

Chapin Board of Trustees Special Meeting

July 24, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 6:32pm. Roll Call: Trustee Leslie Forsman present, Trustee D. Luttrell present, Trustee K. Graham present, Trustee A. Brockhouse absent, Trustee Mary Rae Brockhouse absent, Trustee Erin Morrow present. 4 Trustees present. Also present were Christina Courier – Village Clerk, Steve Helmich – Chapin Police Chief, Weston Crews, Erica Smith, and Debra Walters.

1. No community members showed up to the public hearing. The Findings of Fact & Decision were provided for 516 Morgan Variance request. A motion to approve the Findings of Fact & Decision on Petition for Variance for 516 Morgan Street was made by Trustee L. Forsman. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee E. Morrow yea, Trustee M. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
2. A draft ordinance was provided for granting the variance for 516 Morgan Street. Trustees reviewed the ordinance, and a typo was noted as needing revised. A motion to approve 2024-4 Ordinance Granting A Variance for 516 Morgan Street as revised was made by Trustee L. Forsman. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee E. Morrow yea, Trustee M. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.
3. Several updates were reviewed. VP R. Brockhouse noted that there was interest in doing a kids tractor pedal pull. Discussion was had about when and where to have this. Thoughts were to have this at 10am before the pageant or talent showcase with location potentially in front of the bank. Question was raised what the prizes would be, and thoughts were to do trophies for first, second and third places and maybe doing a gift certificate to Dandy Mandy's if they were ok with that. Weston was present to note what shirt sizes his team were going to need. Discussion about what time period they would be working. Thoughts were to be present mainly before Brushville then until they wrap. Steve Helmich noted that he might have a couple spare radios that Weston and his team could use to communicate with each other. Debra noted that everything is ready to go on her side she just needed a location for pickup and drop off. Several locations were discussed but unsure of the ability to utilize them. Calls and emails will be sent out in hopes of finalizing this. Debra noted that she will be getting wrist bands for riders so that once they pay the \$7 for the round trip there is no confusion later. It was noted about utilizing the empty lot behind the Onken building as event parking, signs would just need to be purchased to denote this. There is also a need for no parking signs that are moveable for a few spots especially near

the soup shed where buses and other important vehicles will be in and out of. It was mentioned about potentially needing cash boxes but did not what Wendy had in mind or if they were needed at all. There are several locations that will be taking money. Trustee D. Luttrell mentioned that for the corn hole tournament there is an app that could be used to monitor the progress and make things more streamlined and interactive for players. Scoreholio is an app that also advertises tournaments or games in your area. Since Kaitlin and Austin are going to be running the tournament he was going to speak with her about utilizing this. He also noted about needing a score keeper stick. This could be as simple as a small board with a close pin and the numbers 1 through 21 written on it. There has also been several comments made about how people had not heard about the event and wondered if there was a better way to get the word out. Several people mentioned reaching out to individuals about what could be offered in various publications or social media pages.

After conversations with Gracie regarding people's choice award donations, it was mentioned about potentially setting up a Venmo or similar digital donation platform to take donation for people's choice. There was concern about the Village having a Venmo account from Wendy regarding audits and everything being documented. Trustees loved the idea of having this and maybe this could be used in future events as well depending on how things go. A motion to approve the creation of a Venmo account for the Village of Chapin for the purpose of special events was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse absent, Trustee E. Morrow yea, Trustee M. Brockhouse absent. Motion Carried. 4 yea, 0 nay, 2 absent.

A motion to adjourn at 8:00pm was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call: All in favor. Motion Carried. 4 yea, 0 nay, 2 absent.

Respectfully submitted,

Christina Courier