

# Chalmers Civil Town Budget Ordinance Public Hearing and Community Updates

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budget ordinance community

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## Meeting Information

- Date & Time: 2024-10-08 6:00pm
- Location: Town Hall
- Attendees: Public Hearing: CT Rene'e Collier, CM Marcus King, CM Linda Allen, CP Pam Brown, CVP Amy LaOrange, David Kurth, Doug Reed, Jim Bolen and Pam Hiner. Not present was CM Lee Trippett  
**Common Council Meeting:** CT Rene'e Collier, CM Marcus King, CM Linda Allen, CP Pam Brown, CVP Amy LaOrange, David Kurth, Jim Bolen, Doug Reed, Pam Hiner and Terry Allen.

## Meeting Notes

### 1. Budget Planning and Financial Management

- **Public Hearing for Budget Ordinance**  
The meeting began with the Pledge of Allegiance, followed by the first reading of Ordinance 2024-7 for the budget of Chalmers Civil Town for the year ending December 31, 2025. The ordinance outlines the appropriations and expenditures for various funds.
- **Budget Breakdown**  
The budget includes allocations for general funds, local roads and streets, motor vehicle highway, continuing education, park, cumulative capital improvement, and cumulative capital development. Specific amounts were discussed, including a total budget of \$357,100.
- **Adopted Tax Levy**  
The adopted tax levy includes additional funds for general, park, and cumulative capital development, totaling \$168,000. The tax rate for these numbers was also discussed. Public Hearing was adjourned at 6:14pm. Motion to Adjourn was made by CVP Amy LaOrange, seconded by CM Linda Allen. Motion passed by a vote of 4 Ayes to 0 Nays.
- **Salary Ordinance**  
The salary ordinance needs to be figured out due to tight budget

constraints, with CT Collier having a meeting scheduled with Amber from Baker Tilly on Wednesday October 9, 2024 to discuss further.

- **Excess Levy Appeal**  
The excess levy amounts have dropped from 5% to 4.25%, affecting the budget. The town did not qualify for the excess levy last year and likely won't qualify this year either.
- **Spending Concerns**  
Concerns were raised about the town's spending rate, with a warning that if spending continues at the current rate, the town may not have enough funds to make payroll. The need for tighter control over expenditures was emphasized.
- **Fund Report with Investments**  
The fund report with investments can be confusing, and it was suggested to present the appropriation report for better clarity. The report breaks down funds into categories, allowing for internal adjustments.
- **Groundwater Monitoring Wells Agreement**  
The agreement between the Town of Chalmers and the American Environmental Corporation for the installation of groundwater monitoring wells was discussed. The agreement includes conditions for installation, maintenance, liability, and insurance. CP Brown will be getting with Rebecca Trent, the Attorney for the town next week to see about scheduling a meeting with American Environmental so the council and residents can fully understand the need for well monitoring.
- **Liability and Insurance**  
Clarification on liability coverage for anyone who gets hurt, not just employees. Discussion on the insurance clause added to the contract with American Environmental Corporation. CT Collier wanted this explained to make sure it covers anyone who may get hurt in or around the ground monitoring wells.
- **Legion Purchase**  
Update on the purchase of the Legion building. The attorney for the legion was on vacation and needed to get with the towns attorney so the contract is still being processed. CP Brown will get with the Rebecca Trent, the towns attorney, when she gets back from vacation next week to find out the status of the contract so the council can get it signed.
- **Wesco Meter Updates and Tantalus Training**  
Update on the status of meter orders and the need for training on the Tantalus system. Discussion on the high cost of training classes and alternative training options. Bill Castrodale from IMPA will be coming on site to train S&U Superintendent Doug Reed on Tantalus Software.
- **Codification Update**  
American Legal Publishing received the final edits on September 20, 2024. The next step involves potentially sending a link to the Clerk's Office so we can upload the Ordinances to the town's website.

- **Paving Grant and Other Projects**  
Ken provided updates on various projects, including the paving grant, pond fix for the Wastewater Treatment plant, and the completion of the Artesian project at the water plant.

