

Village of Chadwick
225 Main Street
Chadwick, IL 61014
Meeting Minutes of the Board of Trustees
December 4, 2017 at 6:30pm

The Village Board of Trustees met in regular session at 6:30 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 November 6, 2017 meeting. Williams second.

Roll call taken:

Ayes: Leif, Williams, Morgan, Nelson and Newstrand

Nays: None

Newstrand asked that a motion to ratify the adjustment of clothing allowance for employees be added to the agenda. Nelson motioned to approve the agenda as written with the addition. Leif second. Roll call taken:

Ayes: Nelson, Leif, Newstrand and Williams

Nays: Morgan

Hinrichs thanked Bob Kepler and Mark Hinrichs as well as the Lions Club for the Christmas decorations. Also, breakfast with Santa will be held on December 9th from 10-1 at M & K's.

Morgan motioned to appoint Barb Welch to fill the open seat on the Village Board. Motion died for lack of second. Nelson stated now that two people are interested in sitting on the Board she would like to have time to get to know the candidates before making a decision.

Hinrichs stated that in the code it is stated that the Village Clerk is the FOIA Officer and that the Board could appoint in addition to the Clerk. Also, she did not see were the Village needs an OMA Officer.

Citizen Comments:

1. Diane Sarber asked for a status on her FOIA request. Hinrichs stated it would be addressed later the meeting.
2. Peggy Schafer asked the Board why they would settle when a law suit has not been filed. She feels the Board as a whole is not listening to the Village as a whole.
3. Denny Wells would like to address the fire and public safety issues at Village Hall. He stated that nothing has been done since last month. Hinrichs stated that she had called and spoke with the Chief in Rock Falls and was told how to figure how many people could be in Village Hall. After further discussion Hinrichs stated she would further look into it.
4. Steve Schafer stated that on Tuesday mornings the Lions Club would be hosting a Community Coffee from 8-10 am for three months. He stated he is representing 10-15

people and stated that he is concerned the Board is passing ordinances to take power away from the Village President. If it is true he would like the Village President to check with the Attorney to see if it is legal. Schafer then stated that if the reason the Village is considering settling with the Nelson's is because she can not find a job, the Village needs to check into it further.

5. Alan Skoog asked what Section 5ILCS 120 is. Jensen stated that it was the section of the Open Meetings Act that allows this body to go into executive session. He also stated that no final action can be taken in executive session. Skoog asked who has access to executive session minutes? Jensen stated that the statutes allows the minutes to remain quiet but must be reviewed every six months and that all Village council members have access. Skoog then asked if a Board member that is part of the pending litigation has access to the minutes, why have executive session. Jensen stated that to his knowledge any Board member that has an interest in this pending litigation has not had access to the minutes and has not been a part of the executive sessions. Skoog asked why the Village is worried about inoperable vehicles when we have had vandalism issues that have not been addressed. Skoog asked why the Village would need a Budget and Appropriation Officer and why the Village has insufficient funds on accounts when they have a \$400,000 budget. Skoog then asked if it is legal to change the meeting time of the Board meetings.

Bills read for approval:

Frontier	\$208.04
Nicor	\$55.81
Robert Kepler	\$119.991
JoCarroll Energy	\$575.15
Mark Hinrichs	\$229.39
Jensen and Trevino	\$1,846.00
Illinois Dept of Innovation & Technology	\$44.27
Brownlee Data Systems	\$350.00
John Looney	\$940.50
Darrin Flynn	\$247.50
Mark Hinrichs	\$2,291.25
Randy Craft	\$1,706.25
Robert Kepler	\$1,568.00
Amanda Promenschenkel	\$550.00
Eugene Woodley	\$759.00
RSB Computerworks	\$334.00
Mt Carroll Home Center	\$59.44
Illinois Municipal League	\$14,277.00
Mt Carroll Home Center	\$7.97
Carroll County Auto Parts	\$192.99
Mirror Democrat	\$80.00
Jo Carroll Energy	\$1,583.09
Viking	\$300.42
Test Inc.	\$536.00
Moring Disposal	\$2,711.70
Cardmember Services	\$259.44

Leif motioned to approve bills for payment as presented. Williams second. Roll call taken:

Ayes: Leif, Williams, Morgan, Nelson and Newstrand

Nays: None

Newstrand informed the Board that the Annual Report had been submitted to the paper last week and because it was late there will be a delay in receiving funds from the County for the last tax distribution.

