



**REGULAR SCHEDULED COUNCIL MEETING**

Tuesday, January 17, 2023 – 7:00 p.m.

Join Zoom Meeting – Link listed on website

<https://us06web.zoom.us/j/6479705713?pwd=bGoxRjllTXNXeWRhQlcrVzljaHUwdz09>

OR Join Via Phone: (646) 931-3860      **Meeting ID:** 647 970 5713      **Passcode:** Clear

**AGENDA**

- 1. Call to Order .....Council President
- 2. Pledge of Allegiance ..... Council and Attendees
- 3. Zoom Instructions ..... Robert
- 4. Election of Officers
  - I. Council President..... Council
  - II. Council Vice President..... Council
  - III. Council Secretary ..... Council
  - IV. Department Appointments..... Council
  - V. Plan Commission ..... Council
- 5. Approval of Monthly Reports
  - a. Minutes from December 20, 2022,..... Council
  - b. Voucher Register & Warrant.....Council President
- 6. Monthly Reports
  - a. Financial Report ..... Council President
  - b. Marshal’s Report..... Chris Emerick
  - c. Fire Department Report..... Brent Schlosser
  - d. Zoning Administrator’s Report ..... Robert Hawley
  - e. Superintendent Report ..... Guy Rodgers
  - f. Council Member’s Reports ..... Council
- 7. Unfinished Business ..... Council
- 8. New Business
  - a. Ordinance Amending Salary for 2023..... Council
  - b. Certificate of Appointment Steuben County Econ Dev ..... Council
  - c. Certificate of Appointment Region 3A..... Council
- 9. Training and Review ..... Robert Hawley
- 10. General Discussion..... Council & Attendees
- 11. Adjournment..... Council President

**Next Council meeting:**

Tuesday, February 21, 2023 @7:00 p.m.

Please Note: Agenda items listed are those reasonably anticipated and may be discussed at the meeting. Not all items listed may necessarily be discussed and there may be other items not listed that may be brought up for discussion.



TOWN OF CLEAR LAKE, INDIANA  
REGULAR TOWN COUNCIL MEETING  
December 20, 2022

The Regular Council meeting of the Town Council of Clear Lake, Indiana was held at the Town Hall on Tuesday, December 20, 2022, at 7:00PM. Present were Town Council President Darin Thorp, Council Members Brent Schlosser, Dan Rippe, George Schenkel and Molly Weber. Clerk/Treasurer - Jessica Swander, Street & Sewer Superintendent- Guy Rodgers, Zoning Administrator – Robert Hawley, and Marshal – Chris Emerick was also in attendance. There were thirteen residents who signed the guest register and eight attended via Zoom.

Council President Darin Thorp called the meeting to order at 7:00 p.m. starting with the sighting of the Pledge of Allegiance.

Zoom instructions were given by Robert Hawley.

Molly Weber made a motion that Salary Ordinance be added as item C under new business. Brent Schlosser seconded the motion. Motion passed.

COUNCIL ACTIONS:

1. Approval of minutes from the Regular Town Council meeting held November 15, 2022, at 7:00PM. Darin Thorp presented the minutes to the Council. Darin then asked for any additions or corrections. No Corrections were given.

George Schenkel made a motion to pass the Regular Town Council minutes as they were presented. Seconded by Molly Weber. Motion carried.

2. Approval of minutes from the Special Town Council meeting held Monday, December 5, 2022, at 7:00PM. Darin Thorp presented the minutes to the Council. Darin then asked for any additions or corrections. No Corrections were given.

Molly Weber made a motion to pass the Special Town Council minutes as presented. Seconded by Brent Schlosser. Motion passed.

3. Approval of Voucher Register with Warrants – Jessica Swander presented the Voucher Register with Warrant details.

Disbursements on the Voucher Register are as follows:

Operating Funds:	\$103,579.06
Sewer Funds:	<u>\$70,237.26</u>
Total Disbursements:	\$173,816.32

George Schenkel made a motion to accept the Voucher Register with Warrants. Seconded by Dan Rippe. Motion passed.

REPORTS:

1. Financial Report – Jessica Swander presented the financial report showing financials through November 30, 2022. Report is on file.
2. Marshal's Report- Chris Emerick discussed Marshal activity around the lake. Report is on file.
3. Fire Department Report- Brent Schlosser read the Fire Department Report. Report is on file.
4. Zoning Administrator- Robert Hawley discussed activity around the lake. Report is on file.
5. Superintendent- Guy Rodgers discussed activity around the lake. Report is on file.

COUNCIL REPORTS:

1. Molly Weber – Attended a Zoom meeting hosted by R3A that focused on the state requiring a service line inventory being required by the EPA, due the fall of 2024, verifying that the town has no lead or copper. Molly stated that the GIS system should help with this. Molly stated that she had investigated the possibility of grants or loans to help with this, noting that loans were more probable.
2. Molly Weber discussed website stating that Jennifer Smith-Sattison had done a good job building the new site and that it should help with getting the Town survey out to residents for completion.
3. Molly Weber discussed training for the new Clerk-Treasurer Christine Crawford.

Molly Weber made a motion that Council approve funding for Keystone software training for the new Clerk/Treasurer, Christine Crawford, on January 3, 2023. Dan Rippe asked if there were any other dates available. Jessica Swander responded there were no other dates in January 2023. George Schenkel seconded the motion. Motion carried.

Molly Weber made a motion that Council approve payment for additional training for Christine Crawford by Jessica Swander, paid by 1099, at her current rate of \$1,802.24, biweekly, as needed for the month of January 2023. George Schenkel seconded the motion. Motion carried.

4. Darin Thorp – Update on the GIS system. Darin investigated the ability to log-in to the GIS system, per George’s request at the last board meeting, and has confirmed that this will be possible. Darin also stated that he had received an email from GIS stating that they have collected 403 grinders, 54 catch basins, and 8 manhole covers.

Unfinished Business:

1. Dan Rippe informed Town Council that Town of Clear Lake was approved for the INDOT Community Crossing Grant on December 6, 2022. Dan stated that the Grant requires several things to be accomplished as soon as possible.
  - A. Council needs to notify INDOT who will have signing authority.
  - B. DLZ needs to be given authorization to complete survey, design, create bid packages, and establish various permits.
  - C. At this point INDOT will issue a Local Roads and Bridges matching grant agreement to the Towns designated authority to sign.
  - D. Town needs to advertise for bids.
  - E. All final documents need to be submitted to INDOT no later than April 6, 2023.

Dan stated that INDOT would issue a purchase order to transfer money to the Town of Clear Lake in the April-July 2023 time frame. Construction would need to be completed over the summer of 2023 (4-6 months). Dan further stated that once all of this was completed the Town could apply for another grant from INDOT in July 2023.

Dan Rippe moved to introduce Resolution 07-2022, Resolution of the Town Council of the Town of Clear Lake Indiana Concerning Authorization of INDOT Agreements. Brent Schlosser seconded the motion. Motion carried.

Dan Rippe read Resolution 07-2022, Resolution of the Town Council of the Town of Clear Lake Indiana Concerning Authorization of INDOT Agreements in its entirety.

George Schenkel asked if council would need to approve the document to signed. Jessica Swander and Molly Weber explained that a specific person would need to be named as a designated signer, as the document would not be a hard copy, but rather an online docu-sign document.

Dan Rippe made a motion to nominate Darin Thorp as the individual authorized by Town Council to be authorized to sign. Brent Schlosser seconded the motion. Motion carried.

Dan Rippe motioned to open for public comment. Brent Schlosser seconded the motion. Motion carried.

Resident Molly Nagle asked which Council person was Darin Thorp.

Brent Schlosser motioned to close public comment. Molly Weber seconded the motion. Motion carried.

Dan Rippe motioned to suspend the rules to read Resolution 07-2022 Resolution of the Town Council of the Town of Clear Lake Indiana Concerning Authorization of INDOT Agreements by title only for the second reading. George Schenkel seconded the motion. Motion carried.

Dan Rippe read Resolution 07-2022 Resolution of the Town Council of the Town of Clear Lake Indiana Concerning Authorization for Execution of INDOT Agreements by title only.

Dan Rippe moved to pass Resolution 07-2022 Resolution of the Town Council of the Town of Clear Lake Indiana Concerning Authorization for Execution of INDOT Agreements adding Darin Thorp as an authorized signer. George Schenkel seconded the motion. Motion carried.

Dan Rippe moved to authorize DLZ to complete the required surveys, final designs, create a public review of the final designs, create a bid package for each project, and establish all necessary permits. Molly Weber seconded the motion. Motion carried.

Molly Weber asked for discussion on what the total project timeline would be.

Brent Schlosser motioned to open for public comment. Dan Rippe seconded the motion. Motion carried.

Todd Thurber from DLZ stated he would put together a schedule based on authorization, getting documents back and lining up with Council meetings as best as he can, but it will be very general. Having to submit everything by the April 6<sup>th</sup> deadline, puts accepting the bids time frame of March. The advertising bid package would need to be done by the end of February, beginning of March, to award and sign the contract at the March meeting. Todd commented that he would try to have the survey done by the end of December, to have the final design complete by the third week of February.

Molly asked that the final design be given to council members a couple of weeks prior to the February council meeting.

Jessica Swander mentioned that bids need to be published in the paper 17 and 10 days prior to a bid meeting, and that there could be the need for a special session.

Resident Kathy Schenkel asked if the process could be sped up so that the public would have time to review it, possibly a rendering of the project by January 2023.

Todd from DLZ said not by the end of January.

George Schenkel stated he has spoken to people who said that the presentation given was missing pieces.

Dan Rippe motioned to close public comment. Molly Weber seconded the motion. Motion carried.

2. Outstanding Check List was discussed by Dan Rippe. Dan requested an update on the status of contacting residents on the list.

Molly Weber commented that there was no update regarding the list. Jessica Swander stated that by state law the checks need to be voided.

Dan Rippe read 2017 Indiana Code 5.11.10.5-2 and 2018 Indiana Code 5.11.10.5-3, it is important for the Clerk-Treasurer to address these checks by December 31, 2022.

Dan Rippe moved to void all the listed checks documented and provided to council. Molly Weber seconded the motion. Motion carried.

#### New Business:

1. Ordinance Sanitation pick-up was discussed by Dan Rippe.

Dan Rippe moved to introduce Town of Clear Lake, Indiana Ordinance No. 2022-16, Ordinance Amending Sections of Chapter 52, Town of Clear Lake Indiana, Code of Ordinances. Brent Schlosser seconded the motion. Motion carried.

Dan Rippe read Ordinance Amending Sections of Chapter 52, Town of Clear Lake Indiana, Code of Ordinances in its entirety.

Molly Weber asked for a clerical correction.

Dan Rippe motioned for public comment. Brent Schlosser seconded the motion. Motion carried.

Resident Molly Nagle asked if the trash was still Washler.

Dan Rippe stated it was the same company however a new contract and a different truck.

Resident Matt Rippe asked what the changes in the trucks are.

Dan Rippe stated that the new trucks would be effective in January and changing from a rear load truck to an auto load truck.

Dan Rippe motioned to close public comment. Brent Schlosser seconded the motion. Motion carried.

Brent Schlosser motioned for the ordinance to be read by title only. Dan Rippe seconded the motion. Motion carried.

Dan Rippe read Ordinance No. 2022-16 Ordinance Amending Sections of Chapter 52, Town of Clear Lake Indiana, Code of Ordinances by title only.

Dan Rippe motioned to pass Ordinance No. 2022-16 Ordinance Amending Sections of Chapter 52, Town of Clear Lake Indiana, Code of Ordinances with the corrections, capitalize C for Clear and L for Lake. Brent Schlosser seconded the motion. Motion carried.

2. Attorney Contract – Renewal of Contract for Hawk, Haynie, Kammeyer, & Smith was discussed by Dan Rippe.

Dan Rippe motioned to open for public comment. Brent Schlosser seconded the motion. Motion carried.

No public comment.

Molly Weber motioned to close public comment. George Schenkel seconded the motion. Motion carried.

Dan Rippe moved to approve the contract as written. George Schenkel seconded the motion. Motion carried.

3. Amended Salary Ordinance was discussed by Molly Weber.

Molly Weber moved to read Ordinance 2022-17, An Ordinance to Amend Ordinance 2022-12 Setting Salaries and Wages of the Officers and Employees for The Town of Clear Lake Indiana for the Year 2023 with corrections related to health insurance. George Schenkel seconded the motion. Motion carried.

Molly Weber read Ordinance 2022-17, An Ordinance to Amend Ordinance 2022-12 Setting Salaries and Wages of the Officers and Employees for The Town of Clear Lake Indiana for the Year 2023 with corrections related to health insurance in its entirety.

Molly Weber made a motion to approve Ordinance 2022-17, An Ordinance to Amend Ordinance 2022-12 Setting Salaries and Wages of the Officers and Employees for The Town of Clear Lake Indiana for the Year 2023 with corrections related to health insurance with a correction. Seconded by George Schenkel. Motion passed.

## Training & Review

George Schenkel reviewed the Comprehensive Plan. George Schenkel and Robert Hawley asserted the importance of addressing this.

## General Discussion

Molly Weber discussed from old minutes what to do with the Tahoe owned by the Town of Clear Lake. Molly Weber asked that it be discussed at the next meeting. Molly Weber also asked that Town Council meetings be kept to a time minimum.

George Schenkel discussed concerns about the road project and Todd Thurber's reports, that he stated were excellent. George referred to a half an inch worth of email of concerns about the roads. He stated that the methodology is picking the roads. George asked what the policy is on drainage and asked that a policy statement be developed specifically stating what it is. George Schenkel asked that a drainage policy be discussed next month.

Darin Thorp and Council discussed Brent Schlosser's seat on the Council, and that he is reappointed to the seat for another term by default as no one ran for his seat.

Darin Thorp stated it was bittersweet to say good-bye to Jessica Swander and thanked her for everything she has done and that she had made the Town that much better.

Tyson Johnston asked about the grading system used by the town and asked if it was a state driven process and if it takes a piece from end to end not small sections.

Todd Thurber stated that it was a state driven process.

There being no further business or discussions, Council President Darin Thorp adjourned the meeting at 8:25 p.m.