### 3. Operational Updates and Safety Measures

- **Hydrant Maintenance**  
Fire Hydrant maintenance is being performed this week, this includes the flushing of the hydrants and the exercising of hydrant valves.
- **Leaf Machine Preparation**  
the construction of a new leaf collection box for the leaf box has been completed with a total cost of new materials being less than \$14.00.
- **Mowing Schedule**  
The mowing season is coming to an end due to lack of rain and the time of year. Also, the repairs needed on the newer mower have been completed with parts costing a total of \$225.08.
- **Gutter Estimate**  
An estimate of approximately \$2500.00 for gutter work on the garage was received and was given to CT Collier. We will wait to move on this project until after the first of the year.
- **Tractor Repairs**  
Update on the repairs to the tractor, including fixing the door glass and a broken spindle. The cost to fix the door glass was \$809.08 with \$228.00 of this being labor.
- **Tree Trimming Hours**  
Discussion on the hours Mint City spent on tree trimming and the discrepancy in the hours owed. S&U Superintendent Reed has contacted Travis at Carroll White REMC to let them know that Mint City did not put in the full 40 hours and in fact only put in about half of that. He is waiting to hear when they will be coming back to complete the work.
- **Telephone Pole Incident**  
A semi-truck took out a telephone pole on 21st Street, causing a brief power outage. The Trucking Companies insurance should be covering the repairs, the police gathered all needed information at the scene.
- **Reservoir Berm Repair**  
Discussion on repairing the berm around the WWTP reservoir using a hot melting gun to seal the rubber liner or building a concrete wall to contain the water. Further research is needed to find a suitable repair method. S&U Superintendent will work to come up with a solution.
- **Winter Coats and High-Visibility Gear**  
Discussion on the need for high-visibility winter coats and sweatshirts for safety. CT Collier will order the High Visibility sweatshirts for the guys from Uline tomorrow. CT Collier advised that this and some of the other expenditures needed be paid for out of the Windmill account due to budget issues.

- **Meeting Minutes Format**  
Discussion on changing the format of meeting minutes to remove the conclusion section was had and approved by CT Collier and the Council.

#### 4. Administrative and Financial Management

- **Apex and On Point Bids Trash Bids**  
Discussion about bids from Apex and On Point. Apex's bid includes an 8% rise over two years. This being said the rate Apex bid includes curbside trash pick up two times a year, once in spring and once in the fall, at no added cost.
- **Water Operating Fund**  
CT Collier will be meeting with Amber from Baker Tilly to resolve financial issues with the water operating fund. Discussion about ARPA funds and their allocation was also discussed with CT Collier stating that she thought it best that the money be deposited into the water operating fund once we receive it.
- **Fire Department Contract**  
CP Brown is handling the fire department contract. The fire chief is working two jobs and cannot meet until possibly next weekend.
- **Trick-or-Treat Organization**  
The town Park Board talked about organizing trick-or-treat on Second Street in front of the church and on Main Street between Second and Third Street. TM Bolen said he will get this organized.
- **Meeting Packets Proposal**  
Discussion about implementing the proposal for meeting packets and showing them on a screen rather than printing them out for every council member was had and it was decided that this was best as it would save on the cost of ink and paper.
- **Time Clock Settings**  
There was discussion about fixing the settings on the time clock, which is currently in military time was had but CT Collier explained that it had to be set up on military time due to our software using military time.
- **Burn Ban Enforcement**  
Discussion about enforcing the burn ban and the fines associated with violations.
- **Leaf Pickup**  
Leaf pickup information to be included in the newsletter. Leaf pickup will begin next week and run through mid-November.
- **Winter Equipment Preparation**  
Discussion about the repair and preparation of winter equipment, mainly the snowplow. The money for these repairs will come from the Windmill fund.
- **Garbage Truck Clearance**  
Discussion about updating the ordinance for garbage truck clearance to

14 feet. CP Brown stated that the town attorney has this on her list of things she is working on.

- **Budget Review**

Next meeting we will review the budget and adopt the budget for 2025.

- **Phone Upgrade for IRS, State, and Federal**

Discussion about upgrading the phone system for IRS, state, and federal communications and the internet at the town garage and it was decided that that we will work on this after the first of the year.

- **Security Cameras**

TM Bolen discussed installing new cameras for better security around the concession booth and splash pad areas. He will continue to work on a solution for getting these installed and up and running.

- **Approval of Meeting Minutes**

Approval of the meeting minutes from September 24, 2024. Motion to approve the Executive Meeting Minutes was made by CVP LaOrange, second was made by CP Brown Motion carried by a vote of 4 Ayes to 0 Nays. A Motion was made by CVP LaOrange to approve the Common Council Minutes from September 24, 2024 with the second coming from CM King. Motion to accept was approved by a vote of 4 Ayes to 0 Nays.

## 5. Budget management, property maintenance, and community regulations

- **Santander Truck Payment**

A question was asked about the \$1,599.00 truck payment to Santander for September 2024 listed on the claims for October 08, 2024. CT Collier explained that the payment for the police truck is paid quarterly.

- **Budget Discrepancies**

CP Brown and CT Collier discussed discrepancies in the budget, particularly with motor vehicle highway funds. CT Collier is working with Amber at Baker Tilly to resolve these issues.

- **Claims Approval**

A motion was made and approved to pay Bank 1 claims dated 10-8-2024 in the amount of \$72,955.19. Motion to approve was made by CVP LaOrange and Seconded by CM King. Motion carried by a vote of 4 Ayes to 0 Nays.

- **Driveway Widening Rules**

A resident inquired about rules for widening a driveway. It was noted that there are no specific rules, and the resident will be contacted by CT Collier.

- **Cat Litter Issue**

Discussion about someone dumping kitty litter in the street and the possibility of including a note in the newsletter about proper disposal of pet waste.

