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Putnam County Illinois Board Meeting Minutes

Minutes April 11, 2016

PUTNAM COUNTY

REGULAR BOARD MEETING

APRIL 11, 2016, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, April 11, 2016, 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 March 14, 2016, 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 March report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan presented a draft of a "Resolution Awarding Bids For Various Township And County Maintenance Sections" to the board for their review and approval. The bid tabulations from the March 9, 2016, bid letting were presented to the board at the last board meeting and were within the IDOT guidelines to award. All bids were less than estimate. Pavement Maintenance Service of Henry, Illinois was the low responsible bidder for the County and three (3) township contracts. Steffen's 3D and Advance Asphalt were the low responsible bidder for two (2) township contracts. Mr. Sloan recommended the award of the contracts to the low responsible bidder as listed in the resolution and as approved by the IDOT. 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 (#2016-07). Mr. Sloan informed the board that the plans and specifications for County Aid Project #303 (replacement of a box culvert for Magnolia Township) have been completed. Plans are to have the bid letting in approximately one (1) month and have the project ready to award at the June 13, 2016, board meeting. We will be using a total of \$251,117 in Township Bridge Program funds and \$267,500 from LaSalle County to complete the \$572,500 project. The balance will be paid from County Bridge (\$27,000) and Magnolia Township (\$27,000). Mr. Sloan presented to the board the "Intergovernmental Agreement For The Funding Of The Replacement Of Structure 078-3022 Carrying TR 2A (1600 N / Meridian Road) Over A Tributary To Little Sandy Creek Near Magnolia, Illinois". The agreement between Putnam County and LaSalle County jointly funds and repairs said bridge which is within the jurisdiction of both counties. After brief discussion, board member Luke Holly moved to approve the intergovernmental agreement 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. Mr. Sloan also informed the board that ten (10) bridge inspections were completed in March. Issues were identified with two (2) township bridges. The railroad overpass bridge north of Putnam had to be reanalyzed for the proper load

capacity. This has been completed and the load limit will remain at seventeen (17) tons. New load limit signs have been ordered. The other issue is with the newest bridge located on Prairie Industrial Parkway near Hennepin. Unexpected cracking has been observed. The Illinois Department of Transportation's bridge office is currently investigating. Although the bridge is not posted at this time, there is the potential for posting in the near future. If posted for legal loads only, issues will arise because currently some trucks with overweight loads use the bridge. Other County Highway Engineer activities have included the negotiation of a Road Use Agreement with Fisher Excavating for their use of part of the Bottom Road during the Illinois River bridge construction and the continuation of the resurfacing plans for Power Plant Road. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, reclaiming shoulders on McNabb Blacktop and Gehm School Road, erecting new posts / signs, running the boom mower, and preparing tractor for the upcoming mowing season. (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 presented his March Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also discussed with the board the pressure washing and waterproofing of the brick tuck-pointing that was done last year by Otto Baum Company, Inc. (OBCI). Mr. Doyle also informed the board that he has gotten a bid for the replacement of the cooling tower and will pursue a bid for replacing the boiler. Mr. Doyle also informed the board that currently there are no existing maintenance issues within the courthouse. (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 reviewed his County Treasurer's Financial Reports for the month of March with the board. The General Fund's working balance for the month of March - 2016 was \$21,121.42 compared to a working balance of \$5,443.31 for the month of March - 2015. The General Fund Income for the month of March - 2016 was \$190,715.86 compared to \$158,239.38 for the month of March - 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 March - 2016 was \$107,331.95. The General Fund Savings balance for the month of March - 2016 was \$377,879.46. The Illinois Fund - General Fund balance for the month of March - 2016 was \$274,161.99. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending March 31, 2016. The actual versus budget variance percent target for the period is 33.33%. Mr. Kunkel also briefly discussed the contract with Computer Information Concepts (CIC) for the Budgetary / Fund Accounting Software. The contract did not include a second printer which will be needed. Mr. Kunkel stated that he will purchase the additional printer with his automation funds. (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 March and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin gave an update to the board of her office's recent activities.

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

County Zoning Officer Jim Burger presented his County Zoning Officer Report for the month of March to the board. Mr. Burger informed the board that there were five (5) building permits issued during the month of March. There were seventeen (17) building permit inspections completed during the month of March. One of which was a final inspection for a room addition. Mr. Burger also informed the board that the County Zoning Ordinance corrections have been forwarded to the North Central Council Illinois Council of Governments (NCICG) for their preparation of the final draft. The item will be placed on the agenda for board approval at the May 9, 2016, Regular County Board Meeting. (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 County Death Investigator's Report for the month of March to the board. There were three (3) deaths reported to his office during the month of March. Mr. Cofoid also informed the board that he is planning on attending the Illinois Association of County Officials Conference in Springfield. Mr. Cofoid had nothing further to report. (The County Death Investigator 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 presented his E.M.A. Report for the month of March to the board. Mr. Cofoid's reports highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in. Mr. Cofoid also informed the board that work will commence on the PCEMA building's damaged roof next week. Board Chairman Duane Calbow requested that Mr. Cofoid logs the time used when our equipment is transported and utilized in other counties, e.g. generator. (The PCEMA Coordinator Reports are on file at the Office of the County Clerk for review by any interested parties.)

