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**[Minutes, January 12, 2015 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

## Minutes, January 12, 2015

**PUTNAM COUNTY REGULAR BOARD MEETING**

**JANUARY 12, 2015, 4:00 P.M.**

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, January 12, 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 December 8, 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. It was then moved by board member Luke Holly to approve the minutes from the December 29, 2015, 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.

County Highway Engineer Pat Sloan was unable to be present for the meeting. Mr. Sloan's secretary, Ms. Susie Simmons, reviewed the December report of County Highway Engineer and Maintenance Activities with the board. Ms. Simmons then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating a revised amount of \$201,500.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2014 and ending December 31, 2014. The original appropriated amount for 2014 was \$195,000.00. After brief discussion, board member Steven Malavolti moved that the board approve and pass the resolution appropriating the revised sum of \$201,500.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2014 and ending December 31, 2014. 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. The Clerk of the County Board was directed to process the resolution (#2015-01). Ms. Simmons also presented to the board a "Resolution of the County Board of Putnam County Requesting Approval of the Use of Money Allotted to the County Under the Provisions of the Motor Fuel Tax Law". The resolution allows for the board to appropriate the sum of \$40,500.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2015 and ending December 31, 2015. After brief discussion, board member William Holmes moved that the board approve and pass the resolution appropriating the sum of \$40,500.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2015 and ending December 31, 2015. 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 (#2015-02). Ms. Simmons then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating an amount of \$195,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2015 and ending December 31, 2015. After brief discussion, board member Steven Malavolti moved that the board approve and pass the resolution appropriating the sum of \$195,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2015 and ending December 31, 2015. 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. The Clerk of the County Board was directed to process the resolution (#2015-03). Ms. Simmons then presented to the board three (3) resolutions for the Request for County Aid for Township Drainage Structures. The first

resolution for County Aid Project #101 appropriates from the County Board Bridge Fund a sum sufficient to meet one-half the expense for Culvert Replacement on County Road 1175 E. The Granville Township Road District will furnish the other one-half of the amount (total cost of project is \$60,000). After brief discussion, board member Sheila Haage moved to approve and adopt the resolution as written. 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. The Clerk of the County Board was directed to process the resolution (#2015-04). The next resolution for County Aid Project #202 appropriates from the County Board Bridge Fund a sum sufficient to meet one-half the expense for Culvert Replacement on County Road 1150 N. The Hennepin Township Road District will furnish the other one-half of the amount (total cost of project is \$30,000). After brief discussion, board member Luke Holly moved to approve and adopt the resolution as written. 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. The Clerk of the County Board was directed to process the resolution (#2015-05). The next resolution for County Aid Project #301 appropriates from the County Board Bridge Fund a sum sufficient to meet one-half the expense for Culvert Replacement on County Road 1300 E. The Magnolia Township Road District will furnish the other one-half of the amount (total cost of project is \$50,000). After brief discussion, board member Luke Holly moved to approve and adopt the resolution as written. 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. The Clerk of the County Board was directed to process the resolution (#2015-06). Other County Highway Engineer activities have included the finalization of the 2015 Motor Fuel Tax plans for the county and with the townships, working with the townships on drainage issues, and receiving the final approval on the sign upgrade grant. County Highway Maintenance activities have included checking roads, servicing the Highway and Sheriff Department's vehicles, trimming trees, placing new signs, replacing missing signs, installing rail end sections for the South Mark Road Bridge, and replacing the rear suspension support on the 1-ton truck. (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 presented his December Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also informed the board that the gun collection will be removed from the Treasurer's Office and kept secure until a secured storage/display cabinet can be mounted to the wall in the Sheriff's Department waiting area for the display of the gun collection. Mr. Doyle requested an amount of \$750.00 for the storage/display cabinet. Board member William Holmes moved that the board approve the request. Board member Steven Malavolti seconded the motion and the motion was approved on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Mr. Doyle also informed the board that there were no current maintenance issues within the courthouse and that he had nothing further to report. (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 December. The General Fund's working balance for the month of December - 2014 was (\$9,796.48) compared to a working balance of \$6,006.78 for

