



TOWN OF CLEAR LAKE, INDIANA
SPECIAL SESSION TOWN COUNCIL MEETING
November 08, 2021

The Special Session Town Council meeting of the Town Council of Clear Lake, Indiana was held at the Town Hall on Wednesday, November 08, 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, was also in attendance. There were two residents who signed the guest register and one attended via teleconference.

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

New Business:

1. Applicant Jennifer Smith- Sattison was discussed by Darin Thorp with Council and the desire for Clerk- Treasurer to hire her for a Part Time Temporary Billing Clerk. No questions or comments were given by other council members.

Tyson Johnston made a motion to hire Jennifer Smith- Sattison at \$16.00 per hour for Part time Temporary Billing Clerk. Seconded by Bonnie Brown. Motion passed.

2. Job description update for Street and Sewer Superintendent was discussed and shared by Dan Rippe.

Bonnie Brown said she would like to read through it during her own time, she doesn't have any questions or comments as of now. Tyson Johnston and Dan Rippe stated that they both had gone over the Job description with Guy Rodgers. Dan Rippe stated it was for informational purposes only.

3. Performance Review Documents were discussed and shared by Dan Rippe. As per the handbook annual reviews should be performed. Council discussed the need to start them at the beginning of January as they have objectives to be completed throughout the year with a six-month review on progress. The performance review document created by Dan Rippe included annual goals, core competencies, annual goal performance summary, overall performance rating, and Individual Development plan. Darin stated that for now verbal reviews can still be given until the new forms were implemented in January. Dan asked for comments and questions on the Performance Review after Council members have a change to read through it.

GENERAL DISCUSSION:

Jessica Swander stated she was still waiting on one acknowledgement from Bonnie Brown for the Elected Officials and Appointees. Darin Thorp asked if Bonnie was planning to sign it. Bonnie stated that she would get it done.

Council discussed hiring a firm to find a zoning administrator and having an exit interview with Larry Lillmars as his resignation was received although he left it open. Tyson and Darin both agreed to sit down with Larry individually to conduct an exit interview.

Dan Rippe offered to act as zoning administrator if needed since he has had experience working with Bonnie and Larry on some of the cases.

Molly Weber asked how long Larry Lillmars the zoning administrator has been. There being no further business or discussions, Council President Darin Thorp adjourned the meeting at 7:32 p.m.



Darin Thorp, Council President



Attest: Jessica Swander, Clerk/Treasurer