



# OTTERBEIN

TOWN BETWEEN TWO COUNTIES

*A place for family*

May 31, 2018  
Vol. 23.05

104 E 2nd St, PO Box 215  
765.583.4944  
[www.otterbein.in.gov](http://www.otterbein.in.gov)

### Important Phone Numbers

|                       |                 |
|-----------------------|-----------------|
| Police                | 911 or 884-0080 |
| Water Emergencies     | 476-3055        |
| Billing Questions     | 583-4944        |
| Clerk's Office        | 583-0089        |
| Republic/Allied Waste | 477-9138        |
| Streets and Water     | 583-3430        |

### Councilmen

|               |          |
|---------------|----------|
| Kevin Burk    | 404-1481 |
| Jackey Apache | 583-2904 |
| Doyle Allison | 583-9481 |
| Amy Brown     | 376-0366 |
| Rick Hadley   | 418-5742 |

## New Town Community Center, UPDATE

The Staff from Priority Projects (PPR) will be conducting a door to door income survey that will take place in the month of June. The survey takes about 3 minutes to complete and all information will remain completely confidential. Participation in this survey will greatly increase the chances of the town acquiring a grant for this project and any other grants that may be available in the next 4 years. Should you have any questions, please feel free to contact the Clerk's office.



## Mosquito Season

It's that time of year, spraying will be conducted when weather conditions are favorable. If anyone requests to be exempt, an application is available at the Town Hall as well as the Town's website at [www.otterbein.in.gov/communication](http://www.otterbein.in.gov/communication).

# Calendar June 2018

- 4<sup>th</sup> Limb Pickup Begins
- 5<sup>th</sup> Town Council Meeting 6:00 PM
- 6<sup>th</sup> Trash/Recycle \*
- 19<sup>th</sup> Town Council Meeting 6:00 PM
- 20<sup>st</sup> Trash/Recycle \*

\*\*\* Trash Every Wednesday \*\*\*

The Town of Otterbein offers a **Summer Sprinkling Program** to qualifying residents for the monthly bills of July, August, and September. During these months, a qualified resident will see their sewer cost calculated based on their average sewer usage during the previous months of February through April. Any usage shown to be above this average from July through September will be considered a result of summer activities that do not use the sewer system (such as filling a pool or watering a lawn), and thus will not be factored into the bill.



Otterbein Town Ordinance No. 2017-1003D(A), reads in part: **Dumping of trash and debris.**

It shall be unlawful for any resident or non-resident persons or businesses to blow, sweep, place or deposit any garbage, debris or refuse, including but not limited to on material or structural debris, rock, earth or sod, grass clipping, shrub clippings, leaves, vines, small trees, brush, limbs, burn barrels, tires, animal carcasses or parts thereof, appliances, and hazardous waste, whether generated by households or business: in streets or public right-of-way, in and around the Town of Otterbein.

Otterbein Town Ordinance 91.02, reads in part: **Declaration of nuisances.**

(A) The following activities or conditions constitute a public nuisance and are prohibited:

(4) Allowing unpermitted vehicles, or unlicensed and uninsured vehicles, to be placed or stored in any place other than inside a building on any residential property under a person's control in a zoning district which does not permit such placement or storage of such vehicles, or without the necessary permit; and

(B) Restoration permits.

(1) Restoration permits may be obtained upon payment of the sum of \$50. Restoration permits shall be valid for a period of one year from and after the date of issuance by the Town Clerk-Treasurer. A restoration permit is only needed for unregistered, uninsured vehicles and uninsured implements. The applicant must further agree to completely cover the vehicle or implement with a tarp or similar covering and place it parallel to, and within ten feet of a building, in a manner which does not create a visual nuisance on the premises.

