

Village of Chadwick
225 Main Street
Chadwick, IL 61014
Meeting Minutes of the Board of Trustees
October 2, 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. Maddalone absent from the meeting.

Pledge of allegiance was led by Hinrichs.

Nelson asked that three items be added to the agenda. They are as follows: 1) Training for water and sewer billing 2) Consulting with RSB computer works 3) Halloween activities. It was stated that they would be considered New Business. Newstrand motioned to approve the agenda with additions. Leif second. Roll call taken:

Ayes: Newstrand, Leif, Morgan, Nelson and Williams

Nays: None

Newstrand motioned to accept the minutes as written for the September 11, 2017 meeting. Leif second.

Roll call taken:

Ayes: Newstrand, Leif, Morgan, Nelson and Williams

Nays: None

Bills read for approval:

Mark Hinrichs	\$1,057.50
Robert Kepler	\$1,050.00
Amanda Promenschenkel	\$550.00
Darrin Flynn	\$173.25
Gene Woodley	\$165.00
Moring Disposal	\$2,711.70
Viking Chemical	\$287.48
Jo-Carroll Energy	\$1,266.57
Jo-Carroll Energy	\$397.42
Jo-Carroll Energy	\$816.18
Nicor	\$86.07
Communication Revolving Fund	\$47.27
Carroll County Review	\$50.00
Frontier	\$166.97
Streichers	\$19.99
Watch Guard	\$114.00
Medicom	\$65.56
Mt Carroll Home Center	\$105.20
Larry Williams	\$31.32
Five Star Enterprises	\$54.45
Drew Bush	\$500.00
Positive Promotions	\$135.41

Test Inc.	\$685.26
Randy Craft	\$115.83
Jensen and Trevino	\$6,000.00

Two bills pending for approval. Waiting on totals.

Newstrand motioned to approve bills presented by the Finance Committee. Leif second. Roll call taken:

Ayes: Newstrand, Leif, Morgan, Nelson and Williams

Nays: None

Hinrichs stated that she had received a Letter of Resignation for Greg Maddalone and that it was effective on 10/01/2017. Leif motioned to accept Maddalone's resignation. Nelson second. Roll call taken:

Ayes: Leif, Nelson, Newstrand, Williams and Morgan

Nays: None

Treasure's Report enclosed. After review of her report it was asked if the Village is paying more for garbage than was collected and if Promenschenkel has had the opportunity to check if the garbage rate was correct and that the increase had been applied. She stated she had not. It was then asked if the water and sewer income has been separated as asked and it had not.

Williams motioned to approve a credit card for Police Chief with a \$500.00 limit. Newstrand second. Roll call taken:

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

Nays: None

Williams stated that Chief Craft asked that Officers Looney, Flynn and Woodley be allowed to attend training in Dixon on November 8, 2017. He stated the cost of the class is through the Northwest Criminal Justice Commission and there is no charge.

Williams stated that questions were brought up about a firearm that is no longer in the possession of the Village of Chadwick. Jensen stated that Craft had brought up questions about a firearm that a WWII widow had given to the Police Department. It was brought up that the gun had been taken to Carroll County Sheriff's office for storage and at sometime Scott Marth had move the gun to the Chadwick Police Department and then given it to the Milledgeville Police Department. When Craft found out about it he contacted Milledgeville Chief and was told the gun has since been registered to the Milledgeville Police Department. Jensen stated that if Chief Marth had attempted to give it away, he had no right to do so. After discussion the Board directed Jensen and Craft to work together to put a letter together requesting the return of the gun in question. It could just be a misunderstanding between the two communities.

Morgan made a motion to purchase a file cabinet to store blue prints not to exceed spending \$350.00. Newstrand second. Roll call taken:

Ayes: Morgan, Newstrand, Williams, Leif and Nelson

Nays: None

Morgan motioned to purchase PVC pipe to replace the clay tile on the east line from the railroad tracks to the lagoon not to exceed \$15,000.00. Newstrand second. Hinrichs asked about the connection into the manhole. Newstrand stated that due to the lack of water the electric bill has dropped. Nelson asked

if anyone has checked into how much was spent out of the Water and Sewer account so we know if the Village has the money to complete this project. Nelson stated she has not received a budget vs actual to know what is left in the budget. Morgan and Newstrand withdrew their motion. Morgan motioned to refer the purchase/repairs to Fink's fields to committee. Newstrand second. Roll call taken:

Ayes: Morgan, Newstrand, Williams, Leif and Nelson

Nays: None

It was stated that Newstrand and Nelson had reviewed water bills and found a few issues that need to be addressed. The issues were written down and will be given to Promenschenkel for corrections. Leif then asked about notes that have been made that payments will be made and that no one single person can make those decisions. Nelson stated if the total bill is not paid it should be shut off per the Village Code Book. Bottom line is the Water and Sewer account is losing money and the cycle needs to be stopped. Jensen stated that some of the language in the code book (paragraph E) needs to be looked at in regards to water bill disconnects. Jensen suggested that the people that have paid their principle be left on and the late fees be addressed next month once the Board had has a chance to review the letter the disconnect letter that was sent out.

