



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 6th 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.



Darin Thorp, Council President



Attest: