

Village of Chapin

Board of Trustees

August 11, 2021

The meeting was called to order by Village President Ken Drake at 7:01pm. Following the Pledge of Allegiance roll call was taken to show the following Village Trustees present: Mary Rae Brockhouse, Rex Brockhouse, Leslie Forsman, Loren Hamilton, Mark Lovekamp, and Kevin Scott. Also present were Village Clerk Christina Courier and Village Attorney Allen Yow. Village employees and department personnel present included: Wendy Bridgewater, Brianna Higgins, Scott Pahlmann, Jordan Post, Dalton Surratt, and Gary Surratt. The following members of the public were also present: Bre Davis, Dylan Fortney, and Andy Nunes. Megan Davidson of Zumbahlen, Eyth and Surratt was also present.

Trustee Mark Lovekamp made a motion to appoint Trustee Leslie Forsman as the recording secretary for this meeting in the absence of Village Clerk Christina Courier. Trustee Loren Hamilton seconded the motion. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

Recognition of Guests/Public Recognition:

Bre Davis respectfully asked the Board to consider voting "No" on the revision of the Ordinance regarding Operation of Non-Highway Vehicles (Neighborhood Golf Carts and UTVs) on the Streets and Alleys in the Village of Chapin. She felt that that the revision is very exclusionary. She would like to see the use of ATVs added back into the ordinance. She felt that those that had been riding the ATVs in town had been following the rules and should not have been suspended or caused the issuance of new ATV permits to be suspended. She noted that several other towns in the area do allow ATV use on the streets and alleys.

With no further public comments, the Board continued on the agenda.

Minutes of July 14, 2021 Board Meeting:

The minutes from the July 14, 2021 Village Board meeting were reviewed by the Trustees. Rex Brockhouse moved; Mark Lovekamp seconded to approve the July 14, 2021 minutes as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

Minutes of the August 4, 2021 Personnel Committee Meeting:

The minutes from the August 4, 2021 Personnel Committee meeting were reviewed by the Trustees. Mary Rae Brockhouse moved; Kevin Scott seconded to approve the minutes as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-abstain; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 5 yea, 0 nay, 1 abstain.

Minutes of the August 7, 2021 Special Board Meeting:

The minutes from the August 7, 2021 Special Board meeting were reviewed by the Trustees. Leslie Forsman moved; Rex Brockhouse seconded to approve the minutes as presented. Roll Call: Mary Rae

Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-abstain; Kevin Scott-yea. The motion passed 5 yea, 0 nay, 1 abstain.

#### Bills and Transfers:

The Trustees reviewed the Bills and Transfers, including 3 additional bills (Chapin Area rescue Squad \$28.00 MABAS annual dues; Jody Parrish \$58.24 mileage reimbursement (Police); and Nelson Oil \$158.65 Chlorine delivery (Water)). Loren Hamilton moved; Mary Rae Brockhouse seconded to approve the Bills and Transfers as presented and including the 3 additional bills. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

#### Financial Reports:

The Trustees reviewed the Financial Reports and Wendy Bridgewater's meeting notes. Her notes included the July 30, 2021 receipt of property tax payments in the following allocations: General Fund--\$4,513.03; Police Fund--\$545.37; Fire Fund--\$518.13. The total amount received was \$5,576.53.

The family that had been renting the Chapin Christian Church parsonage has moved. The Church inquired about the possibility of the Village waiving the water deposit. The Board decided NOT to waive the deposit.

Utility account 217-510 was shut off for non-payment on 8-2-21. The account holder has been in bankruptcy and is refusing to pay the \$234.23 (\$144.42 (late fees from 2020) and \$89.91 (water use from 2020 during the bankruptcy)) in fees accrued during their bankruptcy. Wendy requested that these fees be written off and removed from the account.

#### CDs:

The Martha Allen CD matured 8-7-21 in the amount of \$10,211.28. Given the current interest rates, do we want to "cash out" the CD and place those funds into the Martha Allen MMS?

#### CURES Funds Summary:

Wendy presented a spread sheet detailing the funds submitting for reimbursement and the funds received through the CURES Act. During FY2021, the Village received \$6,577.32 in reimbursements. Thus far in FY2022 the Village has received \$3,983.48 in reimbursements. Disbursements were as follows: General Fund--\$5,465.24; Rescue--\$3,561.27; and Police--\$1,534.29.

Wendy also reported that the Illinois Department of Commerce and Economic Opportunity shows \$64,981.33 in American Rescue Plan Act (ARPA) funds are available to the Village. She will follow up on accessing these funds for the Village.

