

Village of Chadwick  
225 Main Street  
Chadwick, IL 61014  
**Meeting Minutes of the Board of Trustees**  
November 6, 2017 at 7:30pm

The Village Board of Trustees met in regular session at 7:30 being called to order by Village President Kim Hinrichs.

The meeting was opened with Roll Call. Board members present Lief, Morgan, Nelson, Newstrand and Williams.

Pledge of allegiance was led by Hinrichs.

Leif motioned to accept the minutes as written for the October 2, 2017 meeting. Williams second. Roll call taken:

Ayes: Leif, Williams, Morgan, Nelson and Newstrand

Nays: None

Hinrichs asked to move the appointment of a Village Board Member up under Public Report. Morgan motioned to approve the agenda under Public Report before finance. Motion died due to lack of second.

Marsha Kradle was present to discuss water billing concerns. She feels she is receiving contradictory information. Her water bill issue has been going on since July 2015 and she was compensated in 2017. She stated that she's concerned about the recent comments about the timely water disconnection and the legality of the process. Kradle asked where her deposit was kept and was it in a liability account. Promenschenkel stated that the deposits that are held are not put into a separate account but are documented within the water billing program. Kradle then expressed concern that at the committee meeting she attended, no minutes were taken. Attorney Jensen stated that she would need to file a FOIA request. Kradle stated that the \$125.00 disconnect notice was not run through her billing cycle.

Diane Sarber asked about the status of the vacant cars behind the building next to the bank. Newstrand stated that letters will be sent.

Laura Wells addressed the Board. She wanted to remind to Board of the oath of office they took and then began to read sections of the Illinois Constitution. She feels the public health and safety issues have popped up due to negligence. Wells would like the Village to put a personal protection policy in place.

Morgan stated that due to the high attendance that holding this meeting was a fire hazard. Jensen and Hinricks stated that it is not a fire hazard. They have ran the calculations and we are within the limits.

Alan Skoog had several concerns after the review of the agenda He asked about the Village Home Paper on the agenda , noted that he hoped a certificate of insurance was collected from businesses doing tree trimming and mowing in town. Asked that since the Quickbooks password is to be turned over to the Clerk if she is bonded and why give them access. Skoog stated his understanding is that any person who is in debt to the city is not allowed to be on the board and if that is correct the Member named in the paper for non payment of taxes should vacate their seat. Expressed concern about the

proposed settlement that he has received a copy of and does not feel the Village should settle and pay out funds to someone who lost a case.

Peggy Shaffer asked if there is a lawsuit against the Village of Chadwick other than in the appeals court. Jensen stated that the Village is not being sued. She then stated that the Village should not settle.

Again it was questioned if the Village was intending to violate fire code. Hinrichs and Jensen stated that they have calculated the square footage and the number of people. Code allows for 36 people and we currently have 33.

Nelson motioned to accept the bills as presented by Finance Committee ( list enclosed). Newstrand second. Roll call taken:

Ayes: Nelson, Newstrand, Williams, Lief and Williams

Nays: None

Treasure Report ( enclosed).

Newstrand noted that they have gone through water/sewer and have found discrepancies. He also asked about line items that are named "ask" and was wondering the purpose. Line items in questions have a \$0 balance. He also stated that the delinquent letters need to be sent out on the 22<sup>nd</sup>. He asked Promenschenkel if she was comfortable with the billing system, she replied yes and that she calls OakBay (billing software company) with questions that she has. Newstrand stated that he has reviewed water consumption reports. In September the Village billed out approximately 750,000 gallons but pumped out approximately 1,500,000. Last months numbers were about the same. Morgan stated Test Inc. is already looking into the loss.

Newstrand asked Promenschenkel the status of the Annual Report. Promenschenkel stated that it will be completed within the next week.

No Clerk report.

Nelson stated that the Village Home Newspaper was placed on the agenda because they did not understand what it was and were looking for clarification and how it works. Whitney stated that years ago the Village Board took action to state the Carroll County Review was the official newspaper for the Village. When asked what that meant to Whitney, he stated that legal publication would be posted in the Carroll County Review.