(2) One subsequent restoration permit may be issued after the initial restoration permit, upon a showing to the Town Marshal of substantial restoration or reconditioning since the date of issuance of the initial permit. Otterbein Town Codes- Are accessible via the Town's website at [www.otterbein.in.gov/ordinances](http://www.otterbein.in.gov/ordinances)



Pay your bill online or by text

Go to: [Otterbein.in.gov](http://Otterbein.in.gov) and click the link or

[Invoicecloud.com/OtterbeinIN](http://Invoicecloud.com/OtterbeinIN)





The Town of Otterbein Water Department will be starting hydrant flushing in the next few months. This is a type of maintenance performed on the main water lines to flush out any build up from sediment in the water mains to ensure water quality. During this time you may see hydrants open and flushing and you may have a rust colored water enter the house. This is normal and the discolored water is safe to drink, though it may not be pleasant. If you happen to have rust colored water enter your service line, turn on the cold water, preferably the bathtub for more flow, and flush your lines until the color is back to normal clear drinking water (roughly 10-20 mins depending on length of your service line). Once you have flushed with cold water, you can run the hot water to ensure no sediment has entered the tank. If there is discoloration in the hot water, flush with hot water to clear the sediment. After flushing is complete, you may want to remove any aerators on faucets and rinse them of any debris that they may have caught. If you have any questions pertaining to



### Tops Club Meeting

“Take off pounds; sensibly!”

No registration necessary!

Every Tuesday 8 am to 10 am

Otterbein United Methodist Church

405 East Oxford Street

### 650 Meals! *We fry ‘em, You buy*

*‘em!* Our goal for the annual OUMC

Fish Fry & Tenderloin Dinner; June 8,

2018 4:30pm – 7:30pm. All you can eat, Dan’s Fish Fry Ser-

vice. It includes homemade desserts and carry out is availa-

ble. This is a fundraiser for our annual FREE Family Carni-

val. Tickets \$10 Adult ages 13+ | \$5 Child ages 6-12 | Free for

children age 5 & under.



### Summer Lunch Program

#### Otterbein Public Library

Monday through Friday

from 12-1 pm; we will be hosting a free lunch for children ages 2 -18.

Child must eat on site.

No registration required



### Registration for our 2018 Summer Reading

This year's theme is "Libraries Rock" and we're doing awesome stuff with reading,

music, sound, and

geology all summer long.

Also, every

Friday in June and July free movie!

### Library Hours

Monday, Wednesday, & Friday 11am to 6pm

Tuesday & Thursday 11am to 7pm



# Otterbein Street Festival is coming

Saturday August 4, 2018

Starting at 4pm

Car Show Registration 2-4pm Show 4-8pm

Kids Alley 4:30-8:30pm

Including, Mini paddle boats, Euro Bungee, Combine, Fire Truck Combo, Basketball Hoops, Bubble Bowling, Chicken Flinger and Moon Shot games

Street Dance Band featuring the Cheese Weasels 8-11pm

And, don't forget...

Town Wide Yard Sales



**TOWN COUNCIL MEETING**  
**TUESDAY, MAY 1, 2018 AT 6:00 PM**

Council President Richard (Rick) Hadley called the meeting to order at 6:01 PM with all members present. Rick introduced new Councilman Jackey Apache. She replaces Dirk Studebaker.

The Council held the hearing on water disconnection. There was no one present to discuss their situation. Amy Brown made the motion to approve those listed on the disconnection list for disconnection. Kevin Burk seconded the motion and all were in favor.

Mr. Bryant addressed the Council in regards to his building on the corner of Main and Oxford Street. He has 2 apartments in the back of the building and will not be utilizing them for a very long time, if ever and is requesting the water service be removed so he no longer has a utility bill for the apartments. Rick explained it is the town's policy that if the building/house is still standing there is always a minimum bill. Mr. Bryant then explained if he was to ever do anything with the apartments he would combine them so there would be 1-2 bedroom apartment rather than 2-1 bedroom apartment. He asked is there a way he could go to one utility bill instead of two. Since they are in the same building and he will not be renting 2 but possible 1 apartment; Kevin Burk made the motion to grant that request. Doyle Allison seconded the motion and all were in favor. Mr. Bryant thanked the Council and also thanks the town workers for patching the holes at the end of 2nd Street.

