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Putnam County Illinois Board Meeting Minutes

Minutes - June 11, 2018

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, June 11, 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 May 14, 2018, 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 May report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented a draft of a "Resolution Establishing a Class II or Class III Designated Truck Route" from the Illinois Department of Transportation. The resolution states that portions of County Highway 1, Power Plant Road and 800E beginning at the intersection of Old Highway 26 and extending to 800E end for 3.55 miles shall be designated as a Class III Truck Route with a load limit of 80,000 pounds. After brief discussion, board member Luke Holly 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 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to process the Resolution (#2018-15). Mr. Sloan also presented a draft of a "Resolution Awarding Bids For County Salt Storage Foundation, Section 18-00000-02 MG". (A copy of the Tabulation of Bids was provided to all board members.) The resolution awards the contract for the salt shed storage foundation to the low responsible bidder, Gensini Excavating, Inc. for the amount of \$83,600.00. The contract is contingent on approval by the Illinois Department of Transportation. Funding for the work will be from the Motor Fuel Tax Fund. After brief discussion, board member Sheila Haage moved to approve and adopt the resolution as written. 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 (#2018-16). Mr. Sloan informed the board that he has not received any bids for the County Salt Storage Building, Section 18-00000-01 MG. He will inform the board of progress at a later date. Other County Highway Engineer activities have included assisting with the continuation of Motor Fuel Tax work for the townships. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, getting trucks tested, getting tractor/mower ready mowing, reclaiming shoulders on county roads, and installing a field entrance on Hennepin/Florid Road. (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 May Sheriff's and Civil Processing Transaction Reports with the board. Mr. Doyle informed the board that beginning July 9, 2018, only the north side entrance to the courthouse will be open during the upcoming murder trial. Everyone must enter and leave via the north side entrance. The front (west) entrance will be blocked. The metal detector will be moved downstairs by the north side entrance. 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 presented his financial reports for the month of May to the board. The General Fund's working balance for the month of May, Fiscal Year 2018 was \$215,578.39 compared to a working balance of \$153,988.26 for the month of May, 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 May, Fiscal Year 2018, was \$98,427.27. The General Fund Savings balance for the month of May, Fiscal Year 2018, was \$843.74. The Illinois Fund - General Fund balance for the month of May, Fiscal Year 2018, was \$523.63. The actual versus budget variance percent target for the period is 50.00%. The total balance of the three (3) General Fund Accounts for May (\$99,794.64) includes \$75,000 transferred from the Highway Federal Aid Matching Fund. Mr. Kunkel also discussed the county clerk's tax rate calculation error which resulted in less tax dollars extended to the Village of Granville. A tax levy amount of \$55,499 for a Series 2018A Bond for tax year 2017 was not included in the tax rate calculation. Corrected tax bills will be mailed out to the Village of Granville taxpayers along with a letter explaining the error. A notice will also be published in the Putnam County Record. (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 May and therefore was not present for the meeting.

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

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

County Zoning Officer Jim Burger was not present for the meeting. It was noted that Mr. Burger had not submitted his Zoning Officer report for the month of May to the board prior to the meeting.

County Death Investigator Robert Cofoid presented his Death Investigator report for the month of May to the board. There were no deaths reported to his office during the month of May. 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 Office of Emergency Management Coordinator Robert Cofoid presented his PCOEM Coordinator's report for the month of May 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 May. Mr. Cofoid also informed the board that the Putnam County Full Scale Exercise is scheduled for July 28, 2018. The board discussed the cleaning of the OEM building with Mr. Cofoid and would like to look at identifying a more cost effective measure for the cleaning of the building. (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 May.

Under "New Business" for County Health Insurance, Contract Year July 1, 2018 thru June 30, 2019; Putnam County Clerk and Local Health Plan Representative Dan Kuhn had provided information prior to the meeting relative to the Fiscal Year 2019 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - Local Government Health Plan, State of Illinois. The Health Insurance Plan's Group Rate Tier for Fiscal Year 2019 is A+, unchanged from Fiscal Year 2018. The premiums will be increased by 5.7 % for Fiscal Year 2019. After further discussion, board member Duane Calbow moved to approve the Fiscal Year 2019 Intergovernmental Agreement for the county's Health Insurance Plan through the Department of Central Management Services - LGHP. Board member Sheila Haage seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. Mr. Kuhn will complete the required contractual paperwork and file it with the Department of Central Management Services, State of Illinois.

Also under "New Business" for Fish 'N Fun Request Of Approval For The Sale Of Beer And Wine At Annual Pancake Breakfast (August 5, 2018); the county board reviewed the letter of request for the board's approval for the sale of beer and wine at the Fish 'N Fun Annual Pancake Breakfast. After brief discussion, board member Duane Calbow moved that the board approves the request. The approval is contingent upon the county clerk's receipt of proof of liquor liability insurance prior to the event. Board member Luke Holly seconded the motion and the motion was carried on a roll call vote of 4 ayes, 0 nays, and 0 absent. The Clerk of the County Board was directed to send the Fish 'N Fun Board of Directors a letter notifying them of the board's approval which is contingent upon the county clerk's receipt of proof of liquor liability insurance.

Also under "New Business" for Putnam County Conservation District, Trustee Appointment, the board reviewed the one (1) application and resume submitted for the appointment. After brief discussion, board member Luke Holly moved that the board approve the appointment of Ms. Janet Rodda to the Board of Trustees for the P.C.C.D. 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 Ms. Rodda and the PCCD informing them of the board's approval of appointment.)

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 May. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of May. 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 also

discussed the Post Office Box rental fee and whether or not some of the Post Office Boxes can be combined as a cost-saving measure. The rental fee will be paid for this fiscal year and possible changes discussed for next fiscal year.

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; a visitor with the Boy Scouts of America was present and informed the board that eight (8) hours of community service is required for a Boy Scout to earn a Merit Badge. She offered to have the Boy Scouts clean the PCOEM building for the completion of the community service hours.

At 6:25 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, July 9, 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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