



TOWN OF CLEAR LAKE, INDIANA
REGULAR TOWN COUNCIL MEETING
May 13th, 2019

The regular meeting of the Town Council of Clear Lake, Indiana was held at the Town Hall on Monday May 13th, 2019 at 7:00 p.m. Present were Council President Darin Thorp and members Bruce Spangler, Roger Dammeier, Bonnie Brown, and Molly Wehrenberg. Also present were Clerk/Treasurer - Jessica Swander, Town Marshal - Chris Emerick, and Town Superintendent - Bob Hull. There were six property owners who signed the guest register and one employee.

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

COUNCIL ACTIONS:

1. Approval of minutes from the Regular Town Council meeting held on Monday, April 8th, 2019 at 7:00 p.m. Darin Thorp presented the minutes to the Council and asked for any additions or correction.

Molly Wehrenberg made a motion to accept the Regular Town Council minutes with the acceptations of three corrections. Seconded by Roger Dammeier. Motion passed.

2. Approval of Voucher Register with Warrants – Jessica Swander presented the Voucher Register with Warrants details. Molly Wehrenberg presented a question in regards to M&C Trenching monthly on call fee of \$500.00 and the amount of use we currently get out of the on call fee. Bob Hull responded that the on call fee was more of an insurance policy, and we only use them about four times a year. Also stated was that there is no current contract in force between the Town and M&C Trenching.

Disbursements on the Voucher Register are as follows:

Operating Funds:	\$46,379.41
Sewer Funds:	<u>\$21,885.30</u>
Total Disbursements	\$68,264.71

Roger Dammeier made a motion to approve the Voucher Register as presented. Seconded by Bruce Spangler. Motion passed.

UNFINISHED BUSINESS:

1. Employee Hand Book – Darin Thorp has asked Council members for any questions or concerns regarding pages 20-50. Questions and comments were presented regarding

office hours being updated, over time for the Police Department, Town vehicle for personal use, CDL, designated smoking areas, and progressive disciplinary policy.

2. Employee Files - Darin Thorp directed Clerk/Treasurer Jessica Swander to check employee files to make sure no medical records were kept in the same file as other documentation. Darin Thorp stated files need to be locked away in a file separately.
3. Town Web Site - Molly Wehrenberg updated Council on the website and welcomed comments or suggestions. Roger Dammeier requested to be able to see ordinances. Another suggestion was for Agendas to be uploaded prior to Council meetings.
4. Conservancy Lease Agreement- Darin Thorp stated he is still working on the lease.

NEW BUSINESS:

1. Zoning Request – Bonnie Brown presented Zone Change for Greg Brown 1039 S. Clear Lake Drive. The property was joined through administrative subdivision. Four lots were Single Resident and one lot was Rural Estate. The current home will be demolished after new home is built; the two garages on the property will remain. The county grid will not allow Mr. Brown's Administrative Subdivide. Instead of one parcel, two parcels will be created. Mr. Brown will place on the warranty deed that the two parcels can never be separated. Plan Commission voted unanimously in favorable recommendation to accept Zone Change.

A motion was made by Roger Dammeier to approve Zone Change for 1039 S. Clear Lake Drive. Motion was seconded by Bruce Spangler. Motion passed.

2. Current Internet – Darin discussed internet issues at the Town Hall and present pricing for Mediacom.

A motion was made by Bruce Spangler to switch to Mediacom internet and phone with a three year contract at 159.90 per month. Motion was seconded by Molly Wehrenberg. Motion passed.

3. Conservancy Grounds – Darin Thorp discussed the current rain and mud going onto the properties of home owners that live across from conservancy property. Suggestions were given to remedy the situation. Goals of the ground were discussed.
4. Ordinance Paper Work- Darin Thorp discussed the process of a paper trail to any changes to an Ordinance. Any Ordinance with an exhibit must stay with original signature page. Any changes to an ordinance need to be redlined and also retyped.

