

06-10-2025 Common Council Meeting

Budget Ordinances Safety

Meeting Information

- Date & Time: 2025-06-10 6:21pm
- Location: Town Hall 205 E Walnut Street, Chalmers, IN 47929
- Attendees: Council President Pam Brown, Council Vice President Amy LaOrange, Council Member Lee Trippett, Council Member Fred Schrader and Council Member Joshua Rinehart, Clerk Treasurer Renée Collier, Town Attorney Rebecca Trent, Street & Utility Superintendent Doug Reed, Deputy Reserve Officer Kevin Ward, Marcus King, and Jim Finnegan.

Meeting Notes

1. Agenda Check and Visitor Comments

- **Comments from Guests**

Jim Finnegan brought up time clock issues, time clock discrepancies and management. Discussion focused on issues with the time clock, including discrepancies in clocking in and out, an instance of the clock being off by an hour, and inconsistencies in time card entries. The members expressed frustration about shifting responsibility for resolving the issue and the lack of clear communication regarding the malfunction and it was decided that this issue was solved at the last meeting.

- **Ordinance and Resolution Drafts for Fund Allocation and Code Enforcement**

Council members discussed several administrative items including drafting a resolution to create a code enforcement officer job, establishing fund allocation from ordinance violations, and correcting a typo on the contract amount with the Volunteer Fire Department from \$16,000 to \$20,000. There was also mention of the ADA and Title VI compliance plan work which Town Attorney Trent will work on for the next meeting.

- **Storm Debris, Tree Removal, Brush Processing, and Revenue Generation**

Topics included concerns about tree removal on properties affected by storm damage, issues with unapproved tree cutting, and the need for ordinances addressing tree and brush cleanup. There was a discussion on

possible revenue generation by charging fees for green waste processing, limitations on log size, and renting chipping equipment instead of purchasing one.

- **Water Treatment and Maintenance Issues**

Street & Utility Superintendent Reed addressed the status of wastewater treatment plants with a target of operation by Friday or Monday, the backup plan involving water treatment equipment costing \$20,000, and the need for parts replacement after damage. Additional administrative follow-up on water withdrawal registration with the State of Indiana Department of Natural Resources was also mentioned.

2. Municipal Property Maintenance, Administrative Procedures, and Contractual Compliance

- **Broken Equipment and Park Sign Placement**

Discussion about why an equipment piece was removed possibly due to a broken component related to the 'spinning thing' and the considerations for picking up a park sign in Delphi. The group debated whether to mount the sign on four-by-four posts or on the building, highlighting concerns about metal signs, water leakage, rust, and potential use as a wind-break for a bathroom door that keeps flying open.

- **Mowing and Grounds Maintenance**

Conversation about mowing practices where grass was maintained at inconsistent heights, specifically addressing an incident where the grass was mowed two inches shorter shortly after the regular mowing.

Discussion involved communication gaps with maintenance teams, including directions given by personnel like the Summer Recreation Personnel and complaints about conflicting mowing schedules that might damage the ground.

- **Grinder Contracts on Town Sewer**

Discussion on the installation and maintenance of four grinders connected to the town sewer, questioning whether residents were given the option or were required to come on board. The topic centers on existing agreements, the transition of responsibilities and understanding contractual obligations for these installations.

- **Meeting Minutes and Officer Posting**

Talk about the process of posting meeting minutes with details such as names, titles, and time clock reviews. There was debate over including details like titles, with suggestions to revise certain names and roles to accurately reflect responsibilities. Council will not approve claims until these corrections are made.

- **Debit Card Fraud and Payment Disruption**

A fraud incident on the Clerk Treasurer's Debit Card led to its cancellation and receiving a new card and the need to update payment information for automatic transactions with companies such as Hostgator, White Pages,

and Rebtel. The discussion included concerns about potentially incurring late fees due to canceled payments occurring on weekends.

- **ADA Compliance for Online Documents**

Clerk Treasurer Collier discussed the new push for ADA compliant online documents, noting that current postings are not fully compliant. There was debate on how to handle requirements for reading text for the visually impaired and producing documents that meet both audio and visual accessibility standards without a set deadline.