Nelson made a motion to ratify payments to the landlord for the apartments on 5th street to refund charges and late fees excluding the \$25.00 late fee. Leif second. Roll call taken:

Ayes: Nelson, Leif, Morgan, Newstrand and Williams

Nays: None

Nelson motioned to refund the property owner on Marion Street three months less the shut off fee. The property owner on Main Street needs to be refunded 2 months for the tenant bills that were billed to him. Leif second. Roll call taken:

Ayes: Nelson, Leif, Morgan, Newstrand and Williams

Nays: None

Leif rescinds motion made on September 11, 2017 to purchase a new box and salt spreader for the maintenance truck. Newstrand second.

Ayes: Leif, Newstrand, Williams, Morgan and Nelson

Nays: None

Leif asked that the springs be purchased and put on the maintenance truck.

Leif stated that she has contacted Extreme Trees and they will be starting in 2 to 3 weeks to remove 8 trees (not including the Ash trees). Jensen stated that MFT funds can be used for the removal of Ash tree.

JCWIFI Tower Occupancy Agreement was discussed. Jensen asked what services will JCWIFI provide. He also stated that IML had some draft ordinances that the Village could utilize. Nelson motioned to approve the Tower Occupancy Agreement pending Jensen's final approval. Leif second. Roll call taken:

Ayes: Nelson, Leif, Morgan, Newstrand and Williams

Nays: None

Nelson stated that Jensen had sent out copies for 18 code revisions for Title 1 of the Village Code book.

Nelson motioned to pass Ordinance #546 amending Title 1, Chapter 3 Section 2 of the Code of

Ordinances of the Village of Chadwick. Leif second. Roll call taken:

Ayes: Nelson, Leif, Newstrand and Williams

Nays: Morgan

Nelson motioned to pass Ordinance #547 amending Title 1, Chapter 4 Section 4 of the Code of Ordinances of the Village of Chadwick. Leif second. Roll call taken:

Ayes: Nelson, Leif, Newstrand and Williams

Nays: Morgan

Nelson motioned to pass Ordinance #548 amending Title 1, Chapter 5 Section 2 of the Code of Ordinances of the Village of Chadwick. Leif second. Roll call taken:

Ayes: Nelson, Leif, Newstrand and Williams

Nays: Morgan

Nelson motioned to pass Ordinance #549 amending Title 1, Chapter 5 Section 4 of the Code of Ordinances of the Village of Chadwick. Leif second. Roll call taken:

Ayes: Nelson, Leif, Newstrand and Williams

Nays: Morgan

Nelson motioned to pass Ordinance #550 amending Title 1, Chapter 5 Section 5 of the Code of Ordinances of the Village of Chadwick. Leif second. Roll call taken:

Ayes: Nelson, Leif, Newstrand and Williams

Nays: Morgan

Nelson motioned to pass Ordinance #551 amending Title 1, Chapter 5 Section 8 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand

Nays: Morgan

Nelson motioned to pass Ordinance #552 amending Title 1, Chapter 6 Section 2 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #553 amending Title 1, Chapter 6 Section 3 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand

Nays: Morgan

Nelson motioned to pass Ordinance #554 amending Title 1, Chapter 6 Section 4 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #555 amending Title 1, Chapter 6 Section 6 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand

Nays: Morgan

Nelson motioned to pass Ordinance #556 amending Title 1, Chapter 6 Section 8 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #557 amending Title 1, Chapter 6 Section 9 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand

Nays: Morgan

Nelson motioned to pass Ordinance #558 amending Title 1, Chapter 6 Section 10 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #559 amending Title 1, Chapter 6 Section 11 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand

Nays: Morgan

Nelson motioned to pass Ordinance #560 amending Title 1, Chapter 7 Section 11 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #561 amending Title 1, Chapter 9 Section 7 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand

Nays: Morgan

Nelson motioned to pass Ordinance #562 amending Title 1, Chapter 10 Section 7 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #563 amending Title 1, Chapter 11 Section 5 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to pass Ordinance #564 amending Title 1, Chapter 14 Section 4 of the Code of Ordinances of the Village of Chadwick. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif and Newstrand.

