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# Putnam County Illinois Board Meeting Minutes

Minutes February 14, 2017

## PUTNAM COUNTY REGULAR BOARD MEETING

# FEBRUARY 14, 2017, 7:00 P.M.

The regular meeting of the Putnam County Board was called to order at 7:00 P.M. on Tuesday, February 14, 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 January 9, 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.

County Highway Engineer Pat Sloan presented his January report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that bid-letting for the Power Plant Road resurfacing project was completed on January 20, 2017. One bid was received from Advanced Asphalt Company in the amount of \$1,185,737.04. The bid was less than the engineer's estimate of \$1,250,768.00. The bid for the project will be awarded to Advanced Asphalt Company. Mr. Sloan also informed the board that he has investigated the water/ice problem on the Bottom Road. Some excavation will be required when the weather and soil conditions are favorable. Other County Highway Engineer activities have included working on the documentation for the Magnolia box culvert replacement project and continuing to put together the County-Wide Motor Fuel Tax bid package. The bid opening is tentatively scheduled for March 15, 2017, at 10:00 A.M., at the Marshall County Highway Department. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, salting the roads, cutting / splitting wood for the shop, and taking the 1-ton truck to Koenig for hydraulic repairs. (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 January 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 was unable to be present for the meeting. The board reviewed his financial reports for the month of January. The General Fund's working balance report for the month of January - 2017 was unavailable at the time of the meeting. The General Fund Income for the month of January - 2017 was \$184,123.58 compared to \$183,038.13 for the month of January - 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 January - 2017 was \$12,805.70. The General Fund Savings balance for the month of January - 2017 was \$109,237.80. The Illinois Fund - General Fund balance for the month of January - 2017

was \$567,626.15. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending January 31, 2017. The actual versus budget variance percent target for the period is .167%. (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 January and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his County Zoning Officer's Report for the month of January to the board. Mr. Burger informed the board that there were no building permits issued during the month of January. There were two (2) building inspections completed during the month of January. Mr. Burger informed the board that due to flooding, the flood areas were checked twice. The flooding had just reached the action stage and there was no danger of any damage due to flooding. 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 was unable to be present for the meeting. It was noted that Mr. Cofoid had not submitted his January Death Investigator's report for review by the board prior to the meeting.

Putnam County Emergency Management Agency Coordinator Robert Cofoid was unable to be present for meeting. It was noted that Mr. Cofoid had not submitted his January PCEMA Coordinator's report for review by the board prior to the meeting.

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

Under "New Business" for Magnolia Fire Protection District, Trustee Resignation And Recommendation For Appointment; the board reviewed a letter from the Magnolia Fire Protection District informing the board of the resignation of Mr. Clarence Smith as Trustee for the district. The letter also included a recommendation for the appointment of Ms. Cynthia L. Ringenberg to the Board of Trustees for the Magnolia Fire Protection District. Ms. Ringenberg will complete the three-year term (expiring April 30, 2019) left vacant due to Mr. Smith's resignation. After brief discussion, board member Duane Calbow moved that the board approve the recommendation for the appointment of Ms. Cynthia L. Ringenberg as Trustee for the Magnolia Fire Protection District. 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 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 Lake Thunderbird Association Request For Approval For The Lake Thunderbird’s Annual Fireworks Display (July 1, 2017); the county board reviewed the letter of request from the Lake Thunderbird Association for the board’s approval of their Annual Fireworks Display. After brief discussion, board member William Holmes moved that the board approve the request contingent upon the return of the completed permit along with the additional required documentation as provided for the fireworks display in 2016. 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. The Clerk of the County Board was directed to insure that the required permit and additional documentation is on file. Once filed, a letter of approval from the board will then be sent to the Lake Thunderbird Association.

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 January. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of January. 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 board agreed that the “Time Clock Plus” addition to the overall Budgetary/Fund Accounting will be paid from Appropriation #52, Capital Projects Fund. Computer Information Concepts, the provider of the software will also be directed to remove any late fee charges.

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 7:30 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, March 13, 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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