



August 31, 2021

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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
Republic/Allied Waste	477-9138
Streets and Water	583-3430

Councilmen

Daniel Klumpe	414-0830
Jackey Apache	583-2904
Doyle Allison	307-8505
Amy Brown	376-0366
Rick Hadley	418-5742

CALENDAR SEPTEMBER 2021

2 nd	Town Council Meeting 6 pm
6 th	Town Hall Closed due to Holiday
9 th	Trash/Recycle due to Holiday*
16 th	Town Council Meeting 6 pm
22 nd	Trash/Recycle*

*** Trash Every Wednesday***



Pay your bill online or by text
Go to: Otterbein.in.gov and click the link
or
Invoicecloud.com/OtterbeinIN



HAPPY
LABOR
DAY

Town Hall will be closed on **Monday, September 6th** to honor Labor Day. Plus, trash and recycling will be on **Thursday, September 9th** due to the holiday. So, make sure you put it out the night before.

New Business Hours for the Town Hall... Monday thru Friday 8:30 to 4:00 pm. Closed 12:00 to 1:00 pm for lunch. Closed Saturday and Sunday.

No Limb Pick-up in September!

OTTERBEIN STREET FESTIVAL

Thanks to the following businesses for their donations:

GOLD LEVEL SPONSORS:
Klemme Insurance Services
Pro Source Auto Sales, Inc.
Hoosier Associates, Inc.
Butler, Fairman & Seufert, Inc.
Rowe Truck Equipment, Inc.
Alliance Bank
Town of Otterbein

SILVER LEVEL SPONSORS:
INTAC Management Group
Bonz Barb BQ
Blue Fox Heating & Cooling
Premier Services

BRONZE LEVEL SPONSORS:
Brummets Precision Solutions
Kyburz Auto Center
Tri-County Mechanical LLC
The Dugout
Farmers and Merchants Bank
Otterbein Pizza King
KAC Partners LLC
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MAJOR CAR SHOW SPONSORS:
Butler, Fairman & Seufert, Inc.
EMI
ADA Consultants of Indiana
INTAC Management Group
Blue Fox Heating and Cooling

PEP Boys
Advance Auto Parts
Deer Track Golf Course
Arni's
Auto Zone
INTAC Management Group

**CONGRATULATIONS TO
MISTY BRUMMET AND FRANKLIN BREWER
WINNERS OF THE \$1,000.00 RAFFLE PRIZE**
Thank You to the Otterbein Library for sponsoring
the Sheltered Reality Drumline.
To our volunteers that graciously donated their time to help with
Kid's Alley, Raffle, Setup and Clean up the next day...

Thank you!



Otterbein United Methodist Church

Free Family Carnival

Sunday, September 19th from 1 pm-4 pm

Everything is FREE!

Games, Prizes, Crafts, and Food!

COME AND JOIN THE FUN!!!

Benton Fountain Warren Adult Education is with Warren County Learning Center

Classes starting now in Benton, Fountain, and Warren counties! The HiSET is Indiana's new high school equivalency diploma exam (formerly TASC or GED).

Call 765-764-1880 today for more information!

CHECK OUT THE LOCAL FESTIVALS: GO TO WWW.INDIANA.FESTIVALS.ORG

SOME LOCAL ONES:

Earl Park Fall Festival, September 3rd -September 6th

Dan Patch Days, September 10th -12th

TOWN COUNCIL MEETING

THURSDAY, AUGUST 5, 2021 AT 6:00 PM

Council President Amy Brown called the meeting to order with Doyle Allison and Daniel Klumpe present. Members Jackey Apache and Richard (Rick) Hadley were absent.

The Council conducted the hearing on utility disconnections for non-payment. No resident was present to discuss their situation. Daniel Klumpe made the motion to approve those on the disconnection list be disconnected. Doyle Allison seconded the motion and all were in favor.

Doyle Allison made the motion to approve the June 2021 Minutes as written. Daniel Klumpe seconded the motion and all were in favor. Amy Brown made the motion to approve the July Minutes as written. Doyle Allison seconded the motion and all were in favor.