- **Pre-payment for Underground Electricity Services**

Discussion about the need for customers receiving underground electricity services to sign a document and pay before work begins. This requirement was put in place after issues with unpaid bills, and the group emphasized following contractual procedures to prevent future billing problems.

- **Recycling and Shredding Event Announcement**

Announcement from Carol White REMC about a free community shredding event scheduled for Saturday, August 9th, from 9 a.m. to noon at the Monticello office located at 302 North 6th Street. The event emphasizes secure destruction with certifications, chain of custody, and on-site shredding.

- **CD Renewal Strategy**

Brief discussion regarding current Certificate of Deposit (CD) renewals, with an approximate rate of .17, and the consideration of whether to upgrade existing CDs or start new ones to optimize the accumulation of meter deposit money in the long run.

3. Operational, financial, and training updates with property survey concerns and local complaint handling.

- **Financial and Appropriation Reporting**

Council Member Schrader says that the fund report from the last meeting was missing the appropriation line for electric operating income, and the need to verify contracts.

- **Public Safety Grant and Training Courses**

Information provided about the free classes held on June 18th from 9 to 11 a.m at Monticello City Hall Council Chambers, covering topics like communication skills, customer service, email etiquette, problem solving, and teamwork with only 30 seats available. Also noted that NIPSCO released a public safety grant for police or fire departments due on June 20, which cannot be used for equipment.

- **Training and Compliance Updates**

Update on state-mandated EVOC training being completed; discussions on Stop the Bleed training registration and renewal, with questions on participant numbers and course scheduling; mention of additional training like shooting/qualifying requiring further attention.

- **Property Survey and Main Street Platted Issue**

A surveyor and engineer raised concerns regarding Main Street on the west side of town never being platted at the courthouse. Specific addresses mentioned include 204 and 206 West Main Street. There is a call for verifying survey maps, alleys, and easement widths after property splits were completed without county records. Town Attorney Trent will get with the Engineer hired by the property owner to help with finding the needed information.

- **Local Complaint Incident Involving a Town Resident**

A complaint was discussed about a resident revving his motor and playing loud music. The speaker personally addressed the issue by approaching him on private property to resolve the complaint, and later reported the situation to Town Marshal Bolen without further escalation.

- **Operational Arrangements and Upcoming Meetings**

Planning for upcoming meetings with department heads and a practice session for the budget process before receiving Form One in the next two weeks. Discussion on meeting notice requirements (48-hour public notice) and issues relating to public meeting notifications and local newspaper publication limitations.

4. Budget planning and meeting scheduling with emphasis on detailed financial reporting and departmental coordination

- **Meeting Scheduling Coordination**

Discussion on scheduling various meetings including two meetings in October (with indications of dates such as the 10th or 14th and the 28th, meeting at 5:30 PM, and considerations for public hearings requiring a 48-hour advertisement period) and additional pre-budget and official meetings in June and July.

- **Budget Meeting and Department Representation**

Review of budget meeting planning with department heads and park board representation. The meeting schedule includes a pre-budget meeting on Monday, June 16th at 5:15 PM and an official budget meeting on July 21st at 5:15 PM. There is also mention of Form 1 being due on July 30th.

- **Appropriation and Financial Reporting**

Discussion on creating a comprehensive appropriation report. The report should include monthly breakdowns of revenue and expenses with details such as debits and credits from monthly APVs and claims, including receipts that cover items like gas, equipment expenses, or maintenance costs.

- **Revenue Classification and Financial Process**

A conversation on classifying revenue sources including fees from golf cart tags, meter deposits, and ordinances violations. There is concern

about proper allocation of revenue into the correct fund categories to avoid miscounting in future fiscal evaluations.

- **Future Equipment and Office Updates for 2025**

Brief mention of future planning for equipment and office setups with reference to updated ordinances and prior discussions involving Jim Bolin. The office is noted to be stuck in the 1970's range and updates of equipment and resources are to be addressed.

5. Park safety enforcement and authorized motorized vehicle policy

- **Motorcycle safety and usage complaint**

The discussion started with a complaint about an elderly resident riding his motorized bike "dirt bike" on the walking path at the park and it was brought up that last year the resident and his "motorcycle" fell over due to it being too heavy for the rider. Participants discussed the risks associated with riding a motorized bike on the walking path —especially when the rider has delayed reaction time and difficulty interacting with traffic. Questions were raised about whether the resident should be allowed to continue riding on park property. The Council decided that the resident would not be allowed to ride the motorized bike on park property.

