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Search ...

Hours: Monday - Friday 9:00 - 4:00

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[Home_\(!\)](#)

[Calendar_\(/calendar\)](/calendar)

[Contact Us_\(/contact-us\)](/contact-us)

[Resource Links_\(/links\)](/links)

[Employment_\(/employment\)](/employment)



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[Board Minutes \(/county-offices/county/board-meeting-minutes\)](/county-offices/county/board-meeting-minutes)





[Board Agendas \(/county-offices/county/board-meeting-agendas\)](#)



[Public Notices \(/communities/public-notice\)](#)



[Ordinances & Resolutions \(/county-offices/document-library/ordinances-resolutions\)](#)

You are here: [Home \(/\)](#) / [Government \(/county-offices\)](#) /

[County Board \(/county-offices/county\)](#) /

[Board Meeting Minutes \(/county-offices/county/board-meeting-minutes\)](#) /

[Minutes March 14, 2016 \(/\)](#)

Putnam County Illinois Board Meeting Minutes

Minutes March 14, 2016

PUTNAM COUNTY

REGULAR BOARD MEETING

MARCH 14, 2016, 9:00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, March 14, 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 February 8, 2016, Regular Board Meeting contingent upon correction. 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 Steven Malavolti to approve the minutes from the Special Meeting held on February 22, 2016. 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 reviewed his February report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the 2017 Kenworth tandem truck cab & chassis has been ordered based on the bids and award by the County Board at the last board meeting. Mr. Sloan also informed the board that three (3) bids for the truck body and equipment were submitted; Monroe Truck Equipment (\$47,075.00), Koening Body & Equipment (\$52,377.00, and Bonnell Industries, Inc. (\$54,985.00). Monroe Truck Equipment was contacted and asked for several changes to the equipment and received a revised price of \$46,353.00. Mr. Sloan recommended that the board award the bid for the truck body and equipment to Monroe Truck Equipment in the amount of \$46,353.00. After brief discussion, board member William Holmes moved that the board approve the bid from Monroe Truck Equipment for the truck body and equipment at a cost of \$46,353.00. 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. Sloan also informed the board that the bids were opened on March 9, 2016, for seal coating, asphalt skip paving, spray patching, and gravel. Mr. Sloan provided the board with copies of the bid tabulations. All bids were less than the estimate. Mr. Sloan stated that he will be presenting a resolution to the board at the April meeting for making the awards. Other County Highway Engineer activities have included discussion with contractors and the IDOT concerning a road use agreement relating to the Route 89 Spring Valley Bridge Project and meeting with our consultant with regards to the Bottom Road Bridge Replacement Project. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, plowing snow and salting the roads, patching

potholes on county roads, putting up new posts / signs, and getting rid of a beaver dam on South Mark Road. (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 February Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also informed the board that the intermittent issues with the courthouse heating and cooling are due to problems with the boiler. The boiler is oversized and too large for the overall system. Mr. Doyle stated that he would set up a meeting with the board's Building Committee and the company that furnished the existing boiler to discuss the purchase and installation of a new 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 February with the board. The General Fund's working balance for the month of February - 2016 was (\$72,338.42) compared to a working balance of \$35,478.67 for the month of February - 2015. The General Fund Income for the month of February - 2016 was \$184,684.13 compared to \$132,205.71 for the month of February - 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 February - 2016 was \$82,644.35. The General Fund Savings balance for the month of February - 2016 was \$672,746.97. The Illinois Fund - General Fund balance for the month of February - 2016 was \$168,400.68. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending February 29, 2016. The actual versus budget variance percent target for the period is 25%. Mr. Kunkel also informed the board that the State is caught up through December on its reimbursements to the county. Mr. Kunkel also discussed the yearly contract with Devnet for providing tax information on the county's website. (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 February and therefore was not present for the meeting.

County Probation Officer Patricia Hohulin had nothing to report to the board for the month of February and therefore was not present for the meeting.