Finance reports were reviewed (enclosed).

Newstrand asked former Mayor Larry Miller about a bill at Chadwick Oil and Ag from Northwest Plumbing Heating and Pumps. Miller stated that Chadwick Oil and Ag paid for the meters. Newstrand stated that the bill was for work up to the building. Miller stated that Northwest Plumbing billed the Village and that Chadwick Oil and Ag reimbursed the Village. More information will be reviewed.

Hinrichs asked that why the garbage collection fee was less than the monthly expense? Nelson stated it was because the water/sewer/garbage is not correct. The billing system is broken.

Newstrand stated that since May 1, 2017 the Village has paid over \$400.00 in NSF funds to the bank because we are not transferring funds on time. This issue has to stop and Newstrand will talk to Promenschenkel. Newstrand will look into condensing accounts.

Williams motioned to direct Jensen to retrieve the funds from Hinrichs, Morgan and Maddelone that was paid to Marth and Bergman without Board approval in the amount of \$13,334.41 with bi-monthly updates. Nelson second. Jensen stated that all bills should be paid through the warrant process. Jensen will review and update the Board. Roll call taken:

Ayes: Williams, Nelson, Leif, Newstrand

Nays: Morgan

Newstrand stated that they are still working on the water bill review. Nelson asked if there were hard copies in the cabinets. Hinrichs was not aware of it but would bring the key to look. Missing billing is from February 2016. There was concern because not all accounts are being charged sewer. It was stated per code that all past due fees need to be paid before the water can be turned on (including late fees). Nelson stated that there are a lot of water accounts that have bad information and need to be updated. Hinrichs would like the Village put out door hangers 24 to 48 hours prior to disconnect. Hinrichs also stated that dates and times are being logged for disconnects. Newstrand would like to look into decreasing turn off/turn on fees. This will be discussed further in committees.

Williams motioned to give \$50.00 Christmas bonuses to M Hinrichs, Kepler, Craft, Flynn, Woodley and Looney. Leif second. Newstrand mentioned that the employees are working, they are out doing things within the Village and that things are getting done and they are doing a good job. Roll call taken:

Ayes: Williams, Leif, Morgan, Nelson and Newstrand

Nays: None

Williams questioned the interest on the CD's and the balance not increasing. Nelson stated the interest is rolling into the CD's it is just not being entered into the computer. Newstrand will look into it further.

Williams motioned that the Village of Chadwick appoint Talea Nelson as a Budget and Appropriations Director. Leif second. Jensen stated that if this is an Executive Officer that the President would appoint. Williams expressed concern that a budget had not been presented. Jensen stated that it should fall under Finance Committee. Williams rescinded his motion. Leif Rescinded second

Williams motioned to hire Gerald Bennett as a part time Police Officer starting at \$16.50 per hour. Newstrand second. Roll call taken:

Ayes: Williams, Newstrand, Leif, Morgan and Nelson
Nays: None

Williams motioned to purchase a badge for Officer Bennett. Newstrand second. Roll call taken:

Ayes: Williams, Newstrand, Leif, Morgan and Nelson
Nays: None

Williams motioned to authorize the purchase up to 3 uniform shirts not exceeding \$200.00 if needed. Newstrand second. Roll call taken:

Ayes: Williams, Newstrand, Leif, Morgan, and Nelson
Nays: None

Williams motioned to have Selman Electric install the outside light on the Police Station for \$445.00. Leif second. Roll call taken:

Ayes: Williams, Leif, Morgan, Nelson and Newstrand.
Nays: None

Williams motioned to direct Craft to go to Rockford to purchase Narcan. Newstrand second. Craft stated that the department has taken the training. Roll call taken:

Ayes: Williams, Newstrand, Leif, Morgan and Nelson
Nays: None

Williams asked about the inoperable vehicles on Main Street. Craft stated that notices have been sent but has not received a response. Jensen stated that it would be best to send the notice to the renter and the property owner. Williams motioned the Village of Chadwick resolve that the inoperable vehicles at 113 S Main street is a nuisance and that the Village President and Clerk send out notice stating that they be removed within 10 days. Jensen will draft a resolution to be sent with the letter and email to Hinrichs and Holland in the morning. Leif second. Leif asked the black SUV on 40 be addressed as well. Roll call taken:

Ayes: Williams, Leif, Newstrand and Nelson
Nays: Morgan

Williams stated that the Police Officers are planning to take a CPR class in January through the fire department. There may be a fee for the card.