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Darin Thorp, Council President

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Attest:



ACCOUNTS PAYABLE TOWN of CLEAR LAKE  
**Voucher Register for Operating Funds & Sewer Fund**

For Period from 12/21/2022 through 01/17/2023

2023							
DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	FUND	AMOUNT OF VOUCHER	Appropriation	CHECK/WARRANT NUMBER	MEMORANDUM
5-Jan	Pay Fund	PAYROLL	General	\$6,933.78	Payroll/benefits	EFT	C/Trea.B.Clerk.ZA & Police/Council
5-Jan	Pay Fund	PAYROLL	MVH	\$2,202.56	Payroll/benefits	EFT	T.Manager & T. Worker
5-Jan	Pay Fund	PAYROLL	Sanitation	\$521.23	Payroll/benefits	EFT	C/Trea.B.Clerk
5-Jan	Pay Fund	Inpers	MVH	\$229.15	Inpers Town Ex	EFT	Employer retirement contribution
5-Jan	Pay Fund	Inpers	General	\$415.82	Inpers Town Ex	EFT	Employer retirement contribution
5-Jan	Pay Fund	Inpers	Sanitation	\$54.24	Inpers Town Ex	EFT	Employer retirement contribution
18-Jan		Farmers State Bank Visa	General	\$250.00	Training		AIM Training Material
18-Jan		Farmers State Bank Visa	General	\$114.19	Meetings		Fremont & End of year meetings
18-Jan		Farmers State Bank Visa	Lit	296.98	Equipment		Hard drive & card reader
18-Jan		Farmers State Bank Visa	General	\$15.00	Other Prof.		Car Wash
18-Jan		Wex	General	\$129.27	Fuel		Marshal Fuel
19-Jan		M & C Trenching	MVH	\$3,539.50	Other Prof.		708 SCLD - Catch basin
18-Jan		Jessica Swander	General	\$1,802.04	Training		Training (1/2 - 1/13)
20-Jan		Midwest Essentials	General	\$72.00	Office Supplies		Cups
20-Jan		Fremont Hardware	MVH	\$64.54	Supplies		Gas Can spout & nozzles
20-Jan		Higbee Welding	MVH	\$168.22	Equip. Repairs		Snowplow Repairs
19-Jan		Boyce	General	\$518.07	Operating Supp		Tax paperwork & checks
19-Jan		Dunworth Automotive	MVH	\$188.04	Supplies		Tractor Battery (1/2), snow plow accessories
20-Jan		Menards	General	\$243.86	Building Maint		Shelves & Softener Salt
20-Jan		IACP	Lit	\$190.00	Dues		Active Dues
20-Jan		New Focus HR, LCC	General	\$320.00	Other Prof		Hourly Consulting for Molly Weber
19-Jan		Fremont Sand & Gravel	MVH	\$37.90	Sand & Salt		Sand for roads
3-Jan		First Net AT & T	General	\$66.93	Telephone/Int		Marshals, MIFI and ZA Phone
19-Jan		Galls	Lit	\$163.83	Uniforms & Supp		Stinger LED/Stinger DS Held Holster
19-Jan		Kiesler Policy Supply	Lit	\$492.00	Uniforms & Supp		Ammo
18-Jan		DLZ	CCD	\$3,545.44	Engineering		2022 CCMG App 2022-2
24-Jan		KPC Media Group	General	\$24.00	Other Charges	EFT	Monthly newspaper
18-Jan		Midsolve	General	\$495.85	Other Prof		Technician
19-Jan		Applied Innovation	CCD	\$98.59	Other Prof		Printer Use
18-Jan		Mediacom	General	\$219.74	Telephone/Int	EFT	Fax/Internet
18-Jan		UE payment	General	\$68.09	Unemployment		4th Q UE pmt
19-Jan		4 Voice	General	\$150.69	Telephone/Int		Phones
15-Jan		Town of Clear Lake Sewer	General	\$95.44	Sewage	EFT	Monthly Town Hall and Barn Sewage
18-Jan		NIPSCO	General	\$7.98	Electric		Light Replacement
18-Jan		NIPSCO	General	\$25.57	Electric		Tornado sirens - 3
23-Jan		NIPSCO	General	\$999.08	Electric/Gas	EFT	Town Hall & Barn electric/Heat
5-Jan		NIPSCO	General	\$2,209.17	Street Lights	EFT	Town Street Lights
20-Jan		Hawk, Haynie, Kammeyer & Smith	General	\$368.00	Attorney Fees		General

ACCOUNTS PAYABLE TOWN of CLEAR LAKE  
Voucher Register for Operating Funds & Sewer Fund

For Period from 12/21/2022 through 01/17/2023

2023							
DATE FILED	VOUCHER NUMBER	NAME OF CLAIMANT	FUND	AMOUNT OF VOUCHER	Appropriation	CHECK/ WARRANT NUMBER	MEMORANDUM
20-Jan		Hawk, Haynie, Kammeyer & Smith	CCD	\$46.00	Attorney Fees		Plan Commission
20-Jan		Hawk, Haynie, Kammeyer & Smith	General	\$3,120.00	Attorney Fees		HFLP v NEVIN and TOCL
		<b>TOTAL ATTORNEY</b>		<b>\$414.00</b>			
18-Jan		Washler, Inc.	Sanitation	\$13,296.24	Trash service		Trash Collection
		<b>TOTAL OPERATING FUNDS</b>		<b>\$43,799.03</b>			
		<b>SEWER</b>					
5-Jan	Pay Fund	PAYROLL	Sewer	\$3,330.19	Payroll/benefits	EFT	B.Clerk,T.Manager & T.Worker
5-Jan	Pay Fund	Inpers	Sewer	\$346.47	PERF town exp.	EFT	Employer retirement contribution
3-Jan		Farmers State Bank	Sewer	\$98.49	Other Prof	EFT	Check Processing Fee
31-Dec		Farmers State Bank	Sewer	\$20.00	Other Prof	EFT	ACH Set Up fee
18-Jan		Farmers State Bank Visa	Sewer	\$420.00	Postage		Sewer Letters
18-Jan		Farmers State Bank Visa	Sewer	\$415.07	Supplies		No smoking signs, Paper towels, bottled water
19-Jan		Alliance of Indiana	Sewer	\$191.40	Dues		Annual membership dues
19-Jan		Wex	Sewer	\$232.11	Supplies		Fuel Sewer
3-Jan		First Net AT & T	Sewer	\$110.37	Telephone/Int		Sewer Lines X3
19-Jan		Indiana Underground Plant Prot	Sewer	\$77.90	Other Prof Serv		82 - 4th Quarter Ticket Fee (Per Ticket)
19-Jan		Dunworth Automotive	Sewer	\$84.51	Supplies		Tractor Battery (1/2)
19-Jan		Menards	Sewer	\$99.99	Supplies		Hose & Caulk
20-Jan		CEM Supply	Sewer	\$7,072.89	Other Prof Serv		Grinder Rebuilds
20-Jan		Bank-A-Count Corp.	Sewer	\$665.42	Other Charges		Sewer Coupon Books, Letters and Mailing (194)
20-Jan		USA Blue Book	Sewer	\$966.69	Supplies		Marking Paint, Marking Flags & Repair Lids
20-Jan		Unifirst Corp	Sewer	\$150.24	Prof. Services		Uniform rental - 8 weeks (12/20,12/27,1/3, 1/10)
19-Jan		Steve Jennings	Sewer	\$24.00	Supplies		3 - 5 gallons of water
10-Jan		Town of Fremont	Sewer	\$5,555.11	Sewage		Monthly processing plus online pmt service fee
23-Jan		NIPSCO	Sewer	\$447.06	Electric	EFT	Lift station electrical usage
23-Jan		NIPSCO	Sewer	\$1,095.54	Electric	EFT	Grinders electrical usage
20-Jan		Hawk, Haynie, Kammeyer & Smith	Sewer	\$3,480.00	Attorney Fees		Hoagland Sewer & Hoagland Boundary
		<b>TOTAL SEWER FUND</b>		<b>\$24,883.45</b>			
		<b>TOTAL ALL FUNDS</b>		<b>\$68,682.48</b>			

I here by certify that each of the above listed vouchers and the invoices or bills attached there to are true and correct and I have audited same in accordance with IC5-11-10-1.6.

Date	ALLOWANCE OF VOUCHERS			
17-Jan-23				
(IC5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)				
We have examined the vouchers listed on the forgoing accounts payable voucher register consisting of 3 pages, totaling \$				
<b>Dated this 17th day of January 2023</b>				
X	X	X		
X	X	X		
<b>SIGNATURE OF GOVERNING BOARD</b>				



Installed by the TOWN OF CLEAR LAKE-2019  
**Fund Report**

FUND TITLE	BALANCE BEG OF YEAR	REVENUE YTD	DISBURSED YTD	BALANCE BEG OF MONTH	REVENUE MTD	DISBURSED MTD	CURRENT BALANCE
6203 SEWER - UTL DEPRECIATION	28586.39	251300.97	115577.53	147755.31	20766.52	4212.00	164309.83
6204 SEWER - DEBT SERV RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SubTotal Bank Number 2</b>	<b>93734.09</b>	<b>838521.21</b>	<b>682977.79</b>	<b>243888.11</b>	<b>86105.16</b>	<b>80715.76</b>	<b>249277.51</b>
<b>*** GRAND TOTAL ***</b>	<b>1534487.38</b>	<b>2187668.76</b>	<b>1820403.33</b>	<b>1736507.64</b>	<b>371643.38</b>	<b>206398.21</b>	<b>1901752.81</b>

Town Of Clear Lake Police Department		Month
2022		D E C
Statistics		
TOCL Logo	Monthly Hours Worked	235.75
	Monthly Miles Driven	854
	Monthly Aquatic Hours	0

The Clear Lake Police Department took three reports in the month of December. The Steuben County Sheriff's Office handled two reports within the Town and five reports within the Township of Clear Lake. There was one traffic violation written and one VIN check.


Clear Lake Police Department			Steuben County Sheriff's Office in Town of Clear Lake			Town of Clear Lake Total	Steuben County Sheriff's Office in Clear Lake Township			Grand Total
Code	Sub Total		Code	Sub Total			Code	Sub Total		
		3			2	5			5	10
100	Agency Assists	3	100	Agency Assists		3	100	Agency Assists		3
101	Alarm		101	Alarm	1	1	101	Alarm		1
102	Criminal Mischief		102	Criminal Mischief		0	102	Criminal Mischief		0
103	Burglary		103	Burglary		0	103	Burglary		0
104	Disorderly		104	Disorderly		0	104	Disorderly		0
105	Juvenile Problem		105	Juvenile Problem		0	105	Juvenile Problem		0
106	Property Damage Crash		106	Property Damage Crash		0	106	Property Damage Crash	1	1
107	Recovered Property		107	Recovered Property		0	107	Recovered Property		0
108	Rescue		108	Rescue		0	108	Rescue		0
109	Structure Fire Residential		109	Structure Fire Residential		0	109	Structure Fire Residential		0
110	Suicide Attempt		110	Suicide Attempt		0	110	Suicide Attempt		0
111	Theft		111	Theft		0	111	Theft		0
112	Welfare Check		112	Welfare Check	1	1	112	Welfare Check	1	2
113	Harassment		113	Harassment		0	113	Harassment		0
114	Suspicious		114	Suspicious		0	114	Suspicious	1	1
115	Abandoned Vehicle		115	Abandoned Vehicle		0	115	Abandoned Vehicle		0
116	Animal Problem		116	Animal Problem		0	116	Animal Problem		0
117	Empolymnt Background Investigation		117	Empolymnt Background Investigation		0	117	Empolymnt Background Investigation		0
118	Property Damage		118	Property Damage		0	118	Property Damage		0
119	Domestic		119	Domestic		0	119	Domestic	1	1
120	Trespassing		120	Trespassing		0	120	Trespassing	1	1
121	Personal Injury Crash		121	Personal Injury Crash		0	121	Personal Injury Crash		0
122	Dog/Cat Problem		122	Dog/Cat Problem		0	122	Dog/Cat Problem		0
123	Lost Property		123	Lost Property		0	123	Lost Property		0
124			124	Vehicle Fire		0	124			0
125			125			0	125			0
126			126			0	126			0
127			127			0	127			0
128			128			0	128			0
129			129			0	129			0
130			130			0	130			0
131			131			0	131			0
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142			142			0	142			0
143			143			0	143			0
144			144			0	144			0
145			145			0	145			0
146			146			0	146			0
147			147			0	147			0
148			148			0	148			0
149			149			0	149			0
150			150			0	150			0
151			151			0	151			0
Detailed Reports Available			Detailed Reports Available				Detailed Report Available			

Fremont Fire Department


Calls for Service December 2022

1. Dec. 1<sup>st</sup> 7:52 A.M. Medic Assist California Twp.
2. Dec. 1<sup>st</sup> 1:43 P.M. Fire Alarm Jamestown Twp.
3. Dec. 2<sup>nd</sup> 10:15 A.M. Fire Alarm Jamestown Twp.
4. Dec. 2<sup>nd</sup> 5:10 P.M. Medic Assist Jamestown Twp.
5. Dec. 4<sup>th</sup> 7:08 P.M. Medic Assist Fremont Twp.
6. Dec. 5<sup>th</sup> 9:08 A.M. Medic Assist Jamestown Twp.
7. Dec. 6<sup>th</sup> 4:08 A.M. Oder Investigation Town of Fremont.
8. Dec. 6<sup>th</sup> 7:24 A.M. Medic Assist Jamestown Twp.
9. Dec. 6<sup>th</sup> 10:59 Medic Assist Clear Lake Twp.
10. Dec. 6<sup>th</sup> 1:35 P.M. Medic Assist Town of Fremont.
11. Dec. 6<sup>th</sup> 8:50 P.M. Medic Assist Town of Fremont.
12. Dec. 6<sup>th</sup> 9:34 P.M. Medic Assist Town of Fremont.
13. Dec. 7<sup>th</sup> 12:28 P.M. Medic Assist California Twp.
14. Dec. 7<sup>th</sup> 3:56 P.M. Medic Assist Town of Fremont.
15. Dec. 8<sup>th</sup> 11:30 A.M. Medic Assist Town of Fremont.
16. Dec. 8<sup>th</sup> 3:29 P.M. C.O. Investigation Town of Clear Lake.
17. Dec. 9<sup>th</sup> 7:43 A.M. Medic Assist Clear Lake Twp.
18. Dec. 9<sup>th</sup> 2:37 P.M. Medic Assist Fremont Twp.
19. Dec. 9<sup>th</sup> 4:08 P.M. Vehicle Accident with injury Town of Fremont.
20. Dec. 9<sup>th</sup> 6:39 P.M. Fire Alarm Town of Clear Lake.
21. Dec. 10<sup>th</sup> 3:51 P.M. Rubbish Fire Clear Lake Twp.
22. Dec. 10<sup>th</sup> 7:22 P.M. Medic Assist Town of Fremont.
23. Dec. 10<sup>th</sup> 8:11 P.M. Medic Assist Town of Fremont.
24. Dec. 11<sup>th</sup> 8:18 A.M. Medic Assist Town of Fremont.
25. Dec. 13<sup>th</sup> 1:56 A.M. Medic Assist Jamestown Twp.
26. Dec. 13<sup>th</sup> 11:50 A.M. Medic Assist Town of Fremont.
27. Dec. 14<sup>th</sup> 9:00 P.M. Medic Assist Fremont Twp.
28. Dec. 15<sup>th</sup> 8:47 P.M. Vehicle Accident Fremont Twp.
29. Dec. 16<sup>th</sup> 2:49 A.M. Medic Assist Jamestown Twp.
30. Dec. 16<sup>th</sup> 4:46 A.M. Medic Assist Jamestown Twp.
31. Dec. 16<sup>th</sup> 6:04 P.M. C.O. Investigation Town of Clear Lake.
32. Dec. 17<sup>th</sup> 11:12 P.M. Lift Assist Town of Fremont.
33. Dec. 17<sup>th</sup> 9:44 P.M. Medic Assist Jamestown Twp.
34. Dec. 17<sup>th</sup> 9:52 P.M. Medic Assist Town of Fremont.
35. Dec. 18<sup>th</sup> 4:39 P.M. Mutual Aid for the Angola Fire Department on a Structure Fire City of Angola.
36. Dec. 18<sup>th</sup> 4:49 P.M. Lift Assist Town of Fremont.

