

Village of Chadwick
225 Main Street
PO Box 385
Chadwick, IL 61014

Meeting Minutes of the Board of Trustees
Held on July 3, 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, Maddalone, Morgan, Nelson, Newstrand and Williams. Village President Kim Hinrichs presiding over the meeting.

Pledge of allegiance was led by the Village President Kim Hinrichs.

Williams stated that what was presented for an agenda was revised and should not have been done so without it being presented to the Board. He stated that when revising the agenda calls should have been made to the Board for approval. Hinrichs stated that she would look into it. Nelson asked for clarification on who is writing the agenda. Holland stated that she typed the agenda from the information given to her at the committee meeting and then she forwards it to Hinrichs. A change was added for Newstrand to retract his vote to appoint Ed Mitchell as the Village Attorney. Leif stated that more was on the agenda and once it is on the agenda it can not be taken off (per Roberts Rules and OMA). Willams then stated that under Roberts Rules it is wrong to assume the President sets the agenda, it is common for the President to prepared a proposed agenda but that becomes final only if adopted by the full assembly. Any changes need to be made 48 hours prior to the meeting. Hinrichs asked if they would like to just set a new meeting date. The agendas should be set by the board before it is typed. Williams suggested holding the committee meetings a week earlier so the agenda can be put in place without a push for time.

Minutes from the June 5, 2017 meeting were presented. After review, Morgan motioned to approve the minutes. Nelson second. Roll call taken:

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

Nays: N/A

A list of bills was presented for payment:

Frontier	165.14
Jo-Carroll	2761.15
Mediacom	89.03
Milledgeville Farmers Elevator	83.30
Cardmember Services	374.07
Carroll County Review	25.00
Chad-Mville School	1204.00
Mt Carroll Home Center	39.98
WIPFLI	2916.50
Illinois Rural Water	305.00
Viking Chemicals	972.90
Lyons Lab	170.00
State Industrial Products	533.93

Moring Disposal	2711.70
Nicor	140.64
Mediacom	81.04
Northwest Plumbing	96.92
Extreme Tree	1500.00
Ed Mitchell	5929.50
Nancy Gable	714.00
Jo-Carroll	4986.21
Cardmember Services	564.32
Lectronics	82.11
USA Blue Book	355.32
WIPFLI	3650.00
EPA	2500.00
Amanda Promenschenkel	550.00
Mark Hinrichs	945.00
Mark Hinrichs	1050.00

Leif asked what the \$2500.00 bill was for the EPA and was informed it was an annual fee for testing. Newstrand asked about the WIPFLI bills and Do it Best and stated they were not approved expenses. WIPFLI was for May and June services and the audit. Newstrand stated that we do not have a contract for WIPFLI at this time. Newstrand stated he did not approve paying the bills because they were not approved. Lief asked what was on the credit card. Hinrichs stated that \$100.00 was put on for her and Amanda to attend the IML meeting and the rest was a previous balance. Williams asked how Hinrichs had a credit card. Hinrichs said that Lori at the bank gave her a credit card the first week. Leif stated that should have been Board approved and asked when Hinrichs was bonded. Hinrichs stated that she was bonded through IML. Mitchell stated that everyone should be bonded. Williams asked that Hinrichs surrender her credit card tonight until the board figures out what is going to happen. Hinrichs stated she would not surrender the card. Nelson stated that if anyone is going to a meeting or taking a course it should go through the Board. Nelson stated the the bill for the crossing guard was coded incorrectly. Williams asked when Promenschenkle started as treasure and wondered if her pay should be prorated. After discussion it was decided that she has completed extra work and that it should be a full month pay. Leif asked when the Finance Committee met to approve the bills. Morgan stated he had a Finance Meeting at 6:30. William stated he was out side and Maddalone was not at Village Hall at 6:30. Nelson motioned to approve paying payroll for Promenschenkel, Hinrichs, Gable, police staff and Extreme Trees. Leif seconded. Roll call taken:

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

Nays: N/A

Promenschenkel stated that she had handed out financial reports to the board for review. Promenschenkel handed out a current list of CD rates for review. The Village had 2 CD's coming due. She stated that Milledgeville State Bank offered an 18 month CD with a bump rate option. When CD's come due they should be brought to the Board.

