

TITLE 1

ADMINISTRATION AND PERSONNEL

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ADMINISTRATION AND PERSONNEL

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Chapter 1.02

RULES OF ORDER FOR THE GOVERNING OF THE BOARD

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1.02.030	Meeting dates and place
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1.02.110	Appointment of committees
1.02.120	Order of business

1.02.010 Observance of rules. Be it ordained by the Board of Trustees of the Town of Grandview, Spencer County, Indiana, that the following rules shall be observed by the Board for the conduct of their meetings. (Ord. No. 1, SI, No date)

1.02.030 Meeting dates and place. The Grandview Town Council will meet on the first Thursday of every month at 6:30 p.m. in the Grandview Town Hall, 316 Main Street, Grandview, Indiana. (Ord. 2006-3-2, Mar. 14, 2006) (Ord. unnumbered, Jan. 3, 1928) (Ord. No. 1, SII, SIII, No date)

1.02.040 President to preside at meetings. The President shall take the chair at the appointed hour and should he be absent some other member shall preside. The President, at the request of any member, may order the attendance of any absent member, and any two members may, on motion of the Board, order the attendance of the President. (Ord. No. 1, SIV, No date)

1.02.050 Questions of order. The President shall decide all questions of order, subject to an appeal to the Board, and shall preserve order and shall call to order any person who may trespass any rule. (Ord. No. 1, SV, No date)

1.02.060 Every Trustee shall vote unless conflict of interest. Every Trustee present shall vote upon each questions under consideration, unless he be interested therein or excused by the Board. (Ord. No. 1, SVI, No date)

1.02.070 Motions. Every motion shall if required by any Trustee, be reduced to writing, and every motion when seconded shall be stated by the President, or in writing shall be read by the Clerk, but may be withdrawn by the mover at any time before the result of the vote is announced by consent of the Board. (Ord. No. 1, SVII, No date)

1.02.080 No member can leave meeting, except upon leave of President. No member may leave the Board during a meeting of the Board, except upon leave of the President. (Ord. No. 1, SVIII, No date)

1.02.090 Every vote taken by yeas and nays. Every vote shall be taken by yeas and nays, and at the request of any two Trustees the yeas and nays shall be recorded. (Ord. No. 1, SIX, No date)

1.02.100 When not specifically expressed herein ordinary rules of proceedings shall apply. The Board shall be governed by the ordinary rules of proceedings in deliberate bodies, when not expressed in these rules or ordinances. (Ord. No. 1, SX, No date)

1.02.110 Appointment of committees. The President shall appoint the following standing committees:

- (1) Committee on claims;
- (2) Committee on public property;
- (3) Committee on assessment; and
- (4) Committee on streets and alleys, to whom shall be referred from time to time for examination business that may be presented to the Board. (Ord. No. 1, SXI, No date)

1.02.120 Order of business. The business of each meeting shall be considered in the following order:

- (1) Reading and correcting of the records of the previous meeting;
- (2) Reports of committees and actions thereon;
- (3) Receiving and referring claims;
- (4) Unfinished business; and
- (5) New business. (Ord. No. 1, SXII, No date)

Chapter 1.03

STANDARD OPERATING PROCEDURES (SOP)

Sections:

1.03.010	Payroll
1.03.020	Budget
1.03.030	Utilities
1.03.040	Other

1.03.010 Payroll.

- (1) Process Weekly/bi-weekly payroll
- (2) Balancing
- (3) Child Support/Garnish
- (4) Employee List to Co. Treasurer
- (5) End of Year/Month
- (6) H.R. Duties
- (7) Insurance Admin
- (8) Leave Time
- (9) New Employee
- (10) 100 R Report
- (11) Payroll
- (12) Personnel Handbooks
- (13) Pension Payroll
- (14) PERF
- (15) Quarterly Reports
- (16) Time Cards/Time Book
- (17) Taxes

- (18) Unemployment
- (19) Voluntary Deductions
- (20) Workman's Comp
- (21) W2's/1099

1.03.020 Budget.

- (1) Create Budget
- (2) Accounts Receivable
- (3) Accts Payable
- (4) Bond/Loan Payments
- (5) CTAR
- (6) Do Transfers
- (7) General Ledger/Balance Sheet/Income Statement
- (8) PO's
- (9) Prepare Claims/Council
- (10) Process Receipts
- (11) Vendors for trash collection
- (12) W-9's

1.03.030 Utilities.

- (1) Sewer Liens
- (2) URT
- (3) Utility Billing
- (4) Utility Meter Deposits
- (5) Process Utility payments

1.03.040 Other.

- (1) 911E-addresses
- (2) Admin. Contracts (Vendors-INDOT)
- (3) Advertising
- (4) Agendas
- (5) Answer Email
- (6) Answer Phone/Take Messages
- (7) Attend meetings
- (8) Audit Prep
- (9) Capital Assets
- (10) CD's Investments
- (11) Certify Mail
- (12) City Seal
- (13) Clean office
- (14) Codify ordinances
- (15) Collect Letters/Utilities
- (16) Collect Money
- (17) Community Service
- (18) Contractors-Mowing
- (19) Copying
- (20) Council Meeting Prep.
- (21) Create Ord/Res
- (22) Destruction and retention of records

- (23) Disconnect Notices
- (24) DLGF Debt Report
- (25) FEMA
- (26) Inventory
- (27) Issue Permits
- (28) IT Duties
- (29) Making Deposits
- (30) Minutes
- (31) Order Supplies
- (32) Planning Com/BZA Duties
- (33) Post Office
- (34) Prepare Bid Documents
- (35) Process Mail
- (36) Reception of Public
- (37) Retrieving invoices from website
- (38) Set up beginning year labels and files
- (39) Set up meeting rooms
- (40) Shut off Utility Services
- (41) TC Correspondence

(Ord. Unnumbered, Dec. 1, 2016)

Chapter 1.04

AT LARGE LEGISLATIVE BODY

Sections:

1.04.010 Election of Legislative Body at large

1.04.010 Election of Legislative Body at large. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GRANDVIEW, INDIANA, THAT the town legislative body districts of the Town of Grandview, and all members of the legislative body of the Town of Grandview, Indiana, shall hereafter be elected at large, and the abolition of legislative districts shall continue. (Ord. 2002-11-1, Nov. 4, 2002)

Chapter 1.06

CONFLICT OF INTEREST AND NEPOTISM POLICY

Sections:

1.06.010	Compliance with Indiana Code
1.06.020	Implementation of “Nepotism Policy” and “Contracting with a Unit by a Relative Policy”
1.06.030	Effective date of “Nepotism Policy” and Indiana Code provisions
1.06.040	Effective date of “Contracting with a Unit by a Relative Policy
1.06.050	More stringent or detailed requirements
1.06.060	Single member cannot act for the legislative body
1.06.070	Single member cannot act for the governing body
1.06.080	Full cooperation with implementation
1.06.090	Subject to action for failure to abide with Nepotism Policy
1.06.100	Violation may result in further action
1.06.110	Actions to ensure implementation
1.06.120	I.C. 36-1-20.2 and I.C. 36-1-21 annexed hereto
1.06.130	Public inspection

1.06.010 Compliance with Indiana Code. The Town of Grandview finds that it is necessary and desirous to adopt a policy of conduct with regard to nepotism in the employment with Grandview and in contracting with Grandview in order to continue to be able to provide local government services to its residents and to comply with the new laws effective July 1, 2012 known as IC 36-120.2 and IC 36-1-21, respectively. (Ordinance 2012-7-1-1, S1, July 1, 2012)

1.06.020 Implementation of “Nepotism Policy” and “Contracting with a Unit by a Relative Policy”. On July 1, 2012 Grandview shall have a Nepotism and a Contracting with a Unit policy that complies with the minimum requirements of IC 36-1-20.2 (hereinafter “Nepotism Policy”) and IC 36-1-21 (hereinafter “Contracting with a Unit by a Relative Policy”) and implementation will begin. (Ordinance 2012-7-1-1, S2, July 1, 2012)

1.06.030 Effective date of “Nepotism Policy” and Indiana Code provisions. The Town of Grandview Nepotism Policy is hereby established effective July 1, 2012, by adopting the minimum requirements provisions of IC 36-1-20.2, and including all future supplements and amendments thereto which become law from time to time, and making them a part hereof as if fully set out herein. In addition a copy of IC 36-1-20.2 Nepotism in effect on July 1 is attached hereto. (Ord. 2012-7-1-1, S3, July 1, 2012)

