

Village of Chapin

Minutes of Board of Trustees' Meeting

December 10, 2025

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 Erin Morrow, and Trustee Mary Rae Brockhouse. Also present were Bryan Cannon, Christina Courier, Treasurer, Village Attorney H. Allen Yow, and Village Clerk Bailey Walters. Trustee Adam Brockhouse and Trustee Diane Barber were absent.

Comments for the Floor- None.

Minutes-

The minutes of the November 12, 2025, regular Board of Trustees meeting were reviewed. Trustee M. Brockhouse 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 M. Brockhouse, yes. The motion passed 4-0.

Bills and Transfers-

Treasurer Christina Courier provided the report. There were a couple of transfers from the General Fund to the Police and Fire Funds for property tax purposes, which is the final distribution. Have not received the internet bill for the water tower; it will be paid upon receipt. 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; and M. Brockhouse, yes. The motion passed 4-0.

Financial Report-

Treasurer Christina Courier provided the report. Account #015-518 has now been paid in full due to a missed payment per the contract. Account #196-515-005 is currently past due and will be sent a lien to collect funds. Trustee M. Brockhouse 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 M. Brockhouse, yes. The motion passed 4-0.

Discussion of Painting the Water Tower, Approval of 2026 MFT General Maintenance Program & Maintenance Engineering, and Approval of Resolution of Maintenance Under the Illinois Highway Code-

Bryan Cannon from Benton Engineering showed some concerns about funding and contract bids. Would like to secure funding before obtaining bids for painting the water tower, but would like to be able to send out bids by February 1st, with advertising lasting 30 days. Christina

noted that the Rural Water application has been sent in, but no word back. Bryan presented the 2026 MFT General Maintenance Program & Maintenance Engineering, which will be \$23,826.95. Bryan also presented Maintenance Under the Illinois Highway Code to the board. This is resolution 2025-04. Trustee M. Brockhouse moved to approve the 2026 MFT General Maintenance Program and Resolution 2025-04 of Maintenance Under the Illinois Highway Code. 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 M. Brockhouse, yes. The motion passed 4-0.

Bryan Cannon leaves at 7:13.

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; 611 Railroad has removed the goats and vehicles from the property. Unsure if the chickens have been removed. Police Chief Helmich received an employment application from a certified officer who is awaiting approval from their current employer for secondary employment. GTSI tentative appointment on 12/22 for installation of the new in-car radio, antennas, and related components.

Bryce McCormick provided a written report. 3-H-99 has spare rescue equipment and items on board and will have all the equipment needed for licensure as a non-transport rig once the power load has been removed.

For the radio upgrade project, if members who are also on the Fire Department receive radios from the Fire Department, we could purchase EMR's pagers and radios for the EMTs and Paramedics. This could reduce the number of radios to three portables and allow pagers for all other members.

Trustee M. Brockhouse motioned to approve all four reports. 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 M. Brockhouse, yes. The motion passed 4-0.

Old Business

DCEO Grants- No update.

611 Railroad—Talked about in police report.

Selling Rescue Squad Ambulance and Equipment- No update

Revising Personnel Policy Manual- No update

Chapin Park Project by Chapin American Legion Group- No update

Queen of Hearts- No update

Approval of Raffle Application for the Village of Chapin- No update

Contracts for Police Departments- No update

New Business

Approval of Tax Levy Ordinance- Per last months review of the tax levy which shows a 5% increase over the previous year. Ordinance 2025-9 was adopted with the motion made by Trustee Morrow. 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; and M. Brockhouse, yes. The motion passed 4-0.

Approval of Sewer Credit Due to Leak- Account #278-620-001- Homeowners wrote a letter requesting credit on their sewer bill for a leak that has since been fixed. Trustee Morrow motioned to approve the sewer credit of \$128.64 to Account #278-620-001. 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 M. Brockhouse, yes. The motion passed 4-0.

Approval of Liquor License Renewal for A&A Chapin- Fee for the year was received along with application. Trustee Morrow motioned to approve the Liquor License Renewal for A&A Chapin with a fee of \$1,100 for the calendar year. 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 M. Brockhouse, yes. The motion passed 4-0.

Approval of Resolution Amending Personnel Policy Regarding Jury Duty- Due to a recent full-time employee being requested for Jury Duty it was noted that the Village does not currently have a policy covering this. A quick policy was drawn up by Village Attorney Yow. Resolution 2025-5 was adopted with the motion made by Trustee M. Brockhouse. 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 M. Brockhouse, yes. The motion passed 4-0.

Approval of a Waste Collection Agreement- During last months meeting two options were presented. Since GFL has a more appealing offer the contract with GFL was renewed for 5 years with no changes. Ordinance 2025-10 was adopted with the motion made by M. Brockhouse. 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 M. Brockhouse, yes. The motion passed 4-0.

Approval of An Ordinance Amending Ordinance 2013-11, Regulating the Sale of Alcoholic Liquor- This will be to add an additional license so the Village can obtain a license other than special event. This conversation was started due to trying to get Queen of Hearts back up and running by the Village. Ordinance 2025-11, was adopted by the motion made by Trustee Luttrell. 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 M. Brockhouse, yes. The motion passed 4-0.

Christina Courier leaves the meeting at 7:37.

Trustee Morrow motioned to move into executive session at 7:37. 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; and M. Brockhouse, yes. The motion passed 4-0.

Roll call back into open session at 7:50 as follows: Village President R. Brockhouse, present; Trustee Luttrell, present; Trustee Little, present; Trustee Morrow, present; Trustee M. Brockhouse, present. H. Allen Yow, Village Attorney, and Bailey Walters, Village Clerk, were also present.

Action Regarding Compensation- Performance incentives to Christina Courier of \$650, Wendy Bridgewater of \$750, Alan Boehs of \$300, Jerry Carriger of \$300, and Trevor Cawthon of \$300. Trustee M. Brockhouse moved to approve the performance incentives for Village Employees. 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 M. Brockhouse, yes. The motion passed 4-0.

Trustee Luttrell motioned to adjourn the meeting at 7:52 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 M. Brockhouse, yes. The motion passed 4-0.

The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Bailey Walters, Village Clerk