Mary Rae Brockhouse moved; Kevin Scott seconded to approve the Financial Reports, including moving the Martha Allen CD funds into the Martha Allen MMS account, waiving/removing the above mentioned two line items from the Utility Billing for account 217-510, approving the investigation into the IDCEO funds. The Board did NOT approve waiving the water deposit for the Church parsonage. Roll Call: Mary

Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

#### Annual Audit presentation:

Megan Davidson from Zumbahlen, Eyth and Surratt presented their finding regarding the audit of the financial work of the Village of Chapin. Each Trustee was presented with a bound copy of the finding and several addition pages including "Auditor's notes" (which included "Communication with those charged with governance" and "Communication of material weaknesses", and pie charts showing the Village's revenue, expenditures, and disbursements. The Village's financial status is very similar to that reported in the previous year's audit. Additional Motor Fuel Tax funds were received and expended. The Equalized Assessed Valuations were up. A tax levy request is expected in November/December. The auditors were pleased with the completeness of the financial documents. The only negative comment was the same comment that we (and all other smaller entities) receive annually—that being a very small number of people overseeing the financial activities of the Village. Megan thanked Wendy for her accuracy in record keeping and her abilities to provide all of the requested documents for the Village.

Rex Brockhouse moved; Kevin Scott seconded to approve the FY2021 audit as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

Megan Davidson then left the meeting.

#### Committee Reports:

##### Water/Sewer/Public Works Department:

Dalton Surratt presented a written report outlining the activities of the past month. He noted that Early Bird Feeds are now hooked into the water and sewer lines. Dalton received word from the EPA that Chapin is due for a 5 year "spot check" and that certain addresses have been selected (by the EPA) for water sample collections. The samples are due no later than September 30, 2021, but he would like to have them submitted sooner. He will also need to show 3 year test, quarterly test, and monthly test results. The road work has been completed using a portion of our Motor Fuel Tax funds. The North Lift Station is running constantly. That will need to be checked into. Dalton will order concrete mix to finish closing the area around the water main repair on Superior Street. If there is enough concrete left after this repair, he might use that to repair a section of sidewalk on the north side of the 600 block of French Street. Mary Rae Brockhouse moved; Kevin Scott seconded to approve the Water, Sewer, Public Works report. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

##### Chapin Police Department:

Police Chief Jordan Post submitted a written report outlining the activities of his department. Chief Post reported 25 hours of coverage during the month of July. He also reported 23.5 hours for J. Parrish to attend classes and training. Chief Post noted that Officer Kindred has submitted his resignation from the department. Sargent Helmich has collected Officer Kindred's equipment and uniform. Chief Post then asked to hire Jenna Brooks as a part-time office in Chapin. Ms. Brooks is already certified as an officer in

the State of Illinois, and could begin very soon, if approved. She also works as a part-time officer in South Jacksonville. Chief Post included an overview of local police department pay scales for the Board's consideration.

Rex Brockhouse moved; Mary Rae Brockhouse seconded to approve hiring Jenna Brooks as a Police Officer for the Village of Chapin at the starting rate of pay of \$15.00/hour for our officers. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

Kevin Scott moved; Loren Hamilton seconded to accept the resignation of Officer Paul Kindred from the Chapin Police Department. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

Loren Hamilton moved; Kevin Scott seconded to approve the Chapin Police Department report as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

Jenna Brooks entered the meeting and was sworn in as a member of the Chapin Police Department by Village Attorney Allen Yow.

#### Chapin Volunteer Fire Department:

Fire Chief Scott Pahlmann submitted a written report outlining the activities of his department. Chief Pahlmann also submitted his department's budget proposal (which was also presented at the June 9, 2021 Board meeting). Chief Pahlmann reported that the department had been on 6 calls in the previous month. They will have two training sessions in the month of August. Fire department members will also help with the Concord Fish Fry and will have a fire truck in the parade at Concord. The fire department will assist with parking cars at the Triopia varsity home football games.

Chief Pahlmann noted that 3 of the hoses leaked while in use on the scene of a fire. He has placed an order to replace hose hoses. He has also ordered turn out gear cleaner to replace stock that has been used. He will gather pricing on a new chain saw and on electrolyte replacement to submit for purchase.

Chief Pahlmann extended an invitation to all of the Board members to attend any of the department's trainings.

Leslie Forsman moved; Mary Rae Brockhouse seconded to approve the Chapin Volunteer Fire Department report as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

#### Chapin Area Rescue Squad:

CARS Chief Bryce McCormick submitted a written report outlining the activities of the department. Chief McCormick was unable to attend this meeting. Chief McCormick reported 8 calls since the last report, which puts us at 62 for calendar year 2021 so far. The new ESO reporting software has been ordered and we are awaiting its arrival and installation. Chief McCormick will contact Memorial Medical to check on the status of reimbursement for this purchase. Chief McCormick will also order the supplies.

requested in and funded by the FEMA Assistance to Firefighters grant. CARS will have an ambulance and crew on standby at the Triopia varsity and junior varsity home football games.

