



**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	765-761-7594

**Councilmen**

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

**Town Hall's Holiday Hours**

The Town Hall is closed on Monday, January 2<sup>nd</sup> due to the holiday and on Tuesday, January 3<sup>rd</sup> for our End of the Year Process. As well, Monday, January 16<sup>th</sup> will be closed in honor of Martin Luther King Day.

**2023 Golf Permits**

2023 Golf Permits are available for the new year. All Golf Carts and ORVs must be registered at the Town Hall in order to operate within the Town Limits. (Ord.2021-0415 and 2021-0506B)

Golf Cart owners must show proof of insurance and pay a \$15.00 permit fee.

ORV owners must show proof of insurance and ORVs are required to register their ORV with the State of Indiana and show proof that it is.

Reminder: Always make sure insurance is updated when need to be.

Make sure you familiarize yourself with the Ordinances. They are located on the Town's website [www.otterbein.in.gov](http://www.otterbein.in.gov) under town forms and notices or you may request a copy at the Town Hall.

# Calendar January 2023

- 2<sup>nd</sup> Closed due to Holiday
- 3<sup>rd</sup> Closed due to End Year Process
- 5<sup>th</sup> Town Council Meeting 6:00 PM
- 16<sup>th</sup> Closed due to Holiday
- 19<sup>th</sup> Town Council Meeting 6:00 PM  
\*\*\*Trash Every Friday\*\*\*



Pay your bill online or by text

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

[Invoicecloud.com/Otterbein IN](http://Invoicecloud.com/Otterbein IN)



**Code Red**

It's never too late to sign up for Code Red, because it's a system to notify Otterbein residents of community events and alerts such as water issues, boil advisories, trash pickup dates, streets closing, and etc. Sign up for Code Red on our website [www.otterbein.in.gov](http://www.otterbein.in.gov) or feel free to contact us by telephone for help. Don't forget to add CODE RED as a contact, the CODE RED caller ID # is 855-969-4636.

**Large Item Pickup**

Call ahead for a pickup or if questions the town manager at 765-583-3430. Make sure you familiarize yourself with Ordinance 2022-0120B, Disposal of Large Items is located on the town's website, under Town Forms and Notices.

**Recycle**

Recycle, recycle; it's never too late to do it! The recycle center is located at 502 E 2nd Street. If uncertain of items acceptable, the recycle information is on our website, under Town Forms and Notices.

## January Otterbein Public Library Programs:

Intro to E-Sports, Monday, January 2<sup>nd</sup>, anytime during open hours

Mother Goose on the Loose, Tuesday's at 10:30 am

Preschool Storytime, Thursday's at 11:15 am

Allocating Your Mind and Money with Sarah Griffin-Mansfield Life Coach, Saturday, January 21<sup>st</sup>, 9:00 am—11:00 am with coffee and donuts

Pinterest, Thursday, January 26<sup>th</sup> at 6:00 pm

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### Winners of the Otterbein Rotary Annual Christmas Light Contest

**A Tie for First Place Winner:** the Jones' on Sunset Street  
and the Hartley's on First Street

**Second Place Winner:** the Stednitz's on Vandalia Street

Congratulations to the winners, and thanks to everyone who helped light up Otterbein!

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Struggling to pay your rent and/or utility bills? Applications are now being accepted for the Indiana Emergency Rental Assistance (IERA) program. You can apply online at [IndianaHousingNow.org](https://IndianaHousingNow.org) or unable to access the technology, call 211. More information on this utility assistance is located on the Town website [www.otterbein.in.gov](http://www.otterbein.in.gov) under helpful links, and under local.

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### **TOWN COUNCIL MEETING & ADDITIONAL APPROPRIATION PUBLIC HEARING THURSDAY, DECEMBER 1, 2022 AT 6:00 PM**

Council President Amy Brown called the meeting and public hearing to order at 6:00 PM with members Doyle Allison, Jackey Apache and Linda Brummet present. Member Richard Hadley was absent.

The Council conducted the hearing on Additional Appropriation Request of \$210,100 of Next Level Trails Grant Funds received from the state; and \$17,592 for the Public Safety Fund for equipment purchases. There were no public present to comment. Amy Brown made the motion to adopt Ordinance 2022-1201 Additional Appropriation for 2022. Jackey Apache seconded the motion, and all were in favor.

