



TOWN OF CLEAR LAKE, INDIANA
REGULAR TOWN COUNCIL MEETING
September 20, 2021

The Regular Council meeting of the Town Council of Clear Lake, Indiana was held at the Town Hall on Monday, September 20, 2021, at 7:00PM. Present were Town Council President Darin Thorp, Council Members Bonnie Brown, Brent Schlosser, Dan Rippe, and Tyson Johnston. Clerk/Treasurer - Jessica Swander, Marshal - Chris Emerick, Zoning Administrator - Larry Lillmars, and Street/Sewer Superintendent - Guy Rodgers was also in attendance. There were zero residents who signed the guest register and two attendees via teleconference.

Council President Darin Thorp called the meeting to order at 7:03 p.m. starting with the sighting of the Pledge of Allegiance.

COUNCIL ACTIONS:

1. Approval of minutes from the Regular Town Council meeting held August 16, 2021, at 7:00PM. Darin Thorp presented the minutes to the Council. Darin then asked for any additions or corrections. Correction of the spelling of a resident's name was given.

Bonnie Brown made a motion to pass the Regular Town Council minutes with correction. Seconded by Brent Schlosser. Motion passed.

2. 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:	\$44,190.42
Sewer Funds:	<u>\$56,183.11</u>
Total Disbursements	\$100,373.53

Bonnie Brown made a motion to accept the Voucher Register with Warrants. Seconded by Brent Schlosser. Motion passed.

New Business:

1. Marshals open position was discussed by Chris Emerick. Marshal Erick Patterson left in the May time frame and the position has been vacant. Chris received three application and interviews were conducted by himself, Tyson Johnston, and Brent Schlosser. Through the interviews they were able to narrow it down to two applicants. William Lanoue and Alex Harrison, who both work for the Steuben County Sheriffs Department. Chris spoke about their experience. Brent Schlosser stated that he has heard the need from the community for more coverage and because of that it has been placed in the

budget for 2022 and there are also enough funds in 2021 to cover hiring an additional Marshal, beyond what we were looking to replace.

Brent Schlosser made a motion to hire both William Lanoue and Alexander Harris at \$25.00 per hour for Part Time Marshalls with the hourly rate carrying through 2022. Seconded by Tyson Johnston. Motion passed.

2. Ordinance or Resolution for Appropriations and Tax Rates for the 2022 Budget was discussed by Dan Rippe. Dan discussed the overview for the budget and an overview of the process of budgeting.

Process Overview:

Interviews conducted with Town department heads July 22nd
Initial budget loaded into Gateway worksheets
Initial budget reviewed with George Hilton from Department of Local Government Finance (DLGF)
Detailed budget analysis and review conducted with Council Representatives (Thorp & Rippe) August 27th
Changes implemented into Gateway worksheets
Final budget analysis and review conducted September 5th
Council review and approve September 20th

Influencing Factors on Budget providing a basis of estimate for 2022 budget in addition to the 2021 reoccurring expenditures:

Community Feedback
Desire for increased crime prevention (Recent Crime in Area)
Desire for additional speed radar signs
Desire for drainage improvements
Tougher Employment Market (Reduced # employees since Pandemic)
Retain/attract high quality employees
Achieve 24hr 7 day a week coverage & work life balance
Replacement/Maintenance of Town Assets
Marshal's vehicle needs replaced (fully depreciating)
Town Hall Parking Lot enhanced for heavier equipment
Improved employee safety and extended storage for Town vehicles/equipment

Response to Tougher Employment Market:

Retain/attract high quality employees:
Budget increased to provide health insurance to Town's full-time employees
Achieve 24hr 7 day a week coverage & work life balance:
Budget preserved for one full time Town Superintendent staff member

Response to Replacement/Maintenance of Town Assets:

Marshal vehicle needs replaced:

Budget increased to replace the current Marshall Tahoe and all associated equipment
Tahoe will be retained for use by Town employees on Town business
Town Hall Parking Lot enhanced for heavier equipment:
Budget increased to re-pave and increase thickness of Town Hall parking lot
More appropriate for extended uses (e.g., Contractor parking to reduce obstruction of town roadways)
Improved employee safety and extended storage for Town vehicles/equipment:
Budget increased to construct an additional facility on Town Lot
Provides adequate footprint for Town vehicles/equipment, improving safety and lowers risk of damage
Provides adequate working area for maintenance activity
Provides dedicated area for Marshall vehicles and equipment
Provides additional storage for future equipment purchases

Bonnie Brown asked where the community feedback came from and how many people he spoke with. Dan stated it came from the past year from Council meetings and through discussion with constituents. Dan stated he has kept track of them. She also stated she is confused why items were in the budget when items were not considered by Council yet. Jessica Swander stated that all items in the budget for next year would still need to go through Council for approval for purchases in the year 2022.