1.06.040 Effective date of “Contracting with a Unit by a Relative Policy. The Town of Grandview Contracting with a Unit by a Relative Policy is hereby established effective July 1, 2012 by adopting the minimum requirements provisions of IC 36-1-21, and including all future supplements and amendments thereto which become law from time to time, and

making them a part hereof as if fully set out herein. In addition a copy of the IC 36-1-21 Nepotism in effect on July 1 is attached hereto. (Ord. 2012-7-1-1, S4, July 1, 2012)

1.06.050 More stringent or detailed requirements. The Town of Grandview finds that both IC 36-1-20.2 and IC 36-1-21 specifically allow a unit to adopt requirements that are “more stringent or detailed” and that more detailed are necessary. (Ord. 2012-7-1-1, S5, July 1, 2012)

1.06.060 Single member cannot act for the legislative body. The Town of Grandview further finds that a single member of the legislative body cannot act for the body to make work assignments, compensation, grievances, advancement or a performance evaluation without prior authority of a majority of the body and therefore without such authority by the majority he/she will not be in the direct line of supervision. See, [IC 36-4-6-11] [IC 36-5-2-9.4]. (Ord. 2012-7-1-1, S6, July 1, 2012)

1.06.070 Single member cannot act for the governing body. The Town of Grandview finds that a single member of governing bodies with authority over employees in the Town of Grandview cannot act for the governing body to make work assignments, compensation, grievances, advancement or a performance evaluation without prior authority of a majority of the body, when a statute provides that a majority is needed to act, and therefore, without such authority by the majority the single member will not be in the direct line of supervision. See, (insert statute cite e.g. park board, plan commission etc.). (Ord. 12-7-1-1, S7, July 1, 2012)

1.06.080 Full cooperation with implementation. All elected and appointed officials and employees of the Town of Grandview are hereby directed to cooperate fully in the implementation of the policies created by this Ordinance and demonstrating compliance with these same policies. (Ord. 2012-7-1-1, S8, July 1, 2012)

1.06.090 Subject to action for failure to abide with Nepotism Policy. Failure to abide by or cooperate with the implementation, compliance and certifications connected with the Nepotism Policy is a violation and may result in the discipline, including termination, of an employee or a transfer from the direct line of supervision or other curative action. An elected or appointed official of the Town of Grandview who fails to abide by or cooperate with the implementation, with the compliance and with mandated certifications of the Nepotism Policy may be subject to action allowed by law. (Ord. 2012-7-1-1, S9, July 1, 2012)

1.06.100 Violation may result in further action. Failure to abide by or cooperate with the implementation, compliance and certifications connected with the Contracting with Unit by a Relative Policy is a violation and may result in the discipline, including termination, of an employee or a curative action. An elected or appointed official of the Town of Grandview who fails to abide by or cooperate with the implementation, with the compliance and with mandated certifications of the Contracting with Unit by a Relative Policy may be subject to action allowed by law. (Ord. 2012-7-1-1, S10, July 1, 2012)

1.06.110 Actions to ensure implementation. The policies created by this Ordinance are hereby directed to be implemented by any of the following actions: a) posting a copy of this

Ordinance in its entirety in at least one of the locations in the Town of Grandview where it posts employer posters or other notices to its employees: b) providing a copy of this Ordinance to its employees and elected and appointed officials; c) providing or posting a notice of the adoption of this Ordinance; or d) any such other action or actions that would communicate the policies established by this Ordinance to its employees and elected and appointed officials. Upon the taking of any of these actions the policies are deemed implemented by the Town of Grandview. (Ord. 2012-7-1-1, S11, July 1, 2012)

1.06.120 I.C. 36-1-20.2 and I.C. 36-1-21 annexed hereto. A copy of the provision of IC 36-1-20.2 and IC 36-1-21 effective July 1, 2012, are annexed hereto. (Ord. 2012-7-1-1, S12, July 1, 2012)

1.06.130 Public inspection. Two (2) copies of IC 36-1-20.2 and IC 36-1-21, and as supplemented or amended, are on file in the office of the Clerk or Clerk-Treasurer for the Town of Grandview for public inspection as maybe required by IC 36-1-5-4. (Ord. 2012-7-1-1, S13, July 1, 2012)

Chapter 1.07

EQUIPMENT AND VEHICLE FUEL POLICY

Sections:

1.07.010 Policy for Metering and Fueling Vehicles and Equipment

1.07.010 Policy for Metering and Fueling Vehicles and Equipment. The Town of Grandview adopts the following policy for metering and fueling of trucks, mowers, and other equipment-

- (1) Employees shall indicate which equipment or vehicle they are fueling on fuel log.
- (2) Employee shall note # of gallons being put into equipment or vehicle on fuel log.
- (3) Employee shall initial and date the fuel log.
- (4) Clerk-Treasurer will track and compare amount of fuel used with delivery invoices as they are received.
- (5) If any loss is noted, Clerk-Treasurer will immediately report loss to Town Council and follow loss and prevention procedures as noted in the Town of Grandview Internal Controls Handbook. (Ord. Unnumbered, Sept. 17, 2018)

Chapter 1.08

MILEAGE REIMBURSEMENT

Sections:

1.08.010 Adoption of General Form #101-Mileage Claim

1.08.010 Adoption of General Form #101-Mileage Claim. As prescribed by State Board of Accounts, the Town of Grandview does hereby adopt General Form 101-Mileage Claim, therefore, officers and town employees will be reimbursed for actual miles traveled at the maximum rate allowed by the State of Indiana of: .40 / mile. If two or more persons ride in the same motor vehicle, only one mileage reimbursement is allowable. This rate will be adjusted concurrently with the rates as they are modified by the State of Indiana. (Res. 2008-07-10-01, S1, July 3, 2008)

Chapter 1.09

PERSONNEL: HOLIDAY AND VACATION SCHEDULES

Sections:

- 1.09.010 Paid holiday schedule
- 1.09.020 Vacation days
- 1.09.030 Sick days
- 1.09.040 Personal days
- 1.09.050 Raises

1.09.010 Paid holiday schedule.

New Years Day
Memorial Day
July 4
Labor Day
Thanksgiving
Friday after Thanksgiving
1/2 Christmas Eve
Christmas Day
1/2 New Years Eve
(Ord. 10-24-96, Oct. 24, 1996)

1.09.020 Vacation days. On the 1st anniversary date of hire the first vacation shall be granted. Then vacations shall be given beginning January 1 of each year:

After 1 year: 5 days
After 5 years: 10 days
After 20 years: 15 days
(Ord. 10-24-96, Oct. 24, 1996)

1.09.030 Sick days. Sick days shall begin on January 1 of each year and unused days will not carry over to the new year.

5 sick days
(Ord. 10-24-96, Oct. 24, 1996)

1.09.040 Personal days. Personal days shall begin on January 1 and will not carry over the new year if unused.

3 personal days
(Ord. 10-24-96, Oct. 24, 1996)

1.09.050 Raises. Cost of living raises will be considered at the February meeting, with performance raises based on a total board point rating at the July meeting. (Ord. 10-24-96, Oct. 24, 1996)

Chapter 1.10

EMPLOYER-OWNED VEHICLES

Sections:

1.10.010 Policy

1.10.010 Policy. The Town Council of the Town of Grandview, Spencer County, Indiana hereby establishes a safe harbor substantiation policy in the following manner:

- (1) Personal use of the Town of Grandview's vehicles is prohibited other than commuting,
- (2) Such use of vehicles shall not be considered wages,
- (3) All employees shall be required to sign statements that vehicles will not be used for personal use other than commuting. (Ord. 2005-07-14, July 14, 2005)

Chapter 1.11

VOLUNTEER FIRE DEPARTMENT

Sections:

- 1.11.010 Existence in accordance with Indiana Code**
- 1.11.020 Operation and Official Business**

1.11.010 Existence in accordance with Indiana Code. The Grandview Town Council formally acknowledges the lawful existence of the Grandview Volunteer Fire Department, in accordance with Indiana Code 36-8-12-2. (Ord. 2008-06-05, S1, June 5, 2008)

