

MINUTES OF JANUARY 14TH, 2013 TOWN COUNCIL MEETING

The regular meeting of the Town Council of Clear Lake, Indiana was held at the Town Hall on Monday, January 14th, 2013 at 7:00 p.m. Present were Council Members Robert Lewis, George Schenkel, Chris Folland & Alan Korte. Also present were Town Superintendent, Bob Hull, Town Marshal, John Gonya and Phil Hibbert from DLZ Indiana. There were eleven citizens who signed the guest register.

Council President, Robert Lewis called the meeting to order at 7:00 p.m. by asking those in attendance to stand and recite the Pledge of Allegiance.

The first order of business was election of Council Officers for 2013. Alan Korte made the motion to re-elect Robert Lewis for Council President. The motion was seconded by Chris Folland and all members present were in agreement. Chris Folland made the motion to re-elect George Schenkel as Vice-President. The motion was seconded by Alan Korte and all members present were in agreement.

President, Robert Lewis asked if there were any additions or corrections to the minutes of the December 10th, 2012 Council meeting. There being no additions or corrections to the council minutes Robert asked for a motion to accept the minutes as presented. The motion was made by Chris Folland to accept the minutes as presented, a second was made by George Schenkel. Robert Lewis abstained due to his absence at the December meeting. George, Chris and Alan accepted the minutes and the motion passed.

The Clerk/Treasurer gave the Treasurer's Report as of December 31st, 2012. Robert Lewis asked for a motion to approve the Treasurer's Report as presented. Alan Korte made a motion to accept the Treasurer's Report for December 31st, 2012 as presented, it was seconded by George Schenkel, all council members were in favor and the motion passed.

Total disbursements on the Voucher Register are as follows:

Operating Funds	\$59,670.29
Sewer Funds – includes \$821,249.72	<u>853,091.06</u>
Bond payment	
Total Amount of Vouchers	\$912,761.35

Warrants to be approved were included in the Voucher Register. Robert Lewis asked for a motion to accept the Voucher Register with Warrants. A motion was made by George Schenkel to accept the Voucher Register with Warrants as presented, seconded by Alan Korte, all council members were in favor and the motion passed.

REPORTS –

MARSHAL'S REPORT – John Gonya

- 2 background investigation
- 3 agency assist for Sheriff's Office
- 1 agency assist for Fremont Police Department
- 1 agency assist for the DNR
- 1 VIN check
- 4 crash assists during bad weather
- 1 residential alarm

In 2012 the department had 53 reportable offenses. This number is up for 2011 due to the number of thefts or burglaries reported during 2012.

As reported in the Clear Lake Association Newsletter, the Sheriff's Department for 2013 was given \$15,000 to conduct Marine Patrols from the LARE grant funding. The Sheriff has asked for local legislator's assistance to obtain a more proportional share of the \$600,000 in LARE Funds designated for law enforcement from the \$2,000,000 Fund. The LARE Funds are collected when you pay for your Indiana boat registration, \$25 per boat, annually. Without more funding, it will be difficult for the Marine Patrol to supplement the Clear Lake Police while patrolling the many other lakes in Steuben County. Please call or write to your local legislator:

State Representative: Marlin Stuzman, 260-424-3041, 1300 South Harrison Street, Fort Wayne, IN 46802

FIRE DEPARTMENT – Chris Folland reported that the Fremont Fire Department made 49 calls in the month of December. There was one call to the Town of Clear Lake for a medic assist, one for a utility pole fire and two calls in Clear Lake Township.

ZONING ADMINISTRATOR – Bob Hull reported for Amy Schweitzer – December 2012

There were two Improvement Location Permits issued in December.

- Luke Cape, 116 Sunset Bay Court – modify overhangs & eaves
- Daniel McArdle, 686 SCLD – primary structure addition

PLAN COMMISSION –

- Executive Committee Meeting
 - 2012 Update to Comprehensive Plan
 - Discussion of 2013 UDO Amendments
- Administrative Subdivision
 - Daniel McArdle, 686 SCLD

BZA –

- Update table of case and determine which cases are ready for “Certificate of Action” statement

OTHER –

- Research, site visits, discussion and correspondence about permits, projects and violations:
- Alley vacation – Korte @ 950 SCLD & Walters @ 954 SCLD, final changes
 - ILP data for Steuben County Assessor's Office
 - Generator questions @ 532 ECLD
 - Moss @ 583 ECLD Compliance

Total hours worked – 29.25

TOWN SUPERINTENDENT – Bob Hull

SEWER DEPARTMENT

There were 4 sewer locates, 2 service calls, two pumps replaced, and an average daily flow of 20,334 gallons per day.

