
COMMON COUNCIL MEETING MINUTES

Date: September 23, 2025

Time: 6:00pm

Location: Chalmers Town Hall 205 E. Walnut St.

Attendance

- Council Members Present: (CVP) Amy LaOrange, (CP) Pam Brown, and (CM) Fred Schrader. Absent Council Members: (CM) Josh Rinehart (CM) Lee Trippett.
 - Staff Present: (DCT) Linda Herget, (S&U Superintendent) Doug Reed, Part Time Street & Utility Worker Bruce Hiner, Town Marshal Jim Bolen, and Town Engineer Ken Smith
 - Guests/Public Attendees: Edwin Buswell, Shawn Cain and Emily Albaugh from (KIRPC) Kankakee-Iroquois Regional Planning Commission, David Kurth and Pam Hiner
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Call to Order

- Time: 6:00pm
- Presiding Officer: (CP) Pam Brown
- Agenda Check: Completed

Approval of Minutes

- Date of Previous Meeting Minutes: September 9, 2025
- Approved: Vote 3 Ayes to 0 Nays Motion: (CVP) LaOrange Second: (CM) Schrader

Kankakee-Iroquois Regional Planning Commission (KIRPC)

Representatives from KIRPC came to talk to us about OCRA Grant Opportunities and how their services work and costs for their services. Edwin Buswell and Emily Albaugh are their Grant Writers; Shawn Cain is their Grant Administrator (after Grant is awarded through construction and Close Out). Their fees are 6.5% of total grant monies compared to other Grant Administrators who charge 8% because the White County pays to be a member of the Kankakee-Iroquois Regional Planning Commission. They discussed some of the Chalmers Community Projects and Funding Opportunities, among these were the American Legion/ Community Center, Downtown Beautification and New Town Hall. Funding opportunities for the improvements to the American Legion-Community Center are the Indiana Office of Community and Rural Affairs (OCRA), Public Facilities Program which has a max of \$750,000 available with a required 10% match of the total project costs. The second funding opportunity for this project is a US Department of Agriculture Rural Development Community Facilities Direct Loan and Grant Program which combines a low interest loan with a grant and is determined by

population and median household income. The Downtown Beautification Project has four different funding opportunities including a (CCMG) Community Crossings Matching Grant which can be used to replace sidewalks, curbs, storm drains, streetlights, trashcans, and benches. This Grant Opportunity requires a 20% match of total project costs. CreatINg Places is a matching Grant Program from the Indiana Housing and Community Development Authority and can help with Beautification and placemarking projects and allows the community to help fundraise. The New Town Hall Project funding opportunity is also from the US Department of Agriculture Rural Development Community Facilities Direct Loan and Grant Program which combines a low interest loan and Grant to fund the project.

Chalmers Day Festival/Golf Cart Poker Run

The committee for the Chalmers Days Festival is working on a date to hold the Poker Run. The date is to be determined. Notification will be sent out after the next committee meeting.

Ordinance 2025-16 Regulating Walking Trail Use

(CP) Brown presented the Ordinance for approval by the Council and (CVP) LaOrange made the motion to approve which was seconded by (CM) Schrader and passed by a vote of 3 Ayes to 0 Nays.

SHSP Grant

(CP) Brown informed everyone that she has received a quote from Boshier IT Services on updating the towns security system and reminded everyone that the cut-off day to apply for funding is October 24, 2025.

Legion Insurance and Rental Agreement

(CP) Brown read the proposed Rental Agreement for the Legion-Community Building and a proposed Contract of \$200.00 per month for the Nasty Women of White County to meet at the building every Monday and if not Monday a Couple of Saturdays per month. This matter was tabled up until the next council meeting scheduled for October 14, 2025.

Wessell Building

(CM) Schrader has received two estimates for replacing the roof and siding on the building. The first one came from LEEP Home improvement at \$17,600 (Steel Roof \$7,800 and Vinyl Siding \$9,800). This estimate includes break out but does not include gutters. The second estimate was from Keller Builders and was \$18,012.70 (Steel Roof \$8,254.00 and Vinyl Siding \$7,499.00 and Demolition \$1,524.00) This estimate does not include gutters. The building currently has no gutters or downspouts. The vote on this has been tabled until the next council meeting on October 14, 2025.