37. Dec. 19<sup>th</sup> 2:18 A.M. Fire Alarm Town of Fremont.
38. Dec. 19<sup>th</sup> 8:40 A.M. Lift Assist Town of Fremont.
39. Dec. 20<sup>th</sup> 9:46 A.M. Lift Assist Town of Fremont.
40. Dec. 20<sup>th</sup> 1:31 P.M. Medic Assist Fremont Twp.
41. Dec. 20<sup>th</sup> 4:23 P.M. Lift Assist Town of Fremont.
42. Dec. 21<sup>st</sup> 2:16 A.M. Medic Assist Jamestown Twp.
43. Dec. 21<sup>st</sup> 6:54 A.M. Medic Assist Town of Fremont.
44. Dec. 21<sup>st</sup> 9:35 A.M. Medic Assist Town of Fremont.
45. Dec. 22<sup>nd</sup> 4:25 A.M. Fire Alarm Town of Fremont.
46. Dec. 22<sup>nd</sup> 7:18 P.M. Medic Assist Town of Fremont.
47. Dec. 24<sup>th</sup> 1:00 A.M. C.O. Investigation Town of Fremont.
48. Dec. 24<sup>th</sup> 10:06 A.M. Medic Assist Fremont Twp.
49. Dec. 24<sup>th</sup> 11:27 A.M. Vehicle Accident Jamestown Twp.
50. Dec. 24<sup>th</sup> 6:37 P.M. Medic Assist Jamestown Twp.
51. Dec. 25<sup>th</sup> 5:09 P.M. Medic Assist Town of Fremont.
52. Dec. 25<sup>th</sup> 9:56 P.M. Medic Assist Town of Fremont.
53. Dec. 26<sup>th</sup> 2:35 A.M. Medic Assist Jamestown Twp.
54. Dec. 26<sup>th</sup> 10:38 A.M. Utility Problem Town of Fremont.
55. Dec. 26<sup>th</sup> 3:59 P.M. Fire Alarm Town of Fremont.
56. Dec. 27<sup>th</sup> 9:09 P.M. Mutual Aid for the Orland Fire Department on a Structure Fire Millgorve Twp.
57. Dec. 28<sup>th</sup> 11:18 A.M. Medic Assist Fremont Twp.
58. Dec. 28<sup>th</sup> 12:06 P.M. Lift Assist Scott Twp.
59. Dec. 28<sup>th</sup> 6:48 P.M. Fire Alarm Town of Fremont.
60. Dec. 29<sup>th</sup> 9:42 A.M. Medic Assist Town of Fremont.
61. Dec. 30<sup>th</sup> 10:00 A.M. Medic Assist Jamestown Twp.
62. Dec. 31<sup>st</sup> 2:34 A.M. Medic Assist Town of Fremont.

<b>Town Of Clear Lake Fire Department Report</b>		Month	Areas of Concern/Interest: Google sheet completed and prepared for 2023 data.  Topics: Continue to work on new contract negotiations for beyond 2023		
2022		D E C			
<b>Statistics</b>					
	TOCL Incidents	5			
	Mutual Aid	2			
	Region Totals	7			
<b>Fire Department Activity within the Town of Clear Lake</b>			<b>Fire Department Activity within Clear Lake Township</b>		
Code	Sub Total	5	Code	Sub Total	2
100	Asssit-Agency (Mutual Aid)	2	100	Asssit-Agency (Mutual Aid)	
103	Asssit - Medical		103	Asssit - Medical	1
107	Alarm		107	Alarm	
110	C.O. Investingation	2	110	C.O. Investingation	
129	Fire - Alarm	1	129	Fire - Alarm	
132	Fire - Rubbish		132	Fire - Rubbish	1
Detailed Reports Available			Detailed Reports Available		



Town Of Clear Lake Fire Department		Month												Grand Total
2022		J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c	
	<b>Statistics</b>													
	TOCL Incidents	7	3	3	2	1	9	4	4	10	7	9	5	64
	Mutual Aid	6	1	1		1	2	1		5	6	9	2	34
	Region Totals	11	7	6	5	5	12	7	7	10	8	12	7	97
<b>Fire Department Activity within the Town of Clear Lake</b>														0
Code	Sub Total	7	3	3	2	1	9	4	4	10	7	9	5	64
100	Asssit-Agency (Mutual Aid)	6	1	1		1	2	1		5	6	9	2	34
103	Asssit - Medical		1	1			1	3	1	2	1			10
107	Alarm						2			2				4
110	C.O. Investingation			1					1				2	4
120	Down Power Line				1		2							3
129	Fire - Alarm		1				1		1				1	4
138	Naturl Gas Leak									1				1
141	Rescue - Ice	1												1
142	Rescue - Possible Water				1									1
146	Vehicle - Accident W/Injury						1		1					2
Detailed Report Available Upon Request														
<b>Fire Department Activity within Clear Lake Township</b>														
Code	Sub Total	4	4	3	3	4	3	3	3	0	1	3	2	33
102	Asssit - Lift				1									1
103	Asssit - Medical	4	3	2	1	2	2		2		1		1	18
110	C.O. Investingation											1		1
130	Fire - Brush											1		1
132	Fire - Rubbish					1		1					1	3
133	Fire - Structure				1									1
135	Fire - Vehicle						1							1
138	Naturl Gas Leak											1		1
144	Service Call		1											1
145	Vehicle - Accident			1				1						2
146	Vehicle - Accident W/Injury					1		1	1					3
Detailed Report Available Upon Request														

# Fremont Fire Dept

## Annual Report 2022

<b>Townships:</b>	<b>Calls:</b>		
Fremont	274	Truck 29	35
Fremont Township	87	Tanker 26	23
Jamestown Township	248	Brush 28	3
Clear Lake	31		
Clear Lake Township	35	<b>Calls Between 6am to 6pm</b>	
Scott Township	21	484	
York Township	2		
California Township	25	<b>Calls Between 6pm to 6am</b>	
Mutual Aid	53	291	

<b>Type of Incident:</b>	<b># of Incidents:</b>
Structure Fires	34
Vehicle Fires	15
Grass Fires	17
Trash Fires	19
Fire Alarms	42
False Call's	0
Medic Assist	397
Accident's	55
Accident's with Pin	5
Services Call's	134
HAZMAT	12
Water Rescue	5
Stand By	14
CO Checks	13
Smoke Investigation	13

**TOTAL CALLS**

775

<b>Apperatus Used:</b>	<b># of Runs:</b>
Command 20	155
Engine 22	153
Engine 23	88
Ladder 21	28
Rescue 21	525
Tanker 25	27
Brush 27	28
Scuba 28	6
Rescue Boat	4

# TOCL Zoning Administrator Report

## January 17, 2023



### ILP's Issued:

ILP #	Date	Applicant	Property Address	Property Owner	Description
2022-43	12-27-2022	Star Homes	992 SCLD	Stephen Kimpel	Addition to existing home 65 SF
2022-44	12-27-2022	Roger & Jackie Voirol	305 Penner	Roger & Jackie Voirol	Residential Addition of 24' x 57'

### Plan Commission Hearing:

Case #	Hearing Date	Applicant	Property Address	Minor Subdivision	Status
None					

### BZA Hearing:

Case #	Hearing Date	Applicant	Property Address	Variance	Status
None					

### Projects:

Item	Status
UDO updates	<ul style="list-style-type: none"> <li>Update UDO digital copy - <b>Completed</b></li> <li>Update UDO books – <b>Fillers are ready/ Completed</b></li> </ul>
Comprehensive Plan	<ul style="list-style-type: none"> <li>2023 Update</li> <li>Reached out to region 3A planning commission, they are available to help with a master plan update.</li> <li>Pending Scope of Work</li> </ul>
Zoning Administrative updates	<ul style="list-style-type: none"> <li>Creation of Flow process sheets, update excel file for tracking metrics and permits, fee schedule updates</li> <li>2022 Annual Report is attached.</li> </ul>
Unsafe Hewes Home	<ul style="list-style-type: none"> <li>Work continues, new rafters have been delivered and the current roof in under tarps, and sheathing has been placing on the exterior at certain areas.</li> </ul>



**ZONING & PLANNING DEPARTMENT**

**2022 ANNUAL REPORT**

# TOWN OF CLEAR LAKE

January 2023

**Town Council**

- Darin Thorp – President Ward 3
- Molly Weber – At Large
- Brent Schlosser – At Large
- Dan Rippe – Ward 2
- George Schenkel – Ward 1

**Planning Commission**

- Jim Hauguel
- Bill Hanna
- Dan Rippe
- Jessica Swander
- George Schenkel
- Jim McClain

**Zoning Board of Appeals**

- Cecil Fleeman
- Walter Grabowski
- Kit Tyler
- Jim McClain

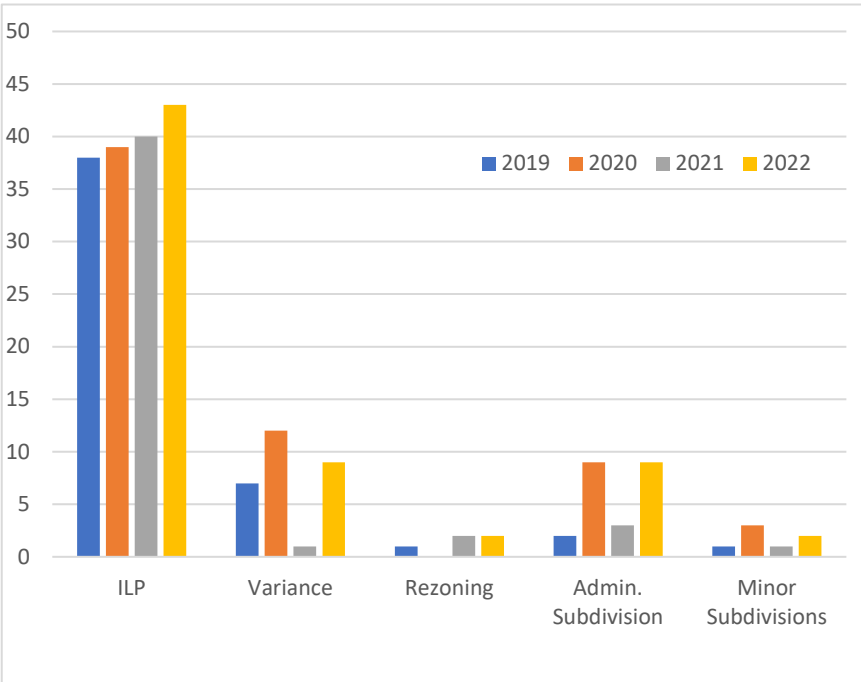
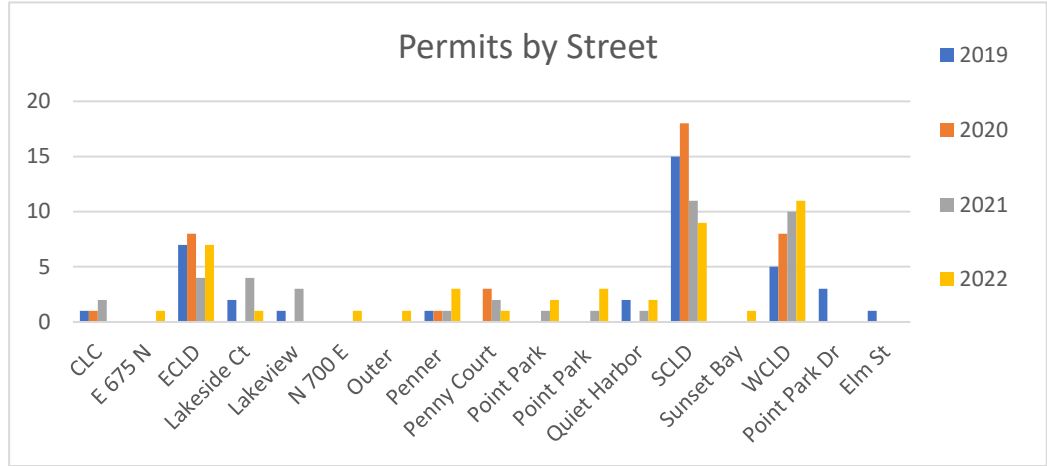
**Zoning Administrator**

Larry Lillmars & Robert Hawley

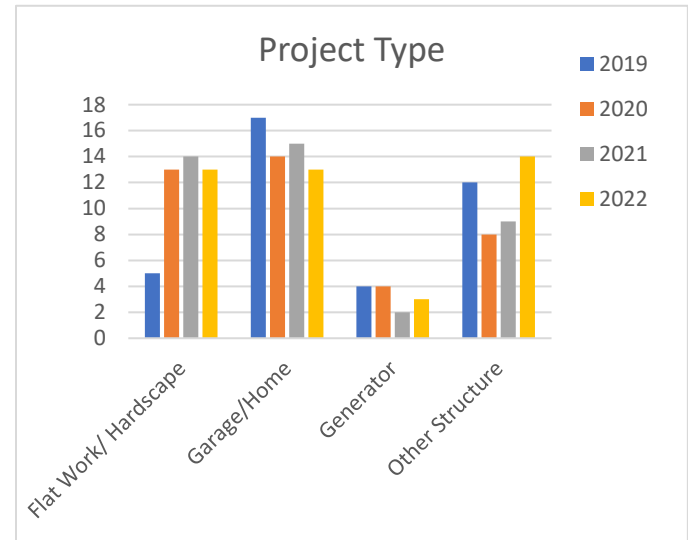
**YEAR END SUMMARY**

The following data summarize the various activities completed by the Zoning Department during the past 4 years.

	2022	2021	2020	2019
ILP	43 (7.5%)	40 (2.5%)	39 (2.6%)	38
<b>Board of Zoning Appeals</b>				
Variance	7	12	1	9
<b>Planning Commission</b>				
Rezoning	1	0	2	2
Administrative Subdivision	2	9	3	9
Minor Subdivision	1	3	1	2



- There is a trend over the past four years of ILPs increasing an average of 4% per year.
- A thing to note with variances is on average the applicants are asking for multiple variances requests at a time.
- In 2022 there is a 6% decrease in PC request for rezonings, administrative subdivisions, and minor Subdivision



These carts show the trends for 2022:

- East Clear Lake Drive, South Clear Lake Drive, West Clear Lake Drive show the highest trends for permits in 2022 which is constant with years past.
- “Garage/ Home” are down, and “Other Structures” are up compared to the last three years.

