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Putnam County Illinois Board Meeting Minutes

Minutes - May 14, 2018

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Monday, May 14, 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 roll call.

It was moved by board member Duane Calbow to approve the minutes from the April 9, 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.

County Highway Engineer Pat Sloan presented his April report of County Highway Engineer and Maintenance Activities to the board. Mr. Sloan presented a draft of a corrected "Resolution Awarding Bids For Various Township And County Maintenance Sections" to the board for their review and approval. The resolution corrects the bid amounts by Advanced Asphalt for HMA Paving for Granville and Hennepin Townships. After brief discussion, board member William Holmes moved to approve and adopt the corrected resolution as written. 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 corrected Resolution (#2018-07). Mr. Sloan also informed the board that paving work is beginning this month for Hennepin and Granville Township on Power Plant Road and will require daytime closure between ESK Road and St. Paul Extension/Ab Drive. The only exception will be for emergency vehicles only. Mr. Sloan also informed the board that he plans on putting the Salt Shed Project out for bids this month and will hope to have an acceptable bid to present to the board at the June board meeting. Other County Highway Engineer activities have included inspecting the township and county ROW's to monitor for restoration and pavement damage as a follow-up to Ameren's work on the electric transmission main. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, attending flagger training, cleaning snow removal equipment, and patching holes on S. Mark, Florid, and Fish N' Fun Roads. (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 April 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 April to the board. The General Fund's working balance for the month of April, Fiscal Year 2018 was \$172,350.56 compared to a working balance of \$153,928.26 for the month of April, 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 April, Fiscal Year 2018, was \$2,451.62. The General Fund Savings balance for the month of April, Fiscal Year 2018, was \$843.74. The Illinois Fund - General Fund balance for the month of April, Fiscal Year 2018, was \$6,143.34. The actual versus budget variance percent target for the period is 41.67%. Mr. Kunkel informed the board that the first installment for property tax payments will be due by June 18, 2018, with the second installment due September 18, 2018. The Delinquent Tax Sale will be held on November 9, 2018. Mr. Kunkel also informed the board

that he may need to borrow \$30, 000 to \$40,000 by the end of May from the Highway Federal Aid Matching Fund to cover payroll (Resolution #2018-08). (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 April and therefore was not present for the meeting. State's Attorney Christina Judd-Mennie presented to the board a draft of a "Resolution To Amend Document Storage Fees". The resolution authorizes the Circuit Clerk to increase the office's Document Storage Fee to \$25. After brief discussion, board member Duanc Calbow moved to approve and adopt the resolution as written. 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 (#2018-11). State's Attorney Christina Judd-Mennie also presented to the board a draft of a "Resolution To Amend Court Automation Fees". The resolution authorizes the Circuit Clerk to increase the office's Court Automation Fee to \$25. After brief discussion, board member William Holmes 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 corrected Resolution (#2018-12).

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

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

County Zoning Officer Jim Burger was not present for the meeting. The board reviewed his Zoning Officer report for the month of April. Mr. Burger's report informed the board that there were five (5) building permits issued during the month of April, one each for a grain bin, a deck, a home, and two (2) pole buildings. There were also twelve (12) building inspections completed during the month of April. Mr. Burger's report also informed the board that during the month of April there was one (1) inquiry requesting a copy of the revised Utility Solar Energy (Solar Farms) section of the County Zoning Ordinance. Mr. Burger's report 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 April to the board. There were two (2) deaths reported to his office during the month of April. Mr. Cofoid informed the board that he and Dawn Conerton (CPASA) co-organized the presentation for the Safety/Prom 2018 Program that was presented at the Putnam County High School on April 27, 2018. Mr. Cofoid also informed the board that assisted in taking students from Putnam County High School to Springfield for the State Crime Lab's Student Day on April 18th. 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 April 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 April. Mr. Cofoid informed the board that the EOC Grant reimbursement check for \$23,719.62 was received from the Illinois Comptroller's Office. (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 April.

Under "New Business" for Audit Review, Fiscal Year 12/01/2016 - 11/30/2017; Ms. Kim Bird with Arch Hopkins & Associates, C.P.A.'s reviewed and discussed with the board the Putnam County Annual Financial Report for year ended November 30, 2017. Ms. Bird briefly reviewed the Independent Auditor's Report, Net Assets, Statement of Revenues, Expenditures, and Changes In Fund Balances, Notes To Financial Statements, Budgetary Comparison Schedule (General Fund), Assets Held By All Agency Funds, and the Comparative Statement of Revenues and Expenditures For All Governmental Funds. In conducting the annual audit of the County, a number of recommendations, and observations were also developed. These areas were discussed with the board. Ms. Baum noted that the budget / accounting software program will need to be cleaned up. C.I.C. will need to be contacted for assistance. Ms. Baum also noted that for the previous seven (7) fiscal years, the General Fund's fund balance has been declining. Revenues are expected to remain somewhat flat in FY2018 as property taxes and state revenue sources are not expected to increase significantly. Overall, it is the auditor's opinion that the board will need to begin examining areas where expenses can be reduced. (The Independent Auditor's Annual Financial Report and the Independent Auditor Report for the County of Putnam are on file at the Office of the County Clerk for review by any interested parties.)