Nelson then stated that the Village has 10 email accounts. She stated that [info@Chadwickil.com](mailto:info@Chadwickil.com) was used primarily by the Treasurer and that [Treasurer@ChadwickIL.com](mailto:Treasurer@ChadwickIL.com) would be removed to allow room for the Clerk and a new Board Member a Village email account. Nelson stated that Village emails should be used when conducting village business. Nelson motioned to remove [Treasurer@Chadwickil.com](mailto:Treasurer@Chadwickil.com) and replace with [Clerk@Chadwickil.com](mailto:Clerk@Chadwickil.com). Newstrand Second. Roll call taken:

Ayes: Nelson, Newstrand, William and Lief

Nays: Morgan

Nelson motioned to take away all forwards of village emails to personal accounts. Newstrand second. Williams stated that he has problems with the Chadwick accounts. Nelson stated that the accounts are

through Go Daddy and that she would help Williams get it set up. Nelson stated that emails will be updated and can be checked online. Hinrichs stated that she wants to use her personal email and not her Village email. She will not check two email accounts. Newstrand stated that part of the reason is because of a confidential email breach and he would like to know who did it and would like that person to step down. Jensen stated that he thinks city business should only go to a city email and it was his email that got breached. Jensen said that if he can not send out an email and have any confidence that it will remain confidential he will not send emails. Jensen stated the Village must operate openly and the public has a right to know at the appropriate time. Roll call taken:

Ayes: Nelson, Newstrand, Williams and Leif

Nays: Morgan

Nelson motioned to have the Village Clerk (Dawn Holland) do website updates with Rita Barnette.

Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif, Morgan and Newstrand

Nays: None

Nelson stated that the computer administrator needs to have access to the computer in the back so it can be updated. Mark Hinrichs will get together with Rick Bosacki for computer updates.

Leif stated that trees have been taken down and Newstrand stated that the employees will continue with tree trimming.

Williams motioned to set up a petty cash account for the police department in the amount of \$120.00.

Leif second. Chief Craft will turn receipt into the Treasure for reimbursement. Roll call taken:

Ayes: Williams, Leif, Morgan, Nelson and Newstrand

Nays: None

Williams motioned to allow Chief Craft to purchase 100 uniform patches with price not to exceed \$288.00. Nelson second. Roll call taken:

Ayes: Williams, Nelson, Newstrand, Leif and Morgan

Nays: None

Williams gave updates on Gahm Raffles. This is an internet raffle based out of Pearl City and funds are raised to help local police departments. Williams motioned for Chief Craft to purchase the Raffle license from Stephenson County. Leif second. Roll call taken.

Ayes: Williams, Leif, Morgan, Nelson and Newstrand

Nays: None

Williams stated that LESO (Law Enforcement Support Office) has been around for many years and provides members an opportunity to purchase surplus equipment and a very reduced cost. Williams motioned to authorize Chief Craft to apply for a membership with a cost of \$150.00 to join LESO. Nelson second. Roll call taken.

Ayes: Williams, Nelson, Newstrand, Leif and Morgan

Nays: None

Leif asked about the status of the box truck. Morgan stated that truck is ready and he will take it to Eastland Fabrication on Friday for the repairs and it will cost no more than \$400.00.

Morgan stated Dave from Test Inc. is looking into the sanitary sewer system and the storm water

system and is rewriting the permit application for the state.

Hinrichs stated that she received the Compliance Commitment Agreement. Hinrichs had to sign acknowledging she knew the Village was not in compliance with the state. The letter stated that Village was not in compliance because they did not have a Class C certified operator and failure to submit operating reports. The EPA now has the paperwork and the Village is now in compliance.

The Liquor License for M & K has been paid through April 2018.

Williams motioned that the passwords for Quickbooks be given to the Clerk per Village Code. Nelson second. Newstrand stated the purpose of sharing the password with the Clerk is so the Village has a safety net if for some reason Promenschenkel was not able to make it to a meeting or something happened. Roll call taken:

Ayes: Williams, Nelson, Newstrand and Leif

Nays: Morgan

Newstrand stated that this a new committee and just noted the maintenance employees are doing a good job of trimming trees around town.

Under old business Leif asked about items that had been voted on in previous meeting and if the items had been followup on. She asked about pre treatment agreements, an approve an intergovernmental agreement with Fairhaven Township, if keys have been returned to Village Hall and if MSA had created a water waste treatment facility repair plan to address the pre treatment agreements as approved in the minutes.

