

# 04-14-2026 Common Council Meeting

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## Meeting Information

Date: 2026-04-14

Location: Chalmers Town Hall 205 E Walnut St. Chalmers, IN 47929

In Attendance: Council President Pam Brown, Council Vice President Amy LaOrange, Council Member Fred Schrader, Clerk Treasurer Rene'e Collier, Town Marshal Jim Bolen, Town Attorney Rebecca Trent, Public Works Superintendent Doug Reed, Marcus King, David Kurth, Harold Tully, Frank Galvin, and Pam Hiner. Not Present: Council Member's Lee Trippett and Joshua Rinehart

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## Meeting Notes

### Approval of Claims and Minutes

- A motion was made by CVP LaOrange to accept the bank one claims totaling \$64,774.58. The motion was seconded by CM Fred Schrader and passed 3-0.
- The minutes from the March 24, 2026 meeting were approved with a 3-0 vote. Motion to approve was given by CVP LaOrange and seconded by CM Schrader.
- The personnel policy notes will be completed and sent on April 15, 2026.
- A memorandum for the recent special meeting about the Wessel Building still needs to be created.

### Funding Sources and Financial Reports

- Matching funds for the CCMG paving project will come from the following various sources: Motor Vehicle Highway (MVH), Motor Vehicle Highway Restricted (MVH Restricted), Local Road and Street (LRS), Riverboat, Community Capital Improvement (CCI), Community Capital Development (CCD), Economic Development Income Tax (EDIT), and the Levy Excess Fund.
- There was a question about the Levy Excess Fund, which will be clarified with Amber from Baker Tilly.

- A discussion was held about the Legion's finances. The funds were moved into the general fund, but there is still a separate line item for rental and deposits.
- A request was made to receive a report showing the Legion's rental fees to monitor if income covers utility costs.

## Project Updates

- **Wessel Building Roof and Community Cares Grant:** CP Brown reported that the material for the Wessel building roof has been ordered, with completion expected within the next two weeks. The final paperwork for the 2026 Community Cares Grant is being submitted by Ken, with a deadline of May 5th.
- **Paving Project Approval:** The council discussed the paving project, noting that the INDOT grant requires accepting the lowest bid. The bid from Reith-Riley came in at \$561,540.83. The town anticipates receiving a grant check for \$449,232.66, leaving a 20% match of \$112,308.17. After correcting a few street names on the bid document, a motion was passed 3-0 to accept the Reith-Riley construction bid. Motion to approve was made by CP Brown and Seconded by CM Schrader, PWS Reed will be looped in on the project and will likely be the inspector.
- **BRIC Grant Opportunity:** Mike Hill mentioned the Building Resilient Infrastructure and Communities (BRIC) Grant from FEMA, which could potentially fund upgrades to water supply or wastewater systems. The application deadline is May 1st, but caution was advised due to the number of open grants the community currently has.

## Town Administrative Updates

- **Water Reports: Reported by CP Pam Brown.** Ken submitted the water use report to the DNR and is now working on the consumer confidence report and water audit validation reports.
- **Nipsco Gas Service:** The town is still waiting for Nipsco Gas Service for the town garage. A rewritten contract will be forwarded again along with check to install sent to Nipsco.
- **Mission Refund Status:** Ken is looking into a refund for a period where the town was on two alert systems, resulting in double payments.
- **Cybersecurity and IT Services: Presented by CP Brown.** Bowsher IT will migrate the town's domain to the Indiana Office of Technology, eliminating the need for HostGator and GoDaddy. The town will not receive a \$797 refund from GoDaddy due to a security breach. Three outstanding invoices from Bowsher IT totaling \$2,190.50 need to be paid. It was noted by CT Collier that one of these bills states that the migrating was completed in December and we are still waiting for the completion.
- **Record Retention and Storage:** Record cleanup has progressed to 2016, leaving approximately 100 boxes of "forever files" (e.g., employment

records, meeting minutes). The council discussed using Linda's office for storage, acquiring more file cabinets, and whether these records can be scanned and stored electronically.

- **TIF Board Annual Report:** Rebecca reported that the TIF board's annual report is due to the council on April 15, 2026, and will be sent to members for review.

## Public Works and Property Maintenance

- **Town Hall Maintenance:** Thanks were given for cleanup efforts. However, there is also an ant issue. A request will be made for professional spraying. A wooden post is also deteriorating and needs to be painted and have insulation added.
- **Town Property and Insurance:** The council discussed verifying insurance coverage for all town property, including new tools and equipment. A bill for cybersecurity insurance for \$3,833.50 was just received. The Clerk-Treasurer will check coverage for tools.
- **Outstanding Bills:** An outstanding Accudig bill for \$3,744.80 for repairing a sinkhole on Main Street was found and needs to be paid.
- **Public Works Projects:**
  - All fire hydrants in town need to be painted "international orange" or red, a task for community service workers.
  - Storm drains need to be installed on Walnut Street (between Fifth and Sixth) and fixed at Fourth and Earl to address water pooling and flooding before paving begins.
- **Equipment and Vehicle Updates:**
  - Quotes for a new tractor are being gathered.
  - The town's golf cart is receiving \$1100 in repairs at GT Carts.
  - Lights have been installed on the police truck but require adjustments.