Also under "New Business" for Ordinance Ascertaining Prevailing Wage Rates For The County Of Putnam; the board reviewed the ordinance prepared by the State's Attorney which "regulates the wages of laborers, mechanics and other workers employed in any public works by State, County, City, or any public body or any political subdivision or by anyone under contract for public works". After brief discussion, board member Sheila Haage moved that the board approve and adopt the ordinance as written. The approval is contingent upon the attachment of the June 2018 Prevailing Wage Rates as soon as they are made available. Board member Duane Calbow seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the Ordinance (#2018-0-01). The County Clerk is also directed to send a copy of the Ordinance to the Illinois Department of Labor. A copy is no longer required to be sent to the Secretary of State's Office.

Also under "New Business" for Resolution For The Increase Of The Minimum Auction Sale Bid Through The Delinquent Tax Liquidation Program; the board reviewed a draft of a resolution and addendum to the "Service Agreement" with Putnam County as Trustee, Agent. The

resolution increases the minimum auction sale bid for properties first offered at public oral or sealed bid auction sales through the Delinquent Tax Liquidation Program from \$600.00 to \$750.00 per parcel. After brief discussion, board member William Holmes moved to approve and adopt the resolution as written. 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 (#2018-13).

Also under "New Business" for Resolution For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the draft of a resolution authorizing the Chairman of the Putnam County Board to execute a deed of conveyance of the county's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase as it relates to specific delinquent tax properties acquired by the County of Putnam as Trustee for the Taxing Districts. After brief discussion, board member Duane Calbow moved that the board approve and adopt the one (1) resolution as written. Board member Sheila Haage seconded the motion and the motion was carried on a board vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to process the Resolution (#2018-14).

Also under "New Business" for Illinois Noxious Weed Act; County Board Chairman Steven Malavolti discussed a Notice of Noncompliance (505 ILCS 100/1 et seq.) The notice designates the governing body of each county as a Control Authority to establish a coordinated program for the control and eradication of noxious weeds within the county. There are nine (9) weeds that are growing in the state that are considered noxious. A list of those noxious weeds was included with the notice. Chairman Malavolti stated that the board will need to establish a program by September of 2018.

Also under "New Business" for County Board Proclamation for Motorcycle Safety & Awareness Month (May); Ms. Mary Jo Mann, Public Relations Coordinator with the Starved Rock chapter of A.B.A.T.E. (A Brotherhood Aimed Toward Education) of Illinois, Inc., had submitted to the board a proclamation for review and approval for execution. A.B.A.T.E. of Illinois, Inc. is striving to provide a safe, unrestricted motorcycling environment in the State of Illinois, community by community. In an effort to enhance and promote motorcycle safety, education, and awareness, Monthly Safety and Awareness Month Proclamations are being presented to the leaders of the community, respectfully requesting the execution of the proclamation. A.B.A.T.E. of Illinois, Inc. has proclaimed the month of May as Motorcycle Awareness Month. After brief discussion, board member Duane Calbow moved that the board approve and execute the proclamation for Motorcycle Awareness during the month of May in Putnam County. 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 Lake Thunderbird Association Request For Approval For The Sale Of Beer And Wine At Annual Corn Boil (August 4, 2018); the board reviewed the letter of request for the board's approval for the sale of beer and wine at the Lake Thunderbird Association's Annual Corn Boil. It was also noted that the association had submitted its Proof of Liquor Liability Insurance with the request. After brief discussion, it was moved by board

member Sheila Haage that the board approves the request for the sale of beer and wine at the Lake Thunderbird Association's Annual Corn Boil on August 4, 2018. Board member William Holmes seconded the motion and the motion was carried on a roll call vote of 3 ayes, 0 nays, and 1 absent. The Clerk of the County Board was directed to send a letter to the Lake Thunderbird Association informing them of the board's approval.

Also under "New Business" for Term Salaries For Elected County Officials; the board discussed the salary compensation for elected county officials for the four (4) year period commencing December 1, 2018 and ending November 30, 2022. The board discussed the factors that need to be taken into account in setting salary compensation for elected county officials for the next four (4) years. County Treasurer Kevin Kunkel provided information relative to the county's current financial status. Board Chairman Steven Malavolti discussed fiscal responsibility and what the county's current financial status is and might possibly be in four (4) years. One main concern is the current reduction of revenues. After further discussion, board member William Holmes moved that the board agree to give a 1% increase in salary each year of the elected official's four (4) year term commencing December 1, 2018 and ending November 30, 2018. 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.

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>). 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 April. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of April. 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 6:35 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, June 11, 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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