## 2022 Board of Zoning Appels

The Board of Zoning Appeals may vary the regulations of this Unified Development Ordinance for projects that meet the findings of fact set forth in this Section. Variances may be a "development standards variance" granting relief from a development standard such as height, bulk, or area; or a "use variance" allowing a use that is not listed as a permitted or special exception use in a district.

The following table show the request for a variance in 2022 and the outcome of the decision.

Case Number	Type of Application	Applicant/Petitioner	Location	Summary	Date	Action
2022-01	VARIANCE	Walter	1224 Quiet Harbor Drive	Garage exceeds max size	2/8/2022	Denied
2022-02	VARIANCE	Walter	1224 Quiet Harbor Drive	Garage exceeds max height	2/8/2022	Withdrawn
2022-03	VARIANCE	Wagner	426 Point Park Drive	Structure exceeds lake yard setback	8/9/2022	Denied
2022-04	VARIANCE	Wagner	426 Point Park Drive	Structure in lake yard	8/9/2022	Withdrawn
2022-05	VARIANCE	Bob Buesher / Schenkel	72 WCLD	Home setback to road property line	8/9/2022	Approved
2022-06	VARIANCE	Bob Buesher / Schenkel	72 WCLD	Hot Tub setback to lakeside building line	8/9/2022	Approved
2022-07	VARIANCE	Bob Buesher / Schenkel	72 WCLD	Garage setback to rear property line	8/9/2022	Approved

## 2022 Plan Commission

9.20 Zoning Map Amendment (Rezoning) - It may become necessary to change the zoning of an area or a lot, thereby amending the Official Zoning Map. The Plan Commission has the authority to hear a proposal to amend the Official Zoning Map. This process is typically known as a "rezoning" of land. The Plan Commission shall make a recommendation to the Town Council concerning a proposal to amend the Official Zoning Map. The Town Council has the power to approve or deny a proposal to amend the Official Zoning Map.

9.14 Minor Subdivision of Land - A Minor Subdivision Plat shall provide the Plan Commission with the opportunity to expedite a subdivision approval when the major subdivision process requires excessive scrutiny. A Minor Subdivision Plat is streamlined by requiring less support material and by allowing final plat approval to be conducted administratively following the primary plat approval.

9.17 Administrative Subdivision - An Administrative Subdivision shall provide the Town of Clear Lake with the opportunity to expedite adjustments to property lines when no new lots are created or when mergers of two (2) to ten (10) are made into fewer buildable lots (e.g., merging two (2) lots into one (1) developable lot for the purpose of constructing across the middle of the lot where the property line used to be).

The table below summarizes the cases heard by the Plan Commission in 2022.

Case Number	Type of Application	Applicant/Petitioner	Location	Summary	Hearing Date	Outcome
2021-01	Minor Subdivision	Moore	933 SCLD	one lot subdivision	5.3.21	Approved
2021-02	Minor Subdivision	Swander	7382 E State Rd 120	one lot subdivision	6.21.21	Approved
2021-03	Minor Subdivision	Moore	929- 939 SCLD	seven lot subdivision	12.13.21	Approved
2022-01	Rezoning	Skinner	416 Point Park Dr	Rezone across road area from CO to LR	8.2.22	PC not recommend approving rezoning. Withdrawn for TC approval
2022-02	Minor Subdivision	Gericke / Laukhuf	57 and 59 WCLD	Splitting lots	11.1.22	Approved w/conditions



## 2022 UDO Updates

It may become necessary to amend the text of this Unified Development Ordinance from time to time. The Plan Commission has the authority to hear a proposal to amend the text of this Unified Development Ordinance. The Plan Commission shall make a recommendation to the Town Council concerning a proposal to amend the text of this Unified Development Ordinance. The Town Council has the power to approve or reject a proposal to amend the text of this Unified Development Ordinance. The table below summarizes the UDO Amendment Cases heard by the Plan Commission and Town Council and approved in 2022.

Ordinance Number	Plan Commission/ Town Council Approval Date	Effective Date	Sections Affected	Pages Changed	Brief Description of Changes	Date Codified
2018-01	2022_5_4 2022_5_17	2023_1_1	9.17	9-41	Correct the inconsistency between maximum number of lots that can be combined as stated within 9.17- (A) and (B)(2) from five (5) to ten (10) lots.	2022_12_31
2018-21	2022_5_4 2022_5_17	2023_1_1	Definitions	11-15	Ground Level, Average: definition contains an inconsistency in the capitalization of Main Outside Corners	2022_12_31
2018-22	2022_5_4 2022_5_17	2023_1_1	Definitions	11-26	Definition for Residential-Scale Generator contains a typographical error in numerical size	2022_12_31
2018-08	2022_5_4 2022_5_17	2023_1_1	9.05	9-06 & 9-07	Correct the inconsistency in the requirement to identify easements within 9.05 - (E)(2)(a), (b), (c) & (d)	2022_12_31
2018-09	2022_5_4 2022_5_17	2023_1_1	5.35	5-31	Project Applicability: missing category (Addition to Accessory Structure) and cross references to clear side yard and town ordinance Title V: Public Works, Chapter 51: Sewers, 51.59 (H) Grinder Pump Station Accessibility which precludes plantings in sewer easement	2022_12_31
2018-13	2022_5_4 2022_5_17	2023_1_1	1.27	1-11	Zoning Administrator Duties is missing support to Board of Zoning Appeals	2022_12_31
2018-18	2022_5_4 2022_5_17	2023_1_1	2.14	2-15	Maximum Lot Coverage: eliminate the shared threshold value (9000 sq ft) between categories 53% and 50%	2022_12_31
2018-19	2022_5_4 2022_5_17	2023_1_1	9.08	9-14	There is a wording mistake in Development plan 9.08 in (A)(1) a & b	2022_12_31
2018-33	2022_5_4 2022_5_17	2023_1_1	9.05(G)(3)	9-09	Correct the inconsistency in permit expiration duration between Town of Clear Lake Improvement Location Permits and Steuben County building department	2022_12_31
2018-06	2022_6_7 2022_6_21	2023_1_1	5.31, 5.32, 5.03, 2.05, 2.06, 2.09, 2.10, 2.12, 2.14, 2.11, 2.13, 2.17, 9.05, A.01	5-28, 5-29, 5-04, 2-06, 2-07, 2-10, 2-11, 2-13, 2-15, 2-12, 2-14, 2-18, 9-05, A-2	The current HB1 and HB2 standards do not effectively address the needs of the community. This change will eliminate the current HB1 and HB2 standards replacing it with one HB standard which better reflects the communities needs	2022_12_31

Ordinance Number	Plan Commission/ Town Council Approval Date	Effective Date	Sections Affected	Pages Changed	Brief Description of Changes	Date Codified
2018-05	2022_6_7 2022_6_21	2023_1_1	5.22	5.21	<i>C. Soil and Water Quality, 1. Erosion Control, (a) references Indiana Administrative Code 327-1 (Rule 5) is in error and should be 327-15 (rule 5) which applies to all "construction activity" that result in the disturbance of one (1) acre or more of land area. Areas smaller than one acre are also regulated by this Rule if the project is part of a "larger common plan of development or sale". Add standard criteria to explicitly deal with management of gutter and downspout discharge</i>	2022_12_31
2018-07	2022_6_7 2022_6_21	2023_1_1	9.05	9-05	<i>Landscaping does not require an ILP resulting in a risk that violations of clear side yard standards will go undetected. Violations of clear side yard (SB-03: Lake Residential Setback Standards 5.65 (B)) setback standards will result in access issues for emergency personnel and safety concerns for life and property</i>	2022_12_31
2018-14	2022_6_7 2022_6_21	2023_1_1	9.05(E)(2)	9-06, 9-07	<i>Add to ILP filing requirements the location of canopy trees required by Landscaping (LA-04) pg. 5-34</i>	2022_12_31
2018-15	2022_6_7 2022_6_21	2023_1_1	9.05(C) & (D)(3)	9-06	<i>Add Town of Clear Lake, Indiana Code of Ordinances Title VII: Traffic Code Chapter 72: Parking Regulations paragraph 72.02 Regulations on Roads and Streets to the 9.05 (C) Cross References and add a requirement in 9.05 (D)(3) to post at construction site beside the approved ILP a figure or equivalent designating the location of approved construction parking spaces.</i>	2022_12_31
2018-23	2022_6_7 2022_6_21	2023_1_1	5.09(C)	5-08	<i>Add an option to allocate the maximum square footage of 1,344 sq ft entirely to one accessory structure</i>	2022_12_31
2018-38	2022_8_2 2022_8_16	2023_1_1	5.67	5-59	Home business shall comply with Sign Standards	2022_12_31



## SUPERINTENDENT'S REPORT

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Tuesday, January 17<sup>th</sup>, 2023 – 7:00 p.m.

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1. Time Allocation
  - a. Guy – 199 hours
  - b. Denver – 185.50 hours
  - c. Other – Road Cut Permits – 0, 0 Demo Permits and 2 letters of non-objection
2. Sewer Department Statistics
  - a. Locates – 8
  - b. Alarm calls – 2
  - c. Grinder pumps
    - i. Replaced – 2
    - ii. Repaired – 0
    - iii. Set-Up – 0
    - iv. New or repaired pumps ready to be placed into the system – 9 (11 still boxed) (3 remain ready to put in)
  - d. Average flow – 22230 GPD (Gallons per day)
3. Sewer Department Summary
  - a. We received the last 3 grinders back from CEM.
  - b. Sewer truck mileage for the month 398.
4. Street Department Summary
  - a. Reminder to residents to please put snow stakes out near the road of anything that is above ground level that can be hidden by snow.
  - b. Street truck mileage 390.

Guy Rodgers  
Street/Utility superintendent

# TOCL Department Metrics

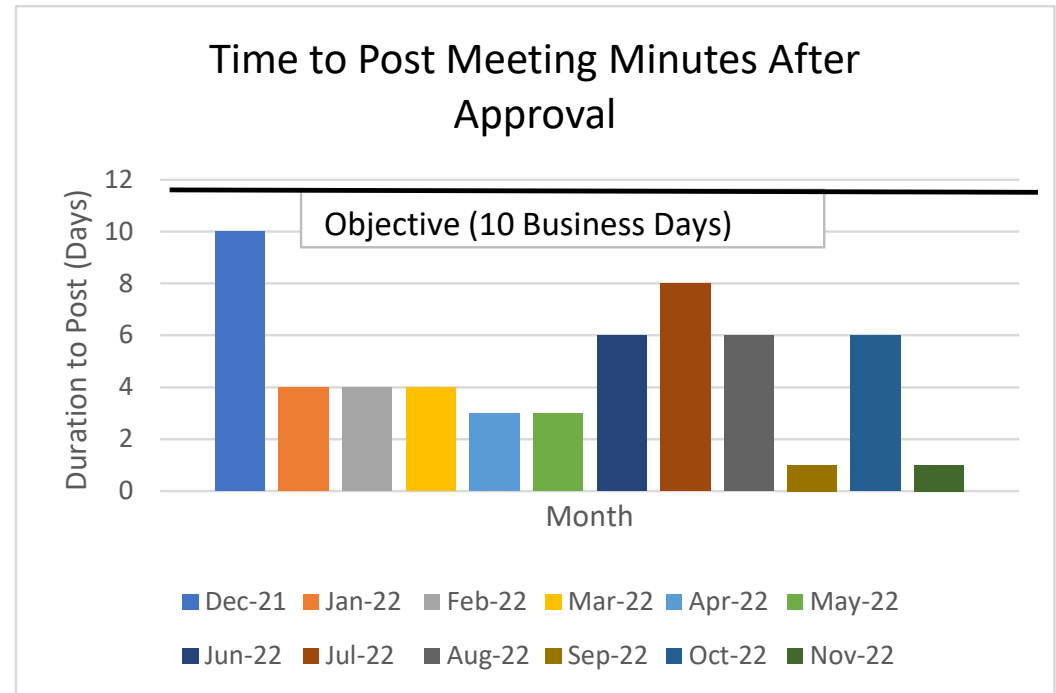
December 2022

# Clerk Treasurer

## Meeting Minute Timeliness

- **Process being measured:** Preparation and posting of Town Council meeting minutes
- **Performance Measurement (Metric):** Time to post minutes after Council approval
- **Performance Objective:** Post on Town Web page within 10 days of Council approval

## Town Council Minutes

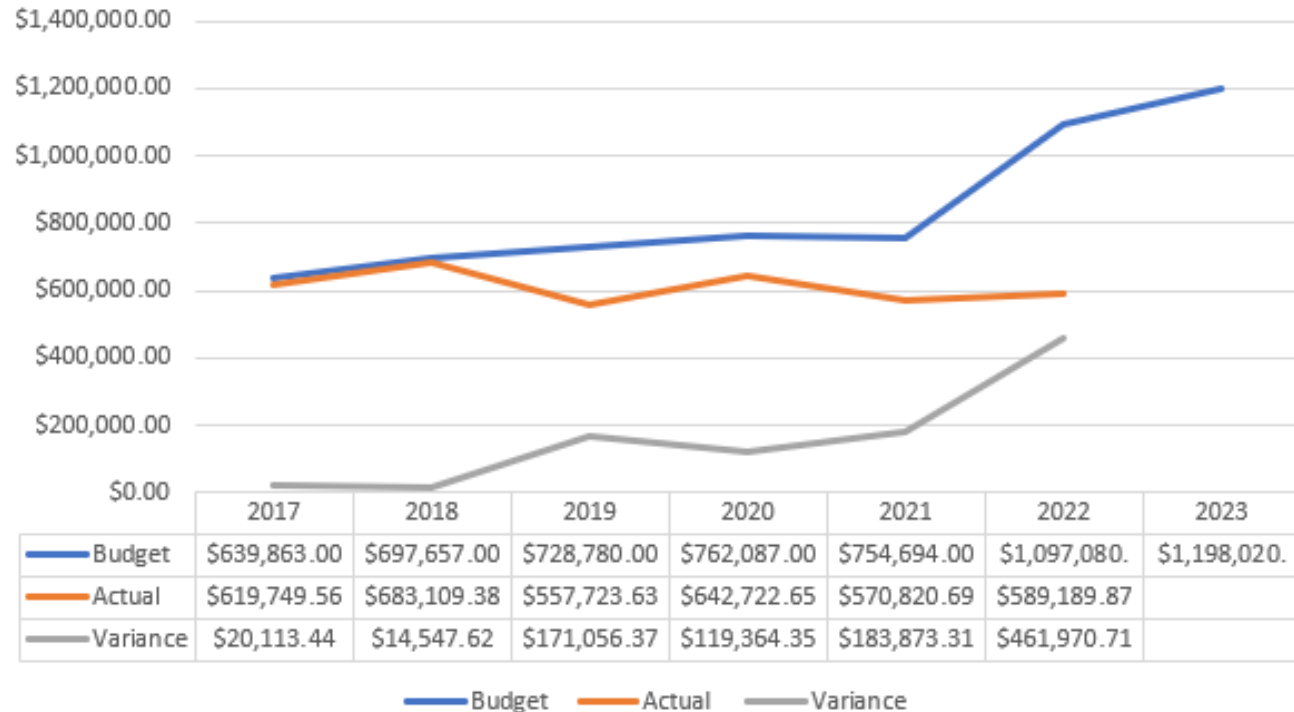


# Clerk Treasurer

## TOCL Financial Performance

- **Process being measured:**  
Annual tracking of financial parameters (Budget, Disbursements, Cash Balance, % Reserve)
- **Performance Measurement (Metric):** \$/Year
- **Performance Objective:**  
Disbursements less than Budget, Cash Balance Reserve > 6 months expenditures

