

**Village of Chapin**  
**Minutes of Board of Trustees' Meeting**  
**November 12, 2025**

The meeting was called to order at 7:00 p.m. by Village President Rex Brockhouse. The following trustees were present for the roll call after the Pledge of Allegiance: Trustee Adam Brockhouse, Trustee David Luttrell, Trustee Kristel Little, Trustee Diane Barber, and Trustee Mary Rae Brockhouse. Also present were Dan Herter, Bryan Cannon, Christina Courier, Treasurer, Village Attorney H. Allen Yow, and Village Clerk Bailey Walters. Trustee Erin Morrow was absent.

**Comments for the Floor-** None.

**Minutes-**

The minutes of the September 10, 2025, regular Board of Trustees meeting were reviewed. Trustee A. Brockhouse moved to approve the minutes as presented, and Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

**Bills and Transfers-**

Treasurer Christina Courier provided the report. There was a transfer from the Motor Fuel MMS to the Motor Fuel Tax fund to pay the IRC bill and to meet the minimum balance requirement set by the bank to avoid service charges. There was a transfer from the Police Fund to the General Fund for the Annual Ameren Gas Franchise Fee. The Thrivent bill was paid for the 2024 Employee Match. Legacy Fire Apparatus sent a bill for pump testing, parts, and service that was paid, and Rural Fire owes half of the bill. Trustee M. Brockhouse moved to approve the bills and transfers as presented. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

**Financial Report-**

Treasurer Christina Courier provided the report. Account #196-515-005 experienced a leak and has been shut off, however they are severely delinquent now as well. Currently, no CDs are due until March 2026. Trustee M. Brockhouse moved to approve the present financial report. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

## **Old Business #2-Possible Action Regarding Painting the Water Tower & New Business #2 Approval of Water Tower Project Bid**

Bryan Cannon from Benton & Associates presented a bid for the counsel to review. Bryan says funding is close with the grants the village will receive, but the village will need to find additional funding elsewhere. The paint will have a 20-25-year lifespan. The water tower will be offline for 90 days, so we will need to rent tanks or arrange to use North Morgan Water for the time being. Will need to advertise for 30 days that the village is looking for bids to paint the water tower. Looking for this project before September 2026. Trustee A. Brockhouse moved to approve the bid from Benton & Associates. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

Trustee Luttrell motioned to approve the \$200,000 loan at 3.125% for 12 months from Rural Water. Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

Bryan Cannon leaves the meeting at 7:30.

## **New Business #3- Discuss Waste Collection Bid from Premier Waste Solutions**

Dan Herter from Premier Waste Solutions presented a bid proposal. Their pricing is \$75 per quarter. They will provide village hall a 2-yard dumpster at no charge for use on-site. A 2-yard dumpster will also be provided free of charge at the Legion. A wheeled bin will be provided free of charge at the firehouse to accommodate their disposal needs. For the citywide cleanup event, they will provide six large roll-off dumpsters at no cost. The dumpsters are indeed for use by residents and municipal departments to dispose of bulk items and excess waste. There is no Senior discount or recycling program with Premier. Dan says they will not raise prices without coming to the board for approval, and this is a year-by-year contract. At this time, the board has decided to consider this proposal and will vote on it at the next meeting.

Dan Herter leaves the meeting at 7:37

## **Committee Reports**

### **Water and Street Superintendent's Report, Police Report, Chapin Rescue Squad Report, and Chapin Emergency Management Report-**

The Water Department had nothing new to report. Police Chief Helmich provided a written report and suggested that a review of the burning ordinance should include provisions. GTSI has ordered in-car radio equipment. The plan is to complete the in-car installation as soon as

possible to avoid delays when other area departments schedule their installations in the next few months. Bryce McCormick provided a written report for the Rescue Squad and Emergency Management. 3-H-11 had an air leak in the suspension and a leak in the cab for the air ride seats. Those have been fixed, as well as an oil change for the rig. Looking to host an EMR class in the Winter/Spring of 2026. Waverly Fire/Rescue has agreed to the purchase price of \$6,000 for the old ALS equipment and is awaiting board approval to finalize the purchase. Bryce is seeking guidance on how to proceed with moving the PowerLoad Stretcher into 3-H-11. Given the limited manpower and size of some of our members, it is necessary to provide that assistance when loading patients. Bryce believes we can get that done on a barter: we give them the old white ambulance, wherever, and they would need a vehicle for non-transport to keep the CARS license if 3-H-11 goes out of service for more than 72 hours. If the Rescue Squad were to keep the white ambulance, it would become the non-transport unit. It would need the ambulance decals removed and a new radio. They would also have to pay approximately \$2,200 out of pocket to have the power load moved. In the Emergency Management report, the cost of the radio upgrades was discussed. At a minimum, each EMT and Paramedic needs a radio to contact Control while responding, during the call, or when seeking assistance. This would reduce the required number from 8 to 4, but they would then need four additional pagers for the EMRS and have no spares for any potential members they could recruit from the EMR class this winter. Bryce also requested an NTE of \$500 for their holiday party. Trustee M. Brockhouse motioned to approve the NTE \$500 for the holiday party and all four reports. Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

### **Old Business**

DCEO Grants- No update.

611 Railroad—Talked about in police report.

Selling Rescue Squad Ambulance and Equipment- Talked about in Rescue Squad Report.

Revising Personnel Policy Manual- No update.

Chapin Park Project by Chapin American Legion Group- No update.

Queen of Hearts- No update.

Raffle Application of the Village of Chapin- No update.

Discuss Contracts for Police Department- No update.

Action Regarding Employee Compensation- No update.

### **New Business**

Waste Collection Bid from Premier Waste Solutions- Tabled.

Determination of Estimated Amounts of Money Necessary to be Raised by Taxation for the Tax Year 2025- Trustee A. Brockhouse motioned to approve the Money Necessary to be Raised by Taxation for the Tax Year 2025 of \$44,750. Trustee Luttrell seconded the motion. The motion

was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of the 2026 Meeting Dates- Trustee M. Brockhouse motioned to accept the dates for the 2026 meetings. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

Discussion & Approval of Amending the Liquor License Ordinance- Tabled.

Trustee Luttrell motioned to move into executive session at 8:07. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

Trustee Luttrell motioned to move back to open session at 8:15. Trustee A. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

**New Business #1- Discuss Water Interconnect Agreement between North Morgan and Chapin Water-** Trustee A. Brockhouse motioned to an agreement between North Morgan and Chapin Water. Trustee Luttrell seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Little, yes; and M. Brockhouse, yes. The motion passed 5-0.

Trustee Little motioned to adjourn the meeting at 8:25 p.m., and Trustee Luttrell seconded the motion. The motion was approved by a unanimous roll-call vote of the Trustees, as follows: A. Brockhouse, yes; Luttrell, yes; Barber, yes; Morrow, yes; and M. Brockhouse, yes. The motion passed 5-0.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk