

03-11- 2025 COMMON COUNCIL MEETING

Infrastructure Financial Management Community Development

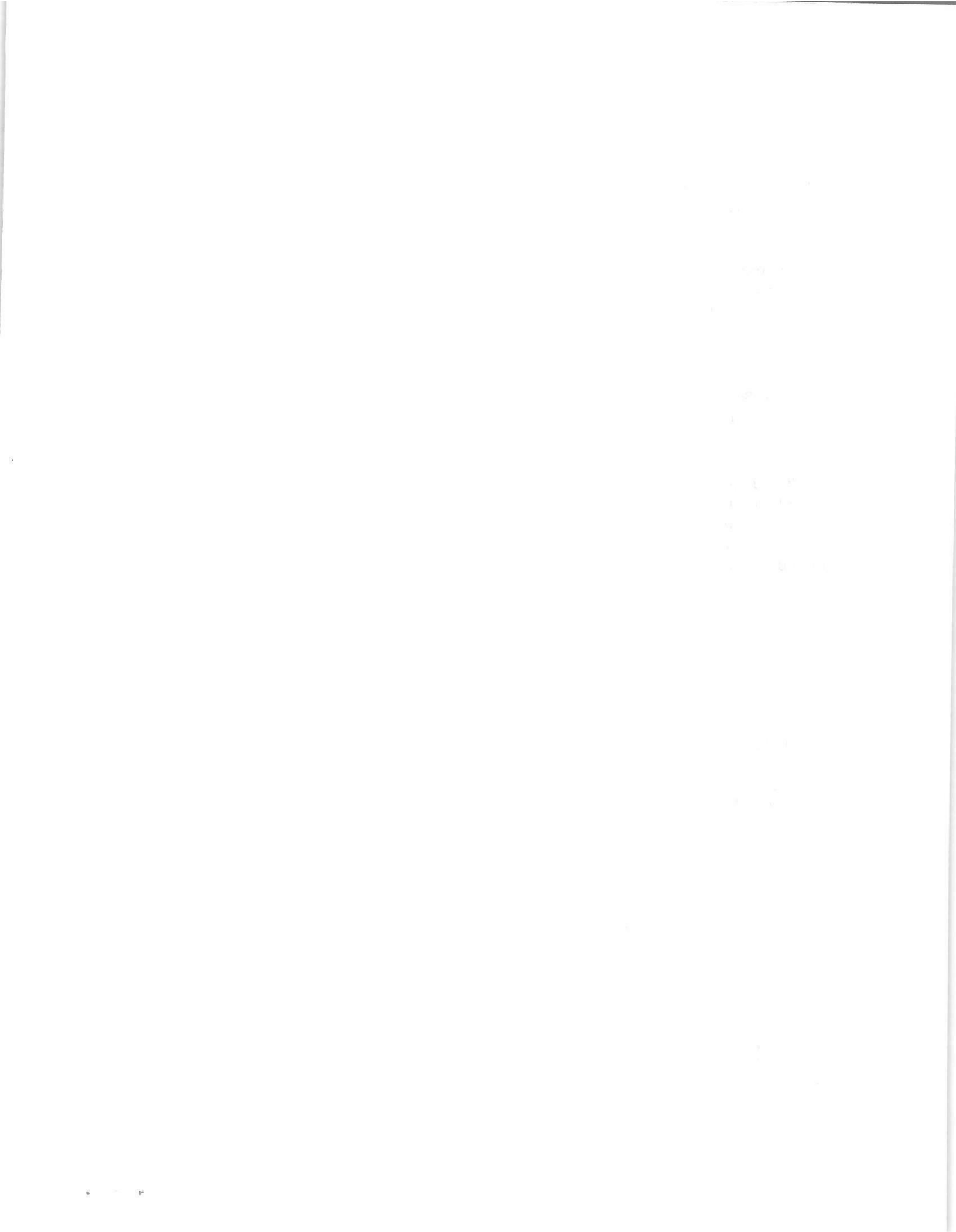
Meeting Information

- Date & Time: 2025-03-11 06:04PM
- Location: Chalmers Town Hall 205 E Walnut St.
- Attendees: Council President (CP) Pam Brown, Council Vice President (CVP) Amy LaOrange, Council Member (CM) Lee Trippett, Clerk Treasurer (CT) Rene'e Collier, Town Marshal (TM) James Bolen, Reserve Deputy (RD) Kevin Ward, Street & Utility Superintendent (S&U Superintendent) Doug Reed, Frank Galvin, Bruce Hiner, Pam Hiner, David Kurth and James Finnegan.

Meeting Notes

1. Community Infrastructure and Maintenance

- **Batting Cages Installation**
Discussion on installing batting cages at the softball fields. Brad Toll and Amanda Szabella proposed the location along the first baseline, measuring 10-15 feet wide and 60-70 feet long. The structure is not permanent, and they will handle installation and maintenance. Motion to allow construction of the batting cages was approved by a vote of 3 Ayes to 0 Nays with the motion to approve being given by (CVP) LaOrange and seconded by (CM) Trippett.
- **Cybersecurity Insurance**
Review of a cybersecurity insurance quote from Epic Insurance. The total premium is \$1,422.70, covering various cyber risks. The Council agreed on the purchase of the insurance.
- 1. **Town Engineer Report**
(CP) Brown presented the report due to (TE) Smith being unable to attend. A summary of meetings held on 2025-02-13 and 2025-02-20 regarding the Community Crossing Matching Grant, including bid openings, was discussed. Milestone was awarded the bid with the lowest offer of \$175,598. The paving work should commence at the end of April.
- **Insurance Claim for Accident on 04/20/2025**
Discussion on the insurance claim including the poles. The offer is \$15,144, which is \$1,400 less than the claim due to depreciation of the poles. Settlement of the final claim was accepted by council.



- **Spring Cleanup and Wastewater Plant Maintenance**
(S&U Superintendent) Reed reported on spring cleanup activities and maintenance at the wastewater plant. Spring Cleanup is tentatively scheduled for April 14, 2025. Two estimates for skimmer repairs were discussed: \$13,433.74 for full repair and \$10,586.74 for partial repair. The Council agreed to proceed with full repairs.
- **Trash Collection Issues**
Ongoing issues with trash collection by On Point Services was discussed. Some residents' trash carts are being missed despite being placed correctly. The Clerk's Office will communicate with OnPoint with our displeasure with their services thus far and the need for them to make the necessary changes to get these issues corrected.

2. Municipal Financial Management and Project Coordination

- **Paint Order and IDEM Meeting Coordination**
(S&U Superintendent) Reed Discussed the need to order paint for the marking of the different utility locations for 811 dig purposes. Also discussed was the coordination of a meeting with IDEM regarding the ESE program.
 - **Timecards and Payment Clarification**
Clarification on whether employees should be paid for attending council meetings or just training sessions was asked for. Council clarified that payment should only be for training, not for attending council meetings.
 - **Public Hearing on Additional Appropriations**
Details of a public hearing held on 2025-02-11 for additional appropriations, including the approval of Ordinance 2025-6. Ordinance 2025-6 was approved by a vote of 3 to 0 with the motion to approve being given by (CVP) LaOrange and (CM) Josh Rinehart with the second.
2. **Approval of Meeting Minutes and Claims**
Approval of meeting minutes from 02/11/2025 Public Hearing Meeting, 02/11/2025 Common Council Meeting, 02/13/2025 Public Hearing Minutes, 02/20/2025 Public Hearing Meeting, also a memorandum about the 02/25/2025 Common Council Meeting that was cancelled due to illness and claims dated 2025-03-11 in the amount of \$87,113.66 were approved with the motion carrying by a vote of 3 Ayes to 0 Nays. The motion to approve being given by (CVP) LaOrange and seconded by (CP) Brown.
- **Water Operating Fund and Financial Concerns**
(CT) Collier led the discussion on the financial status of the water operating fund, including expenses and income, and the need to manage funds carefully due to water main breaks.
 - **Reach Alert System Confusion**
Clarification on the confusion regarding the Reach Alert system that IMPA printed in their newsletter, which is sent to all residents that are members, that highlighted the town of Chalmers and our current Alert Program was asked for by (CT) Collier. (CP) Brown explained that the information given in the newsletter was a misprint and we are in fact not changing systems.