Nays: Morgan

Nelson motioned to allow employees to purchase uniforms up to \$150.00 per fiscal year to be reimbursed by the Village. Newstrand second. Roll call taken:

Ayes: Nelson, Newstrand, Williams, Leif and Morgan

Nays: None

Nelson motioned to accept the 8th edition of the Employee Handbook. Newstrand second. Roll call taken:

Ayes: Nelson, Newstrand, Williams and Leif

Nays: Morgan

Nelson motioned to donate \$100.00 to the Lions Club for the Halloween Activities and have it come out of the Economic Development fund. Leif second. Roll call taken:

Ayes: Nelson, Leif, Morgan, Newstrand and Williams

Nays: None

Nelson stated the Finance Committee would like to refer the Nicor franchise income to Jensen to see how the Village can improve it. The Police Station will be switching the internet carrier to JCWIFI. The positive promotion bill from last month was approved for payment this month.

Williams asked about committee meeting minutes and if they need to be kept. He asked Jensen if the committee sheet that they fill out would be sufficient. After discussion it was stated that it would be satisfactory. Committee Chairs are completing committee reports and that two members need to sign the reports.

Williams asked that the executive session minutes review be an agenda item on the November Board meeting.

Nelson stated that RSB computers stated that there is a record of every executive session saved in the computer.

Leif asked about the status of per-treatment agreements. Nelson stated she spoke with Jensen earlier today and they will be working with Test Inc. to get things moving.

Newstrand motioned to hire Phil Jensen as the Village Attorney. Morgan second. Roll call taken:

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

Nays: None

Jensen needs more information about dates of hire, start dates and final dates of employment.

Nelson motioned to accept ordinance #565 IML intergovernmental Cooperation Contract. Leif second. Roll call taken:

Ayes: Nelson, Leif, Morgan, Newstrand and Williams

Nays: None

Nelson motioned to ratify Resolution R2017-1 Bank letter for Signatory for Milledgeville State Bank. Newstrand second. Roll call taken:

Ayes: Nelson, Newstrand, Williams, Leif and Morgan

Nays: None

Newstrand motioned to ratify Resolution R20147-2 Bank Letter for Signatory for Triumph Bank.

Nelson second. Roll call taken:

Ayes: Newstrand, Nelson, Morgan, Williams and Leif

Nays: None

Jensen plans to put a Robert Rules of Order presentation together and Email it out to everyone along with a few suggestions on how meeting could be ran more efficiently

Jensen stated he has drafted a letter for MSA. He is asking for all contracts, all billings and all invoices for the last three years. He will be mailing this letter out once it is complete.

Nelson has contacted RSB Computer Works and they are willing to come in and do a free consultation on the Village computer, software and all related equipment. Nelson motioned to do computer consulting through RSB Computer Works. Newstrand second. Roll call taken:

Ayes: Nelson, Newstrand, Williams, Leif and Morgan

Nays: None

Nelson motioned for RSB Computer Works to remove passwords and add users back on the computer (for free) so everyone can get into emails and print. Williams second. Roll call taken:

Ayes: Nelson, Williams, Leif, Morgan and Newstrand

Nays: None

Nelson stated that Trick or Treat hours will be on Halloween for 4-7pm. After Trick or Treat hours there will be food, games and costume judging at the Lions building. Morgan stated that he would cover Halloween treats for the police department to hand out.

Nelson and Craft will work on Holiday Baskets for the community and also working on putting a Holiday meal together. Hinrichs stated that Barb Welch and herself had been discussing a Thanksgiving meal. She suggested seeing if it was something they could all do together.

Under Public Report Daniel Tegler expressed interest in the open Board position. Hinrichs asked that the Board forward any suggestions for a new Board member to her.

Diane Sarber asked for an update on the vacant vehicles sitting behind the bank.

Larry Bibler asked if something could be done about the traffic speeding into town and talking on cellphones. Chief Craft stated that he would look into it.

At 9:44 Leif motioned to go into executive session 5 ILCS 120/2 pending litigation involving the Village. Williams second. Roll call taken:

Ayes: Leif, Williams, Morgan, and Newstrand

Nays: None

Abstain: Nelson

At this time Nelson left the meeting.

At 10:28 regular session of the Village Board reconvened.

After review of final numbers Leif motioned to approve payment of bills for Randy Craft \$1,754.38 and John Looney \$1074.88. Williams second. Roll call taken

Ayes: Leif, Williams, Morgan and Newstrand

Nays: None

Absent: Nelson

Meeting adjourned at 10:29pm

Minutes respectfully submitted by Dawn Holland