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Putnam County Illinois Board Meeting Minutes

Minutes - January 8, 2018

PUTNAM COUNTY REGULAR BOARD MEETING

JANUARY 8, 2018, 5:30 P.M.

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, January 8, 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, Steven Malavolti, and Luke Holly answering.

It was moved by board member Sheila Haage to approve the minutes from the December 11, 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 December report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that he has begun meeting with the townships to set-up the Motor Fuel Tax Plans for 2018. 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 \$38,373.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2018 and ending December 31, 2018. After brief discussion, board member Duane Calbow moved that the board approve and pass the resolution appropriating the sum of \$38,373.00 from the Motor Fuel Tax Fund to pay the monthly salary of the Putnam County Engineer for the year beginning January 1, 2018 and ending December 31, 2018. 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 (#2018-01). Mr. Sloan then presented to the board a County Maintenance Resolution to be submitted to the Illinois Department of Transportation, appropriating an amount of \$155,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2018 and ending December 31, 2018. After brief discussion, board member Luke Holly moved that the board approve and pass the resolution appropriating the sum of \$155,000.00 from the Motor Fuel Tax allotment for the maintenance on county or state highways in Putnam County for the year beginning January 1, 2018 and ending December 31, 2018. 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. The Clerk of the County Board was directed to process the resolution (#2018-02). Other County Highway Engineer activities have included meeting with the Illinois Department of Transportation District 4 and our engineering consultant, Maurer-Stutz, on January 4th to discuss the Bottom Road Bridge Project. The purpose of the meeting was to

confirm the scope of work and “re-energize” the project. We are proceeding with the Phase 1 Preliminary Engineering which encompasses both the work on Rt. 89 and Bottom Road.

County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department’s vehicles, putting the V-plow and chains on grader, plowing and salting the roads, and cleaning out gutters and drains at the shop. (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 informed the board that the heaters in the Sheriff Department’s sally port are old and in need of replacement. Bids will go out for the replacement of the old heaters with radiant heaters. 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 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 reviewed his financial reports for the month of December with the board. The General Fund’s working balance for the month of December, Fiscal Year 2017 was \$143,124.50 compared to a working balance of \$108,311.29 for the month of December, Fiscal Year 2018. The General Fund Income for the month of December, Fiscal Year 2018, was \$108,311.29. 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 December, Fiscal Year 2018, was \$40,213.74. The General Fund Savings balance for the month of December, Fiscal Year 2018, was \$255,786.59. The Illinois Fund - General Fund balance for the month of December, Fiscal Year 2018, was \$174,454.15. The actual versus budget variance percent target for the period is 8.33%. Mr. Kunkel also informed the board that he has collected nearly \$300,000 thus far for the pre-payment of property taxes. A county board resolution will be needed that will allow the treasurer to invest the tax payments. Mr. Kunkel will discuss the preparing of the resolution with the State’s Attorney. (The County Treasurer’s 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 Mehalic had nothing to report for the month of December and therefore was not present for the meeting.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of December to the board. Mr. Burger informed the board that there were two (2) building permits issued during the month of December. There were four (4) building inspections completed during the month of December. There were no final inspections during the month of December. Mr. Burger had nothing of further interest to report to the board. Mr. Burger also informed the board that he and board member Luke Holly attended a meeting at the Marshall-

Putnam Farm Bureau on Solar Farm Zoning. A draft of a revised Utility Solar Energy Systems section for the County Zoning Ordinance will be prepared for review and approval by the county 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 Death Investigator report for the month of December to the board. There were three (3) deaths reported to his office during the month of December. 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 December to the board. Mr. Cofoid informed the board that we have received our EOC Agreement from IEMA and permission from IEMA to begin purchasing items for the EOC Grant. This is a 100% grant which means that the county pays for the IEMA approved items and then the county is reimbursed 100% of the amount of the grant (\$24,998). Mr. Cofoid's report also highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in during the month of December. (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 December.

Under "New Business" for Resolution / State's Attorneys Appellate Prosecutor; State's Attorney Christina Judd-Mennie reviewed and explained to the board the resolution which supports the continued operation of the Office of the State's Attorneys Appellate Prosecutor and designates the Office of the State's Attorneys Appellate Prosecutor as its agent to administer the operation of appellate offices and process said appellate court cases for Putnam County. After brief discussion, board member Duane Calbow moved that the board approve and adopt the resolution as written. 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 process the resolution (#2018-03).

Also under "New Business" for Resolution Adopting A Policy Prohibiting Sexual Harassment For Putnam County, Illinois; the board reviewed a draft of a resolution pursuant to Public Act 100-0554 which was enacted by the Illinois General Assembly effective November 16, 2017. Pursuant to the Act, each government unit shall adopt a resolution establishing a policy to prohibit sexual harassment. All prior existing sexual harassment policies of Putnam County shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this resolution. After brief discussion, board member Luke Holly moved that the board approve and adopt the resolution as written. Board member Duane Calbow 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 process the resolution (#2018-04).

Also under "New Business" for Resolution Of Putnam County Abating Taxes Imposed On Certain Real Property Located Within The Bureau/Putnam Area (2017) Enterprise Zone; the board reviewed a draft of a resolution which states that Putnam County is in support of the abatement of certain taxes for the term of the "zone" which commenced on December 30, 2016, and which expires on December 29, 2031. After brief discussion, board member Sheila Haage moved that the board approve and adopt the resolution as written. 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 process the resolution (#2018-05).

Also under "New Business" for Department Of Labor Requirements For Salary Positions; board Chairman Steven Malavolti reviewed information with the remainder of the board from the U.S. Department of Labor and the Fair Labor Standards Act relative to requirements for salary positions.

At 6:15 P.M., board member Sheila Haage moved that the board retire into Executive Session to discuss personnel issues (5ILCS 120/2). Board member Luke Holly seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The board then retired into Executive Session.

EXECUTIVE SESSION

At 6:40 P.M., board member Sheila Haage moved that the board return to Regular Session. Board member Luke Holly seconded the motion and the motion was carried on a board vote of 4 ayes, 0 nays, and 0 absent. The board then returned to Regular Session.

It was agreed by the board to have the State's Attorney review the information provided from the Department of Labor and the Fair Labor Standards Act and how it may be applied to the county's salaried positions.

Also under "New Business" for Putnam County Board Committee Assignments for Fiscal Year 2017 - 2018, Board Chairman Steven Malavolti reviewed the board committee assignments for the Fiscal Year 2017 thru 2018. 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 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 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. 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 6:45 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 13, 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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