Tyson Johnston asked about wider doors on the current building so that the leaf vac would be accommodated in the current building. Also discussed was the space in the current building by Tyson, Guy Rodgers, Chris Emerick.

Bonnie Brown asked about retaining the Tahoe. Jessica Swander stated that it is not on the agenda yet, because no new vehicle has been purchased for the Marshals and would not be purchased until next year. Brent Schlosser wanted to weigh the benefits of keeping the Tahoe. Jessica Swander stated that if in the future the Zoning Administrator would be writing parking tickets it should be in an Official Town Vehicle. Tyson Johnston discussed vehicle depreciation and the need to repurpose it or get rid of it.

Jessica Swander went through the budget forms with Council.

Dan Rippe made a motion to introduce Ordinance or Resolution for Appropriations and Tax Rates for 2022. Seconded by Tyson Johnston. A roll call vote was taken, all were in favor. Motion passed.

Dan Rippe read Ordinance or Resolution for Appropriations and Tax Rates for 2022 out loud.

Brent Schlosser made a motion to read it by title only. Seconded by Dan Rippe.

Dan Rippe made a motion to open the meeting for Public Comment. Seconded by Tyson Johnston. Motion passed.

Darin Thorp asked if there were any comments from the public via teleconference or otherwise. None were given.

Dan Rippe made a motion to close the meeting from Public Comment. Seconded by Tyson Johnston. Motion passed.

Bonnie Brown asked about the adopted Tax Rates. Brent Schlosser asked about the 2021 decrease in revenue due to Covid-19. Jessica Swander stated that the Town budgeted for a decrease, but that one was not really seen. Bonnie Brown asked if we had an excess. Jessica Swander stated there was no excess. Jessica stated it was not the General Fund that would have been affected, it was the MVH fund that the budget was reduced in an expectant loss for 2021. Jessica Swander went over the revenue in the General Fund as that was the one in question.

Bonnie Brown asked for the numbers in the Plan Commission and the BZA to be reversed. Bonnie then asked why her request for Plan Commission to have eight meetings next year was not budgeted in the General Fund. Dan Rippe stated that the thought process for that was the fact that we now have a Zoning Administrator to take a large part of the work that Plan Commission members took on this past year and it was a good rational. He also stated that if there comes a need that arises and there are funds within the same category, the Clerk-Treasurer could allocate those funds for the meetings.

Dan Rippe made a motion to read by title only. Seconded by Tyson Johnston. Motion passed.

Dan Rippe read Ordinance or Resolution for Appropriations and Tax Rates for 2022 out loud.

Dan Rippe made a motion to approve Ordinance or Resolution for Appropriations and Tax Rates for the 2022 to the next meeting. Seconded by Tyson Johnston. Motion passed.

3. Dan Rippe presented Resolution for Handbook Addition-Code of Conduct. Dan discussed the need for an ethics policy as there needs to be a more defined roll for elected positions and appointees. It also defines relations with employees and public. It is not only for current members but for the future. It fills in the gaps where they are needed. Dan Rippe did some research before he got it started.

Dan Rippe made a motion to introduce Resolution to Establish a Code of Conduct for Elected Officials and Their Appointees. Seconded by Tyson Johnston. Motion passed.

Dan Rippe read out loud Resolution to Establish a Code of Conduct for Elected Officials and Their Appointees.

Tyson Johnston stated that this was a mission, vision, and value documentation for the Town Council. Dan Rippe states that it is supporting the mission, vision, and value of our current handbook. It also describes rules of meetings, preserves the ethical line, and our interactions. Bonnie Brown asked how many other Towns have one. Dan said he wasn't sure how many other Towns had this. Dan stated there seemed to be need in recent meetings where a few incidents with constituents that suggested a need to be open, forward reaching, and deliberate as a Council to our Community. Darin Thorp stated that his board has something very similar. Tyson Johnston stated with his life in the military everything had a handbook. He didn't feel that there was an issue with the current Council but doesn't see it as a hindrance but more as a guide.