- **Traffic and Community Cleanup**
(TM) Bolen reported on increased traffic enforcement and efforts to clean up the community, including addressing abandoned vehicles.

3. Infrastructure and Community Development

- **Camera and Security System Upgrade**
Discussion on upgrading the camera system to a new one similar to the school's, which allows remote access from multiple locations and the need for a server to support various departments and the requirement for meeting recording software and microphones were also mentioned by (CT) Collier and (TM) Bolen. The Council brought up trying to secure a grant or propose these projects to commissioners for funding to purchase necessary equipment such as cameras, software, monitors, PCs, and printers. The urgency of obtaining an OWL Meeting Recording System for meetings was highlighted. The Police department brought up their need to purchase case reporting software that produces reports that will hold up in court. The cost of this software is approximately \$2,000.00. They are also in need of a new printer.
- **IT and Maintenance**
Discussion on hiring an IT service to handle all IT issues ensued with the Police Department and Clerk explaining to the council that the need for this service is urgent.
- **Park and Community Activities**
Plans for park improvements, including 911 signage for the new Splash Pad Pavilion and potential community events like movie nights and food trucks was discussed. The park is expected to be busy with a new summer recreation league joining.

4. Community Park and Infrastructure Planning

- **Community Park Enhancements**
Park Board President David Kurth reported that the board plans on installing charcoal grills for public use, the need for reviewing insurance coverage to be sure Charcoal grills are included in our policy, and planning for future park area developments. David presented that Tanner McDonald, park board member, suggested establishing a park area planning zone for future additions and green spaces.
- **Softball League Tournament**
Discussion on food arrangements for the upcoming softball league tournament, with plans to provide food if the league does not was led by Pam Hiner, Park Board Secretary.
- **Picnic Tables and Shelter Houses**
David Kurth also reported that Pam and Bruce Hiner purchased a child-sized picnic table, which needs to be secured with a chain, for the Splash Pad Pavilion and moving the third picnic table that is being stored at the town garage up to the pavilion.

- **Wessel Building and Legion**

Moving park-related items that are being stored in the Wessel Building to the Legion and changing locks at the Legion was discussed. Also discussed was the building of a wall to separate the part of the Wessel Building being used by the bar for storage so the town's records could be stored there instead of in the town garage and miscellaneous places in the Town Hall which has no storage or closets. It was brought up that the town may want to ask the volunteer fire department to clean out the office that they do not use so the Clerk's office can utilize that space.

- **Golf Cart Regulations**

The Police department led discussion on golf cart regulations, including the need for all driver's to have a valid driver's license and insurance. Also, the need to order more permits and to change the color of the permit when ordering.

- **Highway Blacktop and Paving**

There was some discussion on the timing and extent of highway blacktop projects by the state, including concerns about rough areas near railroad tracks.

- **Meeting Adjournment**

The meeting adjourned at 7:15pm. Motion to approve given by (CVP) LaOrange, followed by a second from (CM) Trippett. Motion passed by a vote of 3 Ayes to 0 Nays

Next Arrangements

[] Get prices for needed software, computer and meeting recording equipment and (CP) Brown will prepare a proposal for commissioners.

[] Contact (CM) Schrader and TJ for IT support.

[] (CP) Brown will plan to attend next month's commissioner's meeting to present proposals.

[] Pam Hiner will coordinate with the softball league regarding food service intentions.


[✓] (CT) Collier will check insurance coverage for charcoal grills.


[] (S&U Employees) will secure the child-sized picnic table with a chain. *not out yet*

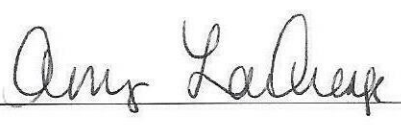
[] Park Board Members will work on moving park-related items from the Wessel Building to the Legion.

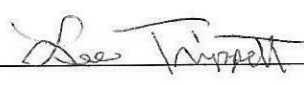
[] Town Marshal Bolen will change locks at the Legion. *done 4-9-25 by Jim + Doug*

Common Council Meeting Minutes for 3-11, 2025

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 11th day of April, 2025