Tax Levy Funds (Form 3): Disbursements  
Annual Variance - Budget vs. Actual



## Observations:

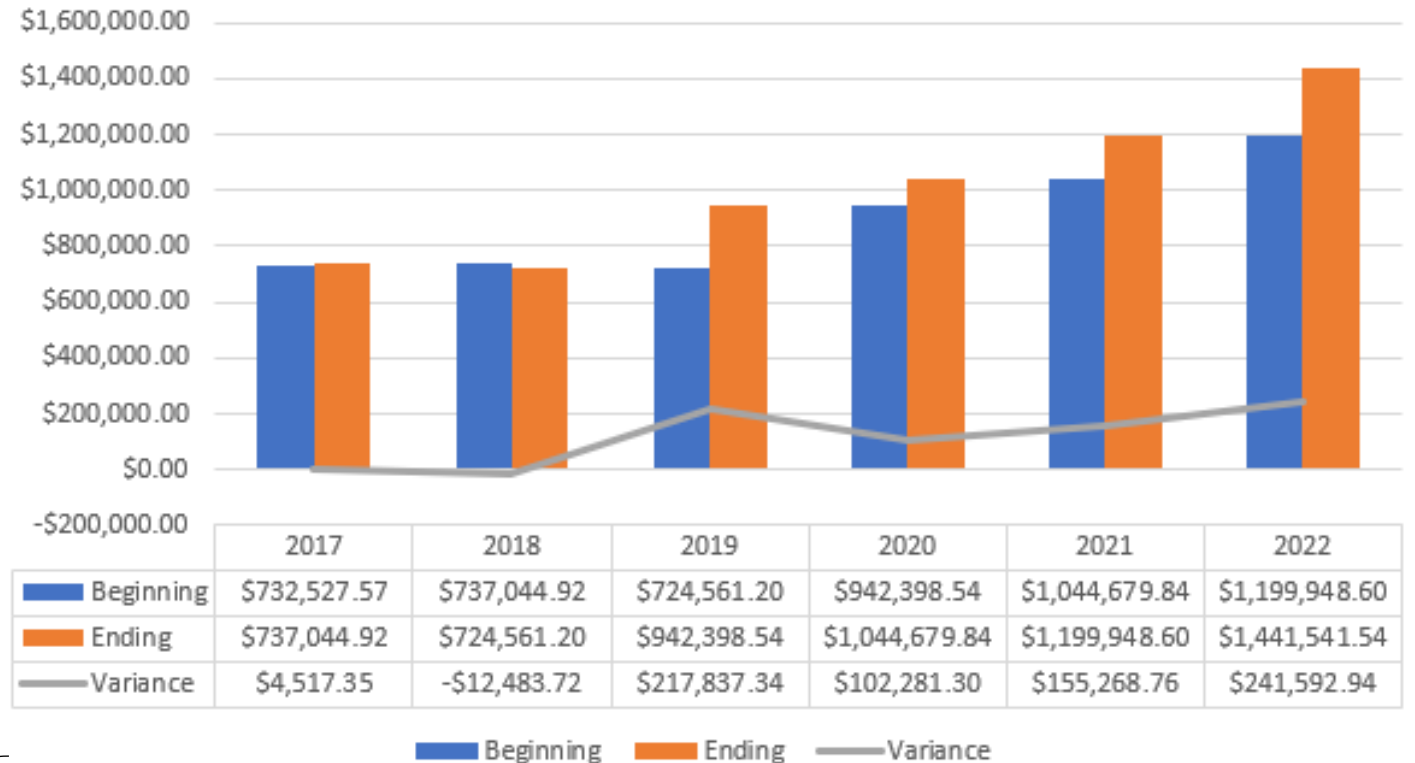
- Budget increases 2022 & 2023 largely due to a change in budgeting philosophy to include risks and to a lesser extent inflation
- Budget increases are an indication of an increasing number of risks being managed by Town
- Actual expenditures have remained flat indicating fiscal responsibility and not realizing budgeted risks

# Clerk Treasurer

## TOCL Financial Performance- Cont.

- **Process being measured:**  
Annual tracking of financial parameters (Budget, Disbursements, Cash Balance, % Reserve)
- **Performance Measurement (Metric):** \$/Year
- **Performance Objective:**  
Disbursements less than Budget, Cash Balance Reserve > 6 months expenditures

Tax Levy Funds (Form 3): Cash Balance  
Annual Variance - Beginning vs. Ending



Observations:

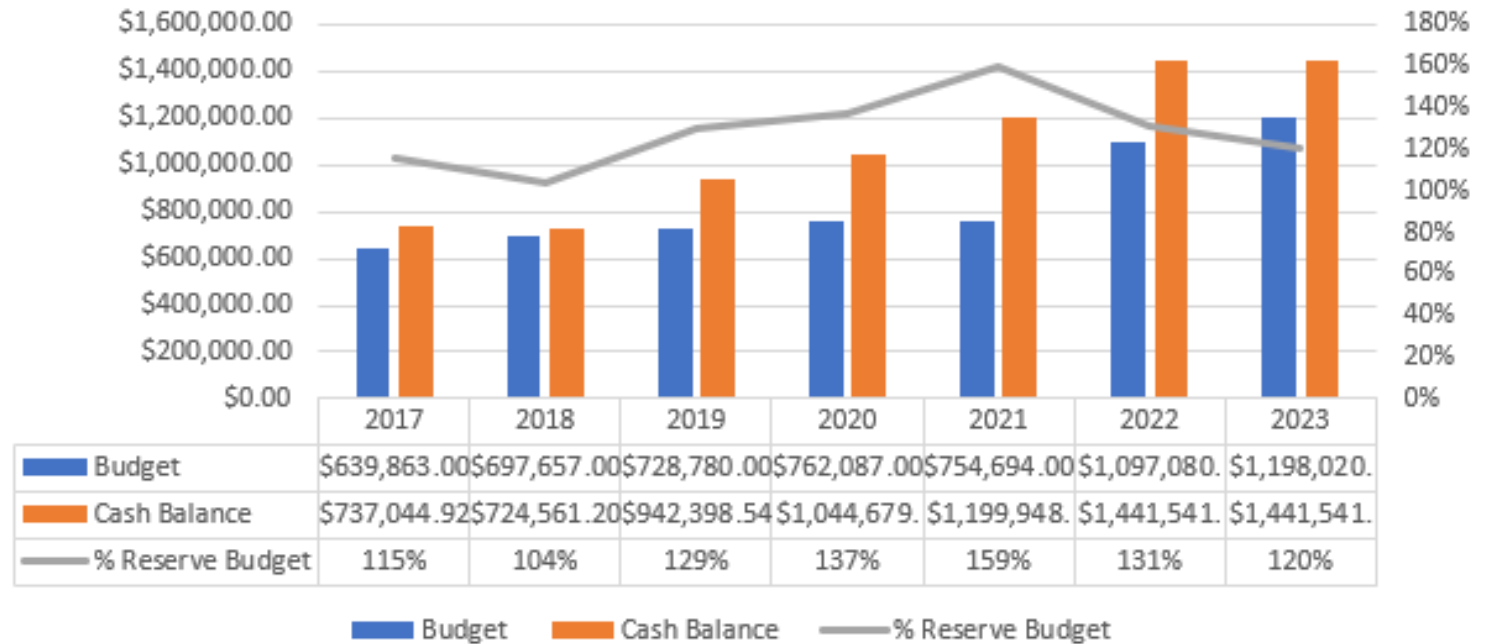
-Cash balance has increased annually since 2019

# Clerk Treasurer

## TOCL Financial Performance – Cont.

- **Process being measured:** Annual tracking of financial parameters (Budget, Disbursements, Cash Balance, % Reserve)
- **Performance Measurement (Metric):** \$/Year
- **Performance Objective:** Disbursements less than Budget, Cash Balance Reserve > 6 months expenditures

Tax Levy Funds (Form 3): % Reserve Budget  
Annual % Cash Reserve vs. Budget



Distribution of Cash by Fund Fiscal Year 2022	
General	\$268,872.13
MVH	\$221,630.62
CCD	\$497,513.17
LRS	\$23,812.21
LIT	\$70,981.00
Rainy Day	\$132,436.95
Econ Dev	\$118,170.76
Major Moves	\$99,632.09
Law Enf. Cont Ed	\$2,708.44
CCI	\$5,784.17
Total	\$1,441,541.54

## Observations:

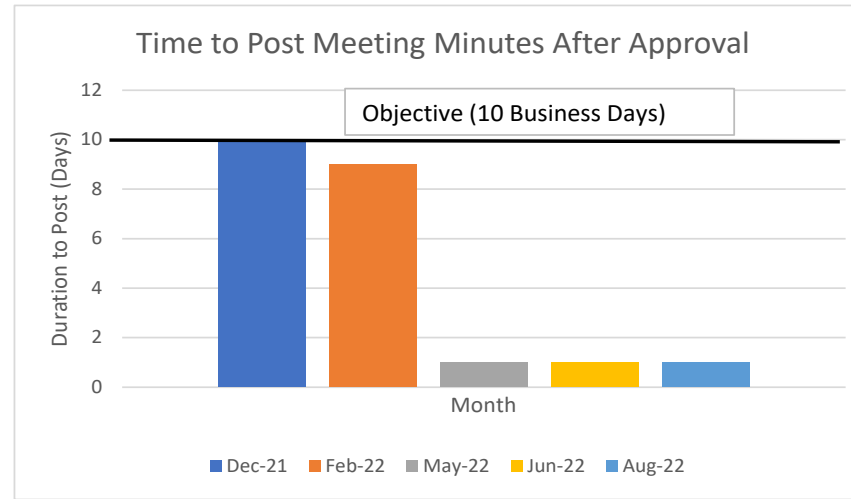
- Cash reserve has increased \$717K since 2018; 2022 est. total is \$1.4M across funds
- Cash reserve is estimated to be 120% of Towns budgeted expenses in 2022
- 2022 & 2023 reserves are more reflective of a "true reserve" as budgets include risk mitigation costs



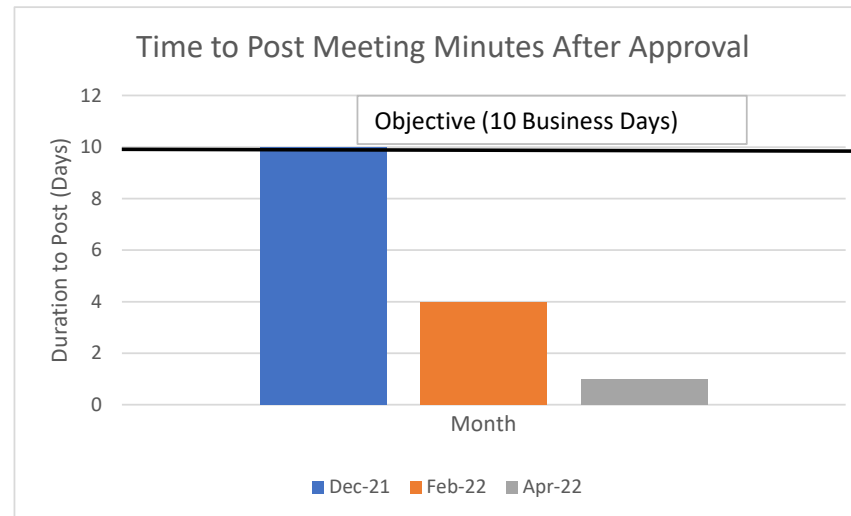
# Clerk Treasurer Cont.

## Meeting Minute Timeliness

- **Process being measured:** Preparation and posting of Plan Commission & BZA meeting minutes
- **Performance Measurement (Metric):** Time to post minutes after Board approval
- **Performance Objective:** Post on Town Web page within 10 days of Board approval



PC Minutes Pending Board Approval  
-11/1/22 Regular Session  
-Board approval anticipated at next regular session



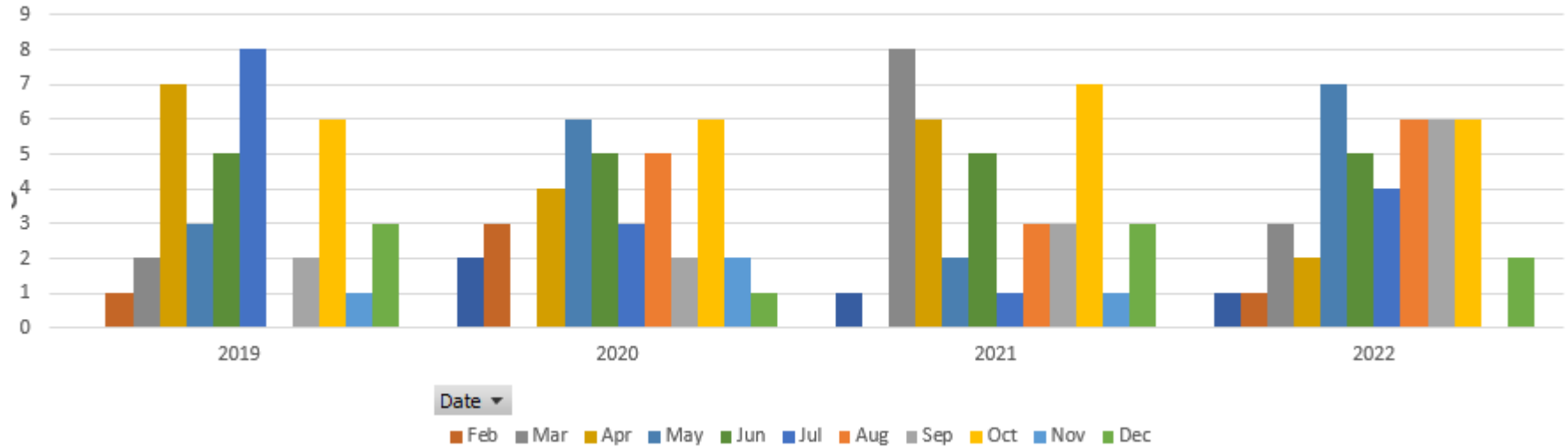
BZA Minutes Pending Board Approval  
-None  
-Board approval anticipated at next regular session

