

## Chapin Board of Trustees Meeting

November 9, 2022

### Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:00pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman absent, Trustee Mary Rae Brockhouse absent, Trustee Mark Lovekamp present, Trustee Loren Hamilton absent, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 4 Trustees present. Also present were Christina Courier – Village Clerk, Wendy Bridgewater – Treasurer, Hayden Helton – Chapin Public Works, Scott Pahlmann – Chapin Fire Chief, Brad Rogers – Chapin Police Sergeant and Hannah Gaines.

### **Minutes of October 12, 2022**

Trustees reviewed the minutes from the October 12, 2022 regular meeting. A motion to approve the minutes of October 12, 2022 was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

**New Business # 3** – A transfer of \$13,700 from Sewer Depreciation fund #0932 to Fire Protection Fund #0029 will be completed on November 10, 2022 to help pay for the turnout gear for the fire department an interfund loan is needed to pay the amount due. A grant was applied for that will pay 50% of the total cost. The total invoice for turnout gear is \$19,949.30. The grant will reimburse \$9,974.65. Chapin Rural Fire has already paid \$4,987.32. The Chapin Fireman account has donated \$1,200 to Village Fire. The remaining balance will be \$3,725.35. The plan would be to be able to have this paid back within one year. Ideas were discussed about how this could be done. A motion to approve an interfund loan of \$13,700 from Sewer Depreciation to Fire Protection was made by Trustee M. Lovekamp. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Bills & Transfers**

Wendy noted that the transfer for the interfund loan is listed in the transfer section. In the cemetery fund, a refund will need to be issued for a recent plot purchase as the individual did not realize that another family member had already purchased plots in the past for their family. In the Martha Allen fund, there was an invoice that was recently received by Benton & Associates. Benton & Associates was going through their records and noticed an unpaid invoice from last fiscal year due to a misunderstanding about “prepayment.” The invoice is from when Benton’s came and did their assessment of the Legion and what it would take to get things up to date and improved. Unfortunately, this will now hit this current fiscal year instead of last as originally planned.

## **Financial Reports**

Trustees reviewed the Utility Billing Aging report. There were no significant accounts with large usage or overdue amounts that haven't already been addressed. Looking at the accounts, there was discussion about potentially opening a new CD with some of the funds. Thoughts were to look at potential CD rates in December.

A motion to approve the Bills & Transfers and Financial Reports was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

There were no significant updates.

Hoping to have a quote for repainting the water tower next month. It has also been determined, after speaking with a contractor who is going to be bidding the paint job, the water tower is in better shape than originally thought.

The sand filters at the water tower may need to be core sampled to determine remaining life as there have been some turbidity issues.

It was also noted that Chad DeGroot and Brandon Morrow, part-time mowers, have turned in their keys.

A motion to approve the Chapin Water/Sewer report was made by Trustee L. Hamilton. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Police**

Brad Rogers noted 14 hours worked during the month of October with 2 calls for service and 3 total days of coverage. So far a total of 98.5 hours worked during the Fiscal Year.

Consideration of employment application from Hannah (Westrope) Gaines. Chief Helmich recommends hiring this applicant.

Two of the four personnel who have not yet received certificates of appreciation no longer work in the dispatch center. Chief Helmich will get with the Board President to determine how he wants to arrange for meeting these individuals.

Halloween was a success. Sgt. Rogers and Ptl. Crowder handed out candy on Sunday and Monday nights.

Chief Helmich says thank you for the trickle charger for the squad car.

Chief Helmich had another surgery recently and is still recovering. He has appointments upcoming with the surgeons and will continue to provide updates.

Chief Helmich graduates from Northwestern University School of Police Staff & Command on November 18.

A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second was

made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

**New Business # 4** – A motion to hire Hannah (Westrope) Gaines as a patrol officer at \$17 per hour was made by Trustee L. Hamilton. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Fire**

There were various activities since last report.

A list of calls was provided.

Various October and upcoming activities were noted.

It was noted that Jared Smock has resigned from the department.

Chief Pahlmann attended ICS 300 and ICS 400 courses in Springfield. A test was taken at the end of each class and the result will not be available for two to six weeks.

A motion to approve the Chapin Fire report was made by Trustee E. Morrow. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Rescue**

Bryce McCormick – CARS Chief noted 7 calls since last report with 49 year to date. Members were available for 386 hours during the past 30 days with 5786 year to date.

3-H-11 and 3-H-99 are both in service. All licenses and inspections are up to date.

**Old Business # 3** – Jacksonville Fire has officially stated they are not interested in the vehicle lease agreement. South Jacksonville has been approached and is not interested in a lease of the ambulance but has been asked about hosting the vehicle and members to run class in South Jacksonville. Arenzville Fire Protection District was informally asked about a similar option, with a formal request to both in the coming weeks. More updates to come in December.

Bryce is request a NTE of \$500 to hold a member holiday party. This would be for members and their families with a date TBD. This meeting also completes many of the yearly required trainings.

