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Putnam County Illinois Board Meeting Minutes

Minutes, June 8, 2015

PUTNAM COUNTY REGULAR BOARD MEETING

JUNE 8, 2015, 9:00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, June 8, 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 May 11, 2015, Regular 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.

It was then moved by board member William Holmes to approve the minutes from the May 15, 2015, Special 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 absnet.

County Highway Engineer Pat Sloan was unable to attend the meeting. The board reviewed his May report of County Highway Engineer and Maintenance Activities. Mr. Sloan's report informed the board that the crack filling project has begun in cooperation with Marshall County, trading labor and using the Marshall County tar machine. The East McNabb road has been completed. Meridian, 1250 N., and 1250 E. roads are scheduled to be completed next. Mr. Sloan's report also informed the board that he is working with Hennepin Township on their 600 N. road project. Two (2) cross-road culverts are being replaced with approximately 1500 LF of drain being added. The project is being funded by the township. Mr. Sloan's report also informed the board that the County-Wide Sign Update Project is being administered. The posts are to be delivered next month. Mr. Sloan has been working out the details of the project with MD Solutions who was awarded the project. Board member Luke Holly stated that he would like to know the status of the delivery of the new truck and board member William Holmes had some questions for Mr. Sloan relative to the Highway Bridge Account. Board Chairman Duane Calbow stated that he will relay the questions to Mr. Sloan. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, cold patching the edges of the S. Mark Road, mowing grass at the shop and along the roadsides, erecting three (3) new bridge weight limit signs on the Bottom Road, and began the crack-filling cooperative venture with Marshall County. (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 May Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also discussed the removal of the basement entrance on the south side of the "old" courthouse. Mr. Doyle stated that the entrance is no longer used and has water leaks. The cost for the removal, finishing brickwork, and adding the stone banding would be approximately \$22,000 with the cost capped. Time and material may be less. Estimated time of completion would be two (2) weeks. After brief discussion, board member William Holmes moved to proceed with the removal of the basement entrance and the associated finishing work at a cost of \$22,000. Board member Sheila Haage 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 currently there are no maintenance issues within the courthouse. Mr. Doyle 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 May. The General Fund's working balance for the month of May - 2015 was (\$1,099.89) compared to a working balance of (\$279.56) for the month of May - 2014. The General Fund Income for the month of May - 2015 was \$194,218.42 compared to \$485,571.06 for the month of May - 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 May - 2015 was \$115,811.76. The General Fund Savings balance for the month of May - 2015 was \$704,703.94. The Illinois Fund - General Fund balance for the month of May - 2015 was \$151,712.98. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending May 31, 2015. The actual versus budget variance percent target for the period is 50%. (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 May and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer Report for the month of May to the board. Mr. Burger informed the board that there were four (4) building permits issued during the month of May. There were twenty-five (25) building permit inspections completed of which eleven (11) were at the Marquis Energy's ethanol plant. Mr. Burger also informed the board that he had discovered there was work being done without a building permit. The owner was informed that he needed a building permit. The owner has since obtained his required permits and paid the associated county fine. (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 the month of May to the board. There were two (2) deaths reported to his office during the month of May. Mr. Cofoid also discussed Prom Wreck 2015 which was held at the Putnam County High School. Mr. Cofoid also discussed the recording of Death Certificates. (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 the agency's report for the month of May 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 May. Mr. Cofoid also discussed Putnam County becoming a member of the Illinois Public Works Mutual Aid Network (IPWMAN). The organization coordinates resources for local public works departments, public water agencies, public waste water agencies, township road districts, unit road districts, county highway departments, and any other governmental entity that performs a public works function that responds to emergency situations. In order to become a member of the IPWMAN, Putnam County will be required to

submit a signed copy of an ordinance, resolution, or other legally binding document authorizing the county to enter into the IPWMAN Mutual Aid Agreement. The county will also need to submit a signed copy of the IPWMAN Mutual Aid Agreement, a completed application form, a list of mutual aid resources submitted to its local accredited/certified EMA, and the payment of dues. Mr. Cofoid informed the board that the required documentation is being reviewed by the State's Attorney and should be ready for county board review and decision at the July 13, 2015, Regular Board Meeting. The item will be placed on the July meeting's agenda by the Clerk of the County Board. (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; there were no other reports from any of the board's committees.

Also under "New Business" for Lake Thunderbird Association Request For Approval For The Sale Of Beer And Wine At Annual Corn Boil (August 1, 2015); the board reviewed the letter of request for the board's approval for the sale of beer and wine at the Lake Thunderbird Association's Annual Corn Boil. After brief discussion, it was moved by board member Luke Holly that the board approves the request for the sale of beer and wine at the Lake Thunderbird Association's Annual Corn Boil on August 1, 2015. Board member William Holmes 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 Lake Thunderbird Association informing them of the board's approval.

Also under "New Business" for Lake Thunderbird Association Request For Approval For The Lake Thunderbird's Annual Fireworks Display (July 4, 2015); the county board reviewed the letter of request from the Lake Thunderbird Association for the board's approval of their Annual Fireworks Display. After brief discussion, board member William Holmes moved that the board approve the request contingent upon the return of the completed permit along with the additional required documentation as provided for the fireworks display in 2014. Board member Steve 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 the Lake Thunderbird Association a letter notifying them of the board's approval.

Also under "New Business" for County Health Insurance, Contract Year July 1, 2015 thru June 30, 2016; Putnam County Clerk and Local Health Plan Representative Dan Kuhn presented to the board the information relative to the Fiscal Year 2016 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - LGHP, State of Illinois. The Health Insurance Plan's Group Rate Tier for Fiscal Year 2016 is A+, unchanged from Fiscal Year 2015. The premiums will remain the same as for Fiscal Year 2015. After further discussion, board member Sheila Haage moved to approve the Fiscal Year 2016 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - LGHP. Board member Steven Malavolti seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. Mr. Kuhn will complete the required contractual paperwork and file it with the Department of Central Management Services, State of Illinois.

Also under “New Business” for Putnam County Website; Ms. Sandy Woest, administrator of the Putnam County Website, was present to discuss the overall content and administration of the website with the board. Ms. Woest went over the updates and identified information that is still needed. Ms. Woest also discussed a Mission Statement for the County Board as part of the board’s web page. The addition of information, monitoring and updating will be on-going. 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 May. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of May. 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. 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 10:00 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, July 13, 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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