# Zoning Administrator

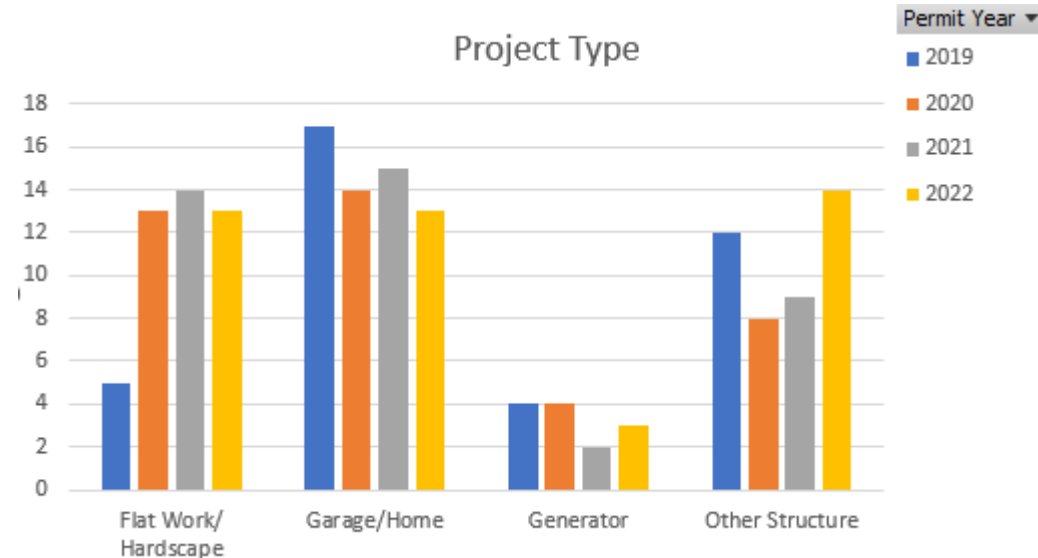
## Number of ILPs Submitted by Month

- Process being measured: ILP Applications
- Performance Measurement (Metric): Demand on Zoning Administration Office
- Performance Objective: 2 per month (TBR)

Total Number of Permits



Project Type



# Zoning Administrator

## ILP Approval Time (Avg)

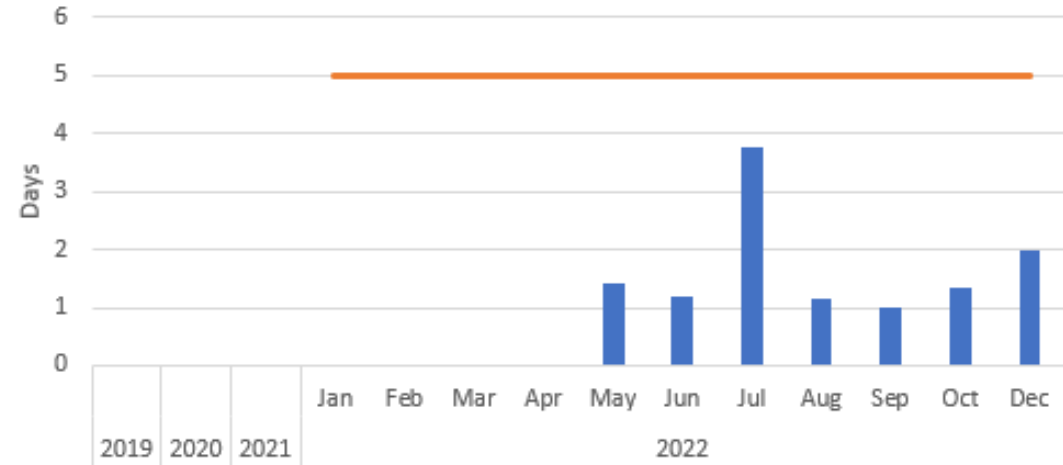
- **Process being measured:** ILP compliance assessment
- **Performance Measurement (Metric):** Duration required for ILP approval once all required information is received
- **Performance Objective:** Complete compliance assessment within 5 days

## ILP Application Materials

- **Process being measured:** Applicants compliance to ILP information requirements
- **Performance Measurement (Metric):** # of ILPs received with required information
- **Performance Objective:** 90% of all ILPs have the required information

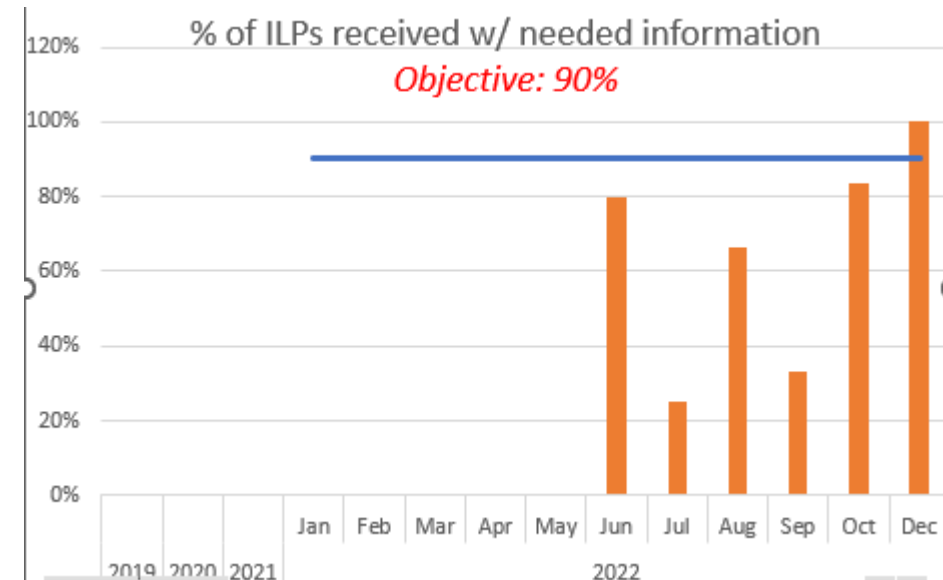
### Average time to approve ILP

*Objective: 5 Business Days*



### Received w/ needed information

*Objective 90%*

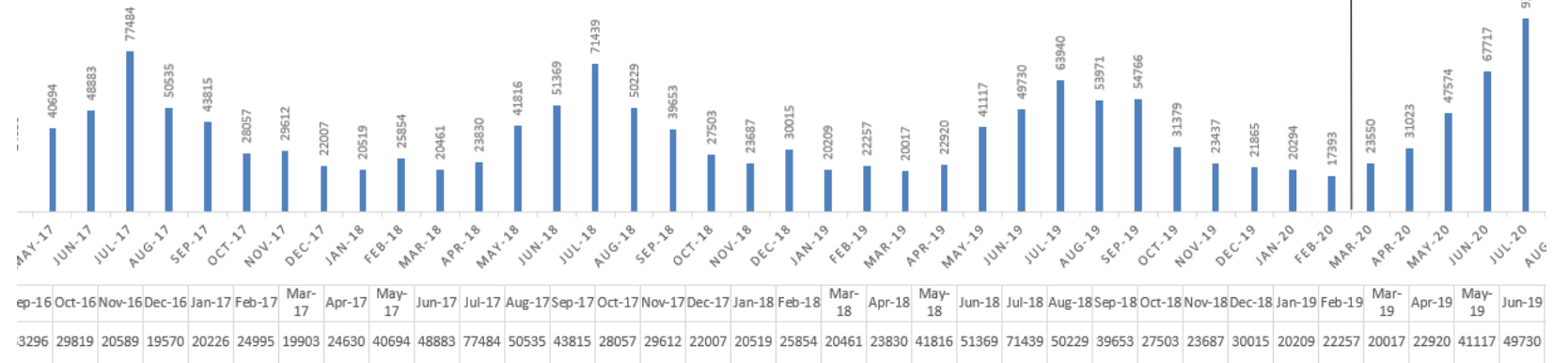


# Street & Utility Superintendent

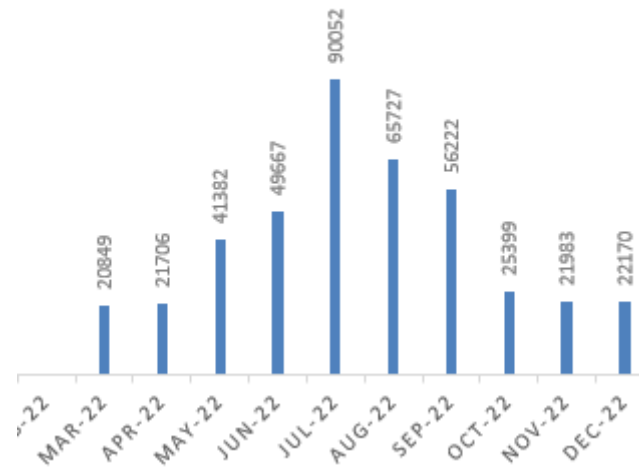
## Sewer Flow Rate

- **Process being measured:** Lift Station Transfer Rate
- **Performance Measurement (Metric):** Average Sewage Transfer (Monthly, Peak & Yearly)
- **Performance Objective:** Measure of System Process Rate

AVG DAILY FLOW (GALLONS)



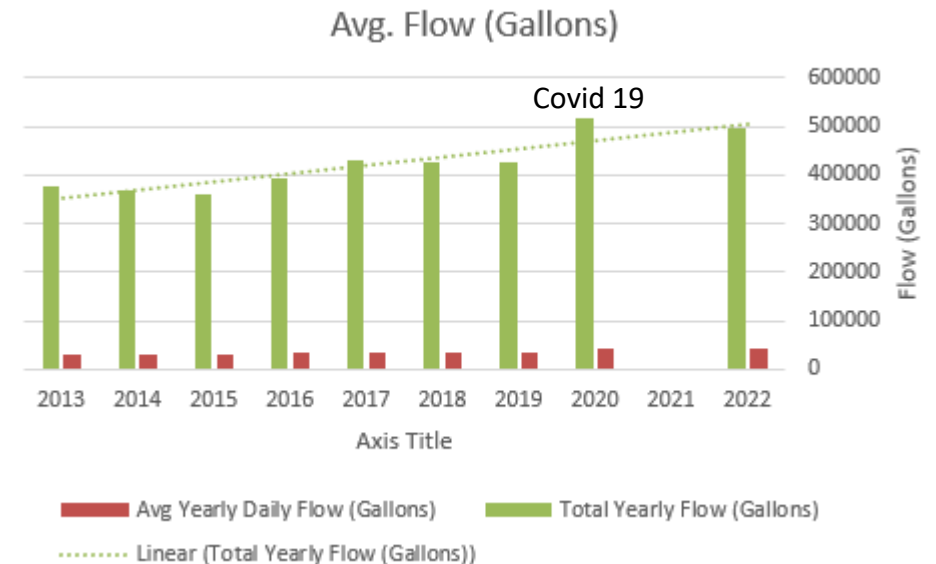
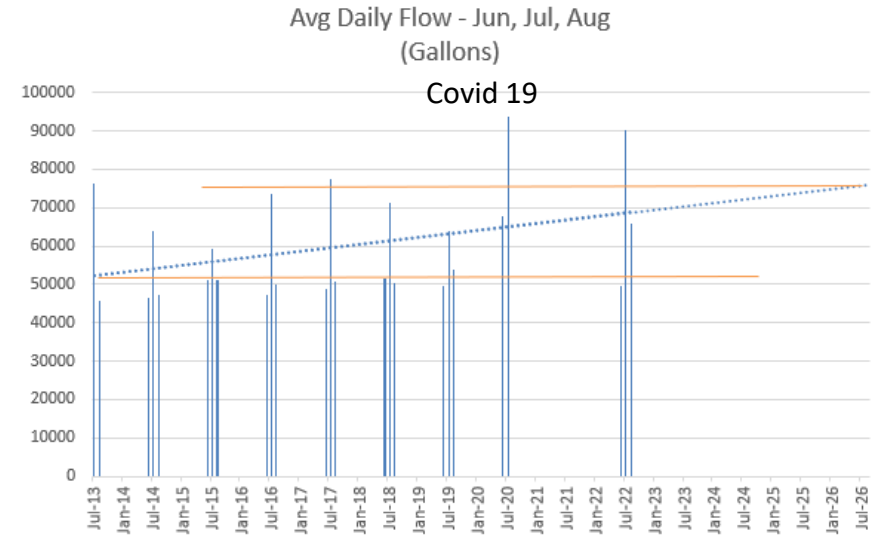
## Resuming Metric Post Lift Station Upgrade



# Street & Utility Superintendent Cont.

## Sewer Flow Rate

- **Process being measured:** Lift Station Transfer Rate
- **Performance Measurement (Metric):** Average Sewage Transfer (Monthly, Peak & Yearly)
- **Performance Objective:** Measure of System Process Rate



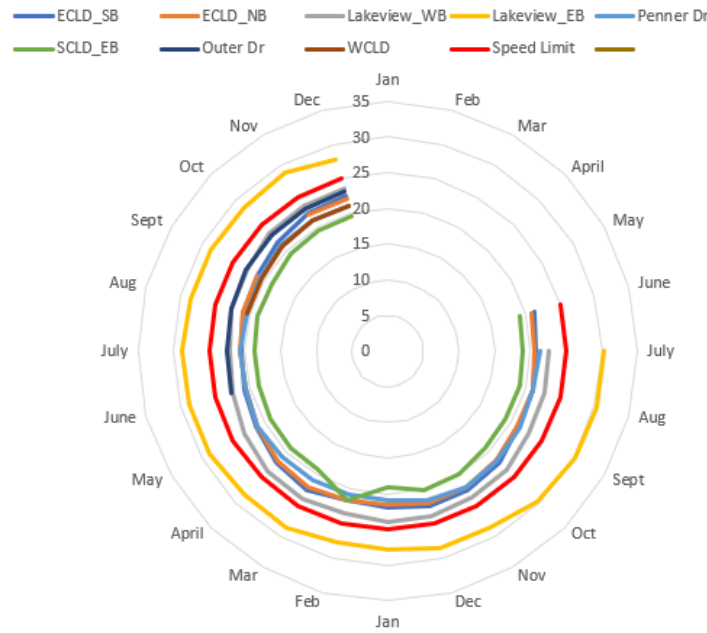
# Town Marshal

## Road Congestion & Compliance to Speed Limit

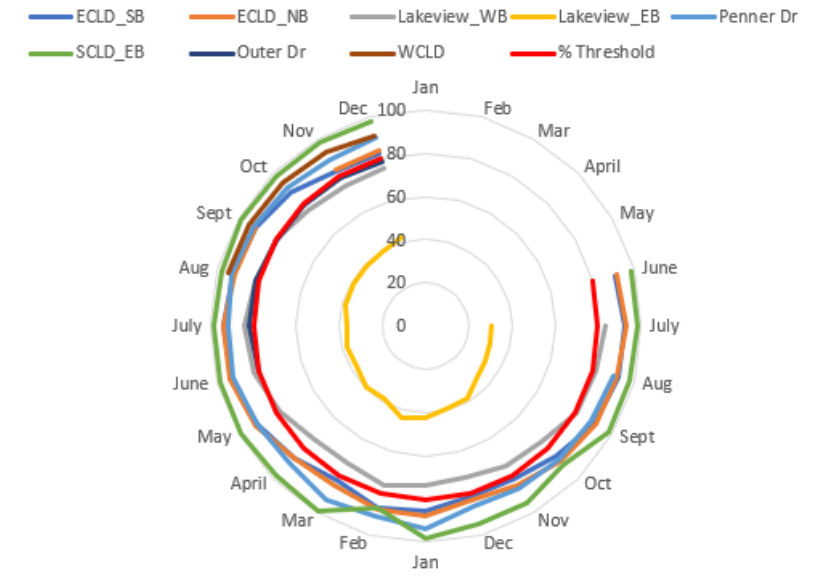
- **Process being measured:**  
Enforcement of Vehicle Speeds  
Road Congestion
- **Performance Measurement (Metric):** Vehicle Speeds & # of Vehicles
- **Performance Objective:**  
100%  $\leq$  25mph



