

## **Village of Chapin**

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

**January 14, 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, Trustee Erin Morrow, and Trustee Mary Rae Brockhouse. Also present were Bryan Cannon, Christina Courier, Treasurer, and Village Clerk Bailey Walters. Trustee Adam Brockhouse was absent.

**Comments for the Floor-** None.

#### **Minutes-**

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

#### **Special Minutes-**

The special minutes of the December 10, 2025, Board of Trustees meeting were reviewed. Trustee M. Brockhouse moved to approve the special minutes as presented, and 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; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

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

Treasurer Christina Courier provided the report. Trevor Cawthon has elected to cover his dependent on health, vision, and dental insurance which each of the premiums will be payroll deducted. The water tower computer required a repair and an adapter. The 2025 Thrivent company contribution has been made. The Cash that was withdrawn for prize money for the Christmas parade was redeposited due to cancellation of the parade. Trustee Luttrell moved to approve the bills and transfers as presented. 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; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

#### **Financial Report-**

Treasurer Christina Courier provided the report. Account #196-515-005 continues to be past due. They have until January 30, 2026 to pay the past due amount or a lien will be placed on the property. A lien letter has been sent, and both the tenant and homeowner have signed the

letters. There are three CD's coming due in March. CNB is merging with Heartland Bank and Trust on March 20<sup>th</sup>. It will depend on the CD specials at the time of the merger, whether they will remain with HBT or be moved elsewhere. Trustee Morrow moved to approve the present financial report. Trustee M. Brockhouse seconded the motion. The motion was approved by the unanimous roll call vote of the Trustees present: Luttrell, yes; Little, yes; Morrow, yes; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

#### **Discussion about Painting the Water Tower-**

Bryan Cannon from Benton & Associates is coordinating with North Morgan Water regarding an interconnect when the water tower will be down for painting. Bryan is doing some asking around with the EPA on putting in an interconnect and how testing and reporting will need to be done. Will need to get the connection from North Morgan to Chapin and Concord set up before we start anything. Once the interconnect is in place, will need to see how it is going to be enough to sustain Chapin and Concord. Hopefully, North Morgan will treat us as bulk customers when paying for water used. Bryan spoke with one contractor about getting us in before fall, but their schedule is filling quickly. Also, Chapin is still waiting on approval for the loan from National Rural Water Association. The contractor said he could come in the summer to reassess the water tower and start the project in 2027.

Bryan Cannon leaves at 7:19.

#### **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; GTSI completed the first phase of the radio project on 12/22; the next phase will occur when the entire county switches to new frequencies/dispatch equipment. Bryce McCormick provided a written report. Members of the Rescue Squad were on standby for just under 6,000 hours last year, which is what keeps them in service. Bryce requested IDPH approval for an EMR course this spring, which is expected to yield additional EMRs. A Healthcare Provider CPR course will be held in late January. If anyone is interested, please let Bryce know. Rescue Squad will work on getting the PowerLoad swapped, and 3-H-99 will be remarked as not an ambulance and inspected by Memorial and IDPH as a non-transport unit. The new radios will be a major expense coming up for all Village of Chapin emergency services. Will need to purchase textbooks for EMR students who intend to join CARS and will receive a quote by next month to present to the board. Trustee M. Brockhouse motioned to approve all four reports. 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; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

## **Old Business**

DCEO Grants- Received two checks, but will have to open a new checking account to keep the funds separate from regular Water funds. The first monthly reports have been submitted and approved. This included requesting reimbursement for costs incurred prior to grant execution.

611 Railroad—Talked about in police report.

Revising Personnel Policy Manual- No update

Queen of Hearts- Will need to apply for a Sales Tax ID for the Village of Chapin to apply for the Retail Liquor License.

Approval of Raffle Application for the Village of Chapin- Obtain the tax ID number and license before submitting the new application.

## **New Business**

Approval to Open New Checking Account for DCEO Grant Funds- Thoughts were to open a Small Business Checking account for DCEO grants, as there will be monthly reporting for the funds and would be able to clearly show usage of funding. The Village can earn interest on the funds however the max that can be earned is \$500, otherwise anything over that has to be sent back to the State. Thoughts were that to avoid reporting on interest and avoiding service fees to open a Small Business Checking as there will be no fees for the account. Trustee M. Brockhouse motioned to approve the opening of a new checking account for the DCEO grant funds. 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; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

Approval of Rate Increase for Rescue Squad Billing Fees- The Rescue Squad billing fees are low in comparison to other agencies and has not been increased in a while. Bryce provided an example of what another agency is charging in the area. To be more in line with what other agencies are charging, a draft of what potential fees could be was provided. The new fees are as follows: ALS transport- \$1,500. BLS Transport- \$1,250. Loaded Miles- \$17.75/per mile. Oxygen- \$125. Spinal Immobilization- \$175. Cardiac Monitor (4 Lead)- \$200. Cardiac Monitor (12 Lead)- \$225. Refusal- \$150. Trustee Barber moved to approve the new Rescue Squad billing rates. 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; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

Discussion of Bands for Summer Bash- There are four bands that the board was interested in. Sequoia Drive, Blackout Betty Band, T Minus 3, and Bustin' Loose Band. Thoughts were to try and stay close to in price to what we paid last year for bands. Christina will reach out to those four bands to get exact quotes for playing at the event and providing sound and lighting all day. Each band will play a 3-hour time slot with one slot being from 4-7pm and 8-11pm. As for now, tabled until the next meeting.

Discussion to Recommend an Individual for Probationary Status to the Fire Department-  
Tabled.

Trustee Luttrell motioned to adjourn the meeting at 8:08 p.m., and 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; Barber, yes; and M. Brockhouse, yes. The motion passed 5-0.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,  
Bailey Walters, Village Clerk