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

County Zoning Officer Jim Burger presented his County Zoning Officer Report for the month of February to the board. Mr. Burger informed the board that there were no building permits issued during the month of February. There were two (2) building permit inspections completed during the month of February. One of which was a final inspection for a new home. Mr. Burger also informed the board that County Zoning Ordinance revisions have been approved and adopted by the Zoning Board of Appeals. Board Chairman Duane Calbow noted other corrections are still needed before the County Board gives its final approval. Mr. Burger stated

that he will get the corrections to the North Central Illinois Council of Governments and have them prepare a final draft. The item will be placed on the agenda for board approval at the April 11, 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 Reports for the months of January and February to the board. There were three (3) deaths reported to his office during the month of January. There were two (2) deaths reported to his office during the month of February. 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. Reports for the months of January and February 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 presented to the board for their approval, a resolution recognizing the Bureau / Putnam Citizens Corps. The resolution recognizes that in the event of a disaster, citizens can provide valuable support to emergency responders. The resolution also authorizes the Putnam County Emergency Management Agency to coordinate such activities. After brief discussion, board member Steven Malavolti moved that the board adopt the resolution as written. 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 (#2016-05). (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 Adopting Resolution For The Restatement Of The Putnam County 457 Plan; the board reviewed the adopting resolution restating and certifying the Putnam County, IL 457 Plan as amended and restated and the Summary of 457 Provisions, which are approved and adopted. After brief discussion, board member Steven Malavolti moved that the Adopting Resolution be approved and adopted as written. 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 (#2016-06).

Also under "New Business" for Ordinance For The Putnam County Health Department Environmental Health Fee Schedule; the county board reviewed a draft of an ordinance recommending adoption of the Environmental Health Department Fee Schedule effective March 1, 2016. After brief discussion, board member Luke Holly moved that the board approve and adopt the ordinance as written and recommended by the Putnam County Health Department. 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 ordinance (#2016-0-01).

Also under “New Business” for Budgetary / Fund Accounting Software Purchase From Computer Information Concepts; the board discussed the purchase of the accounting software from Computer Information Concepts as a follow-up to the Special Board Meeting held on February 22, 2016. At that meeting, Mr. Mike Meyer with Computer Information Concepts gave a presentation on the replacement of the county’s current accounting software. The board agreed to move forward with the purchase of the software. Mr. Meyer will be contacted and asked to provide the final price quotes and Computer Information Concepts’ Initial Peopleware Agreement (contract). That information will be reviewed at the April 11, 2016, Regular Putnam County Board Meeting for final approval. After further discussion by the board, board member Steven Malavolti moved that board move forward with the purchase of the accounting software. Board member Malavolti also moved that the board review and approve the final price quotes and contract at the April 11, 2016, board meeting. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent.

Also under “New Business” for County Board Proclamation For Motorcycle Safety & Awareness; a proclamation was received from the Starved Rock chapter of A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc. for board review and approval for execution. A.B.A.T.E. of Illinois, Inc. is striving to provide a safe, unrestricted motorcycling environment in the State of Illinois, community by community. In an effort to enhance and promote motorcycle safety, education, and awareness, Monthly Safety and Awareness Month Proclamations are being presented to the leaders of the community, respectfully requesting the execution of the proclamation. A.B.A.T.E. of Illinois, Inc. has proclaimed the month of May 2016 as Motorcycle Awareness Month. After brief discussion, board member William Holmes moved that the board approve and execute the proclamation for Motorcycle Safety & Awareness during the month of May 2016 in Putnam County. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent.

Also under “new Business” for Resolution Recognizing The Bureau / Putnam Citizen Corps; the item was discussed earlier in the meeting as part of the County E.M.A. Coordinator’s report.

Also under “New Business” for McNabb Fire Protection District, Trustee Reappointment; the board reviewed a letter of recommendation from the McNabb Fire Protection District for the reappointment of Mr. Bradley Grasser to the Board of Trustees for the McNabb Fire Protection District. The county board understands that Mr. Grasser was to have been reappointed in May of 2015 and is to serve a three-year term which will expire May 1, 2018. After brief discussion, board member Luke Holly moved that the board approve the recommendation for the reappointment of Mr. Grasser as Trustee for the McNabb Fire Protection District. 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 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 Magnolia Fire Protection District, Trustee Appointment; the board reviewed a letter of resignation from Mr. Mark Ahlers, President of the Board of Trustees for the Magnolia Fire Protection District. Mr. Ahlers’ letter of resignation also included a recommendation for the appointment of Mr. Chad Coleman to the Board of Trustees for the Magnolia Fire Protection District. The county board understands that Mr. Coleman will be appointed in May of 2016 and is to serve the remainder of a three-year term which will be left vacant due to Mr. Ahlers’ resignation. That term will expire May 1, 2017. After brief discussion, board member Luke Holly moved that the board approve the recommendation for the reappointment of Mr. Coleman as Trustee for the Magnolia Fire Protection District. 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 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 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. Ms. Susan Grady with Connecting Point Computer Centers has taken over the duties of updating and maintaining the website. Any and all updates should be forwarded to Ms. Susan Grady. 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 February. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of February. 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; there were no members of the public present for any comments.

At 10:25 A.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, April 11, 2016, 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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