



# OTTERBEIN

TOWN BETWEEN TWO COUNTIES  
*A place for family*

April 30, 2020  
Vol. 25.04

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	491-4594
Doyle Allison	583-9481
Amy Brown	376-0366
Rick Hadley	418-5742



## Town Cleanup Day



Saturday, May 16<sup>th</sup> 8 am-2 pm

Residents have a chance to clean up their property (if needed) without getting a citation from the police department or incurring a special charge from the trash company.

### 1 load per service address

Dumpsters will be located at the Wastewater Plant on East 2nd St

NOTE: We will not take anything with Freon, no tires and no containers of paint. No building / remodeling / renovation items will be accepted from projects outside the town. Go to the Northwest Indiana Solid Waste District website for drop off

## “Most Common Complaints”-Ordinances for Dogs

Otterbein Town Codes can be found at [www.otterbein.in.gov/ordinances](http://www.otterbein.in.gov/ordinances) or reviewed at Town Hall during office hours.

90.02 Running at Large Prohibited

90.05 Barking Dogs

90.18 Owner Responsible for Animal Waste

90.06 Number of Animals Restricted

90.22 Registration & Restraint of Dogs

# Calendar May 2020

- 4<sup>th</sup> Limb Pickup Begins
- 6<sup>th</sup> Trash/Recycle \*
- 7<sup>th</sup> Town Council Meeting 6 pm
- 16<sup>th</sup> **Town Cleanup Day**
- 21<sup>st</sup> Town Council Meeting 6 pm
- 20<sup>th</sup> Trash/Recycle \*
- 25<sup>th</sup> **Town Hall Closed-Holiday**
- 28<sup>th</sup> Trash pickup due to holiday \*\*\*

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



# Happy Memorial Day!

## OPL...Library News...

The Otterbein Public Library misses you! We hope you are all well, and we can't wait to see you again.

The Library staff are available weekdays at the library for phone and email support. We're offering Curbside and Computer Services to our patrons. Simply call the library to request library materials or computer/copy/fax, and we will accommodate your needs.

Our Wi-Fi is available 24/7 and accessible from the parking lot. Our network information is located on the front door.

Miss Addie is also posting daily videos and activities on our Facebook & Instagram pages (@otterbeinpl), and videos are available on our YouTube channel.

Call us at 765-583-2107 for questions, follow us on Facebook, and check our website ([opl.lib.in.us](http://opl.lib.in.us)) for reopening updates and library hours.

Fancy Nancy Tea Party is Saturday, May 9th, at 12 pm. Participants must register via email, the Zoom meeting link, and password will be sent out the day before the event!

Continue to follow our social media and check our website for any library updates.



## 2020 Otterbein Street Festival – CANCELED

Planning the festival requires commitments from many people including vendors and sponsors. Due to the current conditions, concerns and the unknown and after much deliberation the Festival Committee has decided to cancel the 2020 Otterbein Street Festival.

In lieu of the festival, we will hold a **“Mini” festival**. This will include a beer garden, the band Holley Drive and Car Show. **Mark your calendars for October 3<sup>rd</sup>, 2020.**



With storm season upon us, please be mindful of the following: On occasion, the storm warning siren may be activated based on existing conditions even in the absence of a sighting and or confirmation of a tornado. Also, it is not uncommon for a storm to develop very quickly with very little warning. If the siren is activated, seek shelter immediately and if possible tune a radio or television to a local station for further instructions or updates. The Town of Otterbein does not own, maintain or activate the weather siren. DO NOT call Otterbein Town Hall for seeking information, employees may also be seeking shelter and in all likelihood, will know nothing more than that of the residents. To report a tornado sighting and or injury, call 911.

**Shape our FUTURE**, don't forget to fill out the **2020 Census**. Your response helps to direct billions of dollars in federal funds to local communities for schools, roads, and other public services.

## Things to do during COVID,

go on walks, go on a hike, go on a bike ride, go fishing, go turkey hunting, have a campfire, play lawn games like Cornhole, deep clean/organize the house and/or garage, do a house project, put together puzzles, play board games, read a book or two, play cards, paint/draw/color a picture, work on your yard, plant flowers, plant the garden, cook a meal, bake cookies/sweets, watch a movie, call/face time family/friend, do work/school work, mail a card, and the list goes on, but enjoy the family time!

# Thank You, Essential Workers!

**\*\* Check out our new website @ [Otterbein.in.gov](http://Otterbein.in.gov) \*\***

**ALL MEETINGS HELD IN APRIL 2020 WAS HELD VIA WEBEX  
DUE TO THE COVID-19 PANDEMIC AND THE GOVERNOR'S STAY-AT-HOME ORDER**

**REDEVELOPMENT COMMISSION MEETING  
THURSDAY, APRIL 2, 2020 AT 6:00 PM**

Redevelopment Commission President Amy Brown called the meeting to order with members Jackey Apache, Kevin Burk, Doyle Allison and Richard Hadley present.

The Commission members received and reviewed the 2019 TIF financial report as submitted by Treasurer Treeva Sarles. It was a simple report as it was just created the end of 2019. There has been no revenue or no expenditures for 2019 and the fund balance is \$0.00.

With nothing else to come before the Commission Richard Hadley made the motion to adjourn at 6:00 PM. Jackey Apache seconded the motion and all were in favor.

**TOWN COUNCIL MEETING  
THURSDAY APRIL 2, 2020 AT 6:00 PM**

Council President Amy Brown called the meeting to order at 6:09 PM with all members present.

