

03-24-2026 Meeting: Chalmers Town Council

Meeting Information

Date: 2026-03-24 5:30pm

Location: Chalmers Town Hall

Present: Clerk Treasurer Rene'e Collier, Council Vice President Amy LaOrange, Council Member Lee Trippett, Council President Pam Brown, Council Member Joshua Rinehart, David Kurth, Josh Bowsher, Doug Reed, Pam Hiner, Patrick Pool and Mike Hill. Not present: Council Member Fred Schrader, Town Attorney Rebecca Trent, Town Engineer Ken Smith and Town Marshall Jim Bolen and Fire Marshall Mike Hill.

Meeting Notes

IT Services, Cybersecurity, and Insurance

- **Bowser IT Proposal:** Josh from Bowser IT presented a proposal for comprehensive, multi-layered cybersecurity services for the Chalmers Town Council, which was accepted by a vote of 4-0 in favor. With the motion to approve coming from CP Brown and the second was offered by CM Rinehart. The services include endpoint protection, dark web monitoring, encrypted email, security patching, phishing training, and a 24/7 Managed Security Operation Center.
- **Contract and Costs:** The five-year contract has a monthly fee of \$1,327, based on a consumption model that adjusts with the number of users. It locks in the current labor rate and includes a 120-day exit clause. Billable project labor is set at \$125/hour, with after-hours and holiday rates at \$185/hour and \$245/hour, respectively.
- **Implementation:** The service will be effective April 1st after onboarding. The cost will be paid from the "other operating disbursements" fund. The contract needs to be updated to include all town computers, such as those at the fire department.
- **Cybersecurity Insurance:** The council discussed a quote for cybersecurity insurance with a yearly premium of \$3,833.50 for \$1 million in coverage and a \$2,500 deductible. The premium may decrease now that an IT contract is in place. Bowser IT will assist with the insurance application questionnaire. The

discussion highlighted the increasing risk of cyberattacks and the current lack of cybersecurity measures.

Financial and Administrative Items

- **Clerk Treasurer's Payment Authority:** The clerk treasurer can make payments for insurance, contracts, maintenance, grants, bonds, payroll, taxes, and leases without prior board approval. EFT can be set up for regular bills, though fees apply.
- **Claims and Financials:** Bank One Claims for March 10 and March 24 were approved by a vote of 4-0. The motion to approve was made by CVP LaOrange and seconded by CM Rinehart. Also approved were meeting minutes for February 24, 2026 with the motion being made by CVP LaOrange and seconded by CM Rinehart. A corrected fund report was resent to council after a data rollover issue was fixed. The end-of-year 2025 review showed the water and electric utilities were in the "yellow" due to significant payouts, but current performance is stable. An Accudig invoice for a private storm sewer repair was reviewed.
- **Trojan Technologies Invoice:** Confusion arose over a surcharge invoice from Trojan Technologies. An email stated the charge was waived, but a new invoice arrived. It is suspected the second invoice was from another department and shows a credit.
- **Outstanding Bills:** An unpaid \$1,600 electric bill for a plug installation in the fire department, needs paid. CT Collier also states she will make the first payment for the 2026 contract with the CCVFD.

Public Works, Town Facilities, and Maintenance

- **Wessel Building Rental:** The signed rental agreement is missing a due date, and no payments have been received for January and February. The council agreed to set the due date to the 19th of each month. The tenant will be sent a copy of the contract and will be updated on the date that it is due. The contract will be updated next year to specify the usable area, as the current tenant is storing inappropriate items.
- **Wessell Building Roof Contract:** It was confirmed that an unsigned version of the roof contract was sent on February 27th. The contract, which requires the contractor to be bonded and insured, needs to be reviewed and accepted by the council.
- **Public Works Updates:**
 - **Wastewater Plant:** All plumbing work at the WWTP is complete, new PPE has been acquired, and MSDS binders have been updated.

