

TOWN POLICIES

June 13th 2024

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

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 1st 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, 2017 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 with in 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 1st 2023

- 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:

Commercial and Residential tap fee - \$500.00

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.

-Rates as of July 1st, 2024

Residential and Commercial properties are billed the same rate at \$29/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 3rd week in August (when school starts).

RVs sewer will be pro-rated if less than one month on site in a trailer court.

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 fee -upon request of home owner - \$50.00

Reconnection fee- upon request of home owner - \$50.00

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

Commercial and Residential tap fee - \$1,850.00

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.

-Rates as of July 1st, 2024

Residential and Commercial properties are billed the same rate at \$31/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 3rd week in August (when school starts)

RVs water will be pro-rated if less than one month on site in a trailer court.

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 fee -upon request of home owner - \$50.00

Reconnection fee- upon request of home owner - \$50.00

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.