



120 North 4th Street, Hennepin, IL 61327

Search ...

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

Illinois County Map of COVID-19 Positive Cases

(<https://www2.illinois.gov/sites/coronavirus/map>)

[Home_\(!\)](#)

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

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

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

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



[_\(http://my.textcaster.com/asa/Default.aspx?ID=293284bb-a5aa-4a6e-9375-3b2a7c77ff2e\)](http://my.textcaster.com/asa/Default.aspx?ID=293284bb-a5aa-4a6e-9375-3b2a7c77ff2e)



[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 - December 10, 2018 \(/\)](#)

Putnam County Illinois Board Meeting Minutes

Minutes - December 10, 2018

PUTNAM COUNTY REGULAR BOARD MEETING

DECEMBER 10, 2018, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, December 10, 2018, in the boardroom at the Putnam County Courthouse in Hennepin, Illinois by the Clerk of the Putnam County Board and Acting County Board Chairman, Daniel S. Kuhn.

Mr. Kuhn began the meeting by asking for a moment of silence in reverence for all deceased, former Putnam County Board Members and County Officials.

Roll Call was taken by the Clerk of the County Board with Sheila Haage, William Holmes, Steven Malavolti, Luke Holly, and Charles Lenkaitis answering.

The Pledge of Allegiance was given by all in attendance.

The next order of business was for the county board to nominate and elect a board chairman. The Clerk of the County Board and Acting County Board Chairman opened the floor for nominations. Board member Luke Holly nominated Steven Malavolti to serve as County Board Chairman. With no further nominations, board member Sheila Haage then moved that the nominations be closed. Board member Luke Holly seconded the motion and the motion was carried on a roll call board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a roll call vote for Steven Malavolti to serve as County Board Chairman with 4 ayes, 0 nays, and 1 abstention. The next order of business was for the board to nominate and elect a County Board Vice-Chairman. The Clerk of the County Board and Acting County Board Chairman opened the floor for nominations. Board member Steven Malavolti nominated Luke Holly to serve as County Board Vice-Chairman. With no further nominations, board member Sheila Haage moved that the nominations be closed. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 5 ayes, 0 nays, and 0 abstentions. As a result, the board cast a roll call vote for Luke Holly to serve as County Board Vice-Chairman with 4 ayes, 0 nays, and 1 abstention. At this point of the meeting, board member Steven Malavolti was asked to take the chair and preside as County Board Chairman.

It was moved by board member Sheila Haage to approve the minutes from the November 13, 2018, 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 Luke Holly to approve the minutes from the November 28, 2018, Special Board Meeting. Board member Sheila Haage seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent.

Sheriff Kevin Doyle presented his November Sheriff's and Civil Processing Transaction Reports to the board. Mr. Doyle also informed the board that currently there are no courthouse maintenance issues that need to be addressed. 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 November to the board. The General Fund's working balance for the month of November, Fiscal Year 2018 was \$261,038.67 compared to a working balance of \$281,417.79 for the month of November,

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 November, Fiscal Year 2018, was \$35,101.10. The General Fund Savings balance for the month of November, Fiscal Year 2018, was \$415,091.39. The Illinois Fund - General Fund balance for the month of November, Fiscal Year 2018, was \$93,273.91. The total of the General Fund Accounts is \$543,466.40. The actual versus budget variance percent target for the period is 100%. Mr. Kunkel also informed the board that there is a possibility that the county will need to borrow money before tax distribution in 2019. (The County Treasurer's financial reports are on file at the Office of the County Clerk for review by any interested parties.)

County Highway Engineer Pat Sloan presented his November County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented to the board two (2) Resolutions for Improvement required by the Illinois Department of Transportation. The first resolution is for the appropriation of \$30,000.00 for the construction of the Salt Storage Building. After brief discussion, board member William Holmes moved that the board approve and adopt the resolution appropriating the sum of \$30,000.00 from the Motor Fuel Tax Fund for the construction of the Salt Storage Building. 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 (#2018-25). The second resolution is for the appropriation of \$90,000.00 for the construction of the Salt Storage Foundation. After brief discussion, board member Luke Holly moved that the board approve and adopt the resolution appropriating the sum of \$90,000.00 from the Motor Fuel Tax Fund for the construction of the Salt Storage Foundation. 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 (#2018-26). 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 \$40,000.00 from the Motor Fuel Tax Fund to pay part of the monthly salary of the Putnam County Engineer for the year beginning January 1, 2019 and ending December 31, 2019. After brief discussion, board member Luke Holly moved that the board approve and adopt the resolution appropriating the sum of \$40,000.00 from the Motor Fuel Tax Fund to pay part of the monthly salary of the Putnam County Engineer for the year beginning January 1, 2019 and ending December 31, 2019. 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 (#2018-27). Mr. Sloan then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating an amount of \$90,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2019 and ending December 31, 2019. After brief discussion, board member William Holmes moved that the board approve and pass the resolution appropriating the sum of \$90,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2019 and ending December 31, 2019. Board member Charles Lenkaitis 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 (#2018-28). Mr. Sloan informed the board that the 2019 Motor Fuel Tax Planning Kick-off memo has been sent out to all the townships encouraging them to come in during January to start the paperwork with the IDOT. The annual MFT Bid Date is March 20, 2019. Other County Highway Engineer activities have included work on Bottom Road Bridge Project. The IDOT has moved the bid letting to April 26, 2019. A request for an early award after bidding has been submitted to the IDOT so construction can begin in June. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, loading the salt shed, cleaning the roadside mowers and putting them away, having the trucks tested, and plowing/salting the county highways. (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.)