- **Golf cart usage and authorized vehicle policy**

The meeting addressed issues related to the use of golf carts and similar vehicles in the park. It was noted that a park board member uses a vehicle on the splash pad due to maintenance needs, which has led to damage. Participants expressed concerns that permitting one vehicle could lead to widespread enforcement challenges. The Council decided that only town authorized vehicles, including golf carts, should be permitted.

- **Documentation, insurance, and operational procedures**

The participants reviewed the process for handling forms, insurance documentation, receipt issuance, and drop-off payments for vehicle usage. Discussions included procedures for individuals who cannot be present immediately to pick up forms, ensuring proper documentation such as insurance copies (even if repeated from previous years), and coordinating scheduling for inspection of vehicle features.

Next Arrangements

[] Draft and update necessary ordinances including those for storm damage, brush removal, and fund allocation with revised figures (20,000 instead of 16,000).

[] Coordinate with town attorney Trent and Rebecca regarding resolutions for code enforcement and ADA/Title VI compliance plans.

[] Review and finalize water treatment plant maintenance details including

backup equipment costing \$20,000 and secure signed paperwork for water withdrawal registration.

- ☐ Pick up the park sign for Delphi tomorrow.

- ☐ Talk to the park board regarding installing the sign on a four-by-four post instead of the building.

- ☐ Follow up with the maintenance crew about consistent mowing lengths and avoid over-cutting.

- ☐ Obtain and distribute the police report and related claims from the executive meeting to the Clerk Treasurer as these are needed in the Employees Record.

- ☐ Update online documents to meet ADA compliance requirements from now on.

- ☐ Confirm and enforce pre-payment procedures for underground electricity service contracts.

- ☐ Distribute detailed information about the community shredding event on August 9th at Monticello.

- ☐ Review CD renewal rates and consider taking additional measures to optimize deposit strategies.

- ☐ Review and verify financial reports and bank rec items for electric appropriations.

- ☐ Follow-up on the public safety grant application details with police and fire departments.

- ☐ Monitor responses or further complaints regarding the incident with Mr. Brummett.

- ☐ Schedule meetings with department heads and organize a budget practice session before receiving Form One.

- ☐ Confirm October meeting dates and public hearing advertisement schedule.

- ☐ Hold a pre-budget meeting on June 16th at 5:15 PM and an official budget meeting on July 21st at 5:15 PM.

- ☐ Compile departmental budget summaries to prepare Form 1 due July 30th.

- ☐ Generate and distribute a detailed monthly appropriation report including APVs, claims, and receipts.

- ☐ Clarify revenue classification for golf cart fees and other deposits for proper accounting.

- ☐ Install signage at the park walking path stating 'Only Authorized Motor Vehicles' to restrict unauthorized usage.

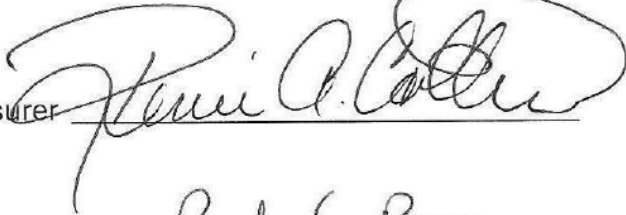
- ☐ Clarify and document the policy, allowing only town authorized golf carts and prohibiting other motorized vehicles.

- ☐ Review and update the process for collecting insurance documents and completed forms, including handling drop-off payments and receipts.

- ☐ Schedule regular checks and maintenance of the designated areas (e.g., splash pad, walking path) to prevent further damage from unauthorized vehicle use.

Common Council Meeting Minutes for June 10, 2025

Clerk Treasurer



Council President

Pamela S. Brown

Yay or Nay Abstain

Council Vice President



☒ Yay or Nay Abstain

Council Member



☒ Yay or Nay Abstain

Council Member

Yay or Nay Abstain

Council Member

Yay or Nay Abstain

Signed this 24 day of June, 2025