

Village of Chadwick  
225 Main Street  
Chadwick, IL 61014  
**Meeting Minutes of the Board of Trustees**  
September 11, 2017 at 7:30pm

The Village Board of Trustees met in regular session at 7:30 being called to order by Village President Pro-tem Randy Newstrand.

The meeting was opened with Roll Call. Board members present Lief, Maddalone, Morgan, Nelson, Newstrand and Williams. Village President Kim Hinrichs absent from the meeting.

Pledge of allegiance was led by Randy Newstrand.

Attorney Jensen did the swearing in of the Village Clerk Dawn Holland and the Village Treasure Amanda Promenschenkel.

Nelson motioned to accept the minutes as written for the August 7, 2017 meeting. Leif second. Roll call taken:

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

Bills read for approval:

Mark Hinrichs	\$1,117.00
Mark Hinrichs	\$585.00
Amanda Promenschenkel	\$550.00
Randy Kraft	\$1092.00
John Looney	\$976.00
Darrin Flynn	\$161.00
Robert Kepler	\$546.00
Automatic Controls	\$399.00
Moring Disposal	\$5,423.40
Viking Chemical	\$300.42
Jo-Carroll	\$925.49
Hayen Electric	\$1,012.92
Test Inc.	\$659.96
Compliance Signs	\$72.00
Jo- Energy	\$947.44
Frontier	\$172.70
Company One	\$38.80
Kustom Signals, Inc	\$120.56
Municipal Electronics	\$35.00
Randy Craft	\$10.24
Illinois Law Enforcement	\$60.00
Greenfield Concrete	\$600.00 & \$500.00
Fairhaven Township	\$227.50
Mt. Carroll Home Center	\$61.01
CDS Office Technologies	\$41.00
Nicor	\$54.80

Mediacom	\$168.56
Cardmember Services	\$7.78
Bill Mart Ts	\$74.55
Jensen and Trivino	\$2,691.00
Greg Lantz	\$100.00
Streicher's	\$50.97
Law Enforcement Systems	\$106.00
Carroll County Health Department	\$77.00
Illinois Dept of Innovative Tech	\$44.20

Newstrand stated that the bill needed more clarification. The last bill that was submitted also listed auditing services. Newstrand will pickup the remaining paperwork from WIPLI and check on the invoice. Nelson also questioned a bill for Positive Promotion that was submitted and coded for Economic Development. Craft stated the Hinrichs has asked him to order bracelets for Chadwick Fall Festival. Nelson stated that it was never brought before through the board for approval. The bill will be discussed at committee. Leif motioned to pay the bills with the exception of Positive Promotions. Nelson Second. Roll call taken:

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

Nays: None

Promenschenkel questioned not paying Positive Promotions invoice because it had not gone through the board but three other invoices (2 for Greenfield Concrete and Bill Mart T's) are on the list to be paid that had not been brought to the board. Leif stated that the t shirt are in the Village Policy and that the Greenfield bill was discussed at the committee meeting.

Promenschenkel stated that she has handed out printouts of the accounts. Deposits on the W/S billing account for August was \$14,446.91. She stated she had received a few calls in regards to the estimated w/s bills. She stated she also received a call from an owner that had received a bill that stated she had called and asked that it be turned off three months ago when her renter had moved out and asked that the Village waive the bill. After discussion, the board stated that the monthly fees could be waived but she would have to pay the on/off fees and that the water needed to be turned off. Questions were brought up how the water was turned off when by policy it should have been turned off due to non payment. It was asked to be on the agenda for October meeting. Promenschenkel asked that there be more communication among everyone. She stated that meters had been read a day early and the "gun" was not ready. Newstrand stated that this is done and we need to move forward. It was asked that Bob leave Amanda a note when he will read meters to prevent this issue again.

