

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

Meeting Minutes of the Board of Trustees
Special Meeting
Held on July 11, 2017 at 5:30pm

The Village Board of Trustees met in regular session at 5:30 being called to order by Village President Kim Hinrichs.

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

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

No minutes to approve.

Hinrichs handed out copies of Ed Mitchell's resignation letter to the Board. Leif motioned to accept Mitchell's resignation. Newstrand seconded. Roll call taken:

Ayes: Leif, Newstrand, Williams, Maddalone and Nelson

Nays: None

It was stated that ads should be put in the papers to start recruiting a new Village Attorney. The ad should be placed in area news papers and interviews should take place as applicant responses come in. If interviews are done in August, a decision could be made in September. Morgan entered at 5:42 pm. Questions that need to be asked are: do they charge a retainer, hourly rate and do they charge for travel time. Leif motioned to place an ad in the Freeport, Clinton, Sterling and local Carroll County papers to recruit for a new Village Attorney and to run it for up to 4 weeks. Newstrand seconded. Roll call taken:

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

Nays: None

Hinrichs asked if approving the bills could be moved down on the agenda after the discussion on retirement. All Agreed.

Hinrichs stated she had made an error in having the checks issued to Marth and Bregman for retirement and sick/vacation time. Leif stated that she did not blame Hinrichs because she was new but stated that Morgan had been on the Board long enough to have known they should not have gotten paid and he should not have signed the checks. The code stated they would have to be employed a year to receive benefits and that sick and vacation are lost if not used. Williams stated that Marth told him that he was using his sick and vacation time before leaving so he should not have been paid. Marth's contract stated that he would receive retirement after 1 year and he had not completed a full year. Nelson stated that she would like to see Mitchell look into civil procedures in returning our funds. A total of \$13,334.41 was paid out in error. Newstrand stated the money should be returned to the tax payers of Chadwick. At the July 3, 2017 meeting it was decided that Bergman's retirement should have been prorated which would have resulted in a \$576.00 payout rather than the \$5,000.00 he received. Information will be forwarded to Mitchell for review.

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

The Board reviewed the bills presented. Promenschenkel asked to make additions to the bills. Bills for Chadwick Oil and Ag \$297.98 and Illinois Department of Innovation & Technology \$44.27 were presented. Nelson motioned to pay bills as presented with additions. Leif seconded. Roll call taken:

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

Nays: None

Newstrand stated he feels it is a conflict for the same accounting firm that was doing the books audit the same books.

Promenschenkel then asked if the CDs have been transferred. They had not. She stated that they are due and the Board has 10 days to move them.

The next item discussed was payment of Liquor Licenses. Hinrichs handed copies of a check and account information to the Board. She stated that they had paid the first year, second year was free and made first payment for third year. She stated that she is current on payment. The Liquor License is paid in two increments. One due May 1 and the next to be due on or before November 1st. Nelson stated that Hinrichs was supposed to continue to pay for the Liquor License and then be reimbursed by the

Village so issues like this did not happen. It was an error on the previous Boards part and that is why it was questioned. Leif apologized to Hinrichs and stated it was not a personal attack, that the board just needed clarification.

Hinrichs handed out Il municipal code 65 IL CS5. She stated that per the code she is to be on the village accounts as a signatory. Nelson stated that the code does not state that. Hinrichs stated the information will be forwarded to Mitchell for review. Newstrand stated he had gone to the bank and the Village had 4 open credit card accounts. He stated Hinrichs, Lambert, Miller and Accounts Payable were open. It was explained that the accounts payable is just an accumulative balance of all of the cards. Hinrichs stated that she has closed Miller and Lambert's accounts. Williams motioned for Kim to surrender her card. Motion died for lack of second. Hinrichs called Lori (from the bank) and Lori stated Milller had returned his card to the bank to cancel it, but because she was not on the account lqshe could not do so. It was then that the credit card company made her an Authorized Officer (as Mayor) on the account and she was issued a card. Hinrichs stated that the card is used for office supplies and postage as needed and the she believes the current limit is \$1,500.00. Leif motioned for the credit limit to be set at \$500.00 for the card and to reassess in October. Nelson seconded. Roll call taken:

Ayes: Leif, Nelson, Newstrand, Williams and Maddalone

Nays: Morgan

At 6:50 PM Hinrichs stated that she had to leave the meeting. Leif motioned to make Holland mayor pro tem for the remainder of the meeting. Newstrand Seconded. Roll call taken:

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

Nays: None

Next item discussed was the restructuring of committees. Hinrichs asked that Board to let her know which committees they would like be on. Newstrand handed out a list to the Board that had a new structure for the committees. The sheet had six committees listed with 3 members under each committee. Each Board member was listed under three committees. Leif motioned to accept the committee list as presented with Hinrichs choosing the chair of each before July 17, 2017. Newstrand seconded.

Leif amended her motion to include that each Board member should be the chair of one committee. Nelson seconded. Maddalone stated that the motion is illegal and that Hinrichs picks the chairs. Roll call taken:

Ayes: Leif, Nelson, Newstrand and Williams

Nays: Maddalone and Morgan

Roll call on the amended motion:

Ayes: Leif, Newstrand, Nelson and Williams

Nays: Maddalone and Morgan

The Board discussed moving the CDs to Milledgeville State Bank. Promenschekel stated she works full time and does not have the time to get to the bank. Newstrand stated that the signatories need to be reviewed because of the check that were signed that should not have been. Lief motioned to remove Morgan and Maddalone as signatories on Village accounts. Williams seconded. Roll call taken:

Ayes: Leif, Williams, Nelson and Newstrand

Nays: Maddalone and Morgan

Lief motioned to add Nelson and Williams as signatories on the village accounts. Newstrand Seconded.
Roll call taken:

Ayes: Leif, Newstrand, Williams and Nelson

Nays: Morgan and Maddalone

Leif motioned the signatory change be effective today at 8:00pm. Williams seconded. Roll call taken:

Ayes: Leif, Williams, Nelson and Newstrand

Nays: Maddalone and Morgan

Newstrand motioned to have the power turned on at Handle Park. Williams seconded. Roll call taken:

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

Ayes: None

Pattie Farley would like the village to take care of the tree in front of her home. Due to the recent storm the tree cause some electrical damage as well as gutter damage to her home. She has turned the electric repair bill into the village for consideration. This bill will be reviewed in committee and tree issue will be discussed in committee. Promenschenkel will call IML. Nelson stated that her home owners insurance may cover the cost.

Newstrand motioned to adjourn at 7:23 pm. Leif Seconded.

Minutes respectfully submitted by Dawn Holland