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

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

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

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of November to the board. Mr. Burger informed the board that there were three (3) building permits issued during the month of November. One (1) permit was for a patio, one (1) permit was for a deck, and one (1) permit was for a carport. There were seven (7) building inspections completed during the month of November. One (1) was a final inspection for a grain bin. Mr. Burger also informed the board that he has met with Alessio and Sons for an update on the progress of the remaining demolition and clean-up of the former steel mill. Demo permits have been issued for the remaining steel mill structures that are still standing. All is proceeding well and Alessio and Sons project completion in seven (7) months. Mr. Burger also informed the board that he has received calls from another company requesting an application for a Special Use Permit for a Solar Energy Farm. (The County Zoning Officer Report is on file at the Office of the County Clerk for review by any interested parties.)

County Death Investigator Bob Cofoid presented his Death Investigator report for the month of November to the board. There were two (2) deaths reported to his office during the month of November. Mr. Cofoid also informed the board that he attended the Illinois Coroners and Medical Association Meeting/Training in Chicago. The approval of the slate of officers for the association was completed and Mr. Cofoid stated he will continue in the position of District 9 Director. (The County Death Investigator Report is on file at the Office of the County Clerk for review by any interested parties.)

Putnam County Office of Emergency Management Coordinator Bob Cofoid addressed the board and read his letter of resignation as the Coordinator for the Putnam County Office of Emergency Management. The board accepted Mr. Cofoid's resignation and presented him with a Certificate of Appreciation for all his dedication and hard work as the Coordinator for the

Office of Emergency Management. The appointment of a new PCOEM Coordinator was discussed by the board. Board member Sheila Haage moved that the board appoint Ms. Chauntelle Biagi-Bruer as the new PCOEM Coordinator. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Ms. Biagi-Bruer accepted the appointment as PCOEM Coordinator and thanked the board for the opportunity. Ms. Biagi-Bruer then presented the PCOEM Coordinator's report for the month of November to the board. Ms. Biagi-Bruer's report highlighted the attendance at various meetings, training, and other activities the office sponsored and/or participated in during the month of November. Ms. Biagi-Bruer also informed the board that the Annual EMPG Grant Application has been submitted to IEMA. (The PCOEM 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 November.

Under "New Business" for Ambulance Service Contract Between The County Of Putnam And The McNabb Fire Protection District (December 1, 2018 thru November 30, 2019); Mr. John Cimei, McNabb Fire Protection District President was present and presented 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, 2018, through November 30, 2019. The County of Putnam agrees to pay the McNabb Fire Protection District \$286,600.00 for ambulance service for the contract year. This is an increase of \$20,000.00 from the previous contract year. After reviewing the draft of the contract, 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 for the one (1) year period from December 1, 2018, through November 30, 2019. Board member Sheila Haage 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 Marshall-Putnam Extension Service Update; Ms. Jill Guynn, County Director with the University of Illinois Extension Service for Bureau, LaSalle, Marshall, and Putnam Counties, was present for the meeting and gave an update on the service's programs and activities. Also present with Ms. Guynn were some of the service's educators and program coordinators; Susan Glassman, Anne Scheel, and Daryl Wragge. Each discussed the classes and programs they are involved with. Ms. Guynn also discussed the partnership with Illinois Valley Community College and the service's hub office location on the college's campus. Ms. Guynn also discussed the service's budget for the next fiscal year. Board member Luke Holly moved to approve the amount of \$58,000.00 appropriated by the board for Extension Education. Board member Charles Lenkaitis seconded the motion and the motion was carried on a roll call board vote of 4 ayes, 0 nays, and 0 absent. Ms. Guynn thanked the board for the county's financial support.

Also under "New Business" for County O.E.M. Coordinator Appointment; the item was covered under the County O.E.M. Coordinator's update given earlier in the meeting.

Also under “New Business” for Annual Review Of Courthouse Policies And Procedures And Ordinance For Adoption; the board agreed to table the discussion and decision on the item until January 14, 2019, board meeting as further discussion is needed. The board also agreed to distribute a copy of an updated version of the policies and procedures to the officeholders and department heads for their input prior to the next meeting.

Also under “New Business” for Schedule Regular Board Meeting Dates For the Year 2019; the board reviewed the worksheet prepared prior to the meeting and agreed on the scheduled meeting dates for 2019. The board then discussed the scheduled times for the meetings and agreed to schedule all meetings at 5:30 P.M for the year 2019. The Clerk of the County Board was directed to distribute and publish the schedule as required.

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>).

Also under “New Business” for Approve Bills; the county board reviewed the bills for the month of November. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of November. 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 6:50 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, January 14, 2019, 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**

Copyright © 2012- 2023 Putnam County Illinois

[Terms of Use \(/terms-of-use\)](#)

[Privacy \(/privacy\)](#)

[Sitemap \(/sitemap\)](#)

[Search \(/search\)](#)

[Accessibility Statement \(/accessibility-statement\)](#)

**Website Design by
Connecting Point Computer Centers**

(<http://www.cpointcc.com>)

Hosting by IVNet (<http://www.ivnet.com/>)