Amy Brown read the summary of claims presented for a total of \$142,652.58. Daniel Klumpe made the motion to approve the claims as presented. Doyle Allison seconded the motion and all were in favor.

Tim Clark with INTAC Management LLC updated the Council on the outstanding items on the building. LAMMCO is to be coming out to fix an issue with the room dividing curtain. The generator is scheduled for later this month for an inspection and load transfer test. He recommends that the final retainage to contractor Tri-Tech Construction be released. The final amount due is \$10,000. Daniel Klumpe made the motion to release the retainage. Amy Brown seconded the motion and all were in favor. He has made progress on the OSHA Plan and the Emergency Preparedness Plan. He is also working on some modification to the zoning and permitting based on his knowledge as the town's building commissioner. There was a question about open permits the County had issued prior to the Town taking over. Ron talked with the County and they will finish all open permits they had issued.

BF&S Engineer Dave Buck presented a task order for the Phlug Park/Trailhead. The cost is \$2,800 and the Phlug family will reimburse the town for the expense. Amy Brown made the motion to approve the task order. Daniel Klumpe seconded the motion and all were in favor. He gave a brief update on other open items, which are on hold until grant rounds open up or others get back with them on some information. Lastly, he states the street project will start in late September.

Town Administrator Ron Shoup gave department updates. He updated the Council on the guardrail on Fourth Street. The County joint drainage board is saying they are in charge of the ditch but the town is in charge of the guardrail. However, Ron got with the Benton County Highway and they are going to assist us with the repair. He asked the Council if he could take the town trucks to Covington Ford for maintenance. Amy Brown made the motion that the trucks can be taken to Covington Ford. Daniel Klumpe seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles asked if the 108 E Third Street Ordinance Violation has been resolved or if he needs to pursue further. The issue is resolved. Treeva presented Resolution 2021-0805 a Resolution regarding matters of the AIM Medical Trust. Amy Brown made the motion to adopt Resolution 2021-0805. Daniel Klumpe seconded the motion and all were in favor. Treeva asked who all they want to be able to participate in the Medical Insurance. Some towns include part-time employees, town council, even town attorney. Daniel Klumpe made the motion that full-time and part-time employees can participate, and regards to part-time the town would participate based on hours worked. Doyle Allison seconded the motion and all were in favor. Treeva reminded the Council that when the town received a grant for the fire-truck we would hold title for at least 7 years it would then be transferred to the fire department. It has been more than 7 years. Daniel Klumpe made the motion to sign the fire truck over to the fire department. Doyle Allison seconded the motion and all were in favor. Lastly, when the town was first notified that the town would be receiving Coronavirus American Rescue Relief Funds we would receive half of the town's share 30 days after the state receives the funds. They have now changed the process and we have to apply for the funds. She is requesting that the town agree to submit request for the funds. Daniel Klumpe made the motion to request the funds. Doyle Allison seconded the motion and all were in favor.

With nothing else to come before the Council, Amy Brown made the motion to adjourn at 6:40 pm. Doyle Allison seconded the motion and all were in favor.

SPECIAL MEETING OF THE TOWN COUNCIL MONDAY, AUGUST 16, 2021 AT 4:00 PM

Council President Amy Brown called the meeting to order at 4:07 PM with all members present.

The reason for the meeting is to discuss the open positions and how to fill them and how to handle things in the meantime.

Amy Brown made the motion that we advertise 2 positions which will separate the Utilities Operator responsibilities as the licensed operator of both utilities. These 2 positions will also absorb the duties of the Utilities Assistant position. The 2 new positions will be a Water/Street and Park Operator; and a Wastewater/Stormwater Operator. Each position if fully licensed will pay \$48,000 a year. They would like the advertisement for the positions to include the salary and benefits. Daniel Klumpe seconded the motion and all were in favor.

Clerk-Treasurer had re-done the job descriptions and the Council discussed. Treeva will make a few changes and present for adoption at the next meeting.

Richard (Rick) Hadley made the motion that Council President Amy Brown write a letter to the Alliance requesting to have a different Circuit Rider with the Alliance be sent to us rather than the one assigned to this area. Daniel Klumpe seconded the motion and all were in favor.