Under "Old Business" for committee reports; there were no reports from any of the board's committee members.

Under "New Business" for Revised County Zoning Ordinance; the item was discussed earlier in the meeting as part of the County Zoning Officer's report.

Also under "New Business" for Cemetery Mowing Bids; the county board reviewed the two (2) sealed bids submitted for the mowing and trimming of the Old Granville, Florid, and Caledonia cemeteries for 2015. After brief discussion, board member Sheila Haage moved that the board award the cemetery mowing and trimming bid to Countryside Lawn Care which is owned and operated by Mr. Alan Christini. It was noted that Mr. Christini had submitted the lowest bid. 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 also noted that Mr. Christini had submitted

proof of liability insurance along with his bid. The Clerk of the County Board was directed to send a letter to the bidders notifying them of the board's decision. (The bids are now on file at the Office of the County Clerk and are available for public inspection and review.)

Also under "New Business" for Proposed Hog Farm Expansion (Darren Brown); Mr. Darren Brown of rural Magnolia, Illinois, addressed the board to discuss the proposed expansion to his family-run hog farm outside of Magnolia. Mr. Brown informed the board that he has completed and met all of the I.E.P.A. and Illinois Department of Agriculture requirements. Mr. Brown stated that his operation is regulated, monitored, and inspected. Mr. Brown inquired whether or not the board wanted to hold a public meeting to address the public's questions or concerns relative to the expansion. Representatives from the Farm Bureau were present and stated that they have never received any complaints about Mr. Brown's current operation. Board Chairman Duane Calbow stated that he has discussed the proposed expansion with the State's Attorney. It is not a question of approval by the County Board but a question of whether or not the board calls for a Public Hearing. Because no citizens have registered complaints with the current operation, and because all I.E.P.A. and Department of Agriculture requirements have been met, no Public Hearing is needed. Board member Steven Malavolti moved that the board will not require a Public Hearing to be held relative to Mr. Brown's hog farm expansion. Board member Luke Holly seconded the motion and the motion was passed on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Also under "New Business" for Granville-Hennepin Fire Protection District, Trustee Re-appointment; the board reviewed a letter of request from the Granville-Hennepin Fire Protection District for the re-appointment of Mr. John Holmbeck to their board of trustees. The term of the re-appointment will be for three (3) years commencing on the first Monday in May of 2016 and will expire April 30, 2019. After brief discussion, board member William Holmes moved that the board approve the request for the re-appointment of Mr. Holmbeck as trustee for the Granville-Hennepin Fire Protection District. Board member Sheila Haage 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 send a letter to the district informing them of the board's approval.

Also under "New Business" for Standard Fire Protection District, Trustee Appointment; the county board reviewed a letter of recommendation for the appointment of Father Paul Meisner for a three (3) year term to the Board of Trustees for the Standard Fire Protection District. The term will commence on the first Monday in May of 2016, and will expire April 30, 2019. Mr. Meisner replaces Mr. Philip Edgerley who has decided to retire from the board. After brief discussion, board member Luke Holly moved that the board approve the recommendation for the appointment of Father Paul Meisner to the Board of Trustees for the Standard Fire Protection District. 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 send a letter to the Standard Fire Protection District informing them of the board's approval.

Also under “New Business” for Budgetary / Fund Accounting Software Purchase From Computer Information Concepts; the board reviewed for approval the contract and final price quote for the purchase of the accounting software from Computer Information Concepts. After further discussion by the board, board member Steven Malavolti moved that board approve the final price quote and contract for the purchase of the accounting software. 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.

Also under “New Business” for Resolution Establishing Arrestee’s Medical Cost Fund; State’s Attorney Christina Judd-Mennie presented to the board a draft of a “Resolution Establishing Arrestee’s Medical Cost Fund”. Pursuant to Section 17 of Act 125 of Chapter 720 of the Illinois Compiled Statutes (730 ILCS 125/17), the Putnam County Sheriff’s Department is required to furnish necessary medical aid to a prisoner under the charge of the department. The resolution establishes a Fund to be used solely for reimbursement of costs for medical expenses relating to the arrestee and administration of the Fund. The Fund is established at the rate of a \$10.00 fee for each conviction or order of supervision for a criminal violation, other than a petty offense or business offense. After brief discussion, board member Willie Holmes moved that the board approve and adopt the resolution as written and presented by the Putnam County State’s Attorney. 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 (#2016-08).

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 March. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of March. 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. Board Chairman Duane Calbow also reviewed additional correspondences that he had received.

Also under “New Business” for Public Comment Period; Mr. Pat Sloan informed the board that there will be a used electronics collection held on April 22nd and 23rd at the Public Works Building in Toluca, Illinois and is open to the residents of Putnam County. There were no other members of the public present for any comments.

At 5:15 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, May 9, 2016, 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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