



OTTERBEIN

TOWN BETWEEN TWO COUNTIES
A place for family

November 30, 2019

Vol. 24.11

104 E 2nd St, PO Box 215

765.583.4944

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

TOWN HALL'S HOLIDAY HOURS

Closed for Christmas, December 24th and December 25th

Closed December 30th for our Year End Process

Closed for New Year's, December 31st and January 1st



LAST LEAF PICKUP!

Saturday, December 7th

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

Calendar December 2019

3 rd	Town Council Meeting 6:00 PM
4 th	Trash & Recycle
7 th	Republic Leaf Pickup
17 th	Town Council Meeting 6:00 PM
18 th	Trash & Recycle
24 th	Town Hall Closed
25 th	Town Hall Closed
26 th	Trash due to Holiday
30 th	Town Hall Closed— Year End Processing
31 st	Town Hall Closed
1 st	Town Hall Closed

*** Trash Every Wednesday***



Pay your bill online or by text

Go to: Otterbein.in.gov and click the link or

Invoicecloud.com/OtterbeinIN



COLORING CONTEST IS BACK FOR CHRISTMAS!!



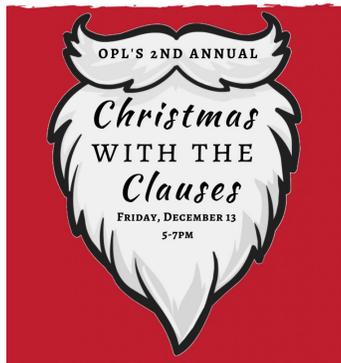
ADULT

We are holding a coloring contest for the Town of Otterbein children and ADULTS. The coloring sheet is found in this month's water bill. Additional sheets can be picked up at Town Hall or downloaded from our website.



Child

Otterbein.in.gov and go to the Communications tab. Children includes ages 3-17 and will be grouped into age categories. Adult includes ages 18 & above. Entries due by Wednesday December 18th and winners will be notified Thursday December 19th.



CHRISTMAS WITH THE CLAUSES!

Join us on Friday, December 13th from 5:00 pm to 7:00 pm for holiday fun at the Otterbein Public Library. Read a story with Mrs. Claus and let Santa know if you've been good this season.

We're offering free family portraits in the Indiana room, so dress in your fanciest Christmas sweater! More activities and full schedule to be announced

Otterbein Rotary Club will be holding their annual

Christmas Decorating Contest

Saturday, December 14th and Sunday, December 15th judging will take place at 6:00 pm.

Make sure your Christmas lights are on both nights!



SACRED HEART'S
38TH ANNUAL CHRISTMAS BAZAAR
Saturday, December 7th
9:00 am to 2:00 pm
Bake Sale, Craft Vendors, Raffles, & More

TOWN COUNCIL MEETING
TUESDAY, NOVEMBER 5, 2019 6:00 PM

Council President Amy Brown called the meeting to order at 6:01 PM with members Kevin Burk, Jackey Apache and Doyle Allison present. Member Richard Hadley was absent.

The Council held the hearing on utility disconnection. No resident was present to discuss their situation. Kevin Burk made the motion to have those listed on the disconnection list be shut-off for non-payment. Jackey Apache seconded the motion and all were in favor.

Jackey Apache made the motion to approve the October 2019 Minutes as presented. Kevin Burk seconded the motion and all were in favor. Amy Brown read the summary of claims presented for a total of \$153,356.18. Doyle Allison made the motion to approve the claims as presented. Jackey Apache seconded the motion and all were in favor.

Jackey Apache made a motion to suspend the rule for 2 readings of a new ordinance that creates a redevelopment department and commission and to pass it with one reading. Amy Brown seconded the motion and all were in favor. Kevin Burk made the 2019-1105B An Ordinance Establishing the Town of Otterbein Department of Redevelopment and the Town of Otterbein Redevelopment Commission. Jackey Apache seconded the motion and all were in favor. By this Ordinance the Council appoints 2 of 5 members and the Council President appoints 3 members plus one non-voting member from the schoolboard membership. Through this Ordinance the Town Council appoints their two members as Amy Brown and Doyle Allison. Amy Brown as Council President appointed Kevin Burk, Jackey Apache and Richard (Rick) Hadley. She is still inquiring regarding the school board members she wants to appoint.

