

## **Village of Chapin**

### **Minutes of Board of Trustees' Meeting**

**February 11, 2026**

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 David Luttrell, Trustee Kristel Little, Trustee Diane Barber, and Trustee Erin Morrow. Also present were Greg Hacker, Christina Courier, Treasurer, and Village Clerk Bailey Walters. Trustee Adam Brockhouse and Trustee Mary Rae Brockhouse were absent.

**Comments for the Floor-** None.

#### **Minutes-**

The minutes of the January 14, 2026, regular Board of Trustees meeting were reviewed. Trustee Morrow 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: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

#### **Bills and Transfers-**

Treasurer Christina Courier provided the report. Equipment usage for the calendar year has been prepared and a total of \$4,684.91 will be transferred to General from MFT as reimbursement for equipment usage. This amount is based on the number of hours that each piece of equipment is used during the calendar year. Originally on October 8<sup>th</sup> approval was given for \$12,000 for the police department radio upgrades. After all the work was complete, the invoice was \$1,801.15 higher than anticipated. Still waiting on the Mediacom bill for internet at the water tower, but it will be paid once it arrives. Since the new account for the water tower rehabilitation has been opened the first bill will be paid out of the account for Benton Engineering. Trustee Luttrell motioned to approve the additional \$1,801.15 for police department radio upgrades as well as the bills and transfers report. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

#### **Financial Report-**

Treasurer Christina Courier provided the report. Account #068-117-004 is going to be next to receive a lien letter regarding the past-due balance. Account #196-515-005, their lien letter has been filed. With the CNB switch to Heartland Bank and Trust, two accounts have duplicate account numbers. The accounts affected were the Fire Protection fund and Water Depreciation Fund which have received new account numbers and will take effect on March 23, 2026. Trustee Barber moved to approve the present financial report. Trustee Morrow seconded the

motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

## **Committee Reports**

### **Water and Street Superintendent's Report & Police Report-**

The Water Department had nothing new to report. There is an upcoming conference in Effingham and Trevor would like to attend as this will get him CEU credits for his Class A Water Operators license. There will be a registration fee for him to attend.

Police Chief Helmich provided a written report. There has been a significant increase in FOIA requests to the police department. Steve hopes to have an employment application for consideration next month. Applicant is already certified. Trustee Luttrell motioned to approve the two reports. Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

### **Chapin Rescue Squad Report and Chapin Emergency Management Report-**

Bryce McCormick provided written reports to both departments. Ice Rescue Training was completed this past month, and all ropes and ice rescue suits remain in good condition. He is working to get 3H99 ready for IDPH inspection as a non-transport unit. The EMR class was approved by Memorial and IDPH and is scheduled for late March. Will need to purchase new books for the class and will get a quote for next month for approval. The CPR course will be held for the EMR course on 2/17, and the required course and some of the textbooks have been ordered. There has been an update with the OSFM grant. Bryce has received a quote for a new generator at the fire station. The installation quote could be lower if the Village were to remove the old generator and pour a new concrete pad. The genset and transfer switch would be purchased through Sourcewell, a government purchasing account. Bryce asked GTSi about any possible trade-in value for the radios we have and unfortunately, they are not worth anything to them. Trustee Luttrell motioned to approve the Rescue Squad and Emergency Management reports. Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

## **Old Business**

DCEO Grants- No update

Painting the Water Tower- Timeline has been pushed back because the EPA is requiring additional testing and studies prior to the North-Morgan interconnect being put in place.

611 Railroad- No update

Revising Personnel Policy Manual- No update

Queen of Hearts- Officially have a new Tax ID to use for the liquor license application. A point-to-point wireless bridge will be installed to provide Wi-Fi for the Legion.

Approval of Raffle Application for the Village of Chapin- Trustee Luttrell motioned to approve the Raffle Application for the Village of Chapin, and the funds be used for Summer Bash. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

## **New Business**

### **Change Account Type for DCEO Grant Funds/Water Tower Rehab Account-**

Unfortunately, when funds were issued from DCEO, it was missed that the funds are required to be in an interest-bearing account, therefore we are needing to change the account type from a Small Business Checking to an Interest-Bearing Business. Trustee Luttrell motioned to approve change the account type to an interest-bearing account. Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

### **Approval of a Sewer Credit Due to Leak-Account #247-715-003-**

Account #247-715-003 had a pipe break in the basement, which has since been fixed. They have requested a sewer credit since the water did not enter the sewer system. Trustee Barber motioned to approve the \$172.34 in sewer credit. Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

### **Approval of Government Facilities Liquor License for Queen of Hearts-**

Trustee Lutrell motioned to approve the Government Facilities Liquor License for the Village of Chapin. Trustee Morrow seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

### **Approval of Purchase Locking Cabinet for Legion-**

To lock up smaller consumables and other items at the Legion, the Legion needs a cabinet to do this. This expense would come from Martha Allen. Trustee Morrow motioned to approve the purchase of a locking cabinet for the Legion in the amount of \$610.25. Trustee Barber seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

### **Approval of IRWA Conference Attendance for Water Operator-**

Trevor would like to attend this conference so that he can obtain CEU's for his license. The cost would be \$190 for one day attendance. Trustee Morrow motioned to approve the IRWA

Conference Attendance for the Water Operator on February 18. Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

Trustee Morrow motioned to adjourn the meeting at 8:14 p.m., and Trustee Little seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; and Barber, yes. The motion passed 4-0.

The meeting was adjourned at 8:14 p.m.

Respectfully submitted,  
Bailey Walters, Village Clerk