
COMMON COUNCIL MEETING MINUTES

Date: October 28, 2025

Time: 6:11pm

Location: Chalmers Town Hall 205 E. Walnut St.

Attendance

- Council Members Present: (CVP) Amy LaOrange, (CP) Pam Brown, and (CM) Fred Schrader. Absent: (CM) Lee Trippett and (CM) Josh Rinehart
 - Staff Present: (CT) Rene'e Collier, (S&U Superintendent) and Doug Reed
 - Guests/Public Attendees: Bruce Hiner, Pam Hiner, and David Kurth
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Call to Order

- Time: 6:11pm
- Presiding Officer: (CP) Pam Brown
- Agenda Check: Question was asked when the 2026 Budget would be submitted and (CP) Brown answered that it would be uploaded into Gateway on November 29, 2025.

Approval of Minutes

- Date of Previous Meeting Minutes: 10/14/2025 Public Hearing Minutes and 10/14/2025 Common Council Meeting Minutes 10/14/2025 and Executive Meeting Minutes for 06/02/2025.
- Approved: Vote 3 Ayes to 0 Nays Motion: (CVP) LaOrange Second: (CM) Schrader

Roof and Siding for the Wessell Building

(CM) Schrader updated the council on the bids he had received for the Wessell Building. He said it is more than obvious that the funds for Wessell Building Improvements were not enough to have the roof and siding replaced at this time due to the bids to replace both and put up gutters and downspouts came in well over the allotted amount. He proposed that the town replace the roof with a metal roof at this time and revisit the siding at a later date. Leep Construction came in with a bid of \$7,800.00 for the roof and \$650.00 for the gutters and downspouts. Keller Builders came in with a bid of \$8,254.00 to do the roof only, no gutters or downspouts. (CM) Schrader said when he asked Scott Lowry, the owner of Leep Construction, when he could have the job completed, he stated that he would have it done before the end of the year. Motion to approve Leep Construction to replace the roof on the Wessell Building (114 E Main Street) and add gutters and downspouts at a total cost of \$8450.00 was made by (CP) Brown and seconded by (CM) LaOrange and approved by a vote of 3 Ayes to 0 Nays. (CM) Schrader is aware that all

bids from both Leep Construction and Keller Builders and proof of insurance from Leep Construction need to be turned into the Clerk Treasurers Office before work begins. The color of the roof, gutters and downspouts was discussed after the vote and council decided on a black roof with white gutters and downspouts.

Windmill Fund Reimbursement

(CM) Schrader the fact that the dump truck loan payoff was \$10,641.55 and that it was paid off with the windmill account and he would like to pay payments (approximately \$887.00 a month for 12 months) to reimburse the money spent from the windmill account from interest earned on the towns bank accounts. (CT) Collier mentioned that she would have to find out how and if we could do this due to some of the accounts earning interest on taxpayers' money and this is something she has not dealt with in the past. It was decided to table this idea until we can get confirmation on how and if it can be done.

Legion Rental Fee's

(CP) Brown discussed the rental fees for the Legion Building and how she thought the rental fees should be discounted to \$25.00 for town employees with no need to place a deposit as a benefit to the employees as they have no benefits. (CT) Collier mentioned that if this was the case they should have this in the Personnel Policies and Procedures and have a separate rental agreement.

Town Engineer Report/CCMG

Town Engineer Ken smith was unable to attend the meeting due to an emergency that came up last minute in Reynolds, but he left updates with (CP) Brown. She explained the Community Crossings Matching Grant (CCMG) and the streets and sidewalks that had been put into the application and the total costs of repairing those streets and sidewalks and what the town's match for the CCMG would be. Total estimated cost of the project is \$793,129.00 and the town's 20% match of that total would be \$158,262.00. It was asked if this included curbs and storm drains and was confirmed by (CP) Brown that there will be no curbs and storm drains included due to these streets being residential. (CP) Brown also presented the Letter of Application and Resolution #2025-02 RESOLUTION OF THE TOWN OF CHALMERS INDIANA CONCERNING AUTHORIZATION FOR THE EXECUTION OF INDOT AGREEMENTS, this resolution is permission of council for the council president to sign all paperwork pertaining to the grant. Motion to approve the grant application was given by (CVP) LaOrange, seconded by (CM) Schrader and passed by a vote of 3 to 0. The motion to approve Resolution 2025-02 was given by (CVP) LaOrange and seconded by (CM) Schrader. Motion passed by a vote of three Ayes to 0 Nays.

Town Street and Utility Superintendent Report- Doug Reed

The street and utility department exercised valves last week and is flushing hydrants this week.

