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Putnam County Illinois Board Meeting Minutes

Minutes - December 12, 2016

PUTNAM COUNTY REGULAR BOARD MEETING

DECEMBER 12, 2016, 8:00 A.M.

The regular meeting of the Putnam County Board was called to order at 8:00 A.M. on Monday, December 12, 2016, 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. Prior to the call for nominations, board member Duane Calbow stated that he would respectfully decline any nomination. Board member William Holmes nominated Steven Malavolti to serve as County Board Chairman. With no further nominations, board member Sheila Haage then moved that the nominations be closed. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a roll call vote for Steven Malavolti 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 Sheila Haage nominated Luke Holly to serve as County Board Vice-Chairman. With no further nominations, board member Duane Calbow moved that the nominations be closed. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a roll call vote for Luke Holly to serve as County Board Vice-Chairman with 4 ayes, 0 nays, and 1 abstention. At this point of the meeting, board member Steven Malavolti was asked to take the chair and preside as County Board Chairman.

It was moved by board member Luke Holly to approve the minutes from the November 14, 2016, Regular Board Meeting contingent upon correction. 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 will correct the minutes as noted.) It was then moved by board member Luke Holly to approve the minutes from the November 21, 2016, suspended Regular Board Meeting. Board member Duane Calbow 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. Ms. Susie Simmons reviewed Mr. Sloan's November report of County Highway Engineer and Maintenance Activities with the board. Ms. Simmons informed the board that the Magnolia Township Box Culvert Replacement Project was completed and currently the breakdown of

costs for LaSalle County and Magnolia Township are being processed. Ms. Simmons also informed the board that the Highway Department is undergoing an audit by the IDOT for Motor Fuel Tax funds for the years 2012, 2013, 2014, and 2015. There will be several adjustments possibly involving moving funds from the Highway Fund to the MFT Fund. Ms. Simmons also informed the board that the Power Plant Road re-surfacing project is scheduled to be bid on January 20, 2017. Ms. Simmons then presented to the board a "Resolution of Support to Benefit the Economy & the Citizens of Illinois (80% Highways/20 % Transit & Highways Portion at 60% IDOT/40% Local Funds). The resolution is an Illinois Transportation Legislative Initiative which would insure that local roads receive their fair share of Motor Fuel Tax and fees. The resolution also would increase infrastructure funding and require local roads to get their fair share which is based on vehicle miles traveled. After brief discussion, board member Duane Calbow moved that the board 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 (#2016-28). Other County Highway Engineer activities have included beginning the planning process for the 2017 Motor Fuel Tax Maintenance Program. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, grading work, preparing the trucks for winter snow removal, stocking wood in the shop, and cleaning the gutters on the building. (The Putnam County Highway Engineer and Maintenance Activities Reports are on file at the Office of the County Clerk for review by any interested parties.)

Sheriff Kevin Doyle reviewed his November Sheriff's and Civil Processing Transaction Reports with the board. Mr. Doyle also informed the board that there are no current maintenance issues within the courthouse. Mr. Doyle had nothing of further interest to report to the board. (The Sheriff's and Civil Processing Transaction 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 report for the month of November - 2016 was unavailable at this time due to the implementation of the new accounting software. The General Fund Income for the month of November - 2016 was \$281,417.79 compared to \$237,943.15 for the month of November - 2015. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2016". The General Fund balance for the month of November - 2016 was \$76,978.76. The General Fund Savings balance for the month of November - 2016 was \$752,225.82. The Illinois Fund - General Fund balance for the month of November - 2016 was \$522,002.52. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending November 30, 2016. The actual versus budget variance percent target for the period is 100.00%. The board then discussed the current issues with the new budgetary accounting system which has been recently implemented. Mr. Kunkel informed the board that the majority of the issues have been addressed and corrected. The remaining issues with the system are being addressed by support personnel with Computer Information Concepts. Board member Sheila Haage requested that Mr. Kunkel's office provide

copies of employee time sheets from the new Time and Attendance system each month prior to the board meeting. (The County Treasurer'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 for the month of November and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin had nothing to report 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 County Zoning Officer's Report for the month of November to the board. Mr. Burger informed the board that there were three (3) building permits issued and twelve (12) building inspections completed during the month of November. Mr. Burger's report also informed the board that there were two (2) final inspections completed; one (1) for a deck and (1) for a patio. Mr. Burger had nothing of further interest to report to the board. (The County Zoning Officer Report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Robert Cofoid presented his November Death Investigator's report 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, Illinois. The Illinois Coroners and Medical Examiners Association nominated and approved Mr. Cofoid to continue in the association's position of Director for District 12. (The County Death Investigator 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 E.M.A. Report for the month of November to the board. Mr. Cofoid's report highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in during the month of November.

(The PCEMA Coordinator 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 a B.E.S.T. meeting with budget approval being the main topic. B.E.S.T. is considering locating their office at I.V.C.C. Board/committee member Luke Holly informed the remainder of the board that the N.C.I.C.G. will be holding a meeting on December 15, 2016, to discuss the new Bureau-Putnam Enterprise Zone. There were no reports from any of the board's other committees.

Under “New Business” for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2016 thru November 30, 2017); Mr. Andy Jackson, Putnam County Ambulance Service Director, was present and informed the board that a draft of the 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, 2016, through November 30, 2017, would be ready for board approval at the January Regular Meeting of the Putnam County Board. Mr. Jackson also gave an update on some the service’s activities. A new EMT class is in session with a significant number of enrollees. Also, the service has purchased a 2006 ambulance which replaces the 1998 model.

Also under “New Business” for Marshall-Putnam Extension Service Update; Ms. Jill Guynn, County Director with the University of Illinois Extension Service for 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 some of the service’s educators and program coordinators; Susan Glassman, Briane Torrez, Ann Shields, and Daryl Wragge. Each discussed the classes and programs they are involved with. Ms. Guynn also discussed the partnership with Illinois Valley Community College and the service’s hub office location on the college’s campus. Ms. Guynn also stated that one major concern the service has is state funding. No matching funds have been received from the state since 2015. The service is utilizing emergency funds in order to continue to operate. Ms. Guynn thanked the board for the county’s financial support.

Also under “New Business” for Schedule Regular Board Meeting Dates For Year 2017; the board reviewed the work sheet prepared prior to the meeting and agreed on scheduled dates and times for the Regular Board Meetings for the year 2017. The Clerk of the County Board was directed to distribute and publish the schedule as required.

Also under “New Business” for Putnam County Website (www.co.putnam.il.us (<http://www.co.putnam.il.us>)); 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. Susan Grady with Connecting Point Computer Centers. Her e-mail address is SGrady@cpointcc.com (<mailto:SGrady@cpointcc.com>) .

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 of the public present for any comments.

At 10:40 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 roll call board vote of 4 ayes, 0 nays, and 0 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, January 9, 2017, 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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