

Chapin Board of Trustees Special Meeting

June 26, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:01pm. Roll Call: Trustee Leslie Forsman present, Trustee D. Luttrell absent, Trustee K. Graham absent, Trustee A. Brockhouse absent, Trustee Mary Rae Brockhouse present, Trustee Erin Morrow present. 3 Trustees present. Also present was Christina Courier – Village Clerk.

Steve Helmich entered the meeting at 7:07pm.

Trustee D. Luttrell entered the meeting at 7:14pm.

1. Several points were discussed for the upcoming Summer Bash.

Trustee K. Graham was able to get a donation from Dorothy's Market in Mt. Sterling, but question was raised about who could utilize this and it was noted that anyone can.

Attached was proof for the shirts and koozie along with potential cost for each item. An order form has been drafted with each of the items and cost. Trustees agreed with the colors and cost. Items will be available for presale before the event and items available for purchase during the event.

In regard to the pageants, Gracie Holt will be taking care of the judges. It was mentioned about having a people's choice and doing donations for the people's choice award. In some instances, this would be done before the event, but thoughts were to just have a table on the day of to either be inside the Legion or near the stage. Trustee E. Morrow reached out to Gracie, and she was okay with the idea and noted that her mom would handle this.

It was noted that for the bounce houses we are no longer going to do tickets and just sell wrist bands that gives access for the day and will be a 5-minute play time per visit.

Waivers must be signed before wristbands are issued.

Trustee E. Morrow noted that the Jacksonville Drumline Institute is confirmed for the Talent Show case. They would request a donation to attend. So far for the talent showcase has several acts confirmed with more pending.

A advertisement flyer is being drafted with the times for each of the activities, bands, food, etc. This will be sent to print and will be going out for advertisement soon. It was also noted that Kaitlin is working with Lomelino Sign Co for banners to advertise the event also, similar to the Tour of Honor one on the fence into town now. Trustee A.

Brockhouse had noted previously that he had a projector to do the slideshow of sponsors that should be able to be seen well enough in the daylight, but VP R. Brockhouse hadn't seen him to be able to test this out.

For the 50/50 pricing normally price for tickets is \$1 each or \$5 for 6. Trustees agreed this was standard and was good with the pricing.

For water and soda sales the thought was to sell these at \$1 each.

For sports teams to come and volunteer to serve food, clean, trash, etc., so far there has been no communication received regarding them signing up for time slots. Trustee E.

Morrow was going to do an email blast to Triopia staff about looking for teams who need

volunteer hours.

Trustee D. Luttrell reached out to Weston Crews who will be putting a team of security personnel together. Weston was inquiring if they would be able to wear current County shirts, but they are not going to be allowed to wear them. Instead, it was discussed about getting them separate shirts with SECURITY printed on them, we would just need sizes for each of the members on the security team.

VP R. Brockhouse had the idea to put a sunshade above the stage for the band to be under shade. He found one on Amazon that would cover the majority of the stage at 24ft by 36ft. There might be a few other supplies that will be needed so thoughts were to do a NTE of \$800 for this. A motion to approve the purchase of a sunshade and supplies NTE \$800 was made by Trustee E. Morrow. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham absent, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 nay, 2 absent.

VP R. Brockhouse is still working to see if it would be possible to have the Home Depot workshop as an activity for kids. Unfortunately, Home Depot didn't know if they would have the staff to do it, but Wendy's daughter Ally has done this before and if Ally was able to, it could be done.

2. A variance is being requested for 516 Morgan St. and per ordinance 2003-1 the Village is required to have a public hearing to which has to be advertised no more than 30 days and no less than 15 days prior to the public hearing. Once the public hearing has concluded action can be taken on the variance request. A draft notice to the public was provided. Trustees agreed to move forward with posting.

A motion to adjourn the meeting at 8:27pm was made by Trustee M. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman yea, Trustee D. Luttrell yea, Trustee K. Graham absent, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 nay, 2 absent.

Respectfully submitted,

Christina Courier
Village Clerk