Williams motioned to hire Randy Craft as the part time Police Chief, 24 hours per week @\$19.50 per hour starting today. Leif Second. Roll call taken:

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

Nays: None

Williams motioned to raise part time Police Offers pay to \$16.50 per hour starting today. Nelson second. Roll call taken:

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

Nays: None

Williams motioned to hire Eugene Woodley as a part time Police Officer at \$16.50 per hour. Leif second. Roll call taken:

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

Nays: None

Williams stated that Craft has some training to do on the internet and needs a form of payment. After discussion it was decided to address authorizing him to get a credit card at the committee meeting.

Newstrand stated the water meters have been located and an ordinance for surplus property needs to be put in place.

Newstrand stated that the police car will be moved back to city hall for parking. Morgan stated that the vents have not been installed yet.

Test inc. contract insurance amount is 3 million and the start date is September 1, 2017. Contract was signed and given to Dave Lourie. Leif asked that Kepler be trained to test the water. Lourie stated that he likes to have a local person trained. Newstrand stated that he and Kepler will be trained. Lourie stated he would like a key to the water tower. It was stated that the tower has a key box on the outside of the tower. Lourie stated the Village would receive a signed copy of the contract back.

Williams motioned to accept Mark Hinrichs letter of resignation. It was stated that Hinrichs submitted a resignation letter that said his last day was 08/18/2017 and then sent a letter on 08/22/2017 that stated he was not resigning. Motioned died for lack of second.

Questions were brought up raising concerns about Hinrichs and Morgan being the only people who know how to test the water at this time and if the Village accepts his resignation the Village is not covered for water testing. Lief stated that it was her understanding that Hinrichs only wanted to test water not the other duties of his position. Nelson stated that if he is changing the scope of his job he should have a new title and new description. Leif asked legally how the Board should proceed. Jensen stated the Board did not need to accept his resignation but would be cleaner to do so. Perhaps direct Newstrand as Mayor pro-tem to offer Hinrichs a position as employee or contractor. Nelson stated to offer Hinrichs a position at 10 hours per week at \$14.00 per hour as an independent contractor. Williams motioned to accept Hinrichs's resignation dated 08/07/2017. Nelson second. The question was brought up about what happens if Hinrichs accepts this offer since he was paid as an employee. Jensen agreed that would be messy. Nelson suggested giving Hinrichs time to think about the offer and will follow up after he has had a little time. Newstrand expressed concerned about if Hinrichs left it would leave an issue with water testing. Williams rescinded the motion. Nelson rescinded second. Leif motioned to offer Hinrichs a position for up to 10 hours per week at \$14.00 per hour to test the water. Nelson second. Jensen stated that he would have a contract ready tomorrow. Roll call taken:

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

Nays: None

Newstrand stated that due to the vandalism at Handel Park it would be a good idea to change the hours. Nelson motioned to change the hours at Handel Park from sun up to sun down. Leif second. Roll call vote:

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

Nays: None

Leif stated that she would be calling Extreme Trees to get estimates on removal of 4-5 trees and see how that fits with the budget. Newstrand stated that Leif was the Pro-tem Chair of the Parks and Trees committee. She then stated that someone called and stated that a tree needed to be taken down because it had split. She stated that the person offered to pay for the removal of the tree and that she had given him permission to do so. Leif will follow up with Keplen about a branch that is broken off

in a tree that needs to be removed professionally. Maddalone also stated that he has a branch in a tree in front of his house that needs to be brought down.

Nelson motioned to ratify the bill for Greg Lance to Brushhog the 2 properties with overgrown yards for \$100.00. Williams second. Keplen asked that since the yards have been Brushhogged he has been mowing them and asked how often he should turn that information in. Nelson stated that he should turn the info into Promenschenkel each time and that she in turn should bill it out at \$30.00 per hour. Craft will also need a copy. Morgan stated that letters need to be sent out. Nelson stated that letters had been sent. Roll call taken:

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

Nays: None

Scott Piehn from JCWIFI introduced himself and stated that about two months ago he was made aware that the Village of Chadwick was not utilizing the free internet they are entitled to. Piehn stated that per the contract the Fire Department, Library, Police Department and Village Hall would be covered at no charge. Newstrand asked that Promenschenkel find out if the Village is under contract with Medicom and Frontier for internet services. Leif asked if the free service is for 1 computer. Piehn stated that for Village Hall it would include one hard wired computer as well as a managed router and guest wireless. They would also provide 1 router each and wifi for the library and the police station. Piehn will send a contract to Jensen for review. The contract will be based on the committee meeting agenda for review. Nelson will work with Piehn to set up a time get equipment updated and installed once the contract is approved.