- **Mowing and Leaf Collection:** Mowers are ready for the season. A notice will be sent instructing residents to bag leaves in paper bags for pickup.
- **Water System:** A two-inch water meter at the school broke due to freezing; the school is considered responsible. New antennas for meters damaged by plows have been ordered. The UV light system is being reinstalled for the summer at the WWTP. A potential 175,000-gallon water usage spike was noted, possibly a system glitch or could possibly have been due to the line breakage at the school.
- **Equipment:** The new generator switch for the water plant has been ordered. The department is considering purchasing a new or used tractor using \$28,000 which was budgeted for this expenditure for 2026.
- **Town Hall Cleanup:** A significant amount clutter has accumulated in the council room due to no storage and the Clerk's Office going through boxes of records that were being stored at the town garage. The plan to help clear this up is to call the school to see if they are interested in old file folders, break down empty boxes, and order more file cabinets.
- **Wiring Issues:** The council noted messy and improper wiring in their building, with cables running over lights causing interference. Bowser IT will inspect the issue.

Grants and Community Initiatives

- **NDOT CCMG Grant:** The town was invited to reapply for the Community Crossings Matching Grant on a first-come, first-served basis. New bids are being obtained for the original project scope. Funding decisions are expected before May 1st.
- **2026 Community Foundation Grant:** The town was approved to submit a full application for a \$100,000 grant to fund repairs and ADA updates at the legion. The application is due May 5th.
- **Heart of Chalmers Committee Events:** A vendor event is scheduled for April 19th, and the Chalmers Festival is set for September 12th.
- **"Every Fifteen Minutes" Program:** This public safety program is scheduled for April 15th in coordination with the school and law enforcement.

Park and Recreation

- **Park Board and Softball Agreement:** The summer rec league agreement is being revised to increase the fee to \$350 and extend the end date. The revised agreement needs council approval. Utility payments are not included this year but will be tracked for future consideration. A softball schedule is needed for the upcoming season.

- **Park Facilities:** A new scoreboard has been delivered for “field B” and requires a decision on installation. The installation of lights at the basketball court was discussed for next year, as the park closes at dusk.
- **Fire Department:** The department assisted with a large fire and handled a small hot water heater fire. They also responded to a crash during a blizzard.

Ordinances and Policies

- **Golf Cart Regulations:** The council confirmed that golf carts require a rearview mirror, full lighting (headlights, taillights, brake lights, turn signals), and either a slow-moving vehicle emblem or a flashing light for on-road operation. Jim will inspect any non-compliant carts.
- **Alcohol Policy:** It was recommended not to pursue a policy allowing alcohol at the Legion Building due to significant state requirements and liability risks.

Meeting Adjournment

- A motion to adjourn was made by CVP LaOrange, seconded by CP Brown and passed unanimously (4-0). The meeting concluded at 6:46.

Next Arrangements

- [] Sign and send the three contract documents to Bowser IT.
- [] Deliver the signed Wessel building contract to the tenant and remind them of the rent payment due date.
- [] Send the wessell building roof contract to the contractor for signature.
- [] Present the revised summer rec league agreement to the council for review.
- [] Ken to get rebids for the NDOT CCMG grant project and submit the reapplication.
- [] Ken to get estimates for the 2026 Community Foundation Grant application for the legion repairs (due May 5th).
- [] Bowser IT to onboard the town’s machines for service to begin by April 1st.
- [] Update the Bowser IT contract to include all necessary computers.
- [] Contact Alexis to inform her that an IT contract was signed to potentially lower the cybersecurity insurance premium.
- [] Discuss the cybersecurity insurance policy during the meeting.
- [] Review the golf cart ordinance to clarify the turn signal requirement and inform owners.
- [] Jim is to inspect any golf carts with questionable compliance.
- [] Arrange for a dumpster and order new file cabinets for the town hall cleanup.
- [] Call an exterminator to address the varmint problem in the town hall.

- Bowser IT to have Nick Close inspect the wiring in the building.
- Send a notice to residents about bagging leaves in paper bags.
- Park board to determine the installation method for the new scoreboard on field B.
- Get a schedule for the upcoming softball season.
- Coordinate with the softball director to turn on the water for the park bathrooms.
- Text Brady to identify the current person in charge of softball.
- Process the unpaid \$1600 electric and more bill.
- Process the fire department's first payment for 2026.
- Discuss the tractor purchase further.
- Install the new UV light system by Friday.
- Post the new employment posters.

Common Council Meeting Minutes for **March 24, 2026**

Clerk Treasurer Jenni A. Collins

Council President Panel S Brown Yay or Nay Abstain

Council Vice President Amy Lutz Yay or Nay Abstain

Council Member [Signature] Yay or Nay Abstain

Council Member _____ Yay or Nay Abstain

Council Member _____ Yay or Nay Abstain

Signed this 13th day of April, 2026