1.11.020 Operation and Official Business. The Grandview Volunteer Fire Department currently owns and/or leases vehicles(s) used solely for official business of the Department in the service of answering fire alarms, extinguishing fires, and providing other emergency services. (Ord. 2008-06-05, S2, June 5, 2008)

Chapter 1.12

FIREFIGHTER BENEFITS

Sections:

- 1.12.010 Clothing Allowance**
- 1.12.020 Vehicle Allowance**

1.12.010 Clothing Allowance.

CLOTHING ALLOWANCE:
(ANNUAL)

Chief	\$400.00
Asst. Chief	\$300.00
Fireman/EMR	\$200.00

1.12.020 Vehicle Allowance.

VEHICLE ALLOWANCE:
(ADDITIONAL HOURLY PAY PER EVENT)

Runs	\$1.00
Station Duty	\$2.00
Meetings	\$1.00
Trainings	\$1.50
Extra Departmental Activities	\$1.00

(Ord. 2016-11-3-1, Nov. 3, 2016) (Ord. 2014-6-4, Dec. 4, 2014) (Ord. 2004-11-1, Nov. 3, 2004)

Chapter 1.13

DEFACING OR DESTROYING POSTED NOTICES OR ORDINANCES

Sections:

1.13.010 Unlawful to destroy or deface posted documents

1.13.010 Unlawful to destroy or deface posted documents. Every person who shall wantonly destroy, pull down or deface any printed or written notice, advertisement or ordinance, posted up at any proper place within said Town of Grandview, shall be deemed guilty of disorderly conduct, and upon conviction thereof shall be fined in the sum of five dollars and cost of prosecution. (Ord. No. 3, S11, No date)

Chapter 1.16

ORDINANCE VIOLATIONS BUREAU

Sections:

- 1.16.010** **Established**
- 1.16.020** **Acceptance of fines and penalties**
- 1.16.030** **Violations schedule**
- 1.16.040** **Payment to Clerk authorized**

1.16.010 Established. There is hereby established the Grandview Ordinance Violations Bureau, and the Clerk-Treasurer is hereby appointed as the Violations Clerk. (Ord. 2002-5-03, S1.16.010, May 6, 2002)

1.16.020 Acceptance of fines and penalties. The Clerk or her authorized assistants shall accept written appearances, waivers of trial, admissions of violations, and payments of fines and penalties which do not exceed One Hundred Dollars (\$100.00). (Ord. 2002-5-03, S1.16.020, May 6, 2002)

1.16.030 Violations schedule. There is hereby established a Violations Schedule, which schedule is declared to be every fine or penalty provision contained in the Grandview Municipal Code, except for utility rates and moving traffic violations. (Ord. 2002-5-03, S1.16.030, May 6, 2002)

1.16.040 Payment to Clerk authorized. Every provision of the Grandview Municipal Code, except for utility rates and moving traffic provisions, shall be construed to allow for payment of any fine or penalty not in excess of One Hundred Dollars (100.00) to the Clerk or her authorized assistants as authorized by I.C. 33-6-3. (Ord. 2002-5-03, S1.16.040, May 6, 2002)

Chapter 1.17

FIRE DEPARTMENT DONATION FUND

Sections:

- 1.17.010** **Purpose**
- 1.17.020** **Creation**

1.17.010 Purpose. The Town Council of the Town of Grandview finds it beneficial to establish a Fire Department Donation Fund for the purposes of deposits and disbursements received. (Res. 2017-02-02-01, Feb. 2, 2017)

1.17.020 Creation. The Town Council of the Town of Grandview hereby establishes a Fire Department Donation Fund. (Res. 2017-02-02-01, Feb. 2, 2017)

Chapter 1.18

CUMULATIVE FIRE FUND

Sections:

- 1.18.010** **Established**
- 1.18.020** **Tax levy**
- 1.18.030** **Public Hearing**

1.18.010 Established. The Hammond Township Advisory Board of Spencer County, Indiana establishes a Cumulative Fire Fund for the following purposes:
(Ord. unnumbered, July 20, 2015)

For Firefighting Equipment and Apparatus

1.18.020 Tax levy. This Board will adhere to the provisions of Indiana Code 36-8-14. The proposed fund will not exceed \$.0333 on each \$100 of assessed valuation. Said tax rate will be levied beginning with taxes for 2016 payable 2017. (Ord. unnumbered, July 20, 2015)

1.18.030 Public Hearing. Proofs of publication of the public hearing held on the July 20, 2015 and a certified copy of this resolution shall be submitted to the Department of Local Government Finance of the State of Indiana as provided by law. This cumulative fund is subject to the approval of the Department of Local Government Finance. (Ord. unnumbered, July 20, 2015)

Chapter 1.19

DISSOLVING THE DEPARTMENT OF POLICE

Sections:

- 1.19.010** **Dissolving of Police Department**
- 1.19.020** **Effective Date**

1.19.010 Dissolving of Police Department. The Town Council for the Town of Grandview hereby dissolves the police department of the Town of Grandview. (Ord. 2003-9-2, Sept. 16, 2003)

1.19.020 Effective Date. This Ordinance shall be in full force and effect the date of passage on September 16, 2003. (Ord. 2003-9-2, Sept. 16, 2003)

Chapter 1.21

**ESTABLISHED COSTS FOR WORK PERFORMED BY EMPLOYEES AND/OR
EQUIPMENT FOR PRIVATE CITIZENS OR COMPANIES**

Sections:

1.21.010 Labor and/or Equipment Rates

1.21.010 Labor and/or Equipment Rates.

Laborer	\$60.00 per hour
Laborer with Hand Equipment	\$75.00 per hour
Backhoe / Operator	\$135.00 per hour
Tractor / Operator	\$90.00 per hour
Dump Truck / Operator	\$90.00 per hour

(Ord. 2016-9-1-2, Sept. 1, 2016) (Ord. 2001-10-10, S1, Oct. 10, 2001)

Chapter 1.22

DEPARTMENT OF PARKS AND RECREATION

Sections:

- 1.22.010 Created
- 1.22.020 Members
- 1.22.030 Terms
- 1.22.040 Election of officers
- 1.22.050 Powers and duties
- 1.22.060 Annual budget

1.22.010 Created. Under the provisions of IC 36-10-3 there is hereby created a municipal Department of Parks and Recreation. (Ord. 12-4-89, S1, Dec. 4, 1989)

1.22.020 Members. A Park and Recreation Board shall be created composed of:

- (1) Four (4) members appointed by the Town Council President on the basis of their interest in and knowledge of parks and recreation. No more than two (2) members shall be of the same political party.
- (2) One (1) ex officio member who is a member of and appointed by the Board of School Trustees.
- (3) One (1) ex officio member who is a member of and appointed by the Library District Board.

The Library District and School Board shall fill any vacancies of their ex officio members. Ex officio board members have all the rights of regular members, including the right to vote.* (Ord. 2002-5-04, S1, May 6, 2002) (Ord. 12-4-89, S2, Dec. 4, 1989)

1.22.030 Terms. Upon establishment of the park board, the terms of the members initially appointed shall be:

- (1) One (1) member for a term of one (1) year,
- (2) One (1) member for a term of two (2) years,
- (3) One (1) member for a term of three (3) years, and
- (4) One (1) member for a term of four years.

* The two ex officio members are optional for a municipal park and recreation board. Either or both the school or library boards may be represented, but if one or both are to be included the provision must be written in the ordinance.

