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

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[Home_\(!\)](#)

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

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

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

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



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[Board 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 January 9, 2017 \(/\)](#)

Putnam County Illinois Board Meeting Minutes

Minutes January 9, 2017

PUTNAM COUNTY REGULAR BOARD MEETING

JANUARY 9, 2017, 4:00 P.M.

The regular meeting of the Putnam County Board was called to order at 4:00 P.M. on Monday, January 9, 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 December 12, 2016, Regular 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 December 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 is scheduled for January 20, 2017. Mr. Sloan also informed the board that the 2017 Motor Fuel Tax bid opening will be held on March 15, 2017. Mr. Sloan then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating an amount of \$218,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2017 and ending December 31, 2017. After brief discussion, board member Duane Calbow moved that the board approve and pass the resolution appropriating the sum of \$218,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2017 and ending December 31, 2017. 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 process the resolution (#2017-01). Mr. Sloan then presented to the board a "Resolution of the County Board of Putnam County Requesting Approval of the Use of Money Allotted to the County Under the Provisions of the Motor Fuel Tax Law". The resolution allows for the board to appropriate the sum of \$38,000.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2017 and ending December 31, 2017. After brief discussion, board member Duane Calbow moved that the board approve and pass the resolution appropriating the sum of \$38,000.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2017 and ending December 31, 2017. 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 (#2017-02). Other County Highway Engineer activities have included beginning the planning process for the 2017 Motor Fuel Tax Maintenance Program. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, plowing snow / salting the roads, cutting / splitting wood for the shop,

fixing signs, and washing the trucks. (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 December Sheriff's and Civil Processing Transaction Reports with the board. Mr. Doyle also informed the board that the contract has been signed for the replacement of the courthouse cooling tower later this year. Mr. Doyle stated that the new boiler is operating fine. 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 presented his financial reports for the month of December to the board. The General Fund's working balance report for the month of December - 2016 was unavailable at the time of the meeting. The General Fund Income for the month of December - 2016 was \$143,124.50 compared to \$146,952.96 for the month of December - 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 December - 2016 was \$13,212.80. The General Fund Savings balance for the month of December - 2016 was \$259,190.56. The Illinois Fund - General Fund balance for the month of December - 2016 was \$535,716.96. Mr. Kunkel's report also included a review of the budget for the current fiscal year for the period ending December 31, 2016. The actual versus budget variance percent target for the period is .0833%. Mr. Kunkel also discussed the payment plan with Computer Information Concepts for the new Budgetary/Fund Accounting System which includes the Timeclock Plus. Four (4) months remain until final payment is due. (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 December and therefore was not present for the meeting.

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

County Supervisor of Assessments Tammy Mehalic addressed the board to discuss a request made to her office relative to an exemption on rental property. This is a "New Business" item on the agenda which the board agreed to move up as part of the Supervisor of Assessments monthly report. Ms. Mehalic informed the board that a rental property owner has requested an Owner Occupied Exemption on the property. The owner stated that the leasee would pay the property taxes which would be considered a portion of the monthly rent. Ms. Mehalic stated that Bureau County allows for the exemption, LaSalle County does not. After discussion, the board agreed to review further before a decision is made.

County Zoning Officer Jim Burger presented his County Zoning Officer's Report for the month of December to the board. Mr. Burger informed the board that there was one (1) building permit issued and three (3) building inspections completed during the month of December. Mr. Burger's report also informed the board that there was one (1) final inspection completed on a

new home. 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 December Death Investigator's report to the board. There were two (2) deaths reported to his office during the month of December. Mr. Cofoid had nothing of further interest to report to the board. (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 E.M.A. Report for the month of December 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 December. Mr. Cofoid also informed the board that the PCEMA will be sponsoring a Weather Spotter training class. A meteorologist with the National Weather Service in Davenport, Iowa will be teaching the class. The class will be held at the PCEMA building on Wednesday, February 22, 2017, at 6:30 P.M. (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 Exemption On Rental Property Request; the item was covered under the Supervisor of Assessments' monthly update.

Also under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2016 thru November 30, 2017); the board reviewed a draft of the contract for renewal of the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb Fire Protection District for a one-year period from December 1, 2016 through November 30, 2017. After brief discussion, board member Luke Holly moved that the board approve the Putnam County Ambulance Service Contract between the County of Putnam and the McNabb 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.

Also under "New Business" for Possible Transferring Of Right Of Way Jurisdiction; Mr. Greg Glenn, Magnolia Township Road Commissioner addressed the board to discuss road jurisdiction issues with the Putnam County Highway Department and the Hennepin Township Road District. The jurisdictional issue deals mainly with snow removal. Mr. Glenn suggested vacating roads under Magnolia Township's jurisdiction and transferring responsibility and jurisdiction to the Putnam County Highway Department and the Hennepin Township Road District. The board inquired whether or not a meeting with the other jurisdictions would aid in alleviating the issue. Mr. Glenn was open to that suggestion. Putnam County Highway Engineer Pat Sloan was present and stated that he would interject in the issue and discuss it with the parties involved and attempt to reach a resolution.

Also under "New Business" for Bureau-Putnam Enterprise Zone Abatement Resolution; Ms. Nora Fesco, Executive Director with the North Central Illinois Council of Governments was present and addressed the board to discuss the continuation of the Bureau-Putnam Enterprise Zone. Ms. Fesco informed the board that the current zone and county abatement will expire on July 1, 2017, unless extended. On January 3, 2017, the Illinois Department of Commerce and Economic Opportunity awarded an Enterprise Zone, known as the Bureau/Putnam Area Enterprise Zone to Bureau and Putnam Counties. The term of the Zone will be for fifteen (15) years commencing on January 3, 2017, and ending on December 31, 2031. After the thirteenth (13th) year, the Zone will be subject to review by the Illinois Enterprise Zone Board for an additional ten (10) years beginning on the expiration date of the enterprise zone. Upon approval by the Illinois Enterprise Zone Board, the Zone may further be in effect for an additional ten (10) years beginning January 1, 2032. The NCICG has been notifying businesses and taxing districts, informing them of the continuation of the Bureau/Putnam Enterprise Zone. Informational meetings will be held on Wednesday, January 25, 2017, at the PCEMA building. Two separate meetings will be held at 2:00 P.M. and 6:00 P.M. The Bureau and Putnam County Boards will be required to pass resolutions approving participation in the Zone. Ms. Fesco provided a sample of the proposed resolution for Bureau County. After discussion, the board agreed that further review and discussion will be needed before passage of a resolution.

Also under "New Business" for Putnam County Board Committee Assignments for Fiscal Year 2016 - 2017, Board Chairman Steven Malavolti reviewed the board committee assignments for the Fiscal Year 2016 thru 2017. After brief discussion, the membership of the committees was finalized and the Clerk of the County Board was directed to update the committee list and distribute accordingly.

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 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>).

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of December. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of December. 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.

Also under "New Business" for Public Comment Period; there were no members of the public present for any comments.

At 6:15 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 Tuesday, February 14, 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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