Huff is installing furnaces and pipes this week at the town garage. They had to move some of the town records for the furnaces and installers, and they are afraid they are getting damaged. (CP) Brown asked that the records be put on skids to keep them up off the floor.

The new bulbs that were received for the WWTP UV System have been put away for the winter and will be installed in the spring when they are needed again.

There was a water main break on North Third Street. Accudig was called in and fixed it quickly.

They will be starting leaf pickup as soon as the leaves start falling and will continue to do so into December.

The lift station at the corner of West Chestnut and Twenty Second Street went down and CWREMC had to be called in to fix the power to it. It appears that a squirrel jumped into it. CWREMC came and fixed the problem and trimmed the tree away from the line in hopes of keeping squirrels out.

The Police truck has been serviced, and the White Dodge pickup needs to be taken in to get the starter fixed and a new battery. (CM) Schrader recommended taking it to Mike Behrens shop in Wolcott to get it fixed.

Superintendent Reed said he called Haley's Lock Safe and Key to get a quote on rekeying all town buildings to be keyed to the master key so he wouldn't have to carry so many keys and he would have a key to get into all buildings in case of emergency, but he has not gotten the quote back. (CT) Collier informed council that she had received the quote back and has talked to Haley's regarding the fact that the Clerk Treasurer is the only person from the town that is allowed to order locks, keys and the re-keying of locks is the Clerk Treasurer and that they already allowed the Town Superintendent to change the locks on the Legion building once without it being authorized by her. (CT) Collier said she talked to the Town Marshall Jim Bolen about this since they were the ones that were put in charge of key control and they do not believe this is a good idea because we would have to give keys to people who have nothing to do with the running of the town or have no business in most of the buildings and this exact scenario has gotten the town in a mess in the past. Superintendent Reed says this is not what the Town Marshal had told him when they talked about it. Council decided to table this discussion for when the Marshal returned from vacation.

Wessell Building Rental Agreement and Contract was discussed (CM) Schrader offered that he thought the rent for the building should be \$200.00 plus utilities each month and (CP) Brown said she thinks the rent should only be \$100.00 plus utilities each month and that she would ask Town Attorney Rebecca Trent to draw up rental contract between the town and the Chalmers House Bar.

Council President Pam Brown reported back on information she has received on the Missions Alert System. She said that David Boesch will be contacting Doug to get all Missions Alerts

straightened out. She also reported that they have our account with them as being 160 days late and gave Rene'e the phone number to call to address the issue and pay the invoice.

Legion building lock and all the locks on park buildings were brought up by Town Street and Utility Superintendent Doug Reed. He asked that council allow all locks to be rekeyed to the A/Master Key so him and his crew can get into all those buildings if something should go wrong. Clerk Treasurer Rene'e Collier who oversees Key Control expressed that she does not believe that is a good idea because having too many master keys out and unaccounted for was the main reason we didn't key those buildings the same as the higher security buildings. Council decided that they were going to have them rekeyed to match the A/Master Key anyway and asked Town Street and Utility Superintendent Doug Reed to call Haley's and have them come draw up a quote for this project.

Clerk's Report

Bank 1 and Bank 12 Claims for 10.28.2025 were submitted to council for review and approval. Motion to approve Bank 1 Claims for \$ 94,467.38 and Bank 12 Claims for \$10,641.59 was given by (CVP) LaOrange and seconded by (CM) Schrader. Motion to approve claims passed by a vote of 3 Ayes to 0 Nays. (CT) Collier also presented amended Bank 1 Claims for 10.14.2025 for \$126,370.27 due to leaving out a payroll claim in the original claims. The motion to approve the amended claims was given by (CVP) LaOrange and seconded by (CM) Schrader. Motion to approve was passed by a vote of 3 Ayes to 0 Nays.

Timecards were given to council to review.

(CT) Collier listed reports and contracts that she had sent to the council by email to make sure she had sent everything that they had requested or in case they could think of some she had missed. Council says they did not receive some of the contracts on the list so it was decided to just resend all contracts and if we do not have one with Artesion/Missions for the alert system that we will need one. (CT) Collier also sent copies of 2025 Contracts, the signed contract for 2026 with the fire department and Ordinance 2025-14 and 2025-16 to the town attorney and a copy of the signed 2026 contract with the fire department to the Chalmers fire chief.

Informed everyone that the shared community calendar has been created, the link to the codification of ordinances was sent to council, AAA Fire was called and told that we did not want the fire extinguishers in the kitchen at the legion replaced as we are not going to use the kitchen, alerts were posted to the town webpage for leaf pickup and hydrant flushing.