As a term expires, each new appointment shall be made by the Town Council President for a term of (4) years. All terms expire on the first Monday in January, but a member shall continue in office until his successor is appointed. If an appointment for a new term is not made by the Town Council President by the first Monday in April, the incumbent shall serve another term. If a vacancy occurs, the Town Council President shall appoint a new member for the remainder of the unexpired term. (Ord. 2002-5-04, S2, May 6, 2002) (Ord. 12-4-89, S3, Dec. 4, 1989)

1.22.040 Election of officers. At its first regular meeting in each year, the Board shall elect a president and vice-president. The vice-president shall have authority to act as the president of the Board during the absence or disability of the president. The Board may select a secretary either from within or without its own membership. (Ord. 12-4-89, S4, Dec. 4, 1989)

1.22.050 Powers and duties. The Board shall have the power to perform all acts necessary to acquire and develop sites and facilities and to conduct such programs as are generally understood to be to be park and recreation functions. In addition the Board shall have all the powers and duties listed in IC 36-10-3. (Ord. 12-4-89, S5, Dec. 4, 1989)

1.22.060 Annual budget. The Board shall prepare and submit an annual budget in the same manner as other departments of city government as prescribed by the State Board of Accounts. The Board may accept gifts, donations, and subsidies for park and recreation purposes. (Ord. 12-4-89, S6, Dec. 4, 1989)

Chapter 1.23

PARK AND RECREATION DONATION FUND

Sections:

1.23.010 Establishment

1.23.010 Establishment. The Town Council of Grandview hereby establishes a Park and Recreation Donation Fund for the purpose of depositing monies for the maintenance of park and recreation facilities. (Resolution 2004-5-4, May 10, 2004)

Chapter 1.25

SOCIAL SECURITY ADMINISTRATION; OLD-AGE AND SURVIVOR'S INSURANCE

Sections:

- 1.25.010 Election of coverage
- 1.25.020 Positions covered
- 1.25.030 Inclusion of Federal-State provisions
- 1.25.040 Effective when

1.25.010 Election of coverage. Be it resolved, that the Governing Body of Town of Grandview, Indiana, hereby elects coverage under the Old-Age and Survivor's Insurance as provided by Chapter 313, Acts of 1951, as amended, and as they may be amended, and as they may be implemented by regulations of the State Agency. (Ord. 1965-2, S1, Apr. 6, 1965)

1.25.020 Positions covered. The following positions are hereby designated as those which are to be covered. All positions except:

- (1) All services of an emergency nature.
- (2) Part-time positions. (normally requiring 600 hours per year or less)
- (3) Positions, the compensation for which is on a fee basis. (Ord. 1965-2, S2, Apr. 6, 1965)

1.25.030 Inclusion of Federal-State provisions. For the purpose of carrying out the provisions of Title II, Section 218, of the Federal Social Security Act and amendments thereof, the agreement entered into between the State Agency with the approval of the Governor and the Social Security Administrator is made a part of this Resolution and shall constitute an integral part of the Federal Agreement between this Political Subdivision and the State Agency and shall become a part of the agreement or modification of the agreement between the State and the Social Security Administrator. The Governing Body hereby explicitly agrees that it will fully perform the obligation of a Political Subdivision under said (Federal-State) agreement and Chapter 313, Acts of 1951, as amended and as they may be amended, and as they may be implemented by regulations of the State Agency. (Ord. 1965-2, S3, Apr. 6, 1965)

1.25.040 Effective when. This ordinance shall be in full force and effect upon passage and approval, for all intents and purposes, except that active coverage shall begin as of the 1st day of January, 1965. (Ord. 1965-2, S4, Apr. 6, 1965)

Chapter 1.26

PURCHASING REQUIREMENTS AND FOR PROTECTION OF CONTRACT AND PURCHASING RECORDS

Sections:

- 1.26.010 Purchases less than \$1,500.00
- 1.26.020 Purchases less than \$50,000.00
- 1.26.040 Special Purchasing Methods
- 1.26.050 Safeguard of Contract and Purchasing Records

1.26.010 Purchases less than \$1,500.00. Each Purchasing Agent may purchase item(s) not exceeding the cost of \$1,500.00 without Town Council of the Town of Grandview or other governing body having supervisory authority over the Purchasing Agent's approval or action, if such purchase is properly within the Purchasing Agent or Department's budgeted appropriations. Purchasing Agents shall not artificially divide purchases so as to permit purchase under this Section. (Ord. 2016-3-1-4, S1, March 1, 2016)

1.26.020 Purchases less than \$50,000.00. For purchases which are expected to exceed \$1,500.00 but to be less than \$50,000.00, the Purchasing Agent shall solicit quotes for such purchase as required by I.C. 5-22-8-3 and present unopened responsive quotes to the Town Council of the Town of Grandview or other governing body having supervisory authority over the Purchasing Agent in regular or special session for opening, consideration and award. All quotes or bids shall be opened in a public meeting, read aloud and recorded in the minutes of the Town Council of the Town of Grandview or other governing body. Purchasing Agents shall not artificially divide any purchase so as to permit purchase under this Section. The Town Council of the Town of Grandview may permit variance from the quote procedures for purchases which are expected not to exceed \$50,000.00 at any any regular or special session on a case-by-case basis upon request by a Purchasing Agent. (Ord. 2016-3-1-4, S2, March 1, 2016)

1.26.040 Special Purchasing Methods. With the concurrence of the Town of Grandview or the Purchasing Agent's Department Executive Officer, for purchases which are expected to exceed \$1,500.00 a Purchasing Agent may utilize any of the Special Purchasing Methods as prescribed by I.C. 5-22-10 under the circumstances, conditions, and terms as prescribed in such statutes. When any Special Purchasing Methods are utilized by a Purchasing Agent, the Purchasing Agent shall notify the Town Council of the Town of Grandview or other governing board of the reasons for dispensing with the quote or bid procedure at the next regular meeting following such purchase, and method of making such purchase. (Ord. 2016-3-1-4, S4, March 1, 2016)

1.26.050 Safeguard of Contract and Purchasing Records. Any and all documents concerning or relating to public works projects or the purchase of equipment, supplies and/or other necessary items shall be preserved and protected as follows:

- (1) The Purchasing Agent shall maintain and preserve any and all solicitations for quotes or bids for public works or purchases, including a list of any and all potential bidders or suppliers solicited for a quote or bid for such project or purchase, and the date such solicitation was mailed or sent, and deliver such solicitation and any required publication to the Town of Grandview Clerk-Treasurer immediately upon transmitting the bid package or solicitation to potential bidders or suppliers.
- (2) Each solicitation sent by facsimile, electronic mail or other electronic means shall be simultaneously copied to the Town of Grandview Clerk-Treasurers facsimile machine or electronic mail address, as the case may be, and the Purchasing Agent shall print and deliver to the Town of Grandview Clerk-Treasurer the facsimile confirmation page reflecting to whom any solicitation is delivered to the Town of Grandview Clerk-Treasurer prior to the date specified for receipt of quotes and/or bids.
- (3) Each solicitation for quotes or bids shall direct those submitting written offers by mail, private carrier, or in person to deliver such items in a sealed envelope to the Town of Grandview Clerk-Treasurer clearly marked as a quote or bid for the project or purchase for which solicitation was made. Each solicitation which requires quotes by facsimile or electronic means shall direct that responsive quotes or bids be sent to the Town of Grandview Clerk-Treasurer's facsimile machine or electronic mail address and not to the Purchasing Agent, and that any quote sent to the Purchasing Agent may be deemed to be non-responsive. Upon receipt of any quote by facsimile or electronic means, the Town of Grandview Clerk-Treasurer immediately shall seal such quote in an envelope clearly marked as a quote for the project or purchase for which the solicitation was made, and shall not disclose the contents of the quote to any other person prior to the meeting at which quotes are to be opened, including the Purchasing Agent.
- (4) All quotes and/or bids to supply equipment, supplies and/or other necessary items shall be submitted directly by offerors to the Town of Grandview Clerk-Treasurer, who shall preserve such offers received by mail or in person in an unopened state, and shall maintain the quotes and bids received by the Town of Grandview Clerk-Treasurer and sealed as required in paragraph (3), herein, and deliver such unopened quotes or bids to the Town Council of the Town of Grandview or other governing body at the public meeting at which such quotes or bids are to be opened.
- (5) Immediately following opening and reading of such quotes or bids, the Town of Grandview Clerk-Treasurer shall provide a copy of such quotes or bids to the Purchasing Agent, if requested, and shall maintain custody and control of the original quotes or bids and all documents submitted by offerors.
- (6) The Town of Grandview Clerk-Treasurer shall maintain each solicitation, any quotes and/or bids received in response to a solicitation, any contracts awarded and any and all ancillary documents in a separate file for such public

work or purchase, all of which shall be preserved, protected and disclosed as a public record subject to public inspection under I.C. 5-14-3. (Ord. 2016-3-1-4, S5, March 1, 2016)

Chapter 1.28

FIXED ASSET CAPITALIZATION POLICY

Sections:

- 1.28.010 Definitions and provisions
- 1.28.020 Recording and accounting
- 1.28.030 Safeguarding of assets

1.28.010 Definitions and provisions. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (1) "Tangible Assets". Assets that can be observed by one or more of the physical senses. They may be seen and touched and, in some environments, heard and smelled.
- (2) "Fixed Asset". Tangible assets of a durable nature employed in the operating activities of the unit that are relatively permanent and are needed for the production or sale of goods or services are termed property, plant and equipment or fixed assets. These assets are not held for sale in the ordinary course of business. This broad group is usually separated into classes according to the physical characteristics of the items (e.g. land, buildings, improvements other than buildings, machinery and equipment, furniture, and fixtures).
- (3) "Capital Outlays". Expenditures which benefit both the current and future periods. This includes costs of acquiring land or structures, construction or improvement of buildings, structures or other fixed assets; and equipment purchases having an appreciable and calculable period of usefulness. These are expenditures resulting in the acquisition of or addition to the government's general fixed assets.