The Council held the Hearing on Utility Disconnection. No one was present to discuss there past due account. It was questioned the large amount past due from a business. Clerk-Treasurer Treeva Sarles explained. The Council unanimously agreed that businesses are to be treated the same as a residential customer. Jackey Apache made the motion to approve those listed for shut-off. Linda Brummet seconded the motion, and all were in favor.

Tim Clark with INTAC Management presented the Emergency Procedure Manual. Amy Brown made the motion to approve the Emergency Procedure Manual on first reading. Doyle Allison seconded the motion, and all were in favor.

Amy Brown read the summary of claim presented for a total of \$139,538.15. Jackey Apache made the motion to approve the claims as presented. Doyle Allison seconded the motion, and all were in favor.

Deputy Town Administrator Lukas Darling presented a quote 3" inch trash pump and a 4" trash pump. The Council discussed with him and Ron Shoup the difference between the pumps. Jackey Apache made the motion to purchase the 4" trash pump from Westside Tractor for \$2,253.88. Linda Brummet seconded the motion, and all were in favor. He presented the revised employee handbook. The council had no questions but also needed more time to review. It will be presented at the December 15, 2022, for adoption.

Clerk-Treasurer presented 1 utility account that needs written off for 2022. It is account 5057000 for \$149.56. The property was sold, and the past owner has been placed in a nursing home. Doyle Allison made the motion to approve the amount be written off. Linda Brummet seconded the motion, and all were in favor.

Town Marshal Jason Pritchett gave his annual report.

The Council set a Special Meeting to handle last minute financial items for December 28, 2022 at 3:00 PM.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn at 6:37 PM. Jackey Apache seconded the motion, and all were in favor.

## **TOWN COUNCIL MEETING**

### **THURSDAY, DECEMBER 15, 2022 6:00 PM**

Council President Amy Brown called the meeting to order with all members present. There were no public present.

Tim Clark with INTAC Management could not attend the meeting. Therefore, Deputy Town Administrator Lukas Darling presented 1 quote received of 4 solicited for a restroom facility for the town park. The one received was from Spencer Construction for \$45,350. Jackey Apache made the motion to reject the quote as it is too much for the town's finances. Linda Brummet seconded the motion, and all were in favor. They discussed other contractors that didn't send quote. Richard (Rick) Hadley will get a list of a few local contractors to Treeva for Tim Clark to extend the solicitation for quotes to be received at our December 28, 2022, Special meeting. Lukas presented a list of items that need to be addressed from safety and maintenance needs at our buildings. Tim Clark had done walk through inspections of our buildings. The council took the list under review. He presented a safety training calendar from Tim Clark to do monthly training and quarterly safety meetings.

Jackey Apache made the motion to approve the November 2022 Minutes as presented. Rick Hadley seconded the motion, and all were in favor. Amy Brown read the summary of claims presented for a total of \$186,570.25. Rick Hadley made the motion to approve the claims as presented. Doyle Allison seconded the motion, and all were in favor.

Clerk-Treasurer Treeva Sarles presented Resolution 2022-1215A updating the Payroll Structure 2023. The payroll structure had not been reviewed since 2018 when it was originally created. Richard Hadley made the motion to adopt Resolution 2022-1215A. Doyle Allison seconded the motion, and all were in favor. She presented Ordinance 2022-1215 An Ordinance to Amend the Salary Ordinance for 2023. This made several corrections to titles, salaries and to add an incentive for the operators to be licensed in the other utility. Jackey Apache made the motion to adopt Ordinance 2022-1215. Linda Brummet seconded the motion, and all were in favor.

Deputy Town Administrator Lukas Darling presented revisions to the Employee Handbook. Amy Brown made the motion to adopt the Handbook as presented. Jackey Apache seconded the motion, and all were in favor. He presented a job description for the newly created part-time project manager position. Rick Hadley made the motion to adopt the job description for the part-time project manager. Jackey Apache seconded the motion, and all were in favor.

Town Marshal Jason Pritchett informed the Council that Officer Philbrook last date was today. He explained that the bulletproof vest is fitted to the person and can not be worn by anyone else. Officer Philbrook is offering to pay \$500 to purchase his bulletproof vest from the Town. Amy Brown made the motion that he can do so. Jackey Apache seconded the motion, and all were in favor.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn the meeting at 7:22 PM. Rick Hadley seconded the motion, and all were in favor.