

CHALMERS TOWN COUNCIL MEETING

January 13, 2026

AGENDA

(BEGIN LIVE RECORDINGS)

Call meeting to order - _____

Pledge of Allegiance

Agenda check

Public comment (at the end of the meeting; time permitting)

NEW BUSINESS:

Election of 2026 Officers:

President: _____ Vice President: _____

2026 Committee Assignments:

2026 Town Council Meeting schedule – needs approval

2026 Holiday Schedule – needs approval

2026 Salary Ordinance

Comp Time vs. Overtime – discussion and approval: When to use comp time (quarterly or by year end?)
Can CT be rolled over to next year? Who tracks CT?

NEW 2026 trash rates effective 2/1/26 utility bills for January 2026 rate change. Current rate is \$13.25.
New rate is \$13.65. Have they been entered yet?

Review and update current Personnel Policy (last updated 2016). Clerk to scan and email copy of the current policy to all council members. Council members need to review in its entirety and be prepared to discuss at the January 27, 2026 meeting.

Once changes are made; final copy is prepared and council approves the new policy; all employees will meet and discuss the new Personnel Policy and sign the form stating they received and understand it. A copy of the signed form will be kept in the Employee's Personnel File. Current Personnel Policy and Salary Ordinance Addendums remain in effect until then!

Begin Retention Policy for all Town of Chalmers records. Suggest starting with current year and working backwards. **GOAL: to have all records reviewed by 12/30/2026!** We can coordinate a SHRED DAY with other towns and the public to destroy unused and outdated records. Maybe we can coordinate a Food Drive during Shred Day!

Storage Options: file cabinets in the Deputy Clerk's office (one cabinet per year). It's more efficient to keep all town records on site. Clerk will need to purchase file cabinets – suggest checking with Purdue Salvage and Marketplace vs. brand new for cost effectiveness. We can sell any unused/extra furniture or other items to help "declutter" all of our town facilities.

Additional/Optional Storage: create platform above the Fire Dept Training Room/Office for miscellaneous supplies, decorations, etc. We will need to purchase building materials and supplies to complete this storage area.

Legion Rental Agreement: what if someone cancels? Refund? Alcohol – insurance suggests renters obtain special permit which absolves the town of any liability. If council approves, need to update rental agreement, obtain permit prior to the day of rental and send a copy to EPIC Insurance per John Parmley. Most community/event centers are doing this now!

PENDING ITEMS:

- New John Deere lawn mower (Doug)
- Legion electrical repairs per Electric & More estimate for \$6,000 (Doug)
- Legion maintenance: move water heater, re-secure ceiling tile brackets, paint walls & ceiling (Doug)
- Updated contact list (Amy)
- Wessell Building roof, downspouts & gutters per LEEP Home Improvement \$8,450 (Fred)
- Wessell Building Lease Agreement & insurance status effective 1/1/2026 (Renee)
- EMC Insurance – renewal agreements have been updated. Status? (Renee)
- Status of Town newsletter? Can we set a monthly publish date? All Departments and Committees should contribute to the newsletter (Renee)
- Scoreboard is ordered. Will be delivered in early Spring (Pam)
- Create an Organizational Chart to depict the chain of command and visually map reporting relationships for the Town of Chalmers.
- New Job Descriptions to be written for all jobs and job duties. Council will review and discuss in February, 2026. Once Council approves, the new job descriptions will be handed out to all employees to be reviewed with their Supervisor, signed and a copy to be kept in the Employee's Personnel File.
- CCMG – we will reapply during the next Call for Projects in July, 2026 for paving and sidewalks.
- Continue to review quarterly findings on monitoring wells for Keystone Cooperative, Inc.
(last reports were completed on 7/3/25 and 10/8/25)
 - monitoring wells along 1st St reported nothing detected
 - monitoring wells on west side of SR 43 on Keystone Cooperative, Inc property indicated VOC's (volatile organic compounds)
- Chalmers Community Event Committee is currently planning more fun activities for 2026

OLD BUSINESS:

- Call Out Pay vs. OT for Frank – call out pay applies when hourly employees are called out after their regular shift. This is paid at time and a half. Minimum call out is two hours. Timecard should reflect "Call Out" and why the employee was called out (Ex: snow event, water main break, etc). This is stated in our Personnel Policy from 2016.
- AIM Council Member Seminar: Pam attended and will forward the link to other council members.
- Community Harvest Dinner was successful despite the "blizzard!" We served approx 40 people. Several meals were delivered to people in the community. Thank you to Santa for entertaining the little ones. All items from the Food & Toy Drive were delivered to the Brookston Food Pantry. Thank you to all who were able to attend and contribute to another successful community event!
- Linda will notify Doug and Pam Brown when legion is rented so we can make sure cleaning is done & building is ready.

MONTHLY DEPARTMENT REPORTS:

Town Attorney	Rebecca
Town Engineer Report	Ken
Town Superintendent Report	Doug
Town Clerk Report	Renee
Town Marshal Report	Jim
Chalmers Fire Department Report	Mike

COMMITTEE REPORTS:

Town Park	David Kurth
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ADJOURN _____ (END LIVE RECORDINGS)