- A. LAND. This Town will capitalize all land purchases, regardless of cost.

Exceptions to land capitalization are land purchased outright, an easements, or right-of-way for infrastructure. Examples of infrastructures are roads and streets, street lighting systems, bridges, overpasses, sidewalks, curbs, parking meters, street signs, viaducts, wharfs, and storm water collection.

Original cost of land will include the full value given to the seller, including relocation, legal services incidental to the purchase (including title work and opinion), appraisal and negotiation fees, surveying and costs for preparing the land for its intended purpose (including contractors and/or Town workers (salary and benefits),

such as demolishing buildings, excavating, clean up, and/or inspection.

A department will record donated land at fair market value on the date of transfer plus any associated costs.

Purchases made using Federal and State funding will follow the source funding policies and above procedures.

- B. MACHINERY AND EQUIPMENT. The definition of machinery and equipment is: an apparatus, tool, or conglomeration of places to form a tool. The tool will stand alone and not become part of a basic structure or building.

This Town will capitalize and tag items with an individual value equal to or greater than \$500.00. Machinery combined with other machinery to form one unit with a total value greater than the above mentioned limit will be one unit.

Shipping charges, consultant fees, and any other costs directly associated with the purchased, delivery, or set up, (including contractors, and/or Town works (salary and benefits), which makes such equipment operable for its intended purpose will be capitalized.

Improvements or renovations to existing machinery and equipment will be capitalized only if the result of the change meets all of the following conditions:

1. total costs exceeds \$500.00,
2. the useful life is extended two or more years, and
3. the total costs will be greater than the current book value and less than fair market value.

Examples Include:

A work truck being equipped with screens, lights, or radios for use as a single unit throughout its life expectancy is considered one unit.

If police cars are constantly changing light bars or radios to other vehicles, the Town will capitalize each piece of equipment separately, if it meets the required dollar amount.

A departments computer (CPU, monitor, keyboard, and printer) is considered one unit.

A department will record donated machinery and equipment at fair market value on the date of transfer with any associated procedures.

Purchases made using Federal and State funding will follow the source of funding policies and above procedures.

- C. BUILDINGS. A department will capitalize buildings at full costs with no subcategories for tracking the cost of attachment. Examples of attachments are roofs, heating, cooling, plumbing, lighting, or sprinkler systems, or any part of the basic building. The department will include the cost of items designed or purchased exclusively for the building.

A department's new building will be capitalized only if it meets the following conditions:

1. the total cost exceeds \$5,000.00, and
2. the useful life is greater than two years.

A department improving or removing an existing building will capitalize the cost only if the result meets all of the following conditions:

1. the total cost exceeds \$5000.00,
2. the useful life is extended two or more years, and
3. the total cost will be greater than the current book value and less than the fair market value.

Capital building costs will include preparation of land for the building, architectural and engineering fees, bond issuance fees, interest cost (while under construction), accounting costs if material, and any costs directly attributable to the construction of a building.

A department will record donated buildings at fair market value on the date of transfer with any associated costs.

Purchases made using Federal and State funding will follow the source funding policies and above procedures.

- D. IMPROVEMENTS OTHER THAN BUILDINGS. The definition of this group is improvements to land for better enjoyment, attached or not easily removed, and will have a life expectancy of greater than two years.

Examples are walks, parking areas and drives, golf cart paths, fencing, retaining walls, pools, outside fountains, planter underground sprinkler systems, and other similar items.

Improvements do not include roads, streets, or assets that are of value only to the public. For example, Main Street is a public street with greatest value to the public. Roads or drives upon City-owned land that provide support to our facilities are assets. A sidewalk down the road for public enjoyment in an infrastructure improvement and is not capitalized. However, sidewalks installed upon City-owned land for use by the public and for the support of our facility are capital assets.

The Town will capitalize new improvements other than buildings only if it meets the following conditions:

1. the total cost exceeds \$5,000.00, and
2. the useful life is greater than two years.

A department will capitalize improvements or renovations to existing improvements other than buildings only if the result meets the following conditions:

1. the total costs exceeds \$5,000.00, and
2. the asset's useful life is extended two or more years, and
3. the total cost will be greater than the current book value and less than fair market value.

A department's donated improvements other than buildings will be recorded at fair market value on the date of transfer with any associated costs.

Purchases made using Federal and State funding will follow the source funding policies and above procedures.

- E. Historical Cost. The cash equivalent price exchanged for goods or services at the date of acquisition. Land, building, equipment, and most inventories are common examples of items recognized under the historical cost attribute.
- F. Enterprise Funds. Those funds used to account for operations
1. that are financed and operated in a manner similar to private business enterprise - where the intent of the governing body is that the costs (expenses, including depreciation) of

providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; of

2. where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability and other purposes.

The enterprise funds of the Town of Grandview, Indiana shall include the municipally owned gas, water and sewage utilities. Operation of these utilities shall require enterprise fund accounting and reporting. (Ord. 99-2-1, S1, Feb, 1, 1999)

1.28.020 Recording and accounting. The Town and its various departments shall classify capital expenditures as capital outlays within the fund from which the expenditure was made in accordance with the Chart of Accounts of the Cities and Towns Manual. The cost of the property, plant and equipment includes all expenditures necessary to put the asset into position and ready for use. For purposes of recording fixed assets of the Town and its departments, the valuation of assets shall be based on historical cost or where the historical cost is undeterminable, by estimation of those assets is existence.

The Town's municipally owned utilities shall record acquisition of Fixed Assets in accordance with general accepted accounting principles. When an asset is purchased for cash, the acquisition is simply recorded at the amount of cash paid, including all outlays relating to its purchase and preparation for intended use. Assets may be acquired under a number of other arrangements including:

- (1) assets acquired for a lump-sum purchase price
- (2) purchase on deferred payment contract
- (3) acquisition under capital lease
- (4) acquisition by exchange of nonmonetary assets
- (5) acquisition by issuance of securities
- (6) acquisition by self-construction
- (7) acquisition by donation or discovery

Some of these arrangements present special problems relating to the cost to be recorded, for example, in utility accounting, interest during the period of construction has long been recognized as a part of the asset cost. Reference to an intermediate accounting manual will

illustrate the recording of acquisition of assets under the aforementioned acquisition arrangements. For purposes of recording fixed assets of the utilities the valuation of assets shall be based on historical cost.