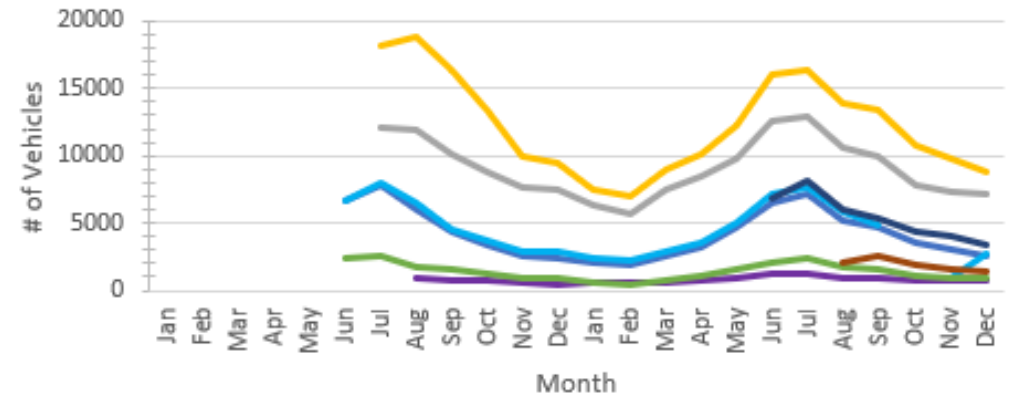
Avg. Speed by Location (MPH)



$\leq 25$  MPH by Location (%)



# of Vehicles by Month



# Closer Look @ DLZ Alternate Approach

1/11/2023

D. Rippe

# Motivation For A Closer Look

- Community desire for more detailed information on road projects (CCMG Project Discussions)
- Community desire to continue looking for cost reduction opportunities (2023 Budget Meetings)
- Cost saving opportunity presented by DLZ (November 2022 Council Meeting) Mill & Resurface vs. Reconstruction
- Advantages provided by the CCMG 75/25 cost share program



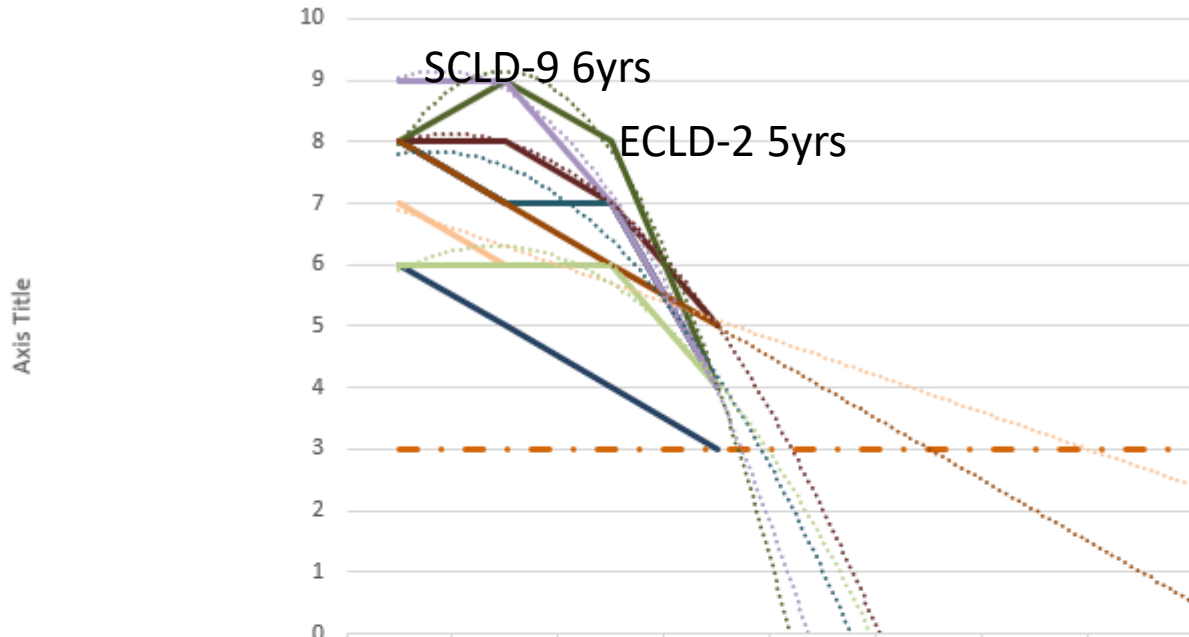
# DLZ Findings & Suggested Alternate Approach

- Town of Clear Lake (TOCL) roads have a 50% lifespan (8-10 years) resulting in significantly higher maintenance cost as compared to an average road lifespan of 15-20 years
  - Current approach (mill & resurface a road segment) 7-year lifespan \$690K over 17 years
  - Alternate approach (Increase lifespan of road segment by correcting causes for reduced lifespan) 20-year lifespan \$510K over 17 years
- DLZ has investigated and identified the primary causes for TOCL roads reduced lifespan
  - Inadequate drainage
  - Inadequate asphalt and subgrade structure for weight of vehicle traffic
  - Inadequate routine maintenance

# Community Crossings Municipal Grant (CCMG) Program- “No Indication It Will Go Away”

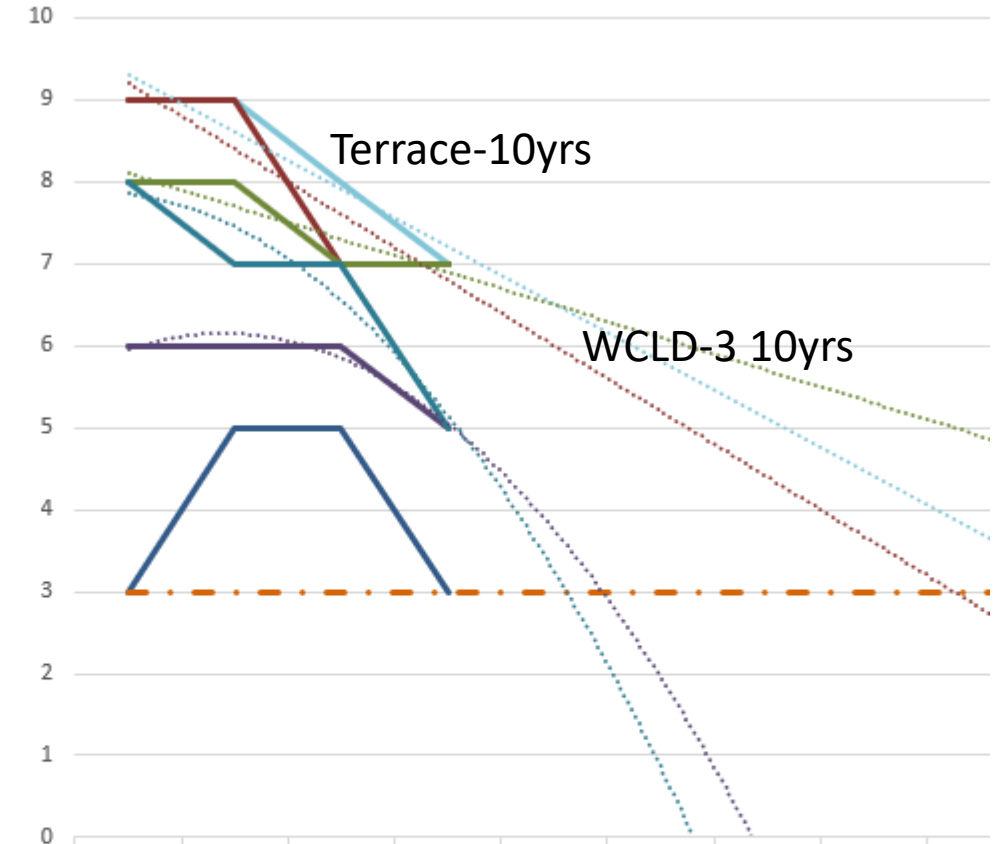
- Governor Pence Administration initiated the CCMG program in 2016 and administered out of the Indiana Department of Transportation (INDOT)
  - INDOT person currently responsible for CCMG is Kathy Eaton-McKalip
  - Dan Avery (Director of Northeastern Indiana Regional Coordinating Council (NIRCC)), which administers the Federal Aid funding for road projects through INDOT confirmed the TOCL is not eligible for federal aid
- CCMG funding comes from the State of Indiana, there is no federal contribution
  - \$15.00 charge as a portion of the annual Indiana registration fee for cars, \$150.00 for electric vehicles, and more for trucks
  - Funding is subject to the Indiana legislature continuation of program
  - Kathy Eaton-McKalip does not foresee any indication the CCMG would go away
- CCMG provides financial assistance to small local Indiana governments that do not qualify for Federal road grants
  - 650 units of local government qualify but only 25% apply for CCMG annually
- CCMG road projects are not held to INDOT standards however using engineering basis and test data for the proposed project is viewed favorably
  - Kathy cited as an example the recent road borings performed on the TOCL roads mentioned in the application

# Projected Road Lifespan Using PASER



	2017 Rating	2018 Rating	2021 Rating	2022 Rating	2023	2024	2025	2026
Rieke Drive	7	6	6	5				
Sand Point Road	6	5	4	3				
South Clear Lake Drive-1	8	8	7	5				
South Clear Lake Drive-2	8	9	8	4				
South Clear Lake Drive-3	8	7	7	4				
South Clear Lake Drive-4	8	7	7	4				
South Clear Lake Drive-5	8	7	6	5				
South Clear Lake Drive-8	6	6	6	4				
South Clear Lake Drive-9	9	9	7	4				
PASR - Poor Condition	3	3	3	3	3	3	3	3

Axis Title

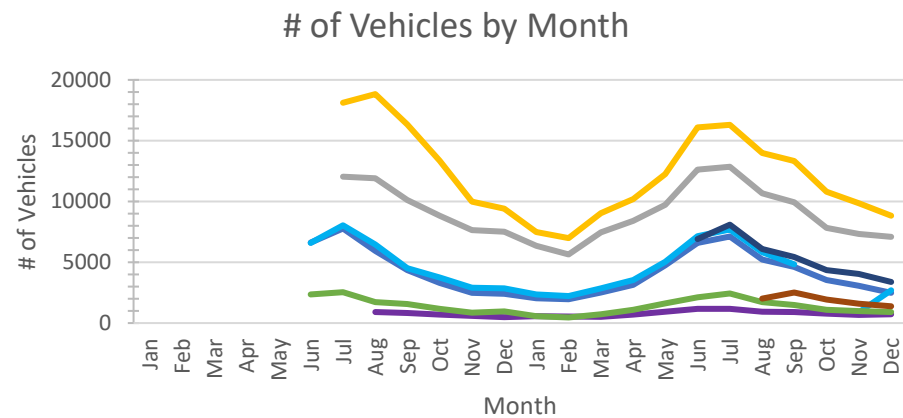


	2017 Rating	2018 Rating	2021 Rating	2022 Rating	2023	2024	2025	2026	2027
Terrace Drive	9	9	8	7					
West Clear Lake Drive-2	3	5	5	3					
West Clear Lake Drive-3	9	9	7	7					
West Clear Lake Drive-4	8	8	7	7					
West Clear Lake Drive-5	6	6	6	5					
West Clear Lake Drive-6	8	7	7	5					
PASR - Poor Condition	3	3	3	3	3	3	3	3	3

2027

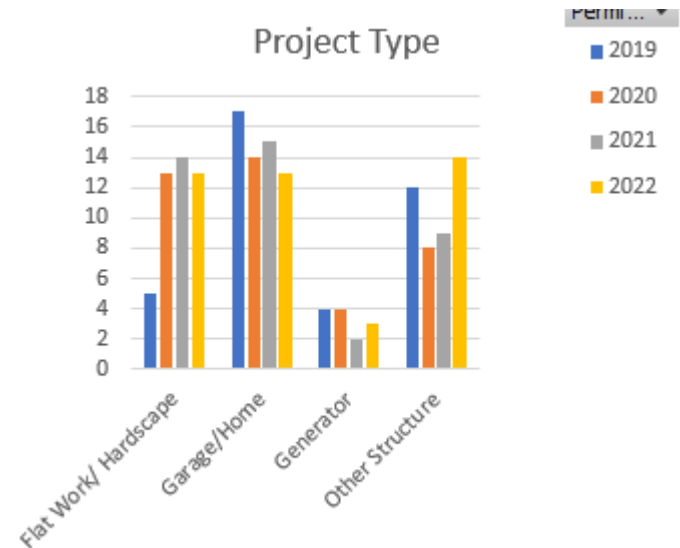
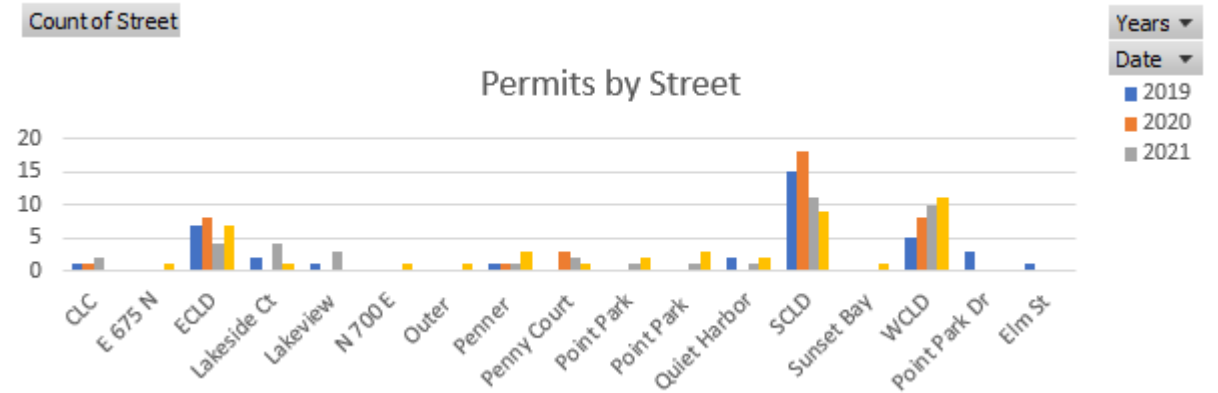