The Council then began the Hearing on the Vacating an undeveloped portion of Third Street. The surveyors are requesting an extension. Kevin Burk made the motion to continue the hearing on June 1, 2018 at 6:00 PM. Amy Brown seconded the motion and all were in favor.

Mallory Redlin updated the Council on the land swap issue. She presented the paperwork for compliance of the Kyburz tax abatement. The Council requested it be tabled until next meeting so they would have time to review it. She updated the Council on a small claims case where the person has agreed prior to court to pay \$50 bi-weekly for damage done to the basketball courts. If the Council agrees to that amount, Mallory will file the proper paperwork. Council unanimously agreed.

John Parkinson with KJG Architecture presented the options for the new Town Facilities Grant application. The options are a Community Center, a Community Center and Town Hall, a Community Center, Town Hall and Police Station or a Community Center, Town Hall, Police Station and Police garage. He did explain that if the Town Hall and Police Station were moved from the current location then there would be enough room to store all equipment, the town owns, inside and in one location. He presented the estimate cost for each option and Clerk-Treasurer Treeva Sarles explained where all the local match dollars can come from, from cash on hand. The grant will only pay for the Community Center only portion. The Town would be responsible for the Town Hall, Police Station and garage. Kevin Burk spoke against because he doesn't think he has enough information to decide if offices should go to the new building. He is fine with the Community Center only. He did say if the rest votes for moving offices we should move the Town Hall and Police stating it wouldn't make sense to move one and not the other. Rick thinks we would do it all while we have the opportunity to build such a facility with the help of a grant and allowing the Town Hall back on Main Street. Jackey commented that to build later would only make the cost increase. Doyle said the presentation helped him understand the whole project and agrees with Rick and Jackey to do it all. Amy Brown is for the project and was debating with or without the police garage. Rick Hadley made the motion to proceed with the Community Center, Town Hall, Police Station and Police Garage for the new Town Facilities Building. Jackey Apache seconded the motion. Rick Hadley, Jackey Apache, Amy Brown and Doyle Allison were in favor. Kevin Burk was opposed. The motion carries.

Deputy Marshal Jason Pritchett gave the police department report.

Town Administrator Ron Shoup presented a concern regarding the farmer on Gregory Lane. The farmer keeps approaching closer to the road and the ditch is about gone which is adding to the drainage issue in that area. He also discussed Maddox Road where the farmer is entering and exiting his field and it is destroying the street. Pictures were presented. Council advised him to get with Jud and get his input on what to do.

Town Utilities Operator Lorean Johnston brought up the need to locate water valves in town and get them documented. He is requesting to bring Tom Tinsman in to work with him to locate what they can. Council unanimously agreed to bring Tom in. Kevin did state if they do this the information needs to get in the GIS system.

Clerk-Treasurer Treeva Sarles presented the Claims. Rick Hadley read the summary of claims presented for \$374,320.17. Kevin Burk asked what the Accu-Dig bill was for. Lorean explained. With no other questions Kevin Burk made the motion to approve the claims as presented. Doyle Allison seconded the motion and all were in favor. Next she brought up the need to move the July meetings due to the holiday, a public hearing that will be required for a grant application and it being budget time. The council agreed to move the July meetings to Tuesday July 10, 2018 and Thursday July 26, 2018. She reminded everyone that the next meeting will be May 22, 2018 not May 15, 2018. It was getting moved to hold the required Public Hearing required for the Town Facilities Grant proposal. Lastly, she asked if the Council had reviewed the changes to the Town Code she had sent to them via email and did they have any changes. There were no changes. Kevin Burk made the motion to proceed with updating the Town code. Rick Hadley seconded the motion and all were in favor.

With nothing else to come before the Council Rick Hadley made the motion to adjourn at 7:32 PM. Amy Brown seconded the motion and all were in favor.