It was a busy first week. Changed out two pumps, had four locates and with assistance from Darrel Antrup (M & C Trenching) pulled and cleaned the new circulator pump. The lift station is checked daily.

M & C Trenching continues with back-up support during the transition process.

Bob attended a class on excavation safety in Shipshewana on January 7th. It was sponsored by the 811 call system. The meeting was very informative and at no cost to the town.

STREET DEPARTMENT

The winter season is off to a slow start with minimal sand and salt applications. There have been 15 tons of salt purchased in January. Small repairs have been made to both the dump truck and the pick-up.

The inventory of all equipment over \$500 in the street barn has been updated and given to the Clerk/Treasurer for her records.

BILLING DEPARTMENT – Bob Hull

SOLID WASTE – The invoices for trash collection will be mailed out by the first week in April this year and will be due by May 1st. If payments are not received by May 15th outstanding accounts will be accessed a 10% last fee. For those customers signed up for auto-draw your designated accounts will be drafted on May 15th.

SEWER – The new Keystone Billing software has been installed, all account balances have been transferred and the new program is working well.

During the month of December there were five sewer liens released and six liens filed.

LITIGATION UPDATE – No Report

UNFINISHED BUSINESS –

1. 5 – YEAR ROAD PLAN UPDATE: DLZ INDIANA ENGINEERS

Phil Hibbert from DLZ Indiana presented a detailed report for the 5-year plan on probable construction costs, by section of Clear Lake streets.

Phil suggested that the culvert that drains the Cyrus-Brouse ditch between 930 & 932 South Clear Lake Drive be videoed to determine the amount of deterioration in the culverts.

2. ORDINANCE 2012-07: SECOND READING – AN ORDINANCE VACATING AN ALLEY IN THE ISLAND VIEW ADDITION

President, Robert Lewis asked for a motion to read the ordinance by summary only. The motion was made by George Schenkel to read Ordinance 2012-07 by summary only. The motion was seconded by Chris Folland, all members present were in agreement and the motion passed.

President, Robert Lewis read Ordinance 2012-07 by summary only and asked for a motion to accept the ordinance on the second reading. Chris Folland made the motion to accept Ordinance 2012-07 Vacating an Alley in the Island View Addition on the second reading. The motion was seconded by George Schenkel, all members present were in agreement and the motion passed.

NEW BUSINESS –

1. Economic Development Corporation Agreement for 2013:
 - a. President, Robert Lewis signed the 2013 agreement with the Steuben County Economic Development Corp and the Certificate of Appointment to have Bernard Kaufman represent the Town of Clear Lake for 2013.

2. Review of 2012:
 - a. With contributions made by the Clear Lake Association and the Clear Lake Twsp. Land Conservancy along with your tax dollars, the rooms in the lower level of the Town Hall have been finished. The area will be used for storage of documents and supplies for the Clear Lake Township Land Conservancy, the Water Quality Committee, Clear Lake Association, the Clear Lake History Committee and Clear Lake Lions Club.
 - b. The Water Quality Committee continues to work with adjacent land owners to reduce the soil run-off from their land into the ditches that feed Clear Lake.
 - c. The streets in the corporation limits of the Town have been renamed in accordance with the Emergency Management and Early Responders request.
 - d. Steuben County Emergency Management director, Bill Brown made it possible for the Town to receive three new Tornado Sirens, saving the Town about \$54,000.
 - e. Communications continue with the County Commissions regarding the maintenance of the bridge between Clear Lake and Round Lake and also improvements to the County Public Beach.
 - f. The DNR continues their program of reducing the deer herd within the Town.
 - g. The Town was able to purchase a used leaf-vac to continue the leaf pick-up program that began in 2011. A total of 1,252 cubic yards of leaves were collected and delivered to the filtration plant west of Fremont. Be sure to visit the compost pile at the filtration plant for your flower beds in the spring.
 - h. A five-year plan has been started for the implementation of Street and Drainage Improvements in the Town beginning in 2013.
 - i. Finally, the 2002 State Revolving Fund Sewer Bond has been retired and a new 2012 Sewer Bond for refunding the balance of \$1,550,000 was purchased on December 18, 2012. The new bond will be paid-off by December 31, 2019.