5. Spending Limits – Bonnie Brown discussed purchases needed for the Town Hall vacuum sweeper, paper shredder, business cards. She inquired about having the spending limit raised for Clerk/Treasurer Jessica Swander.

A motion was made by Bruce Spangler to raise the spending limit temporarily for the Clerk/Treasurer to \$500 per purchase for the items needed. Motion was seconded by Molly Wehrenberg. Roger opened a discussion about making it a per item approval; \$500.00 for a shredder, \$400.00 for vacuum, and \$200-\$300 business cards. Bruce declined to modify his motion. Motion passed.

6. Spending Limits – Roger Dammeier discussed changing the motion that passed to a limit per item and that if Council wanted to raise the limit for future purchases to change the Ordinance

A motion was made by Roger Dammeier to approve the purchase of a shredder for up to \$500.00, a vacuum \$400.00, and business cards for up to \$300.00. The motion was seconded by Molly Wehrenberg. Motion passed to supersede previous motion passed.

Bruce Spangler Made a motion to vacate/withdraw previous Motion. Seconded by Molly Wehrenberg. Motion passed.

7. Dam Blocked- Bonnie Brown discussed dam blocked by downed tree. Bob Hull stated the DNR will not remove it. Bob will try to get something in writing that states they will not remove it so that we can send it to the State.

REPORTS:

1. Financial Report – Jessica Swander presented the financial report showing financials through April 30th, 2019. Darin Thorp ask for any questions or concerns with none given. Report is on file.
2. Marshal's Report – Chris Emerick gave an update on the activities at and around Clear Lake over the last month. Report is on file.
 - a. Chris presented the Clear Lake Police Department Operations Manual. The Insurance Company requested a copy of it. Molly Wehrenberg let the council know that it needed to be approved by the council.

Roger Dammeier made a motion to approve the Clear Lake Police Department Operations Manual. Seconded by Molly Wehrenberg. Bonnie Brown stated she didn't have enough time to read it over the weekend and wanted more time before it was approved. Darin Thorp

asked Molly Wehrenberg if she would like to amend her motion, and if there was any critical reason that it could be held over until the next meeting. Clerk/ Treasurer Jessica Swander stated that the Towns Insurance carried wanted a copy of the current policies and procedures. Insurance rates due to the previous year's audit had raised \$900.00 for the police department. Chris Emerick stated it was standard policy and procedures tailored to the Clear Lake Police Department. Bonnie Brown abstained from the vote. Motion passed.

- b. Spillman upgrades- The cost is passed to town to each Town and divided. The Town cost would be \$2736.32 and additional \$435.23 for second second year.

Roger Dammeier made a motion to approve the cost of the upgrades \$2736.32 and the additional fee of 438.23 for the second year. Seconded by Molly Wehrenberg. Motion passed.

- c. Molly thanked Chris for the work being done around the lake and asked Chris to thank Shannon Temple for the work he has been doing with the activity going on.
- 3. Fire Department – Molly Wehrenberg gave an update on the fire department runs. Report is on file.
 - 4. Zoning Administrator – Gary Johnston gave an update on the number of cases and what has transpired in the PC/ZA office. Working on expired permits. Report on file.
 - a. Bonnie Brown questioned clean up issues at locations. Gary is addressing issues around the Lake and is being consistent with each issue.

Superintendent – Bob Hull updated the Council on the sewer/street department activities over the last month.

- a. Bob reviewed the time allocations for himself and Guy.
- b. Sewer Statistics – Bob gave a rundown of the number of locates, alarms, grinder pump data and lift station numbers. Report is on file.
- c. Street Department – Bob discussed the street truck being totaled and the flooding of the basement.
- d. 16 Buoys were ordered as the Town was completely out.
- e. Damage and moisture in the basement was discussed.

GENERAL DISCUSSION:

May 29th 6:00 p.m. at the Yacht Club would be a Presentation about the Michindoh Aquifer.

There being no further business or discussions President Thorp Adjourned the meeting at 8:16 p.m.



Darin Thorp, Council President



Attest: Jessica Swander, Clerk/Treasurer