Williams asked for a breakdown of the police supply line item.

Williams asked about the Super Trooper fund. It was stated that the fund had been closed.

Williams asked about setting up a defibrillator fund. Craft is working to try to find a way to purchase an AED. Possible set up a donation fund. An AED cost \$2,500.00 and has a \$300.00 annual

maintenance fee.

Newstrand motioned for the Village of Chadwick to purchase a snow blower for \$700.00 from Slone Implement. Leif second. Roll call taken:

Ayes: Newstrand, Leif, Nelson and Williams

Nays: Morgan

Cross walk project postponed due to weather.

Morgan motioned to rescind motion made October 2, 2017 to purchase a filing cabinet for blue prints. Nelson second. Williams stated he will be looking at some cabinets to see if they could work, Roll call taken:

Ayes: Morgan, Nelson, Newstrand, Williams and Leif

Nays: None

Morgan motioned to purchase a fire hydrant for inventory not to exceed \$2,500.00. Newstrand second. Roll call taken:

Ayes: Morgan, Newstrand, Williams Leif and Nelson

Nays: None

Williams asked what Jensen would charge to be the Liquor Commissioner? Jensen stated that the charge to review and sign one annual license would be \$25.00 or less. If addition actions were needed more fees would be considered.

Williams asked that work order be filled out for maintenance to repair the stool at the police department.

Newstrand asked that when payroll is done that Hinrichs inform him and that he would sign M Hinrichs check rather than Kim.

Leif asked about the \$500.00 credit limit on Hinrichs' credit card. A bill had been paid that was more than \$500.00. This will be referred to Finance Committee.

Nelson stated that Board packets are still not being sent out prior to the meeting. Minutes are being received but not financial reports. Per code they should go out the Thursday before the meeting.

Morgan stated that some changes will need to be made to the maintenance building to be in compliance with OSHA. Morgan will work with M. Hinrichs and Kepler.

Jensen stated the Treasurer is to keep books and accounts and that these books and accounts shall always be subject to inspection of any member of the corporate authority as part of the Illinois Code.

Jensen stated that before the meeting, Morgan had expressed concern to him about following OSHA regulations in regards to the barricades. Jensen said that he did not believe that the Village was bound to IDOT standard but felt it was good to look into other organizations standards. Newstrand stated that parking is now open but the sidewalk is still closed. The owner of the building has until November

2018 to complete the project. Morgan stated that if the barrels are on private property it would not be a Village issue. Newstrand express concern over the safety of the sidewalk. Newstrand will have the barrels move to the middle of the sidewalk and possibly use some of the cold patch.

Jensen stated a letter was sent on October 18th to the Village of Milledgeville's Chief of police in regards to the ownership of the gun and has heard nothing. Jensen will send the letter to Milledgeville's President next.

Jensen stated that he has talked with Hinrichs about the FOIA request that was received. Jensen suggested contacting Ed Mitchell (former Village Attorney) to help with the request. Mitchell stated that he was short staffed this week and more time would be needed.

Hinrichs asked than when setting committee meetings to please take into account of her work schedule.

At 8:33 Newstrand motioned to go into executive session 5 ILCS 120/2 pending litigation. Williams second. Roll call taken:

Ayes: Newstrand, Williams and Leif

Nays: Morgan

Abstain: Nelson

At 8:34 Nelson left the meeting and the Board took a 5 minute recess.

At 9:44pm the regular session of the Board reconvened. Board members present: Leif, Morgan, Newstrand and Williams.

Jensen stated that no action would be taken.

At 9:47 Lief motioned to adjourn. Newstrand second.

Minutes respectfully submitted by Dawn Holland