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Putnam County Illinois Board Meeting Minutes

Minutes - April 9, 2018

PUTNAM COUNTY REGULAR BOARD MEETING

APRIL 9, 2018, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, April 9, 2018, 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, and Steven Malavolti. Board member Luke Holly was absent for the for the roll call.

It was moved by board member Duane Calbow to approve the minutes from the March 12, 2018, Regular Board Meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was then moved by board member Sheila Haage to approve the minutes from the March 28, 2018, board's Finance Committee Meeting which was suspended. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was then moved by board member Sheila Haage to approve the minutes from the April 4, 2018, reconvened board's Finance Committee Meeting. Board member Duane Calbow seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent.

County Highway Engineer Pat Sloan presented his March report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented a draft of a "Resolution Awarding Bids For Various Township And County Maintenance Sections" to the board for their review and approval. The bid tabulations from the March 21, 2018, bid letting were attached to Mr. Sloan's March report. All bids were within the IDOT guidelines to award and were less than the engineer's estimate. Seal Coat bids were awarded to Pavement Maintenance Service of Henry, Illinois. They were the low responsible bidder for Magnolia Township and Senachwine Township. Paving bids were awarded to Advanced Asphalt of Hennepin, Illinois. They were the low responsible bidder for Granville Township and Hennepin Township. Mr. Sloan recommended the award of the contracts to the low responsible bidder as listed in the resolution and as approved by the IDOT. After brief discussion, board member Sheila Haage moved to approve and adopt the resolution as written. Board member Duane Calbow

seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the **Resolution (#2018-07)**. Mr. Sloan also informed the board that the project to improve a section of South Mark Road has been put on hold for at least a year. Other County Highway Engineer activities have included a site visit with the IDOT District 4 geotechnical engineer relative to the slide area on the Bottom Road and the geotechnical considerations for the Bottom Road Bridge which is currently in the design phase. The Sheriff is providing assistance on the accident history evaluation for the Bottom Road Bridge project. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, plowing and salting the roads, and getting the mower tractor ready for the upcoming mowing season. (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 March Sheriff's and Civil Processing Transaction Reports with the board. Mr. Doyle informed the board that currently there are no courthouse 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 presented his financial reports for the month of March to the board. The General Fund's working balance for the month of March, Fiscal Year 2018 was \$162,797.64 compared to a working balance of \$153,626.75 for the month of March, Fiscal Year 2017. Mr. Kunkel's report also included a review of the "General Fund Accounts Balance by Month, Fiscal Year 2018". The General Fund balance for the month of March, Fiscal Year 2018, was \$266.85. The General Fund Savings balance for the month of March, Fiscal Year 2018, was \$843.74. The Illinois Fund - General Fund balance for the month of March, Fiscal Year 2018, was \$60,445.12. The actual versus budget variance percent target for the period is 33.33%. (The County Treasurer's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

At this point if the meeting the board agreed to move up the "New Business" agenda item for "Resolution Regarding Inter Fund Loan" for discussion and decision. The resolution is required as a result of expenses and obligations for the General Fund not being met with the current cash flow. The resolution states that; "in order to insure adequate funding for the general expenses and obligations of the General Fund, it is necessary to borrow a sufficient amount (short term) to meet their (the board's) obligations from other special revenues or funds". The resolution further states that; "an amount not to exceed \$375,000.00 be borrowed on an as needed basis from the Highway Federal Aid Matching Fund to meet the general expenses and obligations of the County of Putnam". After further discussion, board member Sheila Haage moved that the resolution be approved and adopted by the board as written. Board member Duane Calbow seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the **Resolution (#2018-08)**.

At 5:45 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Duane Calbow seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The board then retired into Executive Session.

EXECUTIVE SESSION

At 5:50 P.M., board member Sheila Haage moved that the board return to Regular Session. Board member William Homes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The board then returned to Regular Session.

County Circuit Clerk Cathy Oliveri had nothing to report for the month of March and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of March to the board. Mr. Burger informed the board that there were three (3) building permits issued during the month of March, one each for a pole building, garage, and a grain bin. There were also four (4) building inspections completed during the month of March. There were no final inspections during the month of March. Mr. Burger also informed the board that there have been three (3) inquiries requesting a copy of the revised Utility Solar Energy (Solar Farms) section of the County Zoning Ordinance. Mr. Burger had nothing of further interest to report to the board. (The County Zoning Officer's 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 March to the board. There were two (2) deaths reported to his office during the month of March. Mr. Cofoid informed the board that he will not plan on attending the Illinois Association of County Officials Conference in Springfield. Mr. Cofoid also informed the board that the annual P.C. Awareness Program for the high school will be later this April just before the Prom. Mr. Cofoid had nothing of further interest to discuss with 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 PCEMA Coordinator's report for the month of March 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 March. (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 for the month of March.