# Lifespan Showing Correlation To Construction



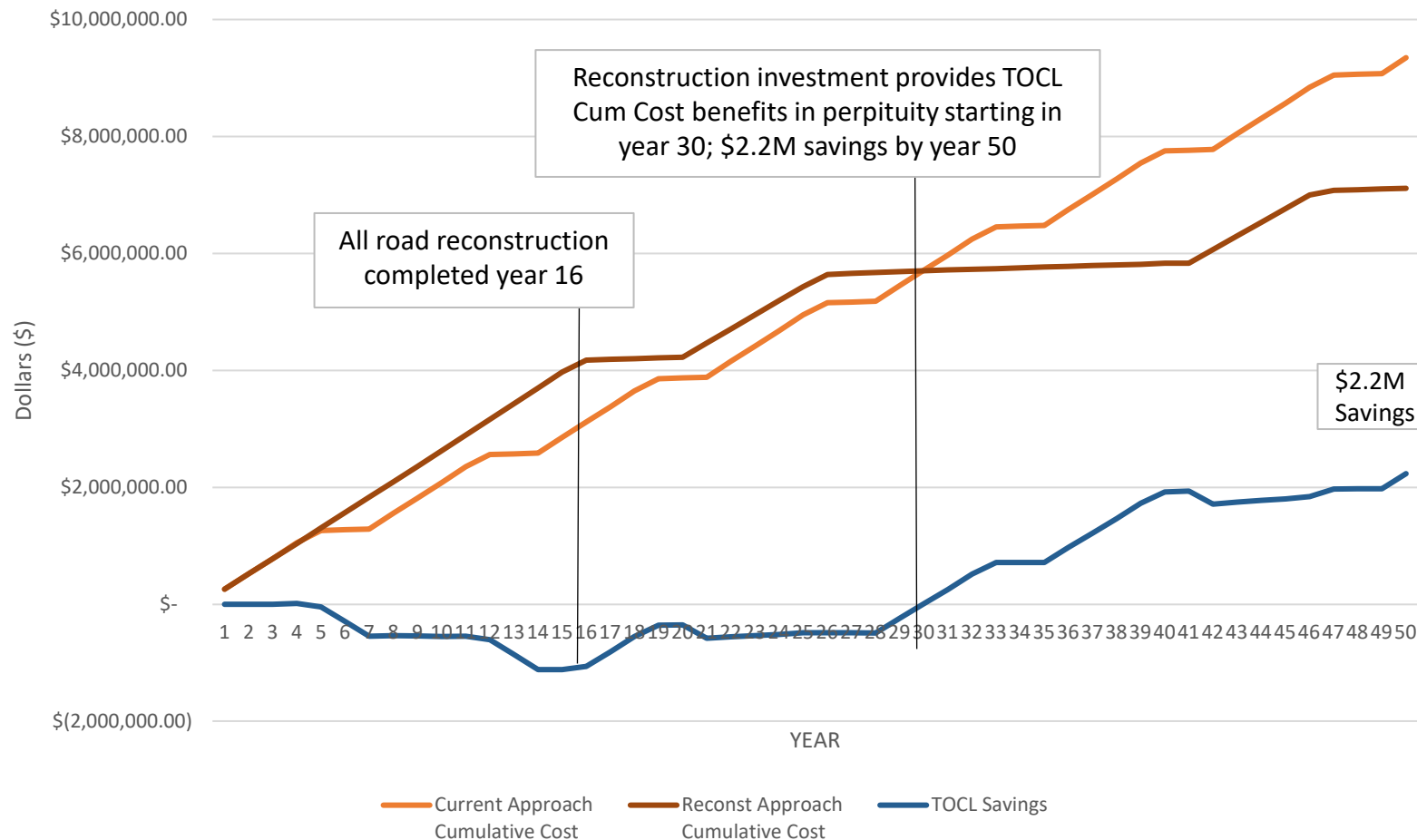
- ECLD\_SB      ECLD\_NB      Lakeview\_WB      Lakeview\_EB
- Penner Dr      SCLD\_EB      Outer Dr      WCLD

ECLD_SB	4201
ECLD_NB	4452
Lakeview_WB	9105
Lakeview_EB	12286
Penner Dr	768
SCLD_EB	1384
Outer Dr	5467
WCLD	1878



# Business Case: DLZ Alternate Approach Provides TOCL Significant Long-Term Savings

**TOCL Road Maintenance Approach Cum Cost Comparison  
Current (Mill & Resurface 7-Yr Lifespan) vs. Reconstruction (20-Yr Lifespan)**



# Recommendations Based On Closer Look

- Form a committee to create a road policy for consideration by Council by July 2023
- Suggested Committee products
  - Vision and Mission statement for TOCL roads
  - Develop road policy considering at a minimum
    - Input from Subject Matter Experts (SME), Superintendent, Community, Legal, Clerk Treasurer, Zoning, others as necessary
    - Vision and Mission statements
    - Overall construction and maintenance cost
    - Sustainability assessment
    - Recurring revenue applicable for its roads
    - UDO stormwater management requirements
    - CCMG requirements
    - Governing requirements for structural, drainage and maintenance of roads
    - History of road maintenance/replacement cost, miles, dates, locations, PASER data,
  - Develop subordinate processes to support road policy (ex. Developing the 5,10 and 15-year plan, Selecting the right drainage approach, Performance measurement against plan (Metric examples: PASR, Lifespan, Implementation schedule, cost, others?))
- In parallel, include Road Maintenance into the Comprehensive Plan survey
- Next step, assign a committee chair and members from council to begin detail planning

# Back-up Information



# Business Case: Alternate Approach Reduces TOCL Road Maintenance Cost

- Analysis assumptions
  - Current approach (mill & resurface a road segment) 7-year lifespan ~\$690K
  - Alternate approach (Reconstruct road increasing lifespan of road segment) 20-year lifespan ~\$510K
  - TOCL road segments total 9.9 miles (per 2022 pavement inventory)
  - TOCL tax base will support an annual investment of \$260K
  - All road projects will be executed under the CCMG program (75-25 Cost Share with INDOT)
    - 2022 Application included 3 projects totaling .803 miles of road with an estimated cost of \$1,335K (\$333K TOCL, \$1002 INDOT)
- Alternate approach delivers long term savings over current approach
  - \$8K Year 30
  - \$1.9M Year 40
  - \$2.2M Year 50
  - \$4.2M Year 60
  - \$4.4M Year 70
  - \$6.4M Year 80
  - \$6.9M Year 90
  - \$8.6M Year 100
- All TOCL road segments will be completed in ~16 years

# Alternate Approach: Governing Requirements

- Drainage
  - Provide adequate drainage for 100-year storm event
  - Adequate drainage
    - Prevent road stormwater drainage from crossing over Right-of-Way (ROW) onto adjacent properties
    - Ensure subsurface water has a means of drainage such that it does not collect within the road's structural cross-sectional layers in a damaging manner
- Road structural components shall have a Design Limit Load (DLL) based on Indiana Size and Weight Laws under Title 9 Article 20 (Maximum allowed gross weight is 80,000 lbs.)
  - Examples of reoccurring traffic on TOCL roads supports DLL
    - Construction vehicles (Cement Truck, Dump Truck, Equipment Trailer)
      - Fully loaded truck has a gross weight of ~66,000 lbs.
    - Sanitation vehicles
      - Fully loaded truck has a gross weight of ~51,000 lbs.
- If requirements cannot be achieved, then special traffic rules will be considered to prevent premature damage to road segment

**ORDINANCE NO 2023-01**

**AN ORDINANCE TO AMEND ORDINANCE NO 2022-12 SETTING SALARIES AND WAGES OF THE OFFICERS AND EMPLOYEES FOR THE TOWN OF CLEAR LAKE, INDIANA FOR THE YEAR 2023**

**WHEREAS**, the Town Council on October 18, 2022, adopted Ordinance No. 2022-12 to establish salaries and wages of the officers and employees of the Town for 2023; and

**WHEREAS**, the Town Council adopted Ordinance 2022-17, to amend Ordinance No. 2022-12 Section 4 to reserve Section 4 for further action; and

**WHEREAS**, the Council desires to rename Section 4: LONGEVITY PAY; and

**WHEREAS**, the Council desires to incorporate the following language in Section 4:

**Section 4: LONGEVITY PAY**

All full-time employees and the Clerk-Treasurer will receive longevity pay for each full year of uninterrupted employment with the Town of Clear Lake. Absence when an employee is paid to include paid time off (PTO), holidays, bereavement leave, workers’ compensation, or military leave does not constitute interruption of employment, but interruption of employment would result if an employee does not receive pay for more than 30 consecutive days. Longevity pay will be determined as follows:

<u>Years of Service</u>	<u>Amount</u>
• On the employee’s one-year anniversary	\$1,000
• On the employee’s second through fifth-year anniversary	\$1,250
• On the employee’s sixth through ninth-year anniversary	\$1,500
• On the employee’s tenth through fourteenth-year anniversary	\$1,750
• On the employee’s fifteenth-year anniversary and beyond	\$2,000

Longevity pay will normally be paid on the pay date following an employee’s anniversary date and will be used in the calculation of overtime for nonexempt employees. Payments will be made from each departments budget as follows:

- Clerk-Treasurer = General, Sewer, Sanitation
- Billing = General, Sewer, Sanitation
- Street = MVH
- Sewer = Sewer
- Zoning Administrator = General, MVH, Sewer

**NOW THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Clear Lake, Indiana, that:

1. SECTION 4 of Ordinance No. 2022-12 is hereby amended as follows:

**Section 4: LONGEVITY PAY**

All full-time employees and the Clerk-Treasurer will receive longevity pay for each full year of uninterrupted employment with the Town of Clear Lake. Absence when an employee is paid to include paid time off (PTO), holidays, bereavement leave, workers’ compensation, or military leave does not constitute interruption of employment, but interruption of employment would result if an employee does not receive pay for more than 30 consecutive days. Longevity pay will be determined as follows:



**CERTIFICATE OF APPOINTMENT  
STEUBEN COUNTY ECONOMIC DEVELOPMENT CORPORATION**

STATE OF INDIANA        )  
  ) SS:  
COUNTY OF STEUBEN    )

**TOWN OF CLEAR LAKE**, the appointing authority, does hereby appoint (name of appointee)  
\_\_\_\_\_ as the appointing authority’s representative to the  
Steuben County Economic Development Corporation.

Said representative shall take office upon the date of appointment and the term of such  
appointment shall expire on December 31, 2023.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CLEAR LAKE TOWN COUNCIL  
Appointing Authority

By: \_\_\_\_\_

Name: \_\_\_\_\_  
President, Clear Lake Town Council  
Town of Clear Lake, Indiana



December 15, 2022

**RE: 2023 REGION 3-A BOARD OF DIRECTORS APPOINTMENT**

Under Region 3-A Development and Regional Planning Commission's enabling legislation (I.C. 36-7-7) and our organizational by-laws, the full Board of Directors is appointed by member organizations on an annual basis. Please find the following included:

- 1) 2023 Region 3-A Board of Directors Certification
- 2) 2023 Region 3-A Board of Directors Meeting Schedule
- 3) Self-Addressed Envelope

At this time, we respectfully request that you provide your 2023 appointment for the Region 3-A Board of Directors. Region 3-A is a voluntary, co-operative, regional quasi-governmental entity providing regional coordination and technical assistance for Huntington, LaGrange, Noble, Steuben, Whitley and Wabash counties.

Please complete the enclosed 2023 Region 3-A Board of Directors Appointment Certification Form and return at your earliest convenience by mail, or scan and email to [mbrinkman@region3a.org](mailto:mbrinkman@region3a.org)

Please contact me at 260.347.4714 with any questions you may have.

Regards,

Matt Brinkman  
Executive Director  
Region 3-A  
[mbrinkman@region3a.org](mailto:mbrinkman@region3a.org)



**2023 Region 3-A  
Board of Directors Appointee  
Certification**

I, \_\_\_\_\_,  
Town Council President  
Town of Clear Lake  
hereby appoint:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST & ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

to serve on the  
Board of Directors for  
Region 3-A Development and Regional Planning Commission  
during the year 2023 or until otherwise replaced.

Be it certified this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Authorized signature: \_\_\_\_\_



### **2023 Full Board Meeting Schedule:**

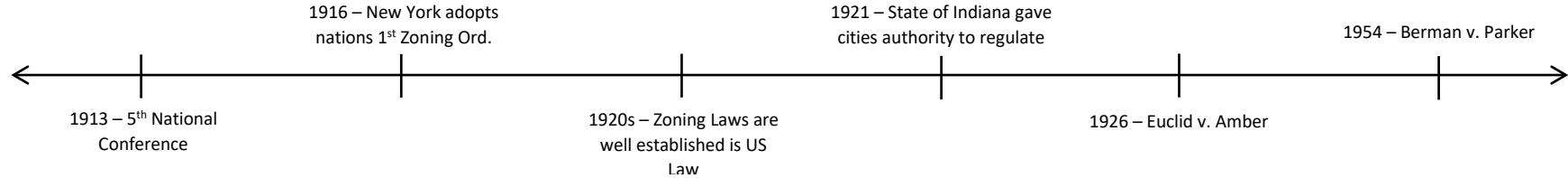
- **March 16**
- **June 15**
- **September 21**
- **November 16**

**All meetings will start at 5:30 P.M. and will be located at the Northeastern REMC in Columbia City. The address is 4901 East Park 30 Drive, Columbia City, IN 46725.**

**The executive board will meet monthly.**



## Zoning Ordinance – Town of Clear Lake training topic



### 1920s

- SZA – Standard State Zoning Act
- SCPEA – Standard City Planning Enabling Act

### 1926 – Euclid v. Ambler Realty

US Supreme court held that Zoning is a valid exercise of police power, which local governments use to protect the public welfare.

### 1954 - Berman v. Parker

upheld the right of communities to use zoning for aesthetic

---

### Zoning Ordinance Vs. Comprehensive Plan

- Comprehensive Plan is a guideline for development and implementation of the community's vision
- Zoning Ordinance is a regulation to make the comprehensive plan a reality

### Zoning Ordinance vs. Unified Development Ord.

- Zoning ordinance is a single regulatory document
- UDO is a combination of the Zoning Ord., Subdivision Control Ord., and other regulations into a single document.

### Zoning Ordinance contains two elements:

1. Text – Establish land use regulations
2. Maps – Establish districts/ zones

IC 36-7-4-600 regulates and establishes the process for the creation and amendment of zoning ordinances within the State of Indiana, this can be done only if a comprehensive plan has been adopted under the 500 series of 36-7-4.

Zoning Ordinances should be written clearly, make use of illustrations and graphics to aid in execution of the ordinance. They must also conform to state and federal constitutional laws as well as case law.

### Common Elements of a Zoning Ordinance

- Purpose Statement
- Definitions
- Administrative Procedures
- Zoning Districts
- Development & Design Standards (i.e., parking, landscaping, signs, etc.)

One of the most important characteristics of a zoning ord. is the ability to bring development issues to the table and that the public will have the opportunity to engage and make their concerns known. The zoning ordinance gives the community a voice no matter what the size of the community is, which is why public involvement is important.