



OTTERBEIN

TOWN BETWEEN TWO COUNTIES

A place for family

November 30, 2023
Vol. 28.11

111 S Main St PO Box 215
765.583.4944
www.otterbein.in.gov

Important Phone Numbers

Police	911 or 884-0080
Billing Questions	583-4944
Clerk's Office	583-0089
Waste Management	866-797-9018
Streets	583-3430
Water Emergencies	765-761-0526

Councilmen

Jackey Apache	491-4594
Doyle Allison	307-8505
Amy Brown	376-0366
Rick Hadley	418-5742
Linda Brummet	404-2115

Last Leaf Pickup for 2023

Saturday, December 9th

Leaves must be bagged at the curbside by 6:00 am.

Town Hall will be closed on Monday, December 25th and Monday, January 1st due to the holidays. As well, Tuesday, January 2nd, for the Town's Year End Process.

DECEMBER 2023

- 7th Town Council Meeting 6:00 PM
- 9th Leaf Pickup 6:00 AM
- 21st Town Council Meeting 6:00 PM
- 25th Town Hall Closed—Holiday
- 30th Trash Pickup due to Holiday
- 1/1 Town Hall Closed
- 1/2 Town Hall Closed—Year End
- ***Trash Every Friday***

Christmas Celebration Downtown Otterbein

December 15th

- 4:30 – 6:30 pm Enjoy hot chocolate at the Otterbein Library Friends Café
- 5:00 – 6:00 pm – Community Caroling in Thompson Park (Main St)
- 6:00 – 8:00 pm – **Santa Claus and Craft in the Town Hall Community Center**

December 22nd

- 4:30 – 6:30 pm Enjoy hot chocolate at the Otterbein Library Friends Café
- 5:00 – 6:00 pm – Community Caroling in Thompson Park (Main St)

Reminder that trash, the week of Christmas will run one day behind on Saturday, December 30th. Make sure you place the trash bins out the night before.



Otterbein Rotary Club will be holding their 18th annual, Christmas Decorating Contest!
 Saturday, December 16, 2023
 Judging begins at 6:00 pm
 Cash Prizes for 1st, 2nd, and 3rd place
 Make sure your Christmas lights are on that Saturday night!

The Town of Otterbein is accepting applications for residents who wish to serve on the **Board of Zoning Appeals** (2 open seats, any party affiliation) and the **Advisory Plan Commission** (2 open seats: 1 Democrat, Libertarian, minor party, or non-partisan. 1 Republican). Your participation is a way to give back to your community and would be greatly appreciated.

Applications are available at the Town Hall, and questions can be directed to Karen Hurtubise, Town Administrator, khurtubise@otterbein.in.gov or 765-762-5063.

Advisory Plan Commission's (APC) Purpose: To assist in the development, preparation, and to recommend potential changes to the Town of Otterbein's 5-Year Comprehensive Plan, draft all proposed changes to the Town's Zoning Code, and enforce the Zoning Code. The APC considers rezoning requests to determine if the proposed rezoning is consistent with the Town's 5-Year Comprehensive Plan, and they make a favorable, unfavorable or no recommendation. Then a public hearing is held to obtain public input, concerning the changes or additions to zoning, and the Town Council considers the APC recommendations and public input to make a final decision.

The Board of Zoning Appeals (BZA) Purpose: To review and decide cases where a relaxation of an ordinance is sought or where there is an alleged error in a zoning decision. The BZA will hear public appeals, concerning the Building Commissioner's decision(s), and will consider variances, special exceptions, and contingent uses.

Otterbein United Methodist Church



"NATIVITY NIGHT"

405 E. Oxford Street, Otterbein, IN 47970

December 8, 2023

5:30-7:30 p.m.

**Join us for a cost-free evening exploring the stories of special nativities on display,
a craft for kids, and a soup supper.**

EXECUTIVE SESSION OF THE TOWN COUNCIL

FRIDAY, OCTOBER 27, 2023 AT 4:15 PM

Council President Amy Brown called the meeting to order with all members present at 4:19 PM.

The reason for this Executive Session is to continue an employee performance review from October 19, 2023. This was the only topic discussed.

Jackey Apache made the motion at 5:13 PM. Linda Brummet seconded the motion, and all were in favor.

SPECIAL MEETING OF THE TOWN COUNCIL

FRIDAY, OCTOBER 27, 2023 AT 4:45 PM

Council President Amy Brown called the meeting to order at 5:14 PM with all members present.