Now that the Redevelopment Board members are appointed; they went into holding their first meeting. Kevin Burk made the motion to appoint Amy Brown the President of the Redevelopment Commission, Jackey Apache as Vice-President and Doyle Allison as Secretary. Jackey Apache seconded the motion and all were in favor. Lastly the Redevelopment Commission Board considered Resolution 2019-1105C Resolution of the Otterbein Redevelopment Commission Declaring an Area in Otterbein, Indiana, as An Economic Development Area and Approving an Economic Development Plan for Said Area. Jackey Apache made the motion to adopt Resolution 2019-1105C. Kevin Burk seconded the motion and all were in favor. The Redevelopment Commission part of the meeting concluded.

Town Attorney Jud Barce presented Ordinance 2019-1105A An Ordinance to Amend Section 10.98 of the Code of Otterbein. This added to the town's fee schedule \$50 for a Development Guidelines Book; \$2,000 for Preliminary/Conceptual Submittal Fee and \$3,000 for Final Construction Plan Review Fee. Jackey Apache made the motion to adopt Ordinance 2019-1105A. Doyle Allison seconded the motion and all were in favor. He presented a Fee Agreement for Barnes and Thornburg to do the paperwork work and legal advice for creation of the TIF District for a total of \$6,500 plus reimbursable items as set forth in the agreement schedule. Kevin Burk made the motion to enter into the agreement. Doyle Allison seconded the motion and all were in favor. He asked the Council to set a special meeting to discuss new laws regarding water utility collections. The Council agreed to set the Special Meeting for November 19, 2019 at 4:30 PM.

BF&S Engineer Dave Buck discussed the Dollar General plan submittal. He recommended to Council to have them get approval from INDOT before final review. Council agreed and asked him to notify them to do so.

Jeremy Duff with KJG Architecture presented to Council the new concept of the community center. Council discussed this concept with Jeremy and had their questions answered. The Council agreed to move forward with the new design.

Town Administrator Ron Shoup presented quotes for an automatic gate at the WWT Plant. Steve's Overhead Door quote was \$4,350 and Mulhaupts \$5,325. There will be other cost such as running power, trenching the conduit etc. Kevin Burk made the motion to have Steve's Overhead Door install the power gate for \$4,350. Doyle Allison seconded the motion and all were in favor. Kevin Burk made the motion to have the power ran to the power gate for a not to exceed \$2,500. Amy Brown seconded the motion and all were in favor.

Utilities Operator Lorean Johnston explained since the settings have been changed on the pumps/VFDs the earth faults are improving. He will continue to monitor the situation. He just informed the Council that there are issues with the RAS Pit at the WWT Plant. After 6 months the seals blew. It is covered under warranty so the pump had to be taken in to have repaired. They are spending more time manually keeping an eye on the situation. He informed the Council that the roof on the well house has been replaced. He discussed with them the situation regarding a meter that is in a house they are trying to move outside but can't find the water line. He got quote from a company called Bloodhound to come locate the line. The cost is \$630 for 2 hours. Another option is to leave it in the house but put a different type meter in that could be remotely turned on and off. That meter is \$450. They discussed the issues that can still arise from the meter being inside. Kevin Burk made the motion to have Bloodhound come locate the line. Amy Brown seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles asked the Council if we could have the Christmas Coloring Contest again this year. Kevin Burk made the motion to spend \$175 out of the promotional account for the Coloring Contest. Jackey Apache seconded the motion and all were in favor. She explained we have been asked to purchase an ad in the Benton County fact book, by the Benton Review. Other towns are purchasing a \$300 full page ad. The Council denied the request. She presented a quote for \$3,250 for Krohn and Associates to prepare the Financial Impact Report for the newly created TIF area. Kevin Burk made the motion to hire Krohn and Associates. Amy Brown 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 8:12 PM. Doyle Allison seconded the motion and all were in favor.

SPECIAL MEETING OF THE OTTERBEIN TOWN COUNCIL

TUESDAY, NOVEMBER 19, 2019 AT 4:30 PM

Council President Amy Brown called the meeting at 4:35 PM with Richard (Rick) Hadley and Jackey Apache present. Members Kevin Burk and Doyle Allison was absent.

Jud Barce and Ingrid Barce explained new laws that went into effect this year regarding water utility collections. It only affects the water utility not sewer, or stormwater. They have been working through a worksheet with all the communities they represent. They had information what all the towns currently do and a worksheet to work through with the Council on the topic. They worked through the worksheet so that the attorneys can update our collection policy. The Council do not wish to raise our tapping fee. There was a long discussion on property owners including landlords paying a deposit. Currently only renters pay a \$150 deposit. After a long discussion the council advised the attorneys that they want all property owners including landlords pay a deposit just like a renter and that deposit needs to raise to \$300. They are wanting to cover the average two months of bills. It was then discussed if landlords should pay per property unit or one larger deposit to cover all units. The Council stated 1 deposit per meter, regardless of the number of units the landlord owns. There was a discussion on businesses paying a deposit and should that be different. They agreed businesses should and that amount should be based on two months of bills based on the minimum bill based on meter size. Treeva is to get that information to Jud. Would the Council want to refund deposits after a certain amount of time or until the people move out or no longer own the property. They agreed to put in the new policy that deposits will be kept until the person no longer lives and/or own the property. In regards to reconnection fee, the council agreed to increasing the current \$50 fee to \$75. They agreed not to impose a post-hearing disconnection fee nor a voluntary disconnect fee. They did want to continue with our current payment plan policy with no changes. They