1.28.030 Safeguarding of assets. Be it ordained that accounting controls be designed and implemented to provide reasonable assurances that:

- (1) capital expenditures made by the Town, its various departments and utilities be in accordance with management's authorization as documented in the minutes.
- (2) transactions of the utilities be recorded as necessary to permit preparation of financial statements in conformity with generally accepted principles.
- (3) adequate detail records be maintained to assure accountability for Town and Utility owned assets.
- (4) access to assets be permitted in accordance with management's authorization.
- (6) the recorded accountability for assets be compared with the existing assets at least every two years and appropriate action be taken with respect to any differences. (Ord. 99-2-1, S3, Feb. 1, 1999)

Chapter 1.29

COMMUNITY CROSSINGS LOCAL ROAD AND BRIDGE MATCHING GRANT – FUND 476

Sections:

- 1.29.010 Purpose**
- 1.29.020 Creation**

1.29.010 Purpose. The Town Council of the Town of Grandview finds it beneficial to establish FUND 476 COMMUNITY CROSSINGS LOCAL ROAD AND BRIDGE MATCHING GRANT for the purposes of deposits and disbursements received. (Ord. 2017-11-20-1, Nov. 20, 2017)

1.29.020 Creation. The Town Council of the Town of Grandview hereby establishes FUND 476 COMMUNITY CROSSINGS LOCAL ROAD AND BRIDGE MATCHING GRANT. (Ord. 2017-11-20-1, Nov. 20, 2017)

Chapter 1.30

CUMULATIVE CAPITAL IMPROVEMENT FUND

Sections:

- 1.30.010 Created**
- 1.30.020 Capital Improvement, defined**

1.30.010 Created. In accordance with the requirements of Section 8 of Chapter 225, Acts of 1965 General Assembly, there is hereby created a special fund to be known as the Cumulative Capital Improvement Fund of Grandview into which the cigarette taxes allotted to Grandview by reason of Subsection C (1) (C) of Section 27C and Section 27d of the Indiana Cigarette Tax Law being Chapter 222 of the Acts of 1947 as amended shall be deposited. Said fund shall be a cumulative fund and all of the monies deposited into said fund shall be appropriated and used solely for capital improvements as hereinafter defined and none of such monies shall revert to the general fund or be used for any purposes other than capital improvements. (Ord. No. 65-3, S1, Oct. 4, 1965)

1.30.020 Capital Improvement, defined. The term "capital improvement" means the construction or improvement of any property owned by the Town of Grandview including but not limited to streets, thoroughfares and sewers and the retirement of general obligation bonds of Grandview issued, and the proceeds used for the purpose of constructing capital improvements. The term capital improvement shall not include salaries of any public officials or employees except those which are directly chargeable to a capital improvement. (Ord. No. 65-3, S2, Oct. 4, 1965)

Chapter 1.31

RAINY DAY FUND

Sections:

- 1.31.010 Establishment**
- 1.31.020 Non-reverting Fund**
- 1.31.030 Purpose**
- 1.31.040 Subject to appropriation process**
- 1.31.050 Transfer to Fund**

1.31.010 Establishment. There is hereby established a Grandview Rainy Day Fund beginning in the year 2008. (Ord. 2008-4-3-03, S1, Apr. 3, 2008)

1.31.020 Non-reverting Fund. The Grandview Rainy Day Fund is a non-reverting fund into which grants and other unused or unencumbered funds may be transferred. (Ord. 2008-4-3-03, S2, Apr. 3, 2008)

1.31.030 Purpose. The purpose of the Grandview Rainy Day Fund is to be used to defray general operating expenses of the Town of Grandview, and other purposes that may be allowed by law. (Ord. 2008-4-3-03, S3, Apr. 3, 2008)

1.31.040 Subject to appropriation process. The Grandview Rainy Day Fund shall be subject to the same appropriation process as other funds that receive tax monies. (Ord. 2008-4-3-03, S4, Apr. 3, 2008)

1.31.050 Transfer to Fund. Transfers to the Grandview Rainy Day Fund may be made at any time during the fiscal year. (Ord. 2008-4-3-03, S5, Apr. 3, 2008)

Chapter 1.32

LOIT SPECIAL DISTRIBUTION FUND 257

Sections:

1.32.010 Established

1.32.010 Established. The Town Council of the Town of Grandview, ordains that Fund 257 be established, that this Fund 257 shall be subject to the same appropriation process as other municipal funds, and that the funds received as part of the LOIT Special Distribution be allocated as follows:

Seventy-five percent (75%) be placed into Fund 257 and used for local road and streets budgeted for Budget Year 2017 and:

Twenty-five percent (25%) be placed into the Rainy Day Fund. (Ord. 2016-6-1, June 2, 2016)

Chapter 1.33

ALLOW CLERK-TREASURER TO PAY CERTAIN CLAIMS PRIOR TO COUNCIL ALLOWANCE

Sections:

1.33.010 Certain claims allowed to be paid before Council meets

1.33.010 Certain claims allowed to be paid before Council meets. The Town of Council of the Town of Grandview, allows the Clerk-Treasurer to pay certain claims before council meets to include:

- (1) Property or services purchased from the U.S. Government
- (2) License or permit fees
- (3) Insurance premiums
- (4) Utility payments or connection charges
- (5) General grant programs where advance refunding is not prohibited and the contracting party posts sufficient security to cover the amount advanced
- (6) Grants of State funds
- (7) Maintenance or service agreements
- (8) Leases or rental agreements
- (9) Bond or coupon payments
- (10) Payroll
- (11) State, federal, or county taxes

Such payments must still be supported by a fully itemized claim and be reviewed and allowed at the next regular or special meeting following preapproved payment of the expense. (Ord. 2016-12-1, Dec. 1, 2016)

Chapter 1.34

HOME RULE AUTHORITY; RECORDS MANAGEMENT; INTERNAL CONTROLS

Sections:

1.34.003	Purpose
1.34.005	IC 36-1-3
1.34.010	Home Rule
1.34.020	Records Management
1.34.030	Internal Controls

1.34.003 Purpose. The Town Council of the Town of Grandview has determined that it is in the best interest of the Town to have the Clerk-Treasurer adhere to Cities and Towns Bulletins as published by State Board of Accounts. (Res. 2017-5-4-3, Whereas, May 4, 2017)

1.34.005 IC 36-1-3. IC 36-1-3 establishes Home Rule Authority. (Res. 2017-5-4-3, Whereas, May 4, 2017)

1.34.010 Home Rule. The Town Council of the Town of Grandview shall give the Clerk-Treasurer the authority to adhere to Cities and Towns Bulletins as published by State Board of Accounts. (Res. 2017-5-4-3, S1, May 4, 2017)

1.34.020 Records Management. The Clerk-Treasurer of the Town of Grandview shall adhere to, practice and follow the Cities and Towns Retention Schedule, Indiana Commission on Public Records-County Records Management, as adopted by the Oversight Committee on Public Records on September 21, 2016. (Res. 2017-5-4-4, S1, May 4, 2017)

1.34.030 Internal Controls. The Clerk-Treasurer of the Town of Grandview will provide to the Town Council of the Town of Grandview the Internal Controls manual to be reviewed, discussed and verified by signature at their regular monthly sessions. (Res. 2017-5-4-5, S1, May 4, 2017)

Chapter 1.35

POLICY ON MATERIALITY OF VARIANCES, LOSSES, SHORTAGES, OR THEFTS AND PROCESS FOR REPORTING

Sections:

- 1.35.010 Reporting of losses to Clerk-Treasurer**
- 1.35.020 Recordkeeping and investigation**
- 1.35.030 Reporting to State Board of Accounts of cash losses**
- 1.35.040 Reporting to State Board of Accounts of non-cash items**
- 1.35.050 Compliance**

1.35.010 Reporting of losses to Clerk-Treasurer. All erroneous or irregular variances, losses, shortages, or thefts of Town of Grandview funds or property, or any funds or property held in trust by the Town, shall be reported to the Clerk-Treasurer or his/her designee upon discovery. (Res. 2016-3-1-3, S1, March 1, 2016)

1.35.020 Recordkeeping and investigation. The Clerk-Treasurer shall maintain records pertaining to all irregular variances, losses, shortages or thefts of Town funds or Town property discovered by him/her or reported to him/her, and shall cause the same to be investigated by the appropriate personnel. (Res. 2016-3-1-3, S2, March 1, 2016)

1.35.030 Reporting to State Board of Accounts of cash losses. It is the policy of the Town that the Clerk-Treasurer shall report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash, except for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the Town. (Res. 2016-3-1-3, S3, March 1, 2016)

1.35.040 Reporting to State Board of Accounts of non-cash items. It is the policy of the Town that the Clerk-Treasurer shall report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items, except those resulting from inadvertent clerical errors or misplacements that are identified timely and promptly corrected with no loss to the Town, and except for losses from casualty, accidents, or acts of God. (Res. 2016-3-1-3, S4, March 1, 2016)

1.35.050 Compliance. All Town elected officials, and Town employees and their agents are directed to comply with the policy. (Res. 2016-3-1-3, S5, March 1, 2016)

Chapter 1.36

INTERNAL CONTROL STANDARDS

Sections:

- 1.36.005** **Indiana Code 5-11-1-27**
- 1.36.010** **Adoption of recitations**
- 1.36.020** **Adoption of Internal Control Standards**
- 1.36.030** **Certification and Training**

1.36.005 Indiana Code 5-11-1-27.

- (1) I.C. § 5-11-1-27 requires each political subdivision to maintain a system of internal controls in order to promote accountability and transparency; and
- (2) In September 2015 pursuant to I.C. § 5-11-1-27(e) the Indiana State Board of Accounts developed and published the Uniform Internal Control Standards for Indiana Political Subdivisions in order to provide the basis of common understanding to assist public sector managers in complying with the internal control requirements; and
- (3) The Uniform Internal Control Standards for Indiana Political Subdivisions Manual is available on the government website at www.in.gov/sboa and contains the acceptable minimum level of internal control standards; and
- (4) I.C. § 5-11-1-27(g) after June 30, 2016 all Indiana Political Subdivisions must develop local policies regarding internal controls and insure that personnel receive training on internal controls; and
- (5) The Town Council of the Town of Grandview finds that the Town's policy regarding internal controls should be the internal control standards as set forth by the Indiana State Board of Accounts Uniform Internal Control Standards for Indiana Political Subdivisions Manual; and
- (6) The fiscal officer of the Town of Grandview is the Clerk-Treasurer and pursuant to the Uniform Internal Control Standards for Indiana Political Subdivisions, the fiscal officer shall certify in writing that the Uniform Internal Control Standards have been adopted; and
- (7) The Uniform Internal Control Standards require and mandate that the legislative body insure that personnel as defined in I.C. § 5-11-1-27 shall receive training concerning the Uniform Internal Control Standards for Indiana Political Subdivisions and that the Clerk-Treasurer of the Town of Grandview as the fiscal officer shall certify in writing that the personnel as

defined by statute have received the required training. (Ord. 2016-7-7-1, Whereas, July 7, 2016)

1.36.010 Adoption of recitations. The above recitations in 1.36.005 are adopted as finding by the Town Council. (Ord. 2016-7-7-1, S1, July 7, 2016)

1.36.020 Adoption of Internal Control Standards. It is further ordered and determined that the Town of Grandview hereby adopts as policy the internal control standards as set forth by the Indiana State Board of Accounts Uniform Internal Control Standards for Indiana Political Subdivisions Manual as expressly written and published by the Indiana State Board of Accounts in September, 2015, and as amended from time to time. (Ord. 2016-7-7-1, S2, July 7, 2016)

1.36.030 Certification and Training. It is further ordained that at the time the annual financial report is electronically filed, the Clerk-Treasurer as fiscal officer of the Town of Grandview shall certify in writing that the Uniform Internal Control Standards for Indiana Political Subdivisions have been adopted and shall certify that the personnel have been trained as required by law. (Ord. 2016-7-7-1, S3, July 7, 2016)

Chapter 1.40

HOUSING AUTHORITY

Sections:

- 1.40.005 Purpose**
- 1.40.010 Established**
- 1.40.020 Official name**
- 1.40.030 Appointment of Commissioners**
- 1.40.040 Selection of Chairman**

1.40.005 Purpose. Pursuant to the State of Indiana Housing Authorities Act of 1937, as amended; the Board of Trustees of the Town of Grandview, Indiana, upon due notice having held a public hearing at which an opportunity to be heard was granted to all residents and taxpayers of the Town and to all other interested persons.

The Board of Trustees, considering the testimony and evidence presented at said hearing and drawing from its personal knowledge of the need for improved dwelling accommodations and for a housing authority to help meet this need; the Board of Trustees of the Town of Grandview, Indiana, hereby finds, determines and declares, that:

- (1) Insanitary and unsafe inhabited dwelling accommodations exist in the Town of Grandview, Indiana; and
- (2) There is a shortage of safe and sanitary dwelling accommodations in the Town of Grandview, Indiana, available to persons of low income at rentals they can afford; and
- (3) There is a need for a housing authority to function in the Town of Grandview, Indiana. (Res. 1975-9, Whereas, Dec. 15, 1975)

1.40.010 Established. The Board of Trustees of the Town of Grandview, Indiana, herewith, authorizes the establishment of a housing authority to carry out the powers and duties as permitted by IC 18-7-11-4. (Res. 1975-9, S1, Dec. 15, 1975)

1.40.020 Official name. The name of said housing authority shall be "Housing Authority of the Town of Grandview, Indiana." (Res. 1975-9, S2, Dec. 15, 1975)

1.40.030 Appointment of Commissioners. Five persons are appointed as Commissioners of the Grandview Housing Authority for the term specified after each name:

- (1) Thomas E. Hancock One (1) year
- (2) Marvin L. Jones Two (2) years
- (3) Robert L. Grose Three (3) years

(4) Laura Belle Clark Four (4) years

(5) Betty Jean Biggs Four (4) years (Res. 1976-3, Aug. 23, 1976)

1.40.040 Selection of Chairman. Be it further resolved that Laura Belle Clark shall be designated as Chairman of the Grandview Housing Authority. (Res. 1976-3, Aug. 23, 1976)

Chapter 1.41

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR AND PROCEDURES

Sections:

- 1.41.005 Compliance
- 1.41.010 Notice Under the Americans with Disabilities Act
- 1.41.020 Grievance Procedure
- 1.41.030 Posting of Required Information

1.41.005 Compliance.

- (1) The Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of physically and mentally disabled relating to employment and access to public facilities; and
- (2) In compliance with Title II of the ADA the Town of Grandview shall name an ADA coordinator; and
- (3) In compliance with Title II of the ADA the Town of Grandview shall adopt a grievance procedure for resolving complaints alleging violation of Title II of the ADA; and
- (4) In compliance with Title II of the ADA the Town of Grandview shall publish notice to the public regarding the ADA;
- (5) In compliance with Title II of the ADA the Town of Grandview shall post the ADA coordinator's name, office address, and telephone number along with the ADA Notice and the ADA grievance procedure on its website. (Ord. 2018-12-17-1, Whereas, Dec. 17, 2018)

1.41.010 Notice Under the Americans with Disabilities Act. The Notice under the Americans with Disabilities Act, Exhibit "A" of which is attached hereto, is adopted as the Town of Grandview Notice under the Americans with Disabilities Act. (Ord. 2018-12-17-1, Dec. 17, 2018)

1.41.020 Grievance Procedure. The Town of Grandview Grievance Procedure under the Americans with Disabilities Act, Exhibit "B" of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by the Town of Grandview. (Ord. 2018-12-17-1, Dec. 17, 2018)

1.41.030 Posting of Required Information. In compliance with Federal and State laws as set forth above, the Grandview Town Council resolves to post the required information

regarding the ADA coordinator, Notice under the Americans with Disabilities Act, and the Town of Grandview Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time. (Ord. 2018-12-17-1, Dec. 17, 2018)

Exhibit A

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of the Title II of the Americans with Disabilities Act of 1990, the Town of Grandview will not discriminate against qualified individuals with disabilities on the basis of disability in the Town of Grandview's services, programs, or activities.

Employment: The Town of Grandview does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the US Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The Town of Grandview will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town of Grandview's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The Town of Grandview will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all Town of Grandview programs, services, and activities. For example: individuals with service animals are welcomed in Town of Grandview offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Town of Grandview program, service, or activity, should contact the office of the **Clerk-Treasurer** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Grandview to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a Town of Grandview program, service, or activity is not accessible to persons with disabilities should be directed to: **Town of Grandview Clerk-Treasurer, PO Box 638, Grandview, IN 47615.**

The Town of Grandview will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs. (Ord. 2018-12-17-1, Dec. 17, 2018)

Exhibit B

The Town of Grandview Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Grandview. The Town’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternate means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 days after the alleged violation to:

*ADA Coordinator
PO Box 638
Grandview, IN 47615*

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Grandview and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision with 15 calendar days after receipt of the response to the Town Council or his/her designee.