the month of December - 2013. The General Fund Income for the month of December - 2014 was \$279,232.55 compared to \$185,326.29 for the month of December - 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 December - 2014 was \$90,448.53. The General Fund Savings balance for the month of December - 2014 was \$1,063,565.23. The Illinois Fund - General Fund balance for the month of December - 2014 was \$234,139.82. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending December 31, 2014. The actual versus budget variance percent target for the period is 0.083%. (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 was present for the meeting and discussed the Circuit Court's Traffic School costs with the board. The costs are shared with Bureau County and the school is held at the Farm Bureau Building in Princeton, Illinois. Putnam County's share of the costs is \$102.00 for six (6) months. Ms. Oliveri requested that the board approve the shared costs with Bureau County for the traffic school. After brief discussion, board member Steven Malavolti moved that the board approve the shared costs for the traffic school. 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. Ms. Oliveri also informed the board that juror's pay will increase effective June 1<sup>st</sup> of this year. Ms. Oliveri also asked the board to consider amending the recently revised courthouse hours from 8:30 A.M. until 4:30 P.M. to 8:00 A.M. until 4:00 P.M. Ms. Oliveri and other office holders feel the 8:00 A.M. until 4:00 P.M. hours would not only best serve the needs of the public but also meet some of the individual needs of office holders and their staff members. After brief discussion, the board agreed to consider the request and subsequently deliver their response.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of December to the board. Mr. Burger informed the board that during the month of December his office issued one (1) building permit. There were twenty (20) building permit inspections completed. Mr. Burger also informed the board that he posted a "Stop Work Order" at a residence in Lake Thunderbird for a deck being built without a permit. Mr. Burger also informed the board that he has received information from Boone County on their demolition requirements. The information will be shared with board members. (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 was not present for the meeting. The board reviewed his Death Investigator's report for the month of December. There were two (2) deaths reported to his office during the month of December. (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 was not present for the meeting. The board reviewed the agency's report for the month of December. (The PCEMA Coordinator'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 William Holmes informed the remainder of the board that he recently attended a B.E.S.T. meeting and that he will be turning over the committee assignment to board member Steven Malavolti. There were no other reports from any of the other board committees.

Under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2014 thru November 30, 2015); the board reviewed a draft of contract for renewal of the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb Fire Protection District for a one-year period from December 1, 2014 through November 30, 2015. The board agreed to direct the State's Attorney to review the contract. After brief discussion, board member Steven Malavolti moved that the board approve the Ambulance Service Contract contingent upon review and approval by the State's Attorney. Board member Luke Holly seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. Mr. Andy Jackson, Putnam County Ambulance Service Director, was present and gave the board an update on the service. The service responded to 415 calls in 2014. Mr. Jackson also stated that he recently met with Ameren-Illinois and was informed that Ameren-Illinois will be making donations in 2015 for the purchase of equipment for the Ambulance Service. Mr. Jackson also informed the board that nine (9) individuals will be completing the EMT class and graduating in February.

Also under "New Business" for Putnam County Board Committee Assignments for Fiscal Year 2014 - 2015, Board Chairman Duane Calbow reviewed the board committee assignments for the Fiscal Year 2014 thru 2015. After brief discussion, the membership of the committees was finalized and the Clerk of the County Board was directed to update the committee list and distribute accordingly.

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 is the administrator of the website. Ms. Woest has asked that the new board members get their information to her so she can update the website. Any and all updates 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) .

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of December. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of December. 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.

At 5:05 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). 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 board

then retired into Executive Session.

## EXECUTIVE SESSION

At 5:30 P.M., board member Steven Malavolti moved that the board return to Regular Session. Board member Like Holly seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The board then returned to Regular Session.

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. Correspondences were also reviewed from the North Central Illinois Council of Governments and the Illinois Valley Chamber of Commerce.

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

At 5:35 P.M., board member Sheila Haage moved to adjourn the meeting. 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 next Regular Meeting of the Putnam County Board is scheduled for Monday, February 9, 2015, at 7:00 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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