Nelson shared information about the Illinois Prompt Payment Act. She stated that the board has 30 days from the date they receive the bill to make payment.

Appointment of FOIA and OMA Officers were brought up. It was stated that typically the Clerk is the FOIA Officer. Williams suggested to not have Holland be the FOIA officer at this time. Nelson motioned to make an addition to Village Code 1-7-11 to add "Another Board Member may be

appointed by and with the majority vote of the Village Trustees.” . Williams Seconded. Roll call taken:
Ayes: Nelson, Williams, Leif, Maddalone, Morgan and Newstrand
Nays: N/A

Williams Motioned for Hinrichs to be the Village FOIA Officer. Leif Seconded. Roll Call taken:
Ayes: Williams, Leif, Maddalone, Morgan, Nelson and Newstrand
Nays: N/A

Leif Motioned for Williams to be the OMA Officer. Nelson seconded. Roll call taken:
Ayes: Leif, Nelson, Newstrand, Williams, Maddalone and Morgan
Nays: N/A

Hinrichs stated that while the board discusses the liquor license she will step outside.

The status of the Chadwick Lions Liquor License was asked. After review of the paper work it was stated that the Village still needs a copy of the bond and the lease from the Lions Club. Nelson Motioned to issue the Chadwick Lions Club a liquor license for Chadwick Special events on September 9, 2017 with the contingency that they provide copies of a lease from the Fire Department and a bond. Leif seconded. Roll call taken:
Ayes: Nelson, Leif , Maddalone, Morgan, Newstrand and Williams
Nays: N/A

Williams asked Mitchell how much he charges to be the Liquor Commissioner. Mitchell stated that he charges \$135.00 per hour. Williams suggested that the Village increase the cost of a Liquor License to cover the Attorney cost. Mitchell stated that he is resigning tonight so they may want to wait on that discussion until the new Village Attorney is in place. Mitchell stated that by law he has to remain at the Village Attorney until a new one is in place. Nelson stated that on the financial report she was given, only half of a liquor license was paid (\$200.00) from May 1, 2016 to April 30, 2017. Questions were asked if the license goes from the physical year or the fiscal year. Information is needed about what has been paid and when.

Hinrichs returned to the meeting.

Discussion on the police chief was brought up. Hinrichs asked if the Board would like to go with full time or part time. Leif stated that with out a budget it is hard to decide. Lief stated at this point she would go with part time as outlined in the proposed budget for up to 24 hours per week @ \$18.00 per hour (\$22,464.00 per year). Craft suggested the Board put together a guideline of what they wanted and what the pay may be. The board has the option to be negotiable. Nelson stated that once the Chief is in place we could then add on more part time police officers. Leif motioned to have Morgan and Nelson write an ad and place it in the paper for a Police Chief working 24 hours or less per week. Nelson seconded. Roll call taken:
Ayes: Leif, Nelson, Newstrand, Williams, Maddalone and Morgan
Nays: N/A

Nelson motioned to terminate the water billing contract with Nancy Gable effective August 1, 2017. Newstrand seconded. Roll call taken:
Ayes: Nelson, Newstrand, Williams, Leif, Maddalone and Morgan
Nays: N/A

Morgan will talk with the Board of Trustees for the Chadwick Fire Department. The Fire Department is running a new larger water line and an agreement needs to be put in place for the Fire Department to maintain the new line. Morgan stated he has not had a chance to talk with anyone at the school or to Johnson's Processing at this point.

Leif asked if Hinrichs if she she has sent a letter (on Village letter head) stating that she was now the point of contact. Hinrichs said that she had not.

Morgan spoke with Kevin Vandendooren (Carroll County Engineer) about the questions that were asked about the alley repairs and the cost. Vandendooren stated that there is no way an alley could have been repaired for \$2,000.00. Fairhaven Township is not able to get into the alleys with his equipment to do repairs.