2026 Fire Department Agreement

Council voted 3 Ayes to 0 Nays to approve the 2026 VFD Contract. Motion to approve was made by (CVP) LaOrange and seconded by (CM) Schrader.

Town Attorney Report

The report was not given due to (TA) Trent not attending meeting. Agenda says being discussed in her report would be the need for a new contract with Chalmers house for rental of the Wessell Building and updates needed on the 2026 Fire Department Contract.

Town Engineer Report

(TE) Smith's update consisted of upcoming reports and dates these reports are due. These reports are the Wellhead Protection Plan Update which is due January 26, 2026: 2026 Consumer Confidence Report due date June 2026, Water Use Report to IDNR April 2026, INDOT CCMG PASER Report due December 1, 2025, and the application for CCMG Round 2 is due by October 31, 2025. He also stated that Doug needs a credit agreement with Trojan so he can order the necessary parts for the WW treatment plant.

Town Superintendent Report

(S&U) Superintendent Reed reported the following:

F&K will correct spots on Walnut Street.

The WWTP has not been inspected yet.

The stairs going down to the creek need to be replaced (council ok'd the replacement).

He received a bid from Funk Mechanical for a new electric furnace to be installed in the town garage. The total estimate was for \$2,800.00. Council explained that LP Gas and Natural gas are both cheaper than electric because we still have to pay IMPA for electric. Council wants Doug to follow up on two furnaces and three ceiling fans and this report is due to (CP) Brown by the 31st of October.

The dump truck needs new tires. Tires will be on dump truck by October 31, 2025

Flushing Fire Hydrants October 15, 2025

Accudig quote to clean storm drains was \$2,704.00 to clean 18 drains and for 10 hours of labor.

Town Clerk Report

Bank 1 Claims in the amount of \$120,830.04 were presented to council for approval. Claims were approved by a vote of 3 Ayes to 0 Nays with the motion to approve coming from (CVP) LaOrange and being seconded by (CM) Schrader.

Town Marshal Report

Marshal Bolen began his report asking council to accept him purchasing Lexipol for the department's Standard Operating Procedures. The initial cost of the software is \$2,519.10 but will need to be renewed every year at a cost of \$2069.10. The motion to accept the purchase was made by (CVP) LaOrange, seconded by (CM) Schrader and passed by a vote of 3 Ayes to 0 Nays. He then read Code Enforcement Officer Kevin Ward's letter of resignation dated September 18, 2025, into record. Officer Ward's keys and equipment have been returned to Marshal Bolen.

Chalmers Fire Department Report

There was no representative of the department present but (CP) Brown reported that they received between \$2,700 and \$2,900 in donations for the breakfast they served on Chalmers Day.

Park Board Report

Trunk/Trick or Treat was changed to Thursday October 30, 2025, from 5:00 to 8:00pm instead of the original date set of Friday October 31, 2025. The board is also opening the concession stand from 11:00am to 2:00pm for the Fall Ball Tournament at the park. Gypsy Joe Coffee will also be at the park during this time.

Adjournment

Meeting adjourned at 7:50pm. The motion to adjourn was given by (CP) Brown and seconded by (CVP) LaOrange. Motion to adjourn was passed by a vote of 3 Ayes to 0 Nays.

Special Note:

This meeting was live streamed and placed on the town's YouTube channel but there was no sound. These meeting minutes were typed solely by notes that were taken during the meeting. This information is for future reference.

Common Council Meeting Minutes for September 23, 2025

Clerk Treasurer

René A. Allen

Council President

Panel S Brown

☒ Yay or ☐ Nay ☐ Abstain

Council Vice President

Ang Ladner

☒ Yay or ☐ Nay ☐ Abstain

Council Member

JJM

☒ Yay or ☐ Nay ☐ Abstain

Council Member

☐ Yay or ☐ Nay ☐ Abstain

Council Member

☐ Yay or ☐ Nay ☐ Abstain

Signed this 14th day of October, 2025