CARS was able to staff an ambulance for all home football games this year. Many thanks to T. DeGroot, T. Clayton and J. Crews. Please thank them for putting in the hours.

A motion to approve the Chapin Rescue report and NTE \$500 for a member holiday party was made by Trustee A. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Chapin Emergency Management**

Bryce McCormick – Chapin Emergency Manager reports NIMS Compliance is being tracked and completion remains ongoing. Respiratory Protection Program has two individuals in the RPP are still awaiting completion. Bryce has spoken with Chief Pahlmann and the air quality testing will be one on an annual basis as OSHA and the RPP only require testing “on a regular basis.” The most recent test results were posted on the compressor.

The battery for the outdoor warning siren is in need of replacement and a new one has been ordered.

Bryce noted he is continuing to slowly work on the EOP for the Village.

A motion to approve the Chapin Emergency Management report was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Old Business**

1. Discuss Plans for Legion Building – tabled; Trustee M. Brockhouse came up with some color ideas for the walls and floors, and other potential items needed to complete the project. The hope is to be able to use the workcamp to help with this project, however they don’t typically schedule workdays after November. Wendy will check in to see if they still could since the project would be indoors. Color samples and other prices for other consumables were provided. Thoughts were to just come up with a NTE and then if the cost went over that, then it could be revisited to amend the cost. There was question of how much paint would be needed. Approximation of square footage being around 5,000 square feet. Thoughts were to start at a NTE of \$3,000. Trustee A. Brockhouse noted that the Tracy Family Foundation application is open and due January 1. He will need some information from Wendy to help with the application.  
A motion to approve the purchase of materials for Legion NTE \$3,000 was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.
2. Discuss American Rescue Plan Funds – tabled; continued thoughts were to use these funds to use on the water tower. Next month there will hopefully be a bid to do the work necessary on the tower.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; discussed during Chapin Rescue report.
4. Discuss OSHA Visit to Firehouse – Trustee M. Lovekamp gave an update on the status of each of the departments. He wanted it to be known that the Public Works department was the first one to be done with all requirements. VP R. Brockhouse would like to see this taken off the agenda as the closing letter has been received by IDOL/OSHA. Trustee M. Lovekamp would still like to see this presented and updates given so it stays on everyone's radar. Thoughts were that Bryce is giving some form of an update during the Emergency Management report so this could be done then.

5. Discussion & Possible Approval to Purchase Shirts for Board Members & Village Employees – two companies were reached out to for quotes. Only one quote has been received, which was by Outbreak Designs in Jacksonville. They quoted a Gildan Polo in Navy Blue at \$15.00 each for 2xl add \$2.00 each and add \$3.00 each for 3X & up. Each person would be one item paid by the Village. A motion to approve the purchase of polos for Board members and Village employees was made by Trustee E. Morrow. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **New Business**

1. Approve Tax Levy Ordinance – This is the standard 5%. A motion to approve Ordinance #2022-5 Annual Levy Ordinance was made by Trustee L. Hamilton. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.
2. Discussion & Possible Approval of Sewer Credit Due to Leak – Acct #264-711 – This has potentially been an ongoing small leak for a while as the usage has been high for the amount of individuals utilizing water at this residence. This may carry into another billing cycle, therefore there may be another request for a sewer credit. A motion to approve the sewer credit of \$11.69 for acct #264-711 was made by Trustee M. Lovekamp. A second was made by Trustee L. Hamilton. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.
3. Approve Interfund Loan from Sewer Depreciation to Fire Protection Fund for Turnout Gear – approved after Minutes.
4. Discussion & Possible Approval to Hire Part-Time Patrol Officer – approved after Police report.
5. Discussion & Possible Approval for Cleanup of Corner of Superior & Congress – the corner area of Superior and Congress in front of the firehouse has that bench with the tree in the middle and it is becoming unsightly. VP R. Brockhouse would like to see that taken out and replaced with a circle of concrete pavers built up a few feet high, then filled with dirt that could then have a low maintenance flowering bush planted. Trustees liked the idea. Question was raised about if the bench could be reused instead of just being disposed of.

VP R. Brockhouse brought up the idea of putting up more holiday decorations around town. He found a large blow up frosty character that would be a fun show piece. He also thought about getting more lights to go in trees at Village Hall and firehouse. The old firetruck that has been sitting next to Village Hall is also able to be moved now and he would like to see it moved and decorated. Trustees loved the idea of bringing more holiday cheer to the Village. Trustee E. Morrow brought up the idea of having a “Christmas parade.” The idea was well received by Trustees and a plan was formulated to have a special meeting on November 16<sup>th</sup> at 6:30pm to discuss this more. A motion to approve the purchase of holiday decorations was made by Trustee

M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

A motion to adjourn at 8:15pm was made by Trustee A. Brockhouse. A second was made by Trustee M. Lovekamp. Roll Call: All in favor. 4 yea, 0 nay, 2 absent.

Respectfully Submitted,

Christina Courier  
Village Clerk