### **SPECIAL MEETING OF THE TOWN COUNCIL**

**TUESDAY, MAY 15, 2018 5:30 PM**

Council President Richard (Rick) Hadley called the meeting to order at 5:31 PM with all members present.

The reason for the Special Meeting was to review the Tax Abatement compliance reports submitted.

The Council Reviewed the Personal Property tax abatement from Rowe Truck and the Real Property tax abatement from Furpo. Larry Wilcrou of Rowe Truck/Furpo was present to discuss with the Council. They have complied with what they promised to do when requesting the tax abatement. Rick Hadley made the motion that they are found to be in substantial compliance. Doyle Allison seconded the motion and all were in favor.

The Council reviewed the information presented by Kyburz Automotive. Doyle Allison made the motion they are in substantial compliance. Kevin Burk seconded the motion and all were in favor.

The Council reviewed the information for KAC. Rick Hadley made the motion finding them in substantial compliance. Doyle Allison seconded the motion and all were in favor. Brian Kerkhoff arrived at the meeting to answer any questions the Council had.

The other two outstanding tax abatements Echo-Pac and BPI did not submit paperwork for compliance. Echo-Pac hasn't started the project so paperwork is not required. BPI should have and didn't.

With nothing else to be reviewed, Rick Hadley made the motion to adjourn at 5:50 PM. Amy Brown seconded the motion and all were in favor.

### **TOWN COUNCIL MEETING**

**TUESDAY, MAY 22, 2018 6:00 PM**

Council President Richard (Rick) Hadley called the meeting to order at 6:03 PM with members Amy Brown and Doyle Allison present. Members Kevin Burk and Jackey Apache were absent.

The Council conducted a Public Hearing on the Grant Proposal for the Community Center. Grant Writer Shannon McLeod presented the project. Clerk-Treasurer Treeva Sarles asked if the Income Survey was done. Shannon explained surveys are out and have been coming in. Door-to-door will begin the middle of June.

BF&S Engineer Dave Buck introduced Colin Sullivan. He is replacing Ryan Smith as our Client Services Representative. Dave presented the not to exceed agreement to do the Parcel Measurement for Equivalent Residential Unit (ERU) Analysis. The cost to do the ERU analysis is a not to exceed \$7,680 and will take 30 days to complete. Amy Brown made the motion to enter into the agreement with BF&S for the ERU analysis. Rick Hadley seconded the motion and all were in favor. Dave gave an update on the Wastewater Project. It is going well. Not much will happen over the next week due to lots of vacations. Shannon informed him, that if sub-contractors are being used then Graves Plumbing needs to submit their payrolls. Dave gave an update on the street paving project. Reith-Riley is now stating paving should be the 2<sup>nd</sup> week of June. In regards to Limerick Lane, he needs direction as to have Reith-Riley begin that work or still hold off. If we request them to hold off to the point they pull out of town, there will be an increase in price to bring them back to town. Attorney Jud Barce explained to