Richard (Rick) Hadley made the motion to approve a new Organizational Chart, that includes using a Council Liaison system. Jackey Apache seconded the motion, and all were in favor.

The Council reviewed changes to the Job Descriptions for the positions of Town Administrator, Project Manager, Wastewater/Stormwater Operator, Water/Street/Park Operator in Training, Maintenance Operator and Temporary Part-time Mechanic & Laborer. Jackey Apache made the motion to adopt these job descriptions. Linda Brummet seconded the motion, and all were In favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 5:22 PM. Linda Brummet seconded the motion, and all were in favor.

TOWN COUNCIL MEETING
THURSDAY, NOVEMBER 2, 2023, AT 6:00 PM

Council President Amy Brown called the meeting to order at 6:02 PM with all members present.

The Council held a Hearing on Utility Disconnection for non-payment. No one was present to discuss their situation. Jackey Apache made the motion to approve those listed to be disconnected. Richard (Rick) Hadley seconded the motion, and all were in favor.

Jim Schoen with Hoosier Associates was present and provided an annual review of the town's insurance coverage.

Amy Brown read the summary of claims presented for a total of \$182,306.68. Jackey Apache made the motion to approve the claims as presented. Linda Brummet seconded the motion, and all were in favor. Amy Brown made the motion to approve the October 2023 Minutes as written. Jackey Apache seconded the motion, and all were in favor.

Amy Brown made the motion to adopt the new Water Rate Ordinance 2023-1102A. Linda Brummet seconded the motion, and all were in favor. Jackey Apache made the motion to adopt the new Wastewater Rate Ordinance 2023-1102B. Rick Hadley seconded the motion, and all were in favor.

Chris Limiac with BF&S gave an update of the water project. Dave Buck with BF&S presented the agreement between BF&S and the Town to perform the Stormwater Wastewater Plan. This agreement is for Preliminary Engineering for a cost of \$60,000. The \$58,320 will be paid through a grant through the Indiana Office of Community and Rural Affairs. Amy Brown made the motion to enter into the agreement with BF&S. Rick Hadley seconded the motion, and all were in favor.

Clerk-Treasurer Treeva Sarles presented the Apprenticeship Agreement with the Indiana Alliance. Amy Brown made the motion to enter into the agreement. Linda Brummet seconded the motion, and all were in favor. Jackey Apache made the motion to adopt Ordinance 2023-1102C, an amendment to the 2024 Salary Ordinance regarding the water operator in training position to comply with the apprenticeship program. Linda Brummet seconded the motion, and all were in favor. She presented the Emergency Preparedness Plan. Amy Brown made the motion to adopt the plan. Rick Hadley seconded the motion, and all were in favor. She presented a new Purchasing Policy Resolution 2023-1102A. Rick Hadley made the motion to adopt the Purchasing Policy. Linda Brummet seconded the motion, and all were in favor. She presented quotes for a washer and dryer for town owned safety gear. This is so town owned safety gear does not leave the town; and the employee isn't taking the contaminated safety gear elsewhere to contaminate other things. The Cost is \$996 at Menards plus to have the dryer wired the electrician will cost \$700.00. Rick Hadley made the motion to approve the purchase and wiring with a not to exceed \$1,700. Linda Brummet seconded the motion, and all were in favor.

The Council discussed Ordinance 2023-1102D Amending Food Vendor Ordinance. There was great discussion that some members of the Council felt that \$175.00 was too much of a daily fee. They felt a more realistic fee was \$100.00. The adoption was tabled for the change to be made.

The Council discussed having Christmas Decorations on the Decorative Poles in downtown and along Oxford Street. There are 20 light poles. They also discussed a Christmas Banner across Main Street. Depending on which pole decorations are chosen or are available they run \$249 – \$359 per pole. The 50-foot banner across Main Street is \$3,657.00 then shipping cost which will be determined once the order is placed. Linda Brummet made the motion to order decorations for all 20 light poles and the Merry Christmas Banner. Rick Hadley seconded the motion, and all were in favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn the meeting at 7:10 PM. Doyle Allison seconded the motion, and all were in favor.

TOWN COUNCIL MEETING
THURSDAY, NOVEMBER 16, 2023, AT 6:00 PM

Council President Amy Brown called the meeting to order at 6:03 PM with all members present.

Marsha Schluttenhofer, Heather Boudreau, and Kathy Moyars were present to discuss their ideas for small community events throughout the year, some for kids, and some for adults. Asking if there would be support from the town for this and if there was any funding for events or would it be completely supported through fundraising efforts. It was explained that there would be great support and thanked them for wanting to do this. It was explained that there is some funding but would just depend on what they needed. They will put together some ideas and bring that to the town hall.

