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Putnam County Illinois Board Meeting Minutes

Minutes - October 9, 2018

The regular meeting of the Putnam County Board was called to order at 5:30 P.M. on Tuesday, October 9, 2018, in the courtroom 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 William Holmes to approve the minutes from the September 10, 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.

Sheriff Kevin Doyle was unable to be present for the meeting. The board reviewed his September Sheriff's and Civil Processing Transaction Reports. Mr. Doyle's report informed the board that the large battery backup system in the basement has had the batteries replaced. The cost was paid for by the 911 Board. Mr. Doyle also reported that the three entrances on the north side of the building were power washed and painted. Mr. Doyle also reported that two (2) parking lot lights are acting up and a call is in to have them looked at. Mr. Doyle's reports also informed the board that currently there are no courthouse maintenance issues that need to be addressed. (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 September to the board. The General Fund's working balance for the month of September, Fiscal Year 2018 was \$796,232.49 compared to a working balance of \$482,940.66 for the month of September, 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 September, Fiscal Year 2018, was \$154,296.32. The General Fund Savings balance for the month of September, Fiscal Year 2018, was \$522,993.70. The Illinois Fund - General Fund balance for the month of August, Fiscal Year 2018, was \$67,514.89. The actual versus budget variance percent target for the period is 83.33%. (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 was present and updated the board on the current activities in her office. Ms. Oliveri discussed a number of changes required by her office related to fines and fees. Ms. Oliveri also informed the board that there are a number of resolutions that need to be updated. She will confer with the State's Attorney on updating those resolutions.

County Highway Engineer Pat Sloan presented his September County Highway Engineer and Maintenance Activities to the board. Mr. Sloan informed the board that paint striping was completed on the major roads this past month. Mr. Sloan also informed the board that the concrete work for the salt storage building foundation was completed. The installation of the pre-engineered salt shed fabric building will take place next week. The protective coating will be placed on the concrete and the shed will be ready for salt by mid-November. Mr. Sloan also informed the board that the Project Development Report (PDR) for the Bottom Road Bridge Project was finalized last week and the project is scheduled to be bid on March 9, 2019. Mr. Sloan also informed the board that the Prairie Industrial Parkway road and bridge has both erosion and siltation problems and is in need of repair. The repairs should be totally paid for by the entities responsible for the damage. Engineering support has been provided to Hennepin Township on the situation so the issues are fixed, avoid more damage, and get fairly compensated. Mr. Sloan also informed the board that the resolution the board passed in 2013 appointing him as county engineer was for five (5) years and three (3) months. Since the last board meeting, the Illinois Department of Transportation informed him that they round down

instead of up on his appointed term. As a result, the IDOT does not want to see his re-appointment until the Fall of 2019. Therefore the BLR 02125 Resolution provided to the board last month can be ignored. Mr. Sloan presented to the board an Intergovernmental Agreement allowing for the same individual to be appointed as County Engineer for both Marshall and Putnam Counties. After further discussion, board member Duane Calbow moved that the board approve the Intergovernmental Agreement with Marshall County as written. 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 Clerk of the County Board was directed to process the Intergovernmental Agreement (#18-75). Other County Highway Engineer activities have included working with Ameren, Marquis, U.S. Army Corps of Engineers, and USEPA Region V to address the repair issues relative to the Prairie Industrial Parkway road and bridge. County Highway Maintenance activities have included checking the roads, servicing the Highway and Sheriff Department's vehicles, completing more patching work on South Mark Road and Fish N' Fun Road, mowing roadsides for the last time this season, preparing salt shed for use, and having the 2003 tandem's oil pan replaced. (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 Probation Officer Patricia Hohulin was present and updated the board on the current activities in her office. Ms. Hohulin informed the board that there are a lot of probation cases that have been transferred to her office from other counties. .