Under “New Business” for Resolution Regarding Inter Fund Loan; the agenda item was moved up and was covered earlier in the meeting following the County Treasurer’s Financial Reports.

Also under “New Business” for Resolution Of Approval For Updated Drug & Alcohol Compliance For The Illinois Department Of Transportation; Mr. Mick Johnson representing Bureau-Putnam Area Rural Transit (BPART) operated by Gateway Services addressed the board and presented a draft of a resolution revising the Drug and Alcohol Policy which was adopted January 2008. The resolution is in compliance with Federal Register 49 CFR Part 655: Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations. After further discussion, board member Duane Calbow moved that the resolution be approved and adopted as written. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the **Resolution (#2018-09)**.

Also under “New Business” for Lake Thunderbird Association Request For Approval For The Lake Thunderbird’s Annual Fireworks Display (July 7, 2018); 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 2017. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the association informing them of the board’s approval contingent upon the return of the additional required documentation.

Also under “New Business” for Cemetery Mowing Bids; the board reviewed the one (1) sealed bid submitted for the mowing and trimming of the Old Granville, Florid, and Caledonia cemeteries for 2018. After brief discussion, board member Sheila Haage moved that the board award the cemetery mowing and trimming bid to Countryside Lawn Care which is owned and operated by Mr. Alan Christini. (It was noted that Mr. Christini had submitted the only bid.) Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. It was also noted that Mr. Christini had submitted proof of liability insurance along with his bid. The Clerk of the County Board was directed to send a letter to Mr. Christini notifying him of the board’s decision. (The bid is now on file at the Office of the County Clerk and is available for public inspection and review.)

Also under “New Business” for Magnolia Fire Protection District, Trustee Resignation And Recommendation For Appointment; the board reviewed a letter of resignation from Mr. Steven Ringenberg, Secretary/Treasurer/Trustee for the Magnolia Fire Protection District. Mr. Ringenberg’s letter of resignation also included a recommendation for the appointment of Mr. Mathew L. Smith to the Board of Trustees for the Magnolia Fire Protection District. Mr. Smith will be appointed in May of 2018 and is to serve the remainder of a three-year term which will

be left vacant due to Mr. Ringenburg's resignation. That term will expire May 1, 2019. After brief discussion, board member William Holmes moved that the board approve the recommendation for the appointment of Mr. Smith as Trustee for the Magnolia Fire Protection District. Board member Duane Calbow seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 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 Henry Fire Protection District, Trustee Re-appointment (Proposed Resolution); the board reviewed a proposed resolution submitted by the Henry Fire Protection District requesting county board approval for the re-appointment of Mr. John Louis as Trustee for the Henry Fire Protection District. The term of the re-appointment will be for three (3) years commencing on the first Monday in May of 2018. After brief discussion, board member Duane Calbow moved that the board approve and adopt the resolution as written for the re-appointment of Mr. Louis as trustee for the Henry Fire Protection District. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the **Resolution (#2018-10)** and send a letter to the district informing them of the board's decision.

Also under "New Business" for Standard Fire Protection District, Trustee Reappointment; the county board reviewed a letter of recommendation for the reappointment of Mr. Michael Richetta 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 2018, and will expire April 30, 2021. After brief discussion, board member Sheila Haage moved that the board approve the recommendation for the reappointment of Mr. Michael Richetta 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 3 ayes, 0 nays, and 1 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 Possible Options For Courthouse Hours; the board discussed possible options for the courthouse's business hours as a potential cost-saving measure. After discussion board member Duane Calbow moved that the current courthouse business hours of 8:30 A.M. to 4:30 P.M. be changed to 9:00 A.M. to 4:00 P.M. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board will see that the change is reflected on the Putnam County website.

Also under "New Business" for Term Salaries For Elected County Officials; the board agreed to table the agenda item for discussion and decision at the May 14, 2018, Regular Meeting of the Putnam County Board.

Also under "New Business" for Putnam County Website (www.co.putnam.il.us (<http://www.co.putnam.il.us>)); the board discussed information updates submitted for posting to the website. The addition and / or 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) ([**\(mailto:SGrady@cpointcc.com\)**](mailto:SGrady@cpointcc.com)). The board also discussed exploring alternative resources for posting updates on the county's website as a cost-saving measure.

Also under "New Business" for Approve Bills; the county board reviewed the bills for the month of March. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of March. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 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; several members of the public were present for the meeting and commented on the county's current financial situation. County Treasurer Kevin Kunkel explained to those members of the public present a number of contributing factors that have adversely impacted the current fiscal year's budget.

At 6:40 P.M., board member Sheila Haage moved to adjourn the meeting. Board member William Holmes seconded the motion and the motion was carried on a roll call board vote of 3 ayes, 0 nays, and 1 absent. The meeting was adjourned. The next Regular Meeting of the Putnam County Board is scheduled for Monday, May 14, 2018, at 5:30 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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