Nelson asked that the Board be given Water and Sewer income reports monthly. It was stated that the water/sewer billing needs to be discussed and issues address. It was agreed to have the Water and Sewer committee / Meeting of a Whole on September 18, 2017 at 5:30pm and the rest of the committee will be held the following week.

Updates for the Employee Handbook were reviewed. After discussion it was decided to put the Handbook on the agenda for the October meeting.

Newstrand questioned the MSA bill. MSA has requested that a point of contact letter be sent to them on the Village letter head. Jensen offered to send a letter to MSA (Nick Wagner) requesting all memos and contracts justifying the bill in question.

IML agreement was the next item addressed. Jensen stated that the Board would need to adopt an ordinance to approve the agreement. Jensen will draft an ordinance for the next board meeting. Newstrand will contact IML and ask about the time frame for the agreement and sending it in after the next meeting.

Morgan motioned to contract Monroe Truck Equipment to change the box on the red maintenance truck and to add a stainless steel salt spreader and do the conversion process to switch things over not to exceed \$12,500.00. Nelson second. Newstrand would like to see the springs for the snow plow included if possible. Roll call taken:

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

Nays: None

Jensen stated the FOI A request is still in process. Jensen had requested additional time. Williams stated that he would purchase a memory stick if the information could be transferred to save on cost

and paper.

Jensen put together a Surplus Property Ordinance. Nelson motioned to adopt the Surplus Property Ordinance # 545 as written with the Village Clerk attaching Exhibit A. Leif second. Roll call taken:

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

Nays: None

Leif asked if the ordinance needed to be posted and/or advertised. Jensen stated that it did not need to be advertised.

Jensen stated that he would like the start date on the employees that received the payments that Board is questioning. Nelson stated she would send Jensen a very detailed email for his review. This item will be addressed at the next Board meeting.

Jensen stated that he had made the updates to the Code Book for Chapter 1 as requested. These updates will be reviewed at committee. Nelson suggested that the the updates for Chapter 1 and that suggested changes for Chapter 2 be discussed at the next committee.

Maddalone asked if he and Morgan were still on the accounts at the bank. It was stated that it was not voted on. Jensen stated that by statute Hinrichs is a signatory on accounts and it should be voted on. Morgan made a motion to add Promenschenkel as a signatory on village accounts. Williams second.

Leif motioned to amend the motion to include Promenschenkel as a signatory to include removing Morgan and Maddalone. Williams Second.

Newstrand motioned to amend motion removing Morgan and Maddalone to state it should be done at 8:00 am on September 12, 2017. Leif Seconded. Roll call taken:

Ayes: Newstrand, Leif, Maddalone, Nelson and Williams

Nays: Morgan

Roll call on motion Promenschenkel being added as signatory and Morgan and Maddalone being removed:

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

Nays: Morgan

Roll call taken on amended motion to add Promenschenkel as signatory and to remove Morgan and Maddalone at 8:00 am on September 12, 2017:

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

Newstrand motioned to go into Executive Session (5ILCS120/2) Pending litigation involving the Village of Chadwick. Leif second. Roll call taken:

Ayes: Newstrand, Leif and Williams

Nays: Maddalone and Morgan

Abstain: Nelson

Nelson left the meeting at 10:01 pm.

Board reconvened into regular session at 10:40pm

Meeting adjourned at 10:42pm

Minutes respectfully submitted by Dawn Holland