Amy Brown read the summary of claims presented for a total of \$94,837.74. Jackey Apache made the motion to ap-

prove the claims as presented. Linda Brummet seconded the motion, and all were in favor.

Chris Limiac with BF&S submitted Pay Application #6 for Infrastructure Systems Inc (ISI) for \$230,837.74. Rick Hadley asked if this was the last invoice. Chris explained it is not. There will be one more to release retainage. Amy Brown made the motion to approve Pay Application #6 for payment. Rick Hadley seconded the motion, and all were in favor. He then presented Change Order #9. This will be the last change order and is reducing the contract by \$60,506.50 bringing the final contract amount to \$1,020,237.93. Amy Brown made the motion to approve Change Order #9. Jackey Apache seconded the motion, and all were in favor. Dave Buck with BF&S presented an agreement between the Town and BF&S for assistance is applying for the 2024-1 CCMG Program for the road approach to Phlug Drive off Oxford Street. The cost of the assistance is \$8,600. Jackey Apache made the motion to enter into the agreement. Rick Hadley seconded the motion, and all were in favor.

Town Administrator Karen Hurtubise gave a report on some items she has been working on. She informed the Council we have vacant seats on the Advisory Plan Commission and the Board of Zoning Appeals and if anyone is interested or know anyone who is interested have them get ahold of Karen.

Clerk-Treasurer Treeva Sarles presented revision to the Employee Handbook. Rick Hadley made the motion to adopt the new handbook. Doyle Allison seconded the motion, and all were in favor. She presented Resolution 2023-1116A to Transfer budget between budget lines. Amy Brown made the motion to adopt Resolution 2023-1116A. Jackey Apache seconded the motion, and all were in favor. She explained that Santa is coming to town and town employees would like to work and have a craft for kids to do while they wait to talk to Santa. Also, have goody bags to pass out after they talk with Santa. They council unanimously approved a not-to-exceed \$300 from the Community Center supply budget. She reminded the Council of the Voluntary Annexation Hearing on December 7, 2023. There were several requests for equipment. The Water department needs a new Colorimeter. We have a quote from Amazon for \$2,196 with free shipping. We have a second quote from Hach for \$2,169 but unknown what shipping will be. Still waiting for a call from the sales representative to see if we can get a discount. Rick Hadley made the motion to approve a not to exceed \$2,196 for the Colorimeter. Jackey Apache seconded the motion, and all were in favor. There is a list of items the employees are requesting that we only have preliminary numbers on because the Council needs to inform them what items they wish to see quotes on. The Skag Mower is getting very tired. It maybe could make another year or so; but Treeva reminded council that it is a good idea to rotate equipment so that we do not have everything needing replaced at once due to budgeting funds. The Council agreed to proceed with getting quotes for a new mower with a 60-inch deck. They would like a crane jib attachment to be able to easier put the salt boxes in and out of the trucks. We have one quote for \$1,494. The council agreed for them to get another quote but since winter is approaching, Rick Hadley made the motion for a not to exceed \$1,500. Doyle Allison seconded the motion, and all were in favor. They discussed the condition of the trucks. The trucks are all mechanically fine and have low mileage. The issues are the beds on the trucks are very rusted. The council said we might investigate the cost of just replacing the beds next year. There was discussion on the dump truck which is a 2000 F550. It is very low mileage, but the dump is in rough shape and is designed in a manner that is not practical for our current needs. The estimated cost of a new dump is \$11,519. The Council agreed to get official quotes to replace the dump bed on the dump truck. Rick Hadley would also like to see a quote on a salt hopper for the dump truck. The town employees were also discussing a plow for the F550. The estimated cost is \$7,792. The Council unanimously agreed to deny that request. Lastly, Treeva discussed the 2024 meeting schedule. The meetings will be on the 1st and 3rd meetings every month except for July and December. She will put together a 2024 Meeting Schedule for adoption at the next meeting.

Councilman Linda Brummet brought back up the Food Vendor discussion. She has talked with more residents and still feels \$100 a day is too much. She would like to propose \$50 a day. Councilman Doyle spoke about vendors for instance that sell the meat out of the back of a truck. He feels they should pay more than \$50 per day. The topic was again tabled so that we can research with the attorney if we can put different classes of food trailers paying different fees. Treeva will get with the attorney to discuss.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 7:56 PM. Linda Brummet seconded the motion, and all were in favor.