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Putnam County Illinois Board Meeting Minutes

Minutes, September 14, 2015

PUTNAM COUNTY REGULAR BOARD MEETING

SEPTEMBER 14, 2015, 9:00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, September 14, 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 Steven Malavolti to approve the minutes from the August 10, 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.

County Highway Engineer Pat Sloan reviewed his August report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that pavement striping will be planned during the next six weeks for the newly sealed roads and faded areas. Mr. Sloan also informed the board that he has met with the IDOT and our engineering consultant regarding the Bottom Road Bridge Project. The project has been submitted for Major Bridge Funding. The IDOT has agreed to conduct traffic counts at the intersection for the purpose of exploring a possible realignment and the completion of an Intersection Design Study. Mr. Sloan then presented to the board for their approval, a resolution for County Aid Project #102 (Granville Township Culvert Replacement). The total cost of the project is estimated at \$16,000 of which the county's share would be approximately \$8,000. After brief discussion, board member Sheila Haage moved to approve the resolution for County Aid Project #102. 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 Clerk of the County Board was directed to process the resolution (#2015-13). Other County Highway Engineer activities have included work on the FY2016 Budget, coordinating the Sign Upgrade Program with participating jurisdictions, and keeping informed on the status of the State's lack of infrastructure funding due to the current budget stalemate in Springfield. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, finishing the crack sealing project, installing driveway culverts, patching shoulders on South Mark Road, and mowing the roadsides and the grounds at the shop. (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.)

County Treasurer Kevin Kunkel reviewed his financial reports for the month of August with the board. The General Fund's working balance for the month of August - 2015 was \$8,286.11 compared to a working balance of \$64,056.67 for the month of August - 2014. The General Fund Income for the month of August - 2015 was \$138,323.80 compared to \$194,096.48 for the month of August - 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 August - 2015 was \$29,243.03. The General Fund Savings balance for the month of August - 2015 was \$805,536.73. The Illinois Fund - General Fund balance for the month of August - 2015 was \$246,645.65. Mr. Kunkel also informed the board that the second installment of property tax collection has been completed and tax distribution to the taxing districts will commence in September. The judgment for the collection of delinquent taxes will be held on November 5,

2015. The delinquent tax sale will be held the following day on November 6th. Mr. Kunkel also reviewed the budget for the current fiscal year for the period ending August 31, 2015. The actual versus budget variance percent target for the period is 75.00%. (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 August and therefore was not present for the meeting.

The County Probation Office is currently vacant due to the resignation of Nikki Tonioni. The position is in the process of being filled. As a result, there was no Probation Officer report for the month of August.

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

County Zoning Officer Jim Burger was not present for the meeting. The board reviewed his Zoning Officer Report for the month of August. Mr. Burger's report informed the board that there were ten (10) building permits issued and thirty-six (36) building permit inspections completed during the month of August. Eleven (11) of the building permit inspections were at the Ethanol Plant. (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 August to the board. There was one (1) death reported to his office during the month of August. Mr. Cofoid had nothing further to report. (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 August to the board. Mr. Cofoid's report highlighted the attendance at various meetings, training, and other activities the agency participated in. Mr. Cofoid also informed the board that the full-scale disaster drill will be held on Sunday, September 20th at 8: a.m. at the PCEMA building. (The PCEMA Coordinator's report is on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle presented his August Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle reviewed an estimate and agreement from Otto Baum Company, Inc. for the pressure washing and application of water repellent to the brick on the "old" courthouse building, the 1994 building addition, and the Sheriff's Department building. The decision to proceed with the project will be made at a later date. Mr. Doyle stated 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.)

Under "Old Business" for committee reports; board/committee members Sheila Haage (Health Board), Steven Malavolti (B.E.S.T.), and Luke Holly (Bureau / Putnam Enterprise Zone) discussed with the remainder of the board information from the meetings they attended. There

were no other reports from any of the other board / committee members.

Under “New Business” for Budget Meetings For Fiscal Year 12/1/2015 – 11/30/2016; the board discussed initiating the budgetary process for next fiscal year. The board agreed to schedule the first budget meeting on September 28, 2015, at 8:30 A.M.

Also under “New Business” Putnam County Health Board Appointment; the board reviewed a letter from the Putnam County Health Board requesting the appointment of Mr. Christian Cyr to the Putnam County Health Board. Mr. Cyr will fill the position previously appointed to Dr. John Ehrhardt. The three-year term will commence on September 1, 2015. After brief discussion, board member Steve Malavolti moved that the board approve the recommendation from the Putnam County Health Board for the appointment of Mr. Christian Cyr to the Board of Health. 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 Mr. Christian Cyr and the Putnam County Health Board informing them of the board’s approval of their recommendation.

Also under “New Business” for Resolutions (3) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the drafts of three (3) resolutions authorizing the Chairman of the Putnam County Board to execute deeds of conveyance of the county’s interest or authorize the cancellation of the appropriate Certificate(s) of Purchase as it relates to specific delinquent tax properties acquired by the County of Putnam as Trustee for the Taxing Districts. After brief discussion, board member Sheila Haage moved that the board approve and adopt the three (3) of the resolutions as written. 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 resolutions (#2015-14 thru #2015-16).

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. Any and all updates should be forwarded to Ms. Sandy Woest. Her e-mail address is [swoest.8.60@gmail.com \(mailto:swoest.8.60@gmail.com\)](mailto:swoest.8.60@gmail.com) .

At 10:00 A.M., board member William Holmes moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Sheila Haage 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 10:25 A.M., board member Sheila Haage moved that the board return to Regular Session. 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 board then returned to Regular Session.

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of August. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of August. 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. A correspondence was also reviewed from the Illinois State Liquor Commission regarding the B.A.S.S.E.T.T. Program. Thank you letters from the Zilm and Jessen families were also reviewed.

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

At 10:25 A.M., board member Sheila Haage moved to suspend the meeting until Monday, September 28, 2015 at 8:30 A.M. At that time, the full board as the Finance Committee will meet to initiate the budgetary process for Fiscal Year December 1, 2015 through November 30, 2016. 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 Tuesday, October 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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