- **Dog and Cat Issues**  
TM Bolen discussed dealing with dog and cat issues, including writing tickets for violations and addressing specific problematic pets.
- **False Reports**  
A lady on Main Street is filing false reports against her neighbor. The situation is being monitored, and the neighbor is making efforts to clean up their property.
- **Parking Violations**  
There was discussion about a business parking vehicle improperly and encroaching on public property. TM Bolen plans to address this issue more strictly. With the business owner.
- **Theft of Trailer**  
A small utility trailer was stolen from a resident back yard on September 20, 2024 at about 11 p.m. Residents are advised to chain up their trailers.

## 6. Security and Administrative Issues

- **Defensive Tactics Training**  
Update on defensive tactics training for various departments, including the completion of half the sheriff's office training and plans to finish the rest.
- **Splash Pad and Shelter Construction**  
Progress update on the construction of the splash pad, shelter, and restroom, including the installation of kitchen cabinets and countertops. Estimated to be completed by the 31<sup>st</sup> of October.
- **Unauthorized \$800 Expense**  
CM King asked about an \$800 expense for the Appraisal of the building at the Northwest corner Of State Road 43 and Main Street that was paid without the full councils authorization and the complications involved in getting the money back. CP Brown said she was told by TA Trent that the town would have to take the Vogel Appraisers to a small claims court to try to get the money back.
- **Special Business Meeting**  
CM King stated that he had asked CP Brown to schedule a needed special business meeting to air grievances and discuss council conduct issues two weeks ago and she had not set it up. CP Brown replied with " we are not going to do it. You and I have talked things over but we cannot have a special business meeting. It has to be in public to air our differences, but you can't technically have a meeting for that." CM King then asked CP Brown "Then how about right now?" To which CP Brown replied "Because it is not an approved type of meeting." CM King then asked "So how do we air our grievances?" CP Brown responds with "We don't, we don't." CM King then asks, "How do we finish a meeting that was not finished the last time?" CP Brown responds with "Actually, the only thing we did not finish was Jim, the town park, and the fire dept. Everything else was finished." CM King "What about the conduct?"

CP Brown "Again, that is going to have to be worked out individually. We can't have a meeting to do that. As per legal . Becca McQuaig at AIM and also Rebecca, our attorney. The conversation goes on from here. With a conclusion that CM King will check with attorney and state and CP Brown will check into this further.

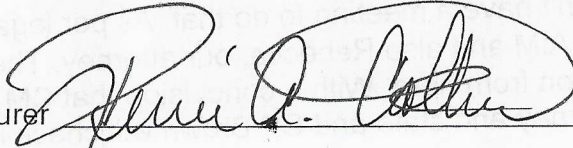
### **MEETING ADJOURNED: 7:52PM**

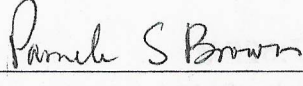
Motion to adjourn was made by CVP LaOrange, seconded by CP Brown. Motion carried by a vote of 3 Ayes to 1 Nay. CM King voted against the adjournment.

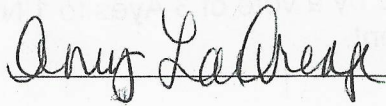
## **Next Arrangements**

- Next meeting on October 22, 2024, @ 6:00pm at the town hall to adopt the budget for 2025 followed immediately by the Common Council Meeting.
- CT Collier is meeting with Amber from Baker Tilling to discuss the salary ordinance.
- CP Brown is getting with Town Attorney to have her ask a representative from American Environmental to address concerns about monitoring wells.
- Rebecca to arrange a public meeting with American Environmental for community involvement.
- Follow up with Rebecca on the Legion purchase contract.
- Bill Castrodale from IMPA to provide training on the Tantalus system.
- Mint City to provide an additional 20 hours of tree trimming.
- Order high-visibility sweatshirts for staff.
- Research suitable methods for repairing the reservoir berm.
- Vote on Apex bid at the next meeting.
- Meeting with Amber from Baker Tilly on October 9 , 2024.
- Include leaf pickup information in the newsletter.
- Update the ordinance for garbage truck clearance.
- Review budget at the next meeting.
- Working with Amber to resolve budget discrepancies
- Contacting the resident about driveway widening rules
- Including a note in the newsletter about proper disposal of pet waste
- Addressing parking violations more strictly
- Install cameras in practice, football, and baseball fields.
- Finish defensive tactics training for the sheriff's office by September 28, 2024.
- Complete the splash pad, shelter, and restroom project.
- Investigate legal options for recovering the unauthorized \$800 expense.

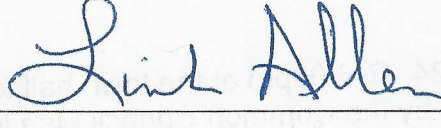
Council Meeting Minutes for October 8, 2024

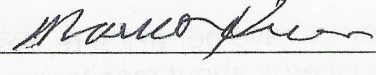
Clerk Treasurer 

Council President   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 22 day of October, 2024