## Park and Recreation

- **Playground and Park Maintenance:**
  - Tires will be installed for the seesaw equipment by April 17, 2026.
  - The merry-go-round bolts were fixed, but the equipment is old and potentially unsafe. There is also not enough pea gravel for safety.
  - Thorn bushes between Jack Newman's property and the walking path will be removed.
  - A new basketball backboard is expected to be shipped this week.

- **Park ADA Compliance and Funding:** The town is supposed to have an ADA compliance plan, but the contact person is unknown. ADA accessibility must be considered for park updates. The council discussed seeking donations and grants from organizations like IMPA, Carol White REMC, and the Arts Federation, and contacting other towns for guidance.
- **Summer League Contract Approval:** After some confusion, the council passed the Summer League contract as is with a 3-0 vote. Motion to approve the contract was given by CVP LaOrange and seconded by CM Schrader. The fee was previously raised to \$350, and the league must provide a \$2 million insurance policy. The contract requires a signature from a representative of the league.
- **Softball Field Scoreboard:** Travis from CWREMC will be consulted to check the site and measure for the new scoreboard installation.

## Community Events and Information

- **Spring Cleanup and Town Newsletter:** The town's spring cleanup is scheduled for April 27th. A flyer will be created and distributed. The council also discussed restarting the town newsletter to inform residents about upcoming projects.
- **Vietnam Veterans Memorial Event:** The memorial will be at the fairgrounds from June 2nd to 7th. Information about volunteering or participating will be posted on the town website and Facebook.
- **Community Awareness Event:** A training/awareness event called Every 15 Minutes, including a helicopter, will take place on April 15, 2026 at Frontier High School..
- **Thrifty Finds Event:** The "Heart of Chalmers" committee is hosting a "Thrifty Finds, Old and New" event on Sunday, April 19, from 9 AM to 4 PM at the Legion Building.

## Ordinances and Meeting Schedule

- **Tree Trimming Ordinance:** A resident raised concerns about improper tree trimming and suggested rewriting the local ordinance to require landowner discussion and on-site supervision. He will provided suggested verbiage to the town attorney for review.
- **Meeting Schedule Change:** A motion was passed 3-0 to change the Town Council meetings to once a month, on the second Tuesday, effective in May. The April 28th meeting will still take place. The motion to approve was given by CP Brown and seconded by CM Schrader.
- **Meeting adjourned:** 7:03pm by a vote of 3-0. Motion CVP LaOrange. Second CM Schrader

## Next Arrangements

- Submit final paperwork for the 2026 Community Cares Grant by May 5th.
- Pay three outstanding Bowsher IT invoices totaling \$2,190.50.
- Pay the outstanding Accudig invoice for \$3,744.80.
- CP Brown to complete and send the personnel policy notes by April 15, 2026.
- CT Collier to create a memorandum for the special meeting about the Wessel Building.
- Check with Bowsher to see if the Microsoft store purchase is included in the software package.
- CT Collier to ask Amber about the "levy excess fund".
- CT Collier to provide a report showing the Legion's rental fees and income.
- CP Brown to forward the rewritten Nipsco Gas Service contract to CT Collier.
- Ken Smith to provide an update on the Mission refund status.
- Request professional cleaning for the town hall due to the mice infestation and arrange for ant spraying.
- PWS Reed to handle painting and insulating the deteriorating post at the town hall.
- Look into whether permanent records can be stored electronically instead of physically.
- Rebecca to send the TIF annual report to council members for approval.
- Post information about the Vietnam Veterans Memorial event on the council website and Facebook page.
- Arrange for community service workers to paint the town's fire hydrants.
- Install storm drains on Walnut Street and at Fourth and Earl before paving begins.
- PWS Reed to continue gathering quotes for a new tractor.
- PWS Reed and his team are to remove the thorn trees at the park.
- CT Collier to verify that insurance coverage for town tools and equipment is adequate.
- CP Brown to check on the ADA compliance plan and identify the town's ADA contact.
- Research funding opportunities (IMPA, Carol White REMC, Arts Federation) for park improvements.
- Contact Remington and Plainfield for information on ADA-compliant park projects.
- Get the signed Summer League contract notarized.

- Coordinate with Travis from CWREMC for the installation of the new softball field scoreboard.
  - Create and distribute a flyer for the spring cleanup on April 27th.
  - Inform Ken that the Reith-Riley bid was accepted to begin the paving project.
  - Review the tree trimming ordinance and the residents proposed changes.
- \*Please note that all Public Meetings can be watched live on the "Town of Chalmers" Youtube page, and the recordings are required to remain available for at least 90 days after the meeting date per IC: 5-14-1.5-2.9**

Common Council Meeting Minutes for **April 14, 2026**

Clerk Treasurer

Paul D. Collier

Council President

Paul S. Brown

Yay or Nay Abstain

Council Vice President

Angela LaChapelle

Yay or Nay Abstain

Council Member

Lee Timpert

Yay or Nay Abstain

Council Member

J. M.

Yay or Nay Abstain

Council Member

J. M. [Signature]

Yay or Nay Abstain

Signed this

12

day of

May

, 2026