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**Minutes - May 8, 2017 (/)**

# Putnam County Illinois Board Meeting Minutes

Minutes - May 8, 2017

## PUTNAM COUNTY REGULAR BOARD MEETING

# MAY 8, 2017, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Monday, May 8, 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 April 10, 2017, Regular Board Meeting which was suspended and the minutes from the April 17, 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 reviewed his April report of County Highway Engineer and Maintenance Activities with the board. Mr. Sloan informed the board that the Power Plant Road Widening and Resurfacing Project has started. Mr. Sloan also informed the board that there was a significant amount of damage to several roads as a result of the flooding due to the heavy rains on Saturday, April 29th. Mr. Sloan also informed the board that the State of Illinois has agreed to pay \$65,000 to the county for use to complete the Phase I Preliminary Engineering on the Bottom Road Bridge Replacement Project. Mr. Sloan also informed the board that the Spring Marshall-Putnam Electronics Collection event was held in Toluca, Illinois on April 21st and April 22nd. Twenty-five to thirty percent of the items collected were from Putnam County. Other County Highway Engineer activities have included working with the Illinois Department of Transportation on an audit for MFT and TBP projects for 2013, 2014, 2015, and 2016 and filing a brief with the Circuit Court supporting the County Highway Engineer's decision on the Granville Township road vacation case. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, straightening and erecting signs, putting snow removal equipment away, getting road mowers ready, and reclaiming shoulders on roads. (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 was unable to be present for the meeting. The board reviewed his April Sheriff's and Civil Processing Transaction Reports. (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 Death Investigator Robert Cofoid presented his Death Investigator report for the month of April to the board. There were no deaths reported to his office during the month of April. Mr. Cofoid also informed the board that he attended the Illinois Association of County Officials in Springfield on April 24th and 25th. Mr. Cofoid also informed the board that he assisted with the organizing for the Safety / Prom 2017 program. (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 April 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. (The PCEMA Coordinator Report is on file at the Office of the County Clerk for review by any interested parties.)

County Treasurer Kevin Kunkel was unable to be present for the meeting. The board reviewed his financial reports for the month of April. The General Fund's working balance report for the month of April - 2017 was unavailable at the time of the meeting. The General Fund Income for the month of April - 2017 was \$185,695.38 compared to \$174,799.48 for the month of April - 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 April - 2017 was \$10,592.87. The General Fund Savings balance for the month of April - 2017 was \$8,251.57. The Illinois Fund - General Fund balance for the month of April - 2017 was \$371,259.60. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending April 30, 2017. The actual versus budget variance percent target for the period is 41.67%. (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 April and therefore was not present for the meeting. Ms. Oliveri sent the board a notice informing them that there will be a Civil Jury Trial on August 14th, 15th, and 16th later this year. As a result, the Courtroom and Jury Room will be unavailable on those days. After brief discussion, the board agreed to move the August 14th Regular Meeting of the Putnam County Board to the Putnam County E.M.A. Building. The Clerk of the County Board was directed to have the change of location for the meeting posted to the county's website and publicized in local newspaper..

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

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

County Zoning Officer Jim Burger presented his County Zoning Officer's Report for the month of April to the board. Mr. Burger informed the board that there was one (1) building permit issued during the month of April. There were also four (4) building inspections completed during the month of April. Mr. Burger also informed the board that on March 26, 2017, the Putnam County Zoning Board of Appeals met for Variance Hearings. A request for a variance to waive the fifty foot setback from a State Right of Way was unanimously approved and the PCZBOA requests the county board's approval for the variance. The request for a variance to allow for a Tiny House to be located in Putnam County was unanimously denied and the PCZBOA requests the county board's approval for the denial of the variance. The PCZBOA's findings were attached to Mr. Burger's report for county board review. The owner of the house and family members were present and asked the board to consider revising the current County Zoning Ordinance to allow for Tiny Houses. After further discussion, the board agreed that

further examination and discussion was needed before rendering a decision. The two (2) items will be placed on the agenda for board decision and approval at the June 12, 2017, board meeting. Mr. Burger also informed the board that he will be continuing to monitor potential flooding in the low lying areas of the county. 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.)