the Council the hold up with the landowner, signing over the road to the town as he wants an easement to enter the road for his farm equipment. He wants that easement to carry with the property. The Council is fine with an easement for farm equipment and that carrying with the property but no other type of heavy equipment. Jud will talk with the landowner to see if he would agree to that. He updated the Council on the meeting Ron, Treeva and he had with Brian Kerkhoff and Larry Wilcroun regarding the 2<sup>nd</sup> street extension. We are waiting to hear back from the businesses. Dave then spoke with Council regarding the GIS system we have in place for utilities. He says it is not complete but maps the town has on water and wastewater has been put in as well as the street signs. He would like permission to sit down with Lorean, Ron and Treeva as to what else would be beneficial to put in it as well as maintenance of it, how many layers they want, etc.; so that they can have edit rights to document changes while in the field etc. After he understands more, then he will show the Council what we have currently and then how the different layers work and a cost to get it all set up and maintenance, etc. The Council said this is a great tool and for him to set with the employees and Treeva is to fine tune the needs and report back. Lastly, he brought up the INDOT Church Street Sidewalk Project. We currently have an approved grant for \$87,200 This project would be a \$217,100 project with the \$87,200 coming from the grant and \$129,900 from local funds, this is only for the sidewalk and curb on the west side of Church between Oxford Street and the ballfield. The project wouldn't be done until 2022. We have the opportunity to apply for a CCMG grant to do curbs on both sides of the street, paving the road and sidewalk on the west side of Church Street. The project through the CCMG program would be \$240,800 of which \$132,000 would be grant and \$108,800 would be local funds. So we can get more work done for less local funds if we go through the CCMG program. The project could be done as early as 2019 The reason is the federal government has a lot more requirements to follow than the state and the CCMG program is through the state. Both programs are run through INDOT. We were hopeful that we could keep the federal project while applying for CCMG funds so not to give up the federal dollars if we didn't get the state dollars. Unfortunately, INDOT won't allow that. So the Council needs to decide which option is best for the town. Rick Hadley made the motion to abandon the federal grant and apply for the CCMG grant. Doyle Allison seconded the motion and all were in favor.

Utilities Operator Lorean Johnston discussed with the Council the problem he is having with finding an employee. He is the only one that can do the weekend duties at the plants. He also wants to take the week of May 28<sup>th</sup> off. He will be local if there was an issue. He is asking that Tom Tinsman cover the plants for that week and to start Tom helping with the weekend duties until he can find an employee and get them trained. Amy Brown made the motion to approve Tom to assist as needed. Doyle Allison seconded the motion and all were in favor. He informed the Council that his IDEM inspector left IDEM and he is being assigned a new inspector so hopefully that will go well. He discussed the closure of the lagoon at the WWT plant. He had presented a Plan of Closure to the Council for review. It was good. He has to submit the plan to the state for approval now. He informed Council that Mosquito control will start soon and that Ron and Gary can spray under his license and will be helping. He explained to the Council that because they have switched from chlorine to ultra violet process at the wastewater plant we have to request a modification to the permit with the state. Rick Hadley made the motion to request the modification to the permit. Doyle Allison seconded the motion and all were in favor. Lastly, he updated the Council on the issues with flushing the water main up by the dugout. He did finally get it done but we may need to look at putting a hydrant at the end of the line because it is a dead end. He could flush more often which helps the water users in that area.

Clerk-Treasurer Treeva Sarles presented Pay Estimate 3 from Graves Plumbing for the Wastewater Project. Rick Hadley made the motion to approve the pay estimate 3. Amy Brown seconded the motion and all were in favor. She presented Reith-Riley's pay estimate 1 for the paving project. Amy Brown made the motion to approve Pay Estimate 1 for Reith-Riley. Rick Hadley seconded the motion and all were in favor. Treeva presented the claims which did include the pay estimates for Graves Plumbing and Reith-Riley. She also noted that she had received an email from Priority Projects - Grant Writer Shannon McLeod but forgot to enter it and it needs to be added. It is for 50% of the grant administration and the Labor standards fees for the Wastewater Project. The total is \$22,500. Rick Hadley read the summary of claims adding in Priority Projects claim for \$22,500 for a total claims of \$448,597.42. Amy Brown made the motion to approve the claims as presented and adding Priority Projects \$22,500. Doyle Allison seconded the motion and all were in favor. Lastly, Treeva presented a first draft of one Internal Control to cover Receipts of Cash and Cash Equivalents. The Council tabled that and ask her to put it on the June 19<sup>th</sup> agenda to allow them time to review.

A 2018 Project List that the town department heads put together was emailed to Council for review for discussion tonight. Rick requested that the discussion be tabled until all Council was present and asked it be put back on the June 19, 2018 agenda.

With nothing else to come before the Council, Rick Hadley made the motion to adjourn at 8:10 PM. Doyle Allison seconded the motion and all were in favor.