Jensen stated, he has been talking with MSA (as directed by the Village Board) and gathered information. Jensen had received three contracts from MSA. Two of the contracts have been executed and paid in full. The third contract is a draft and is the one that relates to the billing issue. This contract has not been signed by either MSA or the Village and per the contract states the Village will receive monthly billing which the Village has not received. Jensen will continue to review the information.

Leif stated on March 2, 2015, the Village passed a motion that for any new business that comes to town will receive 2 years free water and sewer starting the first day of operation. Leif then asked Larry Miller if he remembered signing an agreement between the Village and the fire department for maintaining the waterline. Miller did recall that being completed.

Leif then read a portion of the minutes from March of 2014 relating to the property dispute north of town, The minutes stated that no sewer provided though the utilities can be done at customers own expense. Water will be provided to property line as a normal business connection fees will all be paid by Customer.

Williams motioned to allow Officer Flynn to take the squad car to Rockford to attend Officer Jamie Cox's funeral on Saturday. Newstrand second. Newstrand also suggested to have the car cleaned and detailed prior to Saturday. Roll call taken:

Ayes: Williams, Newstrand, Leif, Nelson and Morgan

Nays: None

Officers will be taking the squad to training on November 8, 2017. Newstrand asked if the siren box

had been repaired. Craft stated he was waiting on the budget. Newstrand stated that it was a maintenance /safety issue and needed to be taken care of. Craft stated that it will cost around \$450.00. Executive session minutes were passed around for review. Nelson abstained from the review of the minutes. After review, Newstrand motioned to keep Executive sessions minutes confidential and to be reviewed in 6 months. Williams second. Roll call taken:

Ayes: Newstrand, Williams, Leif and Nelson

Nays: Morgan

Hinrichs stated that she would like to appoint Debbie Burns to the Village Board to fill Greg Maddalone's vacated seat.

Morgan motioned to appoint Debbie Burns to Village Board. Motion died due to lack of second.

Hinrichs appointed Debbie Burns to the Village Board to fill Greg Maddalone's vacated seat. Jensen stated she will serve until the next election.

Burns was sworn into office and took at seat at the table.

Newstrand motioned to hire RSB Computer Works to be the Village's Computer Administrator for three computers at \$100.00 per month. Nelson second. Morgan stated that the Village should consider a lady from Mt. Carroll who is better qualified. Roll call taken:

Ayes: Newstrand, Nelson, Williams, Burns and Leif

Nays: Morgan

Jensen handed out books titled "Crucial Conversations Tools For Talking When the Stakes Are High" to each of the Board Members.

Barricade removal at the Schmidt property was discussed. Jensen stated that there is not an ordinance regarding maintenance of side walks and suggested the ordinance committee look into enacting an ordinance. Jensen stated that it is a criminal act to have a hole and not have it marked. Williams stated that the Village has an agreement with Schmidt till November 2018 to leave him alone to demolish the front half of the building and fill in the hole. Schmidt brings the barricades out far enough to cover OSHA rules. Williams stated that each time they move the barricades they are trespassing on his property. Hinrichs stated that she had originally wanted the area barricaded and was told to leave the owners/workers alone. After words were exchanged Leif motioned to adjourn the meeting. Morgan second. Nelson stated that they could not adjourn the meeting without completing the agenda. Jensen suggested Hinrichs continue with her concerns about the barricade issue. Hinrichs stated that now that the building has been torn down enough she had moved the barricade back because she had received complaints about the side walk and parking being blocked off. After discussion it was decided that there should be some type of enclosure and that the Village wants the building torn down. It was decided that Newstrand will contact Schmidt and reach an agreement to have barricades put up to block off the area and give the public a safe place to walk. The Village will provide the barricades.

Jensen handed out a 3 page memo that deals with the most commonly used motions. Jensen is also working on some things to help make the meeting more efficient.

At 10:04 Leif motioned to go into executive 5ILCS120/2 sessions. Williams Second. Roll call taken:

Ayes: Leif, Williams, Burns and Newstrand

Nays: Morgan

Abstain: Nelson

At 10:05 Nelson left the meeting prior to entering into executive session.

At 10:50 the Board reconvened into regular session.

Hinrichs stated there is no action following executive sessions.

At 10:51 Leif motioned to adjourn. Newstrand second.

Minutes respectfully submitted by Dawn Holland