County Supervisor of Assessments Tammy Mehalic was present and updated the board on the current activities in her office. Ms. Mehalic informed the board that she has received the Certification of the Final Equalization Factor to the County of Putnam from the Illinois Department of Revenue. The 2018 final equalization factor of 1.000 has been certified for the County of Putnam.

County Zoning Officer Jim Burger presented his Zoning Officer report for the month of September to the board. Mr. Burger informed the board that there were four (4) building permits issued during the month of September. One (1) permit was for an addition, one (1) for a metal storage building, and two (2) for pole buildings. There were fifteen (15) building inspections completed during the month of September. Six (6) were final inspections. One (1) of the final inspections was for an addition, one (1) for a pole building, one (1) for a storage building MCR, and two (2) for fermentation tanks. Mr. Burger also informed the board that he has attended the court hearings on the steel mill to determine who has possession and who to issue the Demolition Permit to. Mr. Burger also informed the board that he attended a Solar Energy Conference in East Peoria along with board members Steven Malavolti and Duane Calbow. Mr. Burger discussed the Noxious Weed Act. Information has been received from the Farm Bureau but still not sure how it is to be handled. The information will be forwarded to the board for their determination. (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 reports for the months of August and September to the board. There were no deaths reported to his office during the month of August. There were three (3) deaths reported to his office during the month of September. Mr. Cofoid stated that he is planning on attending Medical Examiner's Training next month on November 18th thru the 20th. (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 months of August and September to the board. Mr. Cofoid's reports highlighted the attendance at various meetings, training, and other activities the agency sponsored and/or participated in during the months of August and September. (The PCOEM Coordinator Reports are 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 August.

Under "New Business" for Food Sanitation Ordinance (Putnam County Health Department); Mr. Kurt Kuchle and Hector Gomez with the Bureau-Marshall-Putnam County Health Department were present for the meeting and presented to the board, for their approval, a Putnam County Health Ordinance Food Sanitation Ordinance. The Ordinance defines and regulates food and beverage service establishments including, but not limited to: taverns and similar establishments providing food intended for consumption by the public, bed and breakfast establishments, temporary food establishments, seasonal establishments, mobile units, and food pantries and requiring the licensing of such establishments within Putnam County, Illinois. After further discussion, board member Duane Calbow moved that the board approve and adopt the ordinance 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 Ordinance (#2018-0-02).

Also under "New Business" for Budget Concerns And The Sheriff's Department; Mr. Chad Haage addressed the board and shared his concerns relative to the county's financial situation. Currently, the county's expenses are exceeding the county's revenues and the board is considering making reductions in certain areas of next fiscal year's budget (12/1/2018 thru 11/30/2019). Mr. Haage's concerns were specific to the Sheriff's Department and the board's consideration of possibly making reductions to the Sheriff Department's budget. Mr. Haage feels that reductions in the Sheriff Department's budget would have an adverse effect on the safety and security of the citizens of Putnam County. At this time, the board had no response to Mr. Haage's comments.

Also under "New Business" for Resolutions (2) For Authorization By County Board Chairman To Execute Deeds Of Conveyance; Putnam County Clerk Dan Kuhn presented to the board the drafts of two (2) resolution authorizing the Chairman of the Putnam County Board to execute deeds 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 two (2) resolutions 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 Resolutions (#2018-22 & #2018-23).

Also under "New Business" for North Central Illinois Economic Development Corporation Update; Mr. Evan Baker, CEO & President of NCIEDC was present and updated the board on the NCIEDC's commitment to promoting industrial development growth in Bureau-LaSalle-Putnam Counties of Illinois. Mr. Baker discussed with the board the effective marketing techniques utilized by the NCIEDC to promote economic development in the three (3) county area.

Also under "New Business" for Budget Meetings For Fiscal Year 12/1/2018 - 11/30/2019; the board agreed to schedule the Finance Committee's budget meetings on Oct. 1, 15, and 24, 2018, at 5:30 P.M.

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 September. Board member Sheila Haage then moved that the board approve the payment of the bills for the month of September. 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 7:00 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, November 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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