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

Under "New Business" for Audit Review, Fiscal Year 12/01/2015 - 11/30/2016; Ms. Kim Bird with Arch Hopkins & Associates, C.P.A.'s reviewed and discussed with the board the Putnam County Annual Financial Report for year ended November 30, 2016. Ms. Bird briefly reviewed the Independent Auditor's Report, Net Assets, Statement of Revenues, Expenditures, and Changes In Fund Balances, Notes To Financial Statements, Budgetary Comparison Schedule (General Fund), Assets Held By All Agency Funds, and the Comparative Statement of Revenues and Expenditures For All Governmental Funds. In conducting the annual audit of the County, a number of recommendations, and observations were also developed. These areas were discussed with the board. It was noted that for the previous six (6) fiscal years, the General Fund's fund balance has been declining. However, the General Fund does have a strong cash balance with no deficits at the end of FY2016. Revenues are expected to remain somewhat flat in FY2017 as property taxes and state revenue sources are not expected to increase significantly. Overall, it is the auditor's opinion that although the financial position of the county remains strong, the board will need to begin examining areas where expenses can be reduced. (The Independent Auditor's Annual Financial Report and the Independent Auditor Report for the County of Putnam are on file at the Office of the County Clerk for review by any interested parties.)

Under "New Business" for Resolution Abating Taxes Imposed On Certain Real Property Located Within The Bureau/Putnam Area Enterprise (2017) Zone; the agenda item requiring board approval was tabled until a special meeting at a later date yet to be determined. Mr. Kevin Lindeman with the North Central Illinois Council of Governments was present and responded to questions from the board. He informed the board that a number of taxing district have yet to determine their participation or non-participation in the "new" Bureau - Putnam County Enterprise Zone. The board also discussed the possible need for a Public Hearing. The date for such a hearing, if needed, will be identified at a later date.

Under "New Business" for Ordinance Ascertaining Prevailing Wage Rates For The County Of Putnam; the board reviewed the ordinance prepared by the State's Attorney which "regulates the wages of laborers, mechanics and other workers employed in any public works by State, County, City, or any public body or any political subdivision or by anyone under contract for public works". After brief discussion, board member William Holmes moved that the board approve and adopt the ordinance as written. The approval is contingent upon the attachment of the June 2017 prevailing wages rates as soon as they are made available. 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 process the ordinance (#2017-0-01). The County Clerk is also directed to send a copy of the ordinance to the Illinois Department of Labor. A copy is no longer required to be sent to the Secretary of State's Office.

Also under "New Business" for Standard Fire Protection District, Trustee Reappointment; the county board reviewed a letter of recommendation for the reappointment of Mr. Joseph Ellena 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 2017, and will expire April 30, 2020. After brief discussion, board member Luke Holly moved that the board approve the recommendation for the reappointment of Mr. Joseph Ellena 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 Magnolia Cemetery Board Members and Terms: the county board reviewed a list of board members and their respective terms that were submitted to the board by the Magnolia Cemetery Board. The Magnolia Cemetery Board is requesting the county board's approval. After brief discussion, board member Sheila Haage moved that the board approve the list of board members for the Magnolia Cemetery Board and their respective terms. Board member Duane Clabow 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 Magnolia Cemetery Board informing them of the board's approval.

Also under "New Business" for County Board Proclamation for Motorcycle Safety & Awareness Month (May); Mr. Robert Ganze with the Starved Rock chapter of A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc. had submitted to the board a proclamation for 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 as Motorcycle Awareness Month. After brief discussion, board member Duane Calbow moved that the board approve and execute the proclamation for Motorcycle Awareness during the month of May in Putnam County. 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 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 April. 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.

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 8:15 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 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, June 12, 2017, at 9:00 A.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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