3. Recognition of Retiring Board of Zoning Appeals Members:
 - a. Ronald Kummer, Chairman
 - b. Eric Tyler, Member

4. Recognition of Retiring Plan Commission Members:
 - a. William Geiger, Chairman
 - b. Christopher Folland, past Chairman

5. Welcome to new members:
 - a. Bonnie Brown – Plan Commission and BZA
 - b. Roger Dammeier – Plan Commission and BZA
 - c. Ron Walters – BZA, member
 - d. Ken Wertz – BZA, alternate

There being no further business to discuss a motion was made by George Schenkel at 8:20 p.m. to adjourn the meeting. The motion was seconded by Alan Korte and the meeting was adjourned.

Robert E. Lewis, President

Attest: Kay A. Kummer, Clerk/Treasurer

**TOWN OF CLEAR LAKE
CASH & INVESTMENT BALANCES
JANUARY 31, 2013**

OPERATING FUNDS BEGINNING CASH BAL – JANUARY 1, 2013	
GENERAL FUND	\$73,540
MOTOR VEHICLES & HIGHWAY	26,476
MAJOR MOVES	978
LOCAL ROADS & STREETS	3,940
ECONOMIC DEVELOPMENT INCOME TAX	15,176
PUBLIC SAFETY INCOME TAX	38,544
RAINY DAY	83,603
MISCELLANEOUS FUNDS	11,037
CUMULATIVE CAPITAL DEVELOPMENT	<u>289,006</u>
	\$542,300
<u>CASH RECEIPTS FOR JANUARY</u>	
GENERAL FUND	\$10,740
MOTOR VEHICLES & HIGHWAY	552
LOCAL ROADS & STREETS	373
ECONOMIC DEVELOPMENT INCOME TAX	1,379
PUBLIC SAFETY INCOME TAX	2,617
MISCELLANEOUS FUNDS	<u>50</u>
	\$15,711
<u>CASH DISBURSEMENTS FOR JANUARY</u>	
GENERAL FUND	\$27,187
MOTOR VEHICLES HIGHWAY	8,159
ECONOMIC DEVELOPMENT INCOME TAX	<u>858</u>
	\$36,204
OPERATING FUNDS CASH ENDING BAL – JANUARY 31, 2013	\$521,807
Major Moves – \$127,000 @ .35% matures 12/01/2013	127,000
Cum Cap Development – \$150,000 @ .35% matures 12/01/2013	<u>150,000</u>
	\$277,000
<u>TOTAL CASH AND INVEST OPERATING FUNDS JANUARY 1, 2013</u>	<u>\$798,807</u>
SANITATION FUND CASH BEGINNING BAL – JANUARY 1, 2013	\$34,663
CASH DISBUSEMENTS FOR JANUARY	<u>6,962</u>
SANITATION FUND CASH ENDING BAL – JANUARY 31, 2013	\$27,701
SANITATION FUND CD’S AS OF JANUARY 31, 2013	
First Federal Savings CD \$100,000 @ .35% matures 12/05/2013	100,000
<u>TOTAL CASH AND INVEST SANITATION FUND JANUARY 31, 2013</u>	<u>\$127,701</u>

SEWER FUND CASH BEGINNING BALANCE – JANUARY 1, 2013	\$179,118
CASH RECEIPTS FOR JANUARY	65,549
CASH DISBURSEMENTS FOR JANUARY	<u>28,243</u>
SEWER FUND CASH ENDING BALANCE – JANUARY 31, 2013	*\$216,424
SEWER FUND CD'S AS OF JANUARY 31, 2013	
Flagstar Bank CD \$200,000 @ .95% matures 02/04/2013	200,000
Flagstar Bank CD \$150,000 @ .95% matures 02/04/2013	<u>150,000</u>
	350,000
<u>TOTAL CASH AND INVESTMENTS JANUARY 31, 2013</u>	<u>\$566,424</u>

*Includes Sinking Fund for Bond & Interest of \$35,697, the Depreciation Fund balance is \$17,912 for replacement of sewer capital assets and Debt Service Reserve Cash of \$155,000, for final bond payment, leaving \$7,815 for operating as of JANUARY 31, 2013.

Bond Indebtedness as of JANUARY 31, 2013 is \$1,510,000 – Final payment December 31, 2019