

## **TOWN POLICIES**

September 15th 2025

### **BOUNDARY POLICY**

-It is the property owner's sole responsibility to identify the boundary lines surrounding their property and not encroach on Town property. The Town of LaGrange may provide a boundary assessment at no cost upon the written request of the property owner prior to the building of any structure. The Town will provide the assessment as a courtesy and does not assume responsibility for the property owner's misuse of the information or misunderstanding. The property owner assumes any and all risk upon the placement of a structure on the Town's property and will incur the costs associated with its removal. Any encroachment on Town property is a violation of state statute.

### **COMPLAINT POLICY**

-All complaints will be handled by utilizing a "Complaint Form", this form has been approved by the town council. All completed complaint forms will be addressed at the town council meeting following the submission of the complaint form. Town clerk will contact town mayor if the complaint is deemed emergent.

### **INTERNAL CONTROL POLICY**

-A member of the LaGrange Town Council will review annually at least one unopened bank statement for each account of the town.

-The statement being reviewed will be initialed and dated by the individual reviewing the statement.

-The town council will review the fixed asset listing annually and make changes when appropriate.

-The town council will review official depositories annually.

-The town council will require the town clerk to periodically change the computer password.

-The town clerk will backup records periodically on disk and store them in a fireproof cabinet until they can be transferred to the town safety deposit box at the bank.

### **PERSONNEL POLICY**

-Each employee will be given a personnel policy upon hiring for all positions

### **PUBLIC RECORDS POLICY**

- All public records requests will be handled by utilizing a "Public Records Request Form", this form has been approved by the town council. All requests will be completed within 14 days of receipt of request.

### **VOLUNTEER POSITIONS**

-Any volunteer position such as Lodging Tax Board will not be a paid position and the town will not reimburse money spent on the position.

## Rate Schedules:

### ARENA USE

There is no charge for the use of the arena without chutes if not a paid event.

Donations will be accepted for the use of the arena without chutes.

- NO GLASS BOTTLES ALLOWED IN ARENA AREA

Rates for money earning events and/or use of chutes (practice or event):

Refundable Deposit \$500

\*There will be a \$250 charge for cleaning pens and/or chutes after event\*

Arena use only (event) - \$250/day \$125 for ½ day

Arena with Rough Stock Chutes - \$350/day \$175 for ½ day

Arena with Roping Chute - \$300/day \$150 for ½ day

### DOG LICENSES

- All dogs residing within the town limits and over the age of six (6) months are required to be licensed.
- Licenses can be issued anytime during the year and will expire January 1<sup>st</sup> each year.
- Rabies Vaccination verification is required to receive a license.
- Rate will be \$20/dog license for a maximum of three (3) dogs per household.

### EQUIPMENT

-All equipment will be run by a Town insured operator only. Exceptions can be made with proper insurance contract.

-Town Council/Mayor and Public Works Director must be contacted to schedule rental of equipment. After approval, at least one day's notice must be given prior to use. (Reminder to PWD)

-Town projects will come first.

-Equipment will leave Town only for Town purposes.

-Rental equipment will be limited to: Dump Truck, Loader, Deck Mower and Tractor. Maximum 4 hours per project, Minimum 1 hr.

-RENTAL RATES AS OF January 1, 2025 are as follows:

Dump Truck--\$100 per hour

Loader--\$150 per hour

Tractor with Deck Mower--\$85 per hour

Tractor--\$65 per hour

-LaGrange Volunteer Fire Department and LaGrange Fire District #8 have permission to utilize town equipment for emergency purposes within town limits.

### GARBAGE BILLING PAYMENTS

Garbage billing is in conjunction with water and sewer and all water and sewer policies apply to garbage billing as well, see Town Code book, Section 3. The rate will include garbage pickup, administration fee and fuel surcharge.

-Rates as of July 1<sup>st</sup> 2023 until June 30<sup>th</sup> 2026

Residential-\$23.00 per month

Commercial Small Share-\$27.50

Commercial Medium Share-\$39.65

Commercial Medium Individual-\$58.50

Commercial Large Individual-\$83.50

### SEWER HOOK-UPS

Sewer hook-ups will be installed by either Beightol Plumbing and Electric or Balding & Balding Ent. If the owner chooses to use a different installer, the owner must first have the installer approved by the Town Council, and the installer must provide proof of liability insurance to the Town prior to services rendered.

-Rates for Sewer tap are as follows:

Greater than 4" fee- \$2,000

4" or less fee - \$1,000

### SEWER BILLING PAYMENTS

Sewer billing is in conjunction with water and garbage and all water and garbage policies apply to sewer billing as well, see Town Code book, Section 7. Sewer rates will begin the 1<sup>st</sup> of the month following approval.

-Rates as of July 1<sup>st</sup>, 2025

Residential and Commercial properties are billed the same rate at \$30/month

Public School - \$105.25/month for sewer usage

Frontier School of the Bible pays 1 charge for each unit.

Dorms are figured on occupancy-1 unit for every 7 students.

Occupancy is calculated the 3<sup>rd</sup> week in August (when school starts).

Delinquent account disconnect/reconnection fee will be the same as a tap fee.

Disconnection/reconnection fee will be waived if the full amount of delinquent account is made within 2 days of shut off.

Disconnection and reconnection can be made upon request for special circumstances.

### WATER HOOK-UPS

-Water hook-ups will be installed by either Beightol Plumbing and Electric or Balding & Balding Ent. If the owner chooses to use a different installer, the owner must first have the installer approved by the Town Council, and the installer must provide proof of liability insurance to the Town prior to services rendered.

-The following materials must be used in the water hook-up:

- Stop Cock
- Dual Check Valve
- Stop and Waste
- Water Meter and Pit Cover

If there are any differences from the above materials, the plumber must notify the Council before proceeding.

-Rates for Water tap are as follows:

- Nonrefundable Service Deposit at time of application- \$50.00

- Greater than 1" tap -\$3,000

- 1" or less tap- \$2,000

#### WATER BILLING PAYMENTS

Water billing is in conjunction with sewer and garbage and all sewer and garbage policies apply to water billing as well, see Town Code book, Section 7. Water rates will begin the 1<sup>st</sup> of the month following approval.

-Rates as of July 1<sup>st</sup>, 2025

- Residential and Commercial properties are billed the same rate at \$33/month

- Public School - \$205.44/month for water usage

- Frontier School of the Bible pays 1 charge for each unit.

- Dorms are figured on occupancy-1 unit for every 7 students

- Occupancy is calculated the 3<sup>rd</sup> week in August (when school starts).

Delinquent account disconnect/reconnection fee will be the same as a tap fee.

Disconnection/reconnection fee will be waived if the full amount of delinquent account is made within 2 days of shut off.

Disconnection and reconnection can be made upon request for special circumstances.

#### WATER SOLD-Bulk

0-3000 gallons      \$50/Load

3001-6000 gallons      \$100/Load

\$10/1000 gallons over 6000/Load

- South Goshen Conservation District and LaGrange Fire District #8 are approved to receive bulk water free of charge.

Rev. & Approved September 15th 2025