Bonnie Brown made a motion to table it until the next meeting to go over it. Seconded by Tyson Johnston. Motion passed.

Brent Schlosser made a motion for Resolution to Establish a Code of Conduct for Elected Officials and Their Appointees to be read by title only. Seconded by Dan Rippe. Motion passed.

ARP plan was discussed between Council Members. Jessica Swander reminded the Council of the ARP Ordinance that was passed back in May and the items it can be spent on. Guy Rodgers stated some sewer needs and will be getting a quote. Brent Schlosser discussed the need for better cell service and will be getting pricing. Dan Rippe discussed using the funds for infrastructure with the new building. All would be coming back to the table at the next meeting with what they would like to spend the ARP funds on with an estimate, with the need, and benefit.

4. New Building concept was presented by Dan Rippe. The concept would not interfere with the current pollinator project with Soil and Water District. It would fit within the current set back. Dan Rippe said he would like to get bids. Brent Schlosser said he doesn't want to waste time if Council decided not to go with it. Bonnie Brown thought the building rough estimate was \$70,000 however the rough estimate was currently \$130,000. Bonnie wanted to hold off on looking into the building. Brent Schlosser stated that all items need to be presented before Council decides. Tyson Johnston stated the value needs to be weighed on each item presented along with the need and the cost. Jessica Swander and Brent Schlosser discussed where funds would come from above and beyond the ARP funds for a possible Cell Tower. Bonnie Brown proposed that the building concept be put on hold. Jessica Swander stated that if everyone else can get a better estimate to present then the building concept should move forward with the concept to get a better estimate on what it would cost so it can be presented with the other items.

Dan Rippe made a motion to move forward with getting estimates.
Dan Rippe with drew his motion.

5. Economic Development Fund was discussed by Jessica Swander and the need to update the Ordinance. Jessica Swander discussed the Home Rules that the funds could be used for if the current Ordinance was re written. Jessica and Bonnie Brown had discussed with Council using the funds for Grants for commercially zoned businesses within the Town. Currently the funds can only be spent on roads. Dan Rippe stated that Jessica Swander was looking at ways of getting revenue back if we use these funds to help businesses out here for improvements. There are three NC zoned properties out here. Further discussion would need to be done before moving forward with an amended ordinance, or an expanded ordinance.

Sewer Loan from Rainy Day was discussed by Jessica Swander. In 2017 Council had taken a loan from Rainy Day to the Sewer. The loan expired December 31st of this year, but due to the Sewer projects this year Council talked about extending that loan earlier in the year. Jessica Swander stated she had reached out to DLGF and they stated that we could in fact extend the loan until June of 2022. Jessica Swander stated she is prepared to make a payment of \$25,000 in December of this year, and the remainder of \$60,000 would be paid in June of 2022. She will present the Resolution for the Loan extension at the upcoming Council meetings. Bonnie asked for clarification if ARP funds would be able to be used on this. Jessica Swander clarified that it is not an item as it must be on a project that was started after March of 2021.

REPORTS:

1. Financial Report – Jessica Swander presented the financial report showing financials through August 31, 2021. Report is on file.
2. Marshal’s Report- Chris Emerick discussed Marshal activity around the lake. Report is on file.

Chris Emerick requested spending of up to \$3,500 for new uniforms and equipment including bullet proof vests.

Brent Schlosser made a motion to spend up to \$3,500 for new uniforms and equipment for the new Marshals. Seconded by Tyson Johnston. Motion passed.

3. Fire Department Report- Brent Schlosser read the Fire Department Report. Report is on file.
4. Zoning Administrator- Larry Lillmars discussed activity around the lake. Report is on file.

5. Superintendent- Guy Rodgers discussed activity around the lake. Report is on file.

COUNCIL REPORT:

Brent Schlosser wanted an update on a few projects, Clear Lake Cove being one of them, but Guy hasn't been able to get API to come back as there has been delays in their projects in Fort Wayne.

Bonnie Brown discussed items being put into the sewer system and if a letter would help, but Guy didn't think a letter would help.


Bonnie Brown wanted to state what a great job Larry Lillmars was doing.

GENERAL DISCUSSION:

There being no further business or discussions, Council President Darin Thorp adjourned the meeting at 8:59 p.m.



Darin Thorp, Council President



Attest: Jessica Swander, Clerk/Treasurer