Leslie Forsman moved; Loren Hamilton seconded to approve the Chapin Area rescue Squad report as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

#### Old Business:

1. Discussion and possible approval of an Ordinance establishing rules for the operation of Neighborhood Golf Carts and UTVs on streets and alleys in the Village. The Trustees decided to table this ordinance until the September Board meeting as the were revision as recently as earlier that day and the Trustees did not feel they had adequate time to review these changes. Discussions included who should have the authority to suspend or revoke permits, and the change of terminology to “suspend” rather than “revoke”. Attorney Yow commented that there should be a mechanism for revoking/suspending a permit, but that the citizen must also have a the right to make an appointment to appeal said revocation/suspension. Chief Post stated that any citizen can report a violation, and that photo/video documentation helps solidify the complaint. He stated that tickets can be written based on that type of proof, therefore permits may be suspended on those proofs as well. Some trustees would like to keep ATVs as a permittable vehicle in the Village. Many felt that the current ordinance is already stricter than many other towns’ ordinances. It was mentioned that it might be a matter of enforcing what we currently have, rather than making changes. The general feeling was that Board approval should be required for “special use permits”, or that there should not be “special event permits” for ATVs, etc. They should either be included and allowed, or not allowed at all. The Board was in general agreement that all permits should have a starting date of May 1 and an expiration date of April 30, (regardless of application date) to align with the Village’s fiscal year. The other item that was mostly agreed upon by the Board was that small children should not be passengers on ATVs, at least not without appropriate safety features (seat belts, car seats, helmets, goggles, etc.). These items will still need to be agreed upon before the ordinance can be revised. Attorney Yow would like feedback from the Board members about what specific changes they would like to see. He will incorporate those changes and create a new draft for the Trustees to review. This might be available for the September meeting, with an anticipated approval at the October meeting. It was suggested that the Board might want to host a public comment period prior to adopting changes to the ordinance.

#### New Business:

1. Discussion and Approval of Fiscal year 2020-2021 Audit: This was approved earlier in the meeting, please see above.
2. Discussion and Possible Approval of Sewer Credits for Swimming Pools: Accounts #017-515-008, #280-613-002, #082-418-002, and #232-520: Kevin Scott moved; Mary Rae Brockhouse seconded to approve all 4 sewer credit requests as presented. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

3. Discussion and Possible Approval of Village Wide Clean Up Days and Yard Waste Pick Up Dates: The Trustees recalled having used all of our “free” dumpsters during the spring 2021 clean up days and decided not to offer fall clean up dates. The Board will consider having yard waste pick up in mid-November (once the leaves have fallen and fall storms/pruning are done).
4. Accept Letter of Resignation from Officer Paul Kindred. Accepting during Chief Post’s report. Please see above.
5. Discussion and Possible Hiring of Jenna Brooks as a part time Police Officer. Approved and sworn in during Chief Post’s report. Please see above.
6. Discussion and Possible Approval to Hire Chad DeGroot and Brock Hoots as part time mowers. This will be discussed in closed session this evening.
7. Discussion and Possible Approval to Change November’s Regular Meeting Date. President Drake will be out of town and unable to attend/officiate the meeting. He requested that the Board consider changing the date. After discussion, the Board elected to keep the standard meeting date and approve a President pro-temp if needed.

Motion to enter Closed Session:

Kevin Scott motioned; Mary Rae Brockhouse seconded to enter closed session at 9:45pm. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

The Board re-entered open session at 10:19pm.

New Business item #6: Kevin Scott moved; Mark Lovekamp seconded to hire Chad DeGroot and Brock Hoots to help with the mowing. They will be paid \$12.00 per hour each. Together they should work a combined total of no more than 20 hours per week. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

The Board also asked President Drake to check with Austin Hall regarding whether he is still interested in mowing. He has not been available for a few weeks for family reasons.

Kevin Scott moved; Loren Hamilton seconded to adjourn the meeting. Roll Call: Mary Rae Brockhouse-yea; Rex Brockhouse-yea; Leslie Forsman-yea; Loren Hamilton-yea; Mark Lovekamp-yea; Kevin Scott-yea. The motion passed 6 yea, 0 nay.

The meeting was adjourned at 10:28pm.

Respectfully submitted

Leslie Forsman,

Acting Recording Secretary