board member William Holmes seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the resolution (#2015-17).

County Highway Engineer Pat Sloan reviewed his October report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan presented to the board a five (5) year Construction Plan for Putnam County Highway for years 2016 through 2020. The Federal Project Review was completed with the IDOT District 4. Power Plant Road surfacing is planned for 2017 and the Bottom Road Bridge Project is planned for 2018. Mr. Sloan informed the board that he is waiting to hear the decision on the Truck Access Route Program (TARP) grant funding for the Power Plant Road Project and the Major Bridge Program grant for the Bottom Road Bridge Project. Other County Highway Engineer activities have included placing the second sign order under the grant program for the Sign Upgrade Program and meeting with

CIT Group to discuss the Kenworth tandem snow plow/dump truck. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, finishing up the seasonal mowing of the roadsides, working on the tandem trucks, digging out beaver dams on McNabb Blacktop, and installing the new posts and signs along the roadways. (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.)

Sheriff Kevin Doyle was not present for the meeting. The board reviewed his October Sheriff's and Civil Processing Transaction Reports which had been submitted prior to the meeting. (Mr. Doyle's reports are on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel was not present for the meeting. The board reviewed his financial reports for the month of October. The General Fund's working balance for the month of October - 2015 was \$1,266.45 compared to a working balance of (\$3,876.99) for the month of October - 2014. The General Fund Income for the month of October - 2015 was \$159,866.04 compared to \$237,028.09 for the month of October - 2014. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2015". The General Fund balance for the month of October - 2015 was \$54,813.03. The General Fund Savings balance for the month of October - 2015 was \$722,033.55. The Illinois Fund - General Fund balance for the month of October - 2015 was \$400,867.61. Mr. Kunkel's report also reviewed the budget for the current fiscal year for the period ending October 31, 2015. The actual versus budget variance percent target for the period is 91.67%. (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 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 for the month of October and therefore was not present for the meeting

County Zoning Officer Jim Burger presented Zoning Officer Report for the month of October to the board. Mr. Burger informed the board that there were three (3) building permits issued and thirty-eight (38) building permit inspections completed during the month of October. Nineteen (19) of the building permit inspections were at the Ethanol Plant. Mr. Burger also informed the board that a Stop Work Order was posted at 36 Lake Thunderbird Drive for no building permit, poor construction, and no verification of depth of posts in ground. Mr. Burger also informed the board that another cabin has been removed at the Lake Senachwine Conservation Area as a result of flood damage. (Mr. Burger's report is on file at the Office of the County Clerk for review by any interested parties.)

Under “Old Business” for committee reports; board/committee member Steven Malavolti informed the remainder of the board that he attended meetings with B.E.S.T. and the Tri-County Opportunity Council. Board/committee members Duane Calbow and Luke Holly informed the remainder of the board that they attended a meeting with the North Central Illinois Council of Governments. The Bureau-Putnam County Enterprise Zone was discussed. There were no other reports from any of the other board / committee members.

Under “New Business” for Putnam County Ambulance Service Update; Putnam County Ambulance Director Andy Jackson was present and updated the board on the service’s recent activities. Mr. Jackson informed the board that the service is replacing three (3) cardiac monitors. Two (2) have been purchased and waiting on money for the purchase of the third monitor. Mr. Jackson also informed the board that there are currently six (6) students enrolled in the current E.M.A. class. Mr. Jackson also informed the board that he is looking into starting a bike safety class. He is working with the Sheriff’s Department on how to get the class started. Mr. Jackson also informed the board that his service has problems locating residences due to the lack of house numbers. He will work with the Sheriff’s Department and the villages to identify a solution to the problem.

Also under “New Business” for Gateway Services Update; Mr. Jeff Dean, President and CEO of Gateway Services was unable to be present for the meeting. Mr. Mick Johnson, Director of Services for BPART (Bureau & Putnam Area Rural Transit) was present in Mr. Dean’s stead and discussed the BPART Program. Mr. Johnson updated the board on the current activities relative to BPART. Mr. Johnson also informed the board that BPART may be expanded to include LaSalle County. LaSalle County’s contract with Lee and Ogle Counties has not been renewed and LaSalle County is interested in utilizing BPART.

Also under “New Business” for Courthouse Holiday Hours; the board discussed the business hours for the courthouse during the Christmas and New Year’s Day holidays. It was considered to close the courthouse at Noon on Christmas Eve. On New Year’s Eve the courthouse would remain open during regular hours. After brief discussion, board member Sheila Haage moved that the board approve the closing of the courthouse at Noon on Christmas Eve and have the courthouse open during regular hours on New Year’s Eve. Board member Steven Malavolti seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to send out a memo to all offices/departments informing every one of the courthouse hours during the Christmas and New Year’s Day holidays.

Also under “New Business” for Budget Meetings For Fiscal Year 12/1/2015 – 11/30/2016; the board discussed the continuation of the budgetary process for next fiscal year. The board agreed to schedule the next budget meeting for November 16, 2015, at 8:30 A.M.

Also under “New Business” for Putnam County Website; the board discussed the information updates recently submitted. The addition of information, monitoring and updating will be on-going. It was noted that Ms. Sandy Woest is no longer maintaining the county website. Ms.

Susan Grady with Connecting Point Computer Centers has taken over the duties of updating and maintaining the website. Any and all updates should be forwarded to Ms. Susan Grady. Her e-mail address is [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 October. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of October. 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 of the public present for comments.

At 7:45 P.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, December 14, 2015, at 9:00 A.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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