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[Home\\_\(!\)](#)

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





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



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

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

**[Minutes - June 12, 2017 \(/\)](#)**

# Putnam County Illinois Board Meeting Minutes

Minutes - June 12, 2017

# PUTNAM COUNTY REGULAR BOARD MEETING

## JUNE 12, 2017, 9:00 A.M.

The regular meeting of the Putnam County Board was called to order at 9:00 A.M. on Monday, June 12, 2017, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by Putnam County Board Chairman Steven Malavolti.

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 8, 2017, 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. It was then moved by board member Sheila Haage to approve the minutes from the June 1, 2017, Special Board Meeting. 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 presented his May report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that the Power Plant Road Widening and Resurfacing Project was completed on June 8, 2017. Mr. Sloan also informed the board that on May 20, 2017, an award letter was received for an additional \$678,000 under the Illinois Major Bridge Program for the replacement of the Bottom Road Bridge. The total amount allotted for the replacement, including FY 2021 and FY 2022 funds is \$1,748,000. A preliminary engineering cost share agreement with the IDOT has been executed for the design work which is currently in progress. The IDOT has agreed to pay the county \$65,000 for their share of the engineering work. Mr. Sloan also informed the board that additional flags and signs for the Bottom Road Bridge have been posted cautioning west-bound loaded trucks that they are not allowed. Mr. Sloan also informed the board that Seal Coating and Paving for the 2017 Motor Fuel Tax work is underway. Other County Highway Engineer activities have included finalizing an arrangement with Marino Development to allow off-road trucks hauling scrap metal to cross the Power Plant Road. A permit was issued with a fee of \$10,000 for one year (paid in 6-month increments). The fee is for the estimated cost of milling and paving the crossing as a result of the damage to the road from the overweight trucks. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, repairing damage and cleaning roads due to flooding, mowing the roadsides, clearing trees downed by high winds, patching holes on S.

Mark Road, and erecting signs and placing flags on Bottom Road for bridge limit. (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 May Sheriff's and Civil Processing Transaction Reports with the board. Mr. Doyle informed the board that a fence will be erected around the new cooling tower. Mr. Doyle also informed the board that currently there are no maintenance issues that need to be addressed. Mr. Doyle had nothing of further interest to discuss with 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 reviewed his May financial reports for the month of May with the board. The General Fund's working balance report for the month of May - 2017 was unavailable at the time of the meeting. The General Fund Income for the month of May - 2017 was \$153,988.26 compared to \$164,179.28 for the month of May - 2016. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month - 2017". The General Fund balance for the month of May - 2017 was \$33,117.57. The General Fund Savings balance for the month of May - 2017 was \$5,752.52. The Illinois Fund - General Fund balance for the month of May - 2017 was \$227,386.42. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending May 31, 2017. The actual versus budget variance percent target for the period is 50.00%. Mr. Kunkel also informed the board that with the first installment of property taxes being collected, tax distribution to the taxing districts will be initiated. (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 May and therefore was not present for the meeting.

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

County Supervisor of Assessments Tammy Mehalic 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 County Zoning Officer's Report for the month of May to the board. Mr. Burger informed the board that there were eight (8) building permits issued during the month of May. There were also eighteen (18) building inspections completed during the month of May. Mr. Burger also included with his report the minutes and recommendations from the Putnam County Zoning Board of Appeal's Variance Hearings held on March 26, 2017. Mr. Burger also informed the board that he has received several phone calls regarding the "old steel mill". Callers were referred to the contact person for the new owners for further information. Mr. Burger also informed the board that he received several complaints relative to burning, property line disputes, dumping, and abandoned buildings. The property owners were contacted concerning the issues. 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 Death Investigator report for the month of May to the board. There were three (3) deaths reported to his office during the month of May. Mr. Cofoid also informed the board that he is looking into acquiring a refrigeration unit for the purpose of the temporary holding of remains that are under investigation before and possibly after an autopsy. The cost will be paid by the special fund account from the surcharge of death certificates. The location of the unit will be in the garage area at the E.M.A. Building as planned. (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 PCEMA Coordinator's report for the month of May 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 April. Mr. Cofoid also reminded the board that the Winter Storm Tabletop Exercise will be held on June 21, 2017, at 6:00 P.M at the E.M.A. Building. (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; there were no reports from any of the board's committees.

Under "New Business" for Overview Of Bureau, Putnam & Marshall County Health Department's Annual Report; Ms. Diana Rawlings, Public Health Administrator with the Bureau, Putnam & Marshall County Health Department, presented to the board the department's 2016 Annual Report. Ms. Rawlings discussed the department's services, resources, and support programs that prevent the spread of infectious diseases and contamination as well as to foster healthy lifestyles. Ms. Rawlings also discussed extending the department's management services to Marshall County along with Putnam County and the opportunity for the three counties to collaborate and share resources and program ideas.

Also under "New Business" for NCIEDC Update; Mr. Ivan Baker with the North Central Illinois Economic Development Corporation was present and addressed the board to discuss the organization's mission and the strategic plan goals and objectives of the NCIEDC. The Mission of the NCIEDC is to create shared prosperity and economic opportunity in the North Central Illinois region by aggressively marketing locational advantages for business investment. Mr. Baker informed the board of the NCIEDC's strategic plan goals which include: 1.) Encouraging business development in the region that will increase the tax base, diversify the economy, and provide quality employment opportunities; 2.) Foster job-creating growth and expansion of existing business and industry; and 3.) Promote an environment that provides quality educational opportunities and workforce training for all ages. Mr. Baker also informed the board that the "old steel mill" site is one of the area's prime mega-sites for development and that marketing the site will be the key objective.

Also under "New Business" for Zoning Variances (2) Recommended By The Putnam County Zoning Board Of Appeals; the board reviewed the minutes and recommendations from the PCZBOA for the petitions for two (2) Zoning Variances. The PCZBOA recommended the

approval for the petition to waive the 50-foot State ROW set-back requirement for property located along Illinois Highway 26. After brief discussion, board member Duane Calbow moved to approve the petition as recommended by the PCZBOA. 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 other Zoning Variance was a request for a "Tiny House" located at 9427 Hennepin-Florid Road, Hennepin, Illinois. The PCZBOA recommended the denial of the Zoning Variance due to the fact that the structure is comprised of 160 square feet and is classified as a trailer. The County Zoning Ordinance clearly states that a structure considered to be a "house" must be at least 800 square feet. After further discussion, board member Duane Calbow moved that the board approve the PCZBOA's recommendation for the denial of the zoning variance for a "Tiny House". Board member Luke Holly 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 Health Insurance, Contract Year July 1, 2017 thru June 30, 2018; Putnam County Clerk and Local Health Plan Representative Dan Kuhn presented to the board the information relative to the Fiscal Year 2018 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - Local Government Health Plan, State of Illinois. The Health Insurance Plan's Group Rate Tier for Fiscal Year 2018 is A+, unchanged from Fiscal Year 2017. The premiums will be increased by 8.2 % for Fiscal Year 2018. After further discussion, board member Sheila Haage moved to approve the Fiscal Year 2018 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - LGHP. Board member Duane Calbow 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 ([www.co.putnam.il.us](http://www.co.putnam.il.us) (<http://www.co.putnam.il.us>)); the board discussed the information updates recently submitted. The addition and revising 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) (<mailto:SGrady@cpointcc.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 April. 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. Board member Haage stated that office space in the courthouse will need to be identified for the Public Defender.

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 Steven Malavolti also reviewed other 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 10:40 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, July 10, 2017, 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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