agreed to raise the bad check fee from \$25 to \$27.50. They currently will not contract with a collection agency until such time they feel our

collection rate is increasing. Other questions do we want to change our summer sprinkling policy, no. Do they want to change or add a fee or pool fills or unmetered water? We currently do base on the hauler telling us how much water was taken and then apply our metered rate. Do we want a leak forgiveness policy? We do what the state allows 1 month per leak but it is not in policy format. They will add that to our policy. Do we want to add a paperless billing policy? We do have paperless billing, but don't have it in a policy they will add it.

With nothing else to discuss in this special meeting, Jackey made the motion to adjourn at 5:53 PM. Rick Hadley seconded the motion and all were in favor.

TOWN COUNCIL MEETING NOVEMBER 19, 2019 AT 6:00 PM

Council President Amy Brown called the meeting at 6:04 PM with Richard (Rick) Hadley and Jackey Apache present. Members Kevin Burk and Doyle Allison was absent.

Mr. Drake that owns property in Otterbein between First Street and the Ditch along Oxford Street was present to inform the Council he is willing to sell his property to the town. He believes the town could use the property to create a truck route into Rowe and Kerkhoff business area so trucks don't have to come through town, a cheaper way than the proposed 2nd street extension. They thanked him for the offer. They are looking into options and his property is one being looked at. They will keep him posted as to what the study of different options reveals.

The Council received a letter from a resident regarding the open burning in town. The town currently follows the state law. Jud will research our policy and George will send a letter to the resident responding to the letter.

The Council received a letter from a resident regarding potentially dangerous exotic animal ordinance. This letter was prompted by the snake issue in Oxford. The Council discussed it. Oxford is still researching how to handle this. As Oxford researches, Jud will keep us up to date. His office has prepared some sample ordinances on this for Oxford and he will send these to Council to review.

Jud updated the Council that the County passed the TIF Resolution contingent on having 1 more question answered by Barnes and Thornburg and that the Council agrees to take over Otterbein planning and zoning within 2 years. Amy Brown made the motion to take over planning and zoning within 2 years. Rick Hadley seconded the motion and all were in favor.

Jud presented Ordinance 2019-1119. This Ordinance just confirms what funds the town of Otterbein have at this point. Rick Hadley made the motion to adopt Ordinance 2019-1119. Jackey Apache seconded the motion and all were in favor.

BF&S Engineer Dave Buck informed the Council they finished the review of Dollar General preliminary review and have sent comments back to them including they need to get INDOT's approval for where their entrance is located. He presented the Paser Rating Map that has been updated for review. He informed them that the Lift Station Project design is about 50-75% complete and is planning bid opening for January 21, 2020.

Town Administrator Ron Shoup informed the Council that the street and sidewalk project is done. There are a couple issues they are coming to fix this week. They did a really good job. Now that Church Street is done with sidewalks the school bus is having trouble turning off of Church it is too tight and they are driving over the sidewalk and getting into the yard. Ron will talk with the school to see if we can get this issue solved. Ron informed them that there was an accident with the garage door and he has one quote. He asked if it was necessary to get more than one quote since the door was purchased through Steve's Overhead Door. He was informed no he didn't and he just needed to get with Treeva regarding available funds to get the repair done and if the money is there then just fix it.

Clerk-Treasurer Treeva Sarles presented the Claims. Amy Brown read the summary of claims for a total of \$88,414.86. Jackey Apache made the motion to approve the claims as presented. Rick Hadley seconded the motion and all were in favor. She updated the Council on the Community Center. They looked at samples of the Versetta Stone and picked Terra Rosa color of stone. They agreed they wanted a metal roof instead of a shingled roof. In regards to the color of the metal and the siding they are leaving that up to the architect to come up with a color combination that will look good together with the stone color. She stated the new design estimated cost is still close to our budget. Rick Hadley made the motion to take the proceeds from the sell of the old Community Center and add that to our budget. Jackey Apache seconded the motion and all were in favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 7:44 PM. Rick Hadley seconded the motion and all were in favor.