Attorney Jud Barce presented Resolution 2020-0402A A Resolution Declaring a Local Public Health Emergency for the Town of Otterbein. This is in regards to the Covid-19 pandemic. Doyle Allison made the motion to adopt Resolution 2020-0402A. Richard (Rick) Hadley seconded the motion and all were in favor. Jud presented Resolution 2020-0402B A Resolution amending the Town of Otterbein's Employment Policy. This is regarding Federal Guidelines as to Emergency Paid Sick Time and the extension of FMLA regarding the Covid-19 pandemic. Doyle Allison made the motion to approve Resolution 2020-0402B. Rick Hadley seconded the motion and all were in favor. While on the topic of the pandemic, Clerk-Treasurer Treeva Sarles asked if the Governor extends the stay at home order past April 6, 2020 where the employees still stay at home or would the council like to call a special meeting to discuss. Kevin Burk made the motion if the stay-at-home order from the governor is extended, the employees are to continue with the stay at home except for the essential employees that have been spelled out prior. Doyle Allison seconded the motion and all were in favor.

BF&S Engineer Dave Buck presented the contract for Milestone for the 2<sup>nd</sup> Street project. Jackey Apache made the motion to enter into the contract with Milestone. Rick Hadley seconded the motion and all were in favor. Dave presented the Notice to Proceed for Milestone to begin work. Rick Hadley made the motion to issue the Notice to Proceed. Kevin Burk seconded the motion and all were in favor. He discussed with Council the Dollar General project. They are still working with Jud on the easement and Right of Way. They are requesting a Conditional Approval to proceed. This Conditional Approval is just stating they can begin site work and getting permits, but that the Easement and Right of Way paperwork needs to be completed before construction is complete. They also discussed Pflug Drive and Dave recommends that Dollar General do their side of Pflug Drive but not the other side. Otherwise, an easement will have to be maintained from the property owner on that side of the road. Rick Hadley made the motion to give Conditional Approval with the reasons noted above. Jackey Apache seconded the motion and all were in favor.

TGB Unlimited submitted their first pay request for the lift station project, \$54,743.75. Kevin Burk made the motion to approve the Pay Request #1. Jackey Apache seconded the motion and all were in favor. They submitted the substantial completion paperwork for approval. Rick Hadley made the motion to approve the substantial completion of the Lift Station Project. Jackey Apache seconded the motion and all were in favor. Amy Brown read the summary of claims presented for payment for a total of \$279,849.94. Jackey Apache made the motion to approve claims as presented. Doyle Allison seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles presented a quote for Premier Services Inc. to do the concrete work for the stormwater damage repair to the Pizza King lot. This was approved back last summer for around \$15,000 and they were the lowest bidder at that time. The town requested a revised quote because the town wants a curb on the side of his lot that will be against the new community center. The new quote is \$16,035.00. Rick Hadley made the motion to approve the quote for \$16,035.00 for Premier Services. Kevin Burk seconded the motion and all were in favor.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 7:03 PM. Doyle Allison seconded the motion and all were in favor.

## **TOWN COUNCIL MEETING**

### **THURSDAY, APRIL 16, 2020 AT 6:00 PM**

Council President Amy Brown called the meeting to order at 6:00 PM with members Jackey Apache, Richard (Rick) Hadley and Doyle Allison present. Member Kevin Burk was absent.

TGB Unlimited presented Pay Request #2 for \$70,594.50. This does not include retainage which is for \$6,596.75. The Retainage will be held until the punch list is complete and we are satisfied with the project completion. Rick Hadley made the motion to approve Pay Request #2 for TGB Unlimited. Jackey Apache seconded the motion and all were in favor. They presented Change Order #2 to the project. The Council discussed how they proceed with work and did not mention an additional cost. Protocol is if there is a change to the project it is approved at the time of the change not at the end of the project. Therefore, Doyle Allison made the motion to deny the Change Order 2 request. Rick Hadley seconded the motion and all were in favor.

Tri-tech presented Pay Request #1 for the Community Center Project for a total of \$60,461.80. Jackey Apache made to approve Pay Request #1 for Tri-tech. Doyle Allison seconded the motion and all were in favor.

Amy Brown read the summary of claims presented for a total of \$105,802.13. Doyle Allison made the motion to approve the claims as presented. Jackey Apache seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles presented Ordinance 2020-0416; an Ordinance Amending the 2020 Salary Ordinance. This is adding a section for the WWT Apprenticeship Program wages. Rick Hadley made the motion to adopt Ordinance 2020-0416. Jackey Apache seconded the motion and all were in favor. She updated the Council that the Audit is about finished and they will be receiving an invitation to the exit conference and they are welcome to attend, but only 1 is required and Amy said she would be the one, if no one else was available to attend. She presented a list of items that need to be approved to order that the town is paying for directly for the community center/town hall project. She laid out when items needed to be ordered by. She asked did they want to see samples of cabinets, flooring, interior paint etc. or are they fine for the committee to just pick and then she can order as long as it is within the budget. For all the items which are cabinets and countertops, flooring, paint and supplies, reception area furniture, glass and materials for the glass wall, appliances, water dispensers and misc. items for the bathrooms the budget is \$35,950; plus the generator of \$21,187 in which we are to get \$10,000 from each county for the generator. Rick Hadley made the motion that the committee can pick the items and Treeva can order them as long as it stays within the budget. The generator needs to wait until we receive the funds from the counties. Jackey Apache seconded the motion and all were in favor.

The council discussed the stay-at-home order and if it gets extended past April 20, 2020. Now that there are better guidelines for keeping safe at work, the town has had time to put a plan together, and items such as mowing, patching holes etc. need to be taken care of. The Council unanimously agreed that work needing done is essential and therefore, starting April 21, 2020 all full-time employees are considered essential and needs to return to work. The Council did state if an employee is concerned, they just need to speak up and the council will consider their concerns.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 7:07 PM. Doyle Allison seconded the motion and all were in favor.