When Tom Tinsman agreed to come sign off as operator in charge for \$325 a week, we still had a utility assistant. Now that the utility assistant position will be vacant, he is requesting to be paid more. Daniel Klumpe made the motion that Tom Tinsman be paid \$25 per hour for work plus \$200 per report he sends to the state with a minimum of \$325 per week. Doyle Allison seconded the motion and all were in favor. Jackey Apache made the motion to pay for Tom to attend the Alliance Fall Conference to get his needed CEUs. The Town will pay up to \$1,000. Rick Hadley seconded the motion and all were in favor.

The Council requested Treeva research that the employees that are no longer here have been removed from the automatic call notification lists. Also, they would like research done as to if the applications for such notifications can be loaded on the Surface Pro.

They believe that in the future such applications or notifications should be on a town owned device and not personal phones.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 5:13 pm. Rick Hadley seconded the motion, and all were in favor.

TOWN COUNCIL MEETING
THURSDAY, AUGUST 19, 2021 AT 6:00 PM

Council President Amy Brown called the meeting to order at 6:00 PM with all members present.

Resident Janae Kraud addressed the Council stating she would like the alley vacated next to her house. The Council said they will have the town administrator look into it, in regard to if it is a needed alley, and research the process with the town attorney. They will get back with her.

Amy Brown read the summary of claims presented for a total of \$77,628.35. Daniel Klumpe made the motion to approve the claims presented. Jackey Apache seconded the motion, and all were in favor.

Tim Clark with INTAC Management LLC informed the Council that Buckeye is coming next week to test the generator. Lammco is also to be out early next week to look at the curtain. In regards to Emergency Preparedness Plan, he has got a copy of Brookston's and wants to sit down with Ron and Treeva to discuss if there are things in their's we would want in ours. He is still working on the OSHA Policy. In regards to the building commissioner items, he is working with Treeva and Ron so everyone will understand the process. He is working on some checklists on some of the normal items so that we can easily go through the appropriate steps.

BF&S Engineer Dave Buck gave updates. The next monthly meeting with department heads is September 8, 2021 but may need to be a little sooner as we skipped this month. It was rescheduled to August 31, 2021 at 8:00 am. He explained that the library's architect has contacted BF&S to be a sub-contractor to put together the site plan. He told the architect he would have to clear that through the Town Council since BF&S is a client for the town. Amy Brown made the motion that BF&S can be a sub-contractor on the library project. Richard (Rick) Hadley seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles presented revised job descriptions for the Town Administrator, Water/Street & Park Operator, Wastewater/Stormwater Operator and a Maintenance Operator. Rick Hadley made the motion to adopt the job descriptions. Doyle Allison seconded the motion and all were in favor. She presented Trash specifications for review and to request permission to advertise for bids. The Council unanimously agreed to the specifications and to publish for bids. Treeva presented Resolution 2021-0819 A Resolution transferring budget line items. Jackey Apache made the motion to adopt Resolution 2021-0819. Daniel Klumpe seconded the motion and all were in favor. She then asked in regards to the 2022 budget, there is a need to put a budget line for clean-up of properties. The Council unanimously agreed for her to try to put in \$10,000. She then discussed with the Council how they would like to spend the Coronavirus American Relief Rescue Funds. They will need to put together a plan, but this is in regards to providing the information to the rate consultant. They would like to look at the impact on Wastewater and Stormwater with a 50/50 split. She also discussed the Stormwater Rate Study and in regards to ERUs. The Council didn't like the impact to businesses originally proposed. She asked if they would like to look at a flat rate meaning 1 unit would =X and a residential would equal 1 unit. Then they could look at a commercial property would for example be charged 5 units and an industrial would be charged 10 units. They had discussion regarding small commercial vs large commercial, churches, educational, etc. She reminded them this is not final; it is just to see what that would look like. They agreed to look at residential, churches, educational and governmental classifications being 1 unit. Commercial would be 5 units and Industrial would be 10 units. If they don't like how that looks; they can keep looking at options until they are ok with the rate.

With nothing else to come before the Council, Jackey Apache made the motion to adjourn at 7:46 PM. Rick Hadley seconded the motion and all were in favor.