

## Chapin Board of Trustees Special Meeting

August 17<sup>th</sup>, 2021

### Minutes

The meeting was called to order at 7:00pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman present, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp present, Trustee Kevin Scott absent, Trustee Rex Brockhouse present, Trustee Loren Hamilton absent. 4 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

A motion to appoint a Trustee L. Forsman as the temporary chair was made by Trustee R. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 any, 2 absent.

Trustee L. Hamilton has requested to be able to join the meeting by phone as he is currently needed to be present for a work-related function at the Illinois State Fair. A motion to allow Trustee L. Hamilton to join by phone was made by Trustee M. Lovekamp. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 any, 2 absent.

A motion to enter into executive session at 7:05pm to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the village, and to discuss the selection of persons to fill public offices including vacancies in public offices was made by Trustee R. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton absent, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 4 yea, 0 any, 2 absent.

Trustee L. Hamilton joined the meeting via phone at 7:05pm

Trustees returned to open session at 8:10pm. Roll Call: Trustee L. Forsman present, Trustee M. Lovekamp present, Trustee L. Hamilton present via phone, Trustee M. Brockhouse present, Trustee K. Scott absent, Trustee R. Brockhouse present. 5 Trustees present. Also present were Christina Courier – Village Clerk and Allen Yow – Village Attorney.

1. Approval of Resignation of Village President – as of August 13, 2021. A motion to approve the resignation of Kenneth Drake as Village President was made by Trustee M. Lovekamp. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 any, 1 absent.
2. Discussion & Possible Appointment of an Acting Village President – tabled; this would be to finish the unexpired term until the election in 2023.

3. Approval of Resignation of Public Works Superintendent – as of August 20, 2021, with regrets. A motion to approve the resignation of Dalton Surratt as Public Works Superintendent with regrets as of August 20<sup>th</sup>, 2021 was made by Trustee M. Brockhouse. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 any, 1 absent.
4. Discussion & Possible Approval to Hire Temporary Office Assistant – No action
5. Approve a Resolution Appointing Individuals to Sign Financial Instruments – Tabled
6. Discussion & Possible Approval to Post Advertisement for Public Works Superintendent – previous job postings have been posted in the Source, Jacksonville Journal Courier and the digital job board through the Jacksonville Journal Courier. Allen provided an example of what the posting would say. Discussion about when the cut off day should be to accept applications. Determination of September 3, 2021 would be the cut off. A motion to approve the job posting for the Public Works Superintendent in the Source, Jacksonville Journal Courier and Jacksonville Journal Courier digital job board was made by Trustee R. Brockhouse. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 any, 1 absent.
7. Discussion & Possible Appointment of Treasurer Effective September 1, 2021 – Appoint Wendy Bridgewater at the same hourly rate and hours will be as needed. A motion to appoint Wendy Bridgewater Treasurer Effective September 1, 2021 was made by Trustee M. Lovekamp. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 any, 1 absent.
8. Discussion & Possible Appointment of FOIA Officer Effective September 1, 2021 – Wendy Bridgewater will continue position. A motion to appoint Wendy Bridgewater as FOIA Officer was made by Trustee M. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 any, 1 absent.

A motion to adjourn at 8:22pm was made by Trustee M. Lovekamp. A second was made by Trustee R. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee K. Scott absent, Trustee R. Brockhouse yea. Motion carried. 5 yea, 0 any, 1 absent.

Respectfully Submitted,

Christina Courier – Village Clerk