Nelson brought a copy of the paper work from Meador for the sidewalk projects that was not completed but paid for. Morgan stated that the list Nelson had for the concrete was not complete.

Hinrichs stated that there was nothing to add under Parks and Trees or Economic Development committees.

Nelson asked if the clean up was completed by Extreme Trees and Newstrand said that is was completed.

Hinrichs asked if everyone has had a chance to talk to Lori at the bank.

Nelson asked if anyone knows what the fee will be at the bank to keep the monies under \$500,000.00. There will be a flat fee assessed to the accounts but unsure of what the fees are. Nelson motioned to release the bank of the pledge amount of money in excess above \$500,000.00 with the ability to move funds between checking, savings money market and CDs. Leif seconded. Roll call taken:

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

Nays: N/A

Nelson motioned to move one \$50,000 CD to Milledgeville State Bank for 12 month at 1.20 % and one \$50,000 CD to Milledgeville State Bank for 18 months at 1.25% with the bump option and have the interest rolling back into the CDs. Leif Seconded. Roll call taken.

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

Nays: N/A

Next item discussed was the proposed budget. Nelson stated she has worked with Promenschenkel on the numbers. Leif stated that if the budget is passed today it will need to be posted for 30 days.

Newstrand motioned to accept the budget after the 30 day posting has expired. Leif seconded.

Maddalone voiced concern about the cutting of the hours for the police and water and sewer. Nelson stated that this was a budget and things had also been discussed at the committees. Morgan stated he gave three options at the committee. Full time, part time and contracted. Roll Call taken:

Ayes: Newstrand, Leif, Nelson and Williams

Nays: Maddalone and Morgan

Next item discussed was retirement for full time employees. Leif stated that since Bergman only worked 6 days into the fiscal year he should not be entitled to the the full \$5000.00 retirement. Leif motioned to prorate Bergman's retirement 401K retroactive from May 1, 2017. Williams Seconded.

Nelson motioned to amend the motion to state to prorate from June 9, 17 back to May 1, 17. Leif seconded. Newstrand asked if Bergman handed in a letter and it was stated he did not. Roll call taken:

Ayes: Nelson, Leif, Maddalone, Morgan, Newstrand and Williams.

Nays: N/A

Roll call on the motion as amended:

Ayes: Leif, William, Maddalone, Morgan, Nelson and Newstrand

Nays: N/A

Leif asked if the prorated amount would be brought up at committee. It was stated it would be brought up as a bill in the finance committee.

Newstrand stated that he would like to retract his yes vote to hire Ed Mitchell as the Village Attorney at the June 5, 2017 meeting. It was stated that it is a mute point since Mitchell is resigning as Village Attorney tonight.

Williams would like to discuss past agendas. He stated that the past agendas (back to May 4, 2017) have violated the OMA or went against Roberts Rules. Items have been removed from the agenda, Board had been locked out of the building, items have been inked out on the agenda, and agendas have been revised without board approval. He stated that the President does not have the authority to set the agenda. He asked that the Village follow code and then handed out information to outline the procedure of setting an agenda.

Nelson reported that she she has been looking into local advertising rates (handed to Board members) and that she called Rita Barnet and found out that the Village owns it's web site with 2 domain names. There is a signed agreement between the Village and Barnet for \$1,000.00 per year flat fee. In addition the Village pays \$20.00 per year for unlimited email addresses. Rita has been doing the web site since 2009. Rita stated that no one has sent her information to update. Promenschenkel will send the information.

Mitchell informed the Board that the Schmitt case has been settled. It has been filed and and dismissed. The Nelson case is in appeal. The Nelson's have submitted a brief and Mitchell has filed one on behalf of the Village of Chadwick. The Nelson's then have till July 12, 2017 to reply.

Members of the public at the meetings would like copies of the agenda.

Corky Todd asked if a sign could be out up at the police department. Nelson stated that they had a sign and that it just need to be attached to the building. It was suggested that the sign include a phone number.

At 9:27 Morgan motioned to adjourn. Newstrand seconded.

Minutes respectfully submitted by Dawn Holland