Called Missions about the outstanding bill mentioned in the last council meeting and was told that they do not send invoices by the USPS, they send them by email. When asked what email they were sending the invoice to they said clerktreasure@chalmers.in.gov. The Clerk's email address is clerktreasurer@chalmers.in.gov so they corrected the email address, and the bill was paid by credit card over the phone.

Whiteboard for council room came in damaged so they will be sending a replacement. No need to return the damaged whiteboard.

We received a check from the Internal revenue service for \$1,756.46 which is the amount being disputed since 2024 and was the SBOA wrote a corrective action plan for in our audit of 2024. The money was deposited into the general fund and I will seek guidance on how I make sure I put into the proper funds.

We received a reimbursement check from Epic Insurance for \$27.00 for their mistake of putting the old Dodge Charger the police had on the insurance. If memory serves me correctly that car was sold in 2022 or 2023.

The Township Trustee has reimbursed the Park \$4,798.00 they spent on new backboards.

Presented Deputy Clerk's travel expense report for their revenue.

Presented Delinquent Account Report for review.

Informed council of Conditional Policy Renewals from EMC Insurance. It was decided to send a copy of these to (CP) Brown so she could help get the insurance all straightened out.

Presented a copy of the daily yields on the money invested in TrustIndiana and updated council on what the rates were for The Fountain Trust Company.

Let council know that I requested and now have a copy of the plot map from the county for the southeast side of town where there is ongoing land disputes.

Requested the following items for town records: All bids for the heat at the town garage, proof of insurance from Huff who is installing the new furnaces at the town garage, proof of renters insurance for the Chalmers House who is renting the Wessell Building for storage, Signed rental agreement between the Town of Chalmers and the Chalmers House for the Wessell building, Keys to the Legion Building, copies of bids for the Wessell Building repairs, and the Police Report from the 6/2/2025 Executive Meeting that was never put in files. (CP) Brown stated that there was no Police Report, it was a Case Report and that the Police were not allowed to give out case reports for the file.

Chalmers Park Board Report

Park Board President David Kurth reported that the annual Trick or Treat/Trunk or Treat would require the streets to be blocked off from 4:00 to 8:00pm on the 30th of October. Since the park was unable to have a Halloween Party, they will be joining the Chalmers Community Church for their party and will be serving hot dogs and hamburgers at the church.

Ellis Mann is currently at the park working on forming up the new basketball court going in and weather permitting the concrete will be poured on Friday.

The park would like to donate \$8,000.00 of the money given to them by the Township Trustee towards a new lawnmower. He noted that this money would need to be spent by the end of the year. Also the mower would have to be used for the park only. Bruce Hiner presented two

estimates to the council. One quote was \$14,298.00 for a Hustler Super Z; another was \$18,000 for a diesel Grasshopper.

We need 911 address signs for the Legion and Wessell Building and Danger signs for the water tower enclosure. It was decided that Superintendent Reed would handle this.

(CM) Schader added that he had talked to County Commissioner Dave Davis about the Data Center and Battery Storage facilities and the Commissioners are not in favor of these things.

(CM) Schrader also informed the council that he had talked to the county to see if personal use of property i.e: the town garage by town employees was regulated by the county and was told it is not. (CM) Schrader has no problem with town employees using these facilities or any of the town's tools or electricity but we need to go through the Town Attorney to get this drawn up.


(CT) Collier brought up the question of whatever happened about to the need to clean and paint the water tower that could not be included in the Water Grant and that we talked about putting money back for this purpose and have not started doing this. Also asked was why we have never been updated on the water testing wells that were put in by the Co-Op gas station and along North 1st Street. We will need to discuss the latter with Town Engineer Ken Smith.

Motion to Adjourn

The motion to adjourn was given by (CVP) LaOrange and seconded by (CM) Schrader. Meeting was adjourned at 8:15pm by a vote of 3 Ayes to 0 Nays.

Common Council Meeting Minutes for **October 28, 2025**

Clerk Treasurer



Council President

Pamela S Brown

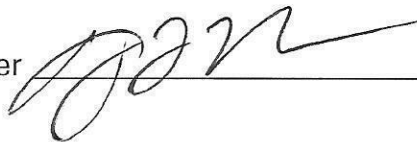
☒ Yay or ☐ Nay ☐ Abstain

Council Vice President

Amy LaOrange

☒ Yay or ☐ Nay ☐ Abstain

Council Member



☒ Yay or ☐ Nay ☐ Abstain

Council Member

Lee Tinscott

Yay or ☒ Nay ☐ Abstain

Council Member

____ Yay or Nay Abstain

Signed this 18th day of November, 2025