Within 15 calendar days after receipt of the appeal, the Town Council or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Town Council or his/her designee will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Town Council or his/her designee, and responses from these two offices will be retained by the Town of Grandview for at least three years. (Ord. 2018-12-17-1, Dec. 17, 2018)

Chapter 1.42

FAIR HOUSING ORDINANCE

Sections:

1.42.010	Policy Statement
1.42.020	Definitions
1.42.030	Unlawful Practice
1.42.040	Discrimination in the Sale or Rental of Housing
1.42.050	Discrimination in Residential Real Estate Related Transactions
1.42.060	Discrimination in the Provision of Brokerage
1.42.070	Interference, Coercion, or Intimidation
1.42.080	Prevention of Intimidation in Fair Housing Cases
1.42.090	Exemptions
1.42.100	Administrative Enforcement of Ordinance
1.42.110	Separability of Provisions

1.42.010 Policy Statement. It shall be the policy of the Town of Grandview to provide, within constitutional limitation, for fair housing throughout its corporate limits as provided for under the federal Civil Rights Act of 1968, as amended, the federal Housing and Community Development Act of 1974, as amended, and Indiana Code 22-9.5-1 et. seq. (Ord. 2013-2-7-1, S1, Feb. 7, 2013) (Ord. 1-9-95, S1, Jan. 9, 1995)

1.42.020 Definitions. The definitions set forth in this Section shall apply throughout this ordinance:

- (1) "Dwelling" means any building, structure, or part of a building or structure that is occupied as, or designed or intended for occupancy as, a residence by one (1) or more families; or any vacant land which is offered for sale or lease for the construction or location of a building, structure, or part of a building or structure that is occupied as, or designed or intended for occupancy as a residence by one (1) or more families. (I.C. 22-9.5-2-8).
- (2) "Family" includes a single individual (I.C. 22-9.5-2-9) with the status of such family being further defined in subsection (8) of this Section. Also, pursuant to 24 CFR Part 5, the definition of "family" is revised to include families regardless of the actual or perceived sexual orientation, gender identity, or marital status of its members.
- (3) "Person" includes one (1) or more individuals, corporations, partnerships, associations, labor organizations, legal representatives, mutual companies, joint stock companies, trusts, non-incorporated organizations, trustees, trustees in cases under Title 11 of the United States Code, receivers, and fiduciaries.

- (4) "To rent" (I.C. 22-9.5-2-13), includes to lease, to sublease, to let and otherwise to grant for a consideration the rights to occupy the premises not owned by the occupant.
- (5) "Discriminatory Housing Practice" means an act that is unlawful under sections 1.42.040, 1.42.050, 1.42.060, 1.42.070 or 1.42.080 of this ordinance or I.C. 22-9.5-5.
- (6) "Handicap" means, with respect to a person:
- A. a physical or mental impairment which substantially limits one or more of such person's major life activities,
 - B. a record of having such an impairment, or
 - C. being regarded as having such an impairment,
 - D. an Impairment described or defined pursuant to the Federal Americans. Any other impairment defined under I.C. 22-9.5-2-10,
 - E. The term "Handicap" shall not include current illegal use of or addictions to a controlled substance as defined in Section 802 of Title 21 of the United States Code (I.C. 22-9.5-2-10(b)); nor does the term "Handicap" include an individual solely because that individual is a transvestite (I.C. 22-9.5-2-10(c)).
- (7) "Aggrieved person" includes any person who (I.C. 22-9.5-2-2):
- A. claims to have been injured by a discriminatory housing practice; or
 - B. believes that such person will be injured by a discriminatory housing practice that is about to occur.
- (8) "Familial status" means one or more individuals who have not attained the age of eighteen (18) years being domiciled with a parent or another person having legal custody of such individual or the written permission of such parent or other person.
- The protections afforded against discrimination on this basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of eighteen (18) years.
- (9) "Commission" (I.C. 22-9.5-2-3) means the Indiana Civil Rights Commission created pursuant to I.C. 22-9-1-4, et. seq.

- (10) "Complainant" (I.C. 22-9.5-2-4) means a person, including the Commission, who files a complaint under I.C. 22-9.5-6. (Ord. 2013-2-7-1, S2, Feb. 7, 2013) (Ord. 1-9-95, S2, Jan. 9, 1995)

1.42.030 Unlawful Practice. Subject to the provisions of subsection (2) of this section, and section 1.42.090 of this chapter and Title 22-9.5-3 of Indiana Code, the prohibitions against discrimination in the sale or rental of housing set forth in Title 22-9.5-5-1 of Indiana Code and in Section 1.42.040 of this Ordinance shall apply to:

- (1) All dwellings except as exempted by subsection (2) and Title 22-9.5-3 of Indiana Code.
- (2) Other than the provisions of subsection (3) of this Section, nothing in section 1.42.040 shall apply to:
 - A. Any single-family house sold or rented by an owner where the private individual owner does not own more than three such single-family houses at any one time; provided that in the sale of such single-family house by a private individual owner not residing in the house at the time of sale or who was not the most recent resident of such house prior to the sale, the exemption shall apply only to one such sale within any twenty-four (24) month period. The private individual owner may not own any interest in, nor have owned or reserved on his behalf, title to or any right to all or a portion of the proceeds from the sale or rental of more than three such single-family houses at any one time. The sale or rental of any such single-family house shall be excepted from application of this section only if such house is sold or rented:
 1. without the use in any manner of the sales or rental facilities or services of any real estate broker, agent or salesman, or any person in the business of selling or renting dwellings, or of any employee or agent of any such broker, agent or salesman, or person and
 2. without the publication, posting or mailing, after notice of advertisement or written notice in violation of section 1.42.040(3) of this ordinance, but nothing in this provision shall prohibit the use of attorneys, escrow agents, abstracters, title companies and other such professional assistance as necessary to perfect or transfer this title, or
 - B. Rooms or units in dwellings containing living quarters occupied or intended to be occupied by more than four families living independently of each other, if the owner actually maintains and occupies one of such living quarters as his residence.

- (3) For the purposes of subsection (2), a person shall be deemed to be in the business of selling or renting dwellings if:
 - A. They have, within the preceding twelve (12) months, participated as principal in three or more transactions involving the sale or rental of any dwelling or any interest therein, or
 - B. They have, within the preceding twelve (12) months, participated as agent, other than in the sale of his own personal residence, in providing sales or rental facilities or services in two or more transactions involving the sale or rental of any dwelling or any interest therein, or
 - C. They are the owner of any dwelling unit designed or intended for occupancy by, or occupied by, five (5) or more families. (Ord. 2013-2-7-1, S3, Feb. 7, 2013) (Ord. 1-9-95, S3, Jan. 9, 1995)

1.42.040 Discrimination in the Sale or Rental of Housing. As made applicable by section 1.42.030 and except as exempted by sections 1.42.030(2) and 1.42.090, it shall be unlawful:

- (1) To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, familial status, handicap or national origin.
- (2) To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex, handicap, familial status, or national origin.
- (3) To make, print, or publish, or cause to be made, printed, or published any notice, statement or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status or national origin, or an intention to make any such preference, limitation, or discrimination.
- (4) To represent to any person because of race, color, religion, sex, handicap, familial status or national origin that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.
- (5) For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or perspective entry into the neighborhood of a person or persons of a particular race, color, religion, sex, handicap, familial status or national origin.
- (6) To discriminate in the sale or rental, or to otherwise make unavailable or deny, a dwelling to any buyer or renter because of a handicap of:

- A. that buyer or renter;
 - B. a person residing in or intending to reside in that dwelling after it is sold, rented, or made available; or
 - C. any person associated with that person.
- (7) To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a handicap of:
- A. that person; or
 - B. a person residing in or intending to reside in that dwelling after it is sold, rented, or made available; or
 - C. any person associated with that person.
- (8) For purposes of this subsection, discrimination includes:
- A. a refusal to permit, at the expense of the handicap person, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises except that, in the case of a rental, the landlord may where it is reasonable to do so condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted;
 - B. a refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling; or
 - C. in connection with the design and construction of covered multi-family dwellings for first occupancy after the date that is 30 months after September 13, 1998, a failure to design and construct those dwellings in such a manner that:
 - 1. the public use and common use portions of such dwellings are readily accessible to and usable by handicapped persons;
 - 2. all the doors designed to allow passage into and within all premises within such dwellings are sufficiently wide to allow passage by handicapped persons in wheelchairs; and

3. all premises within such dwellings contain the following features of adaptive design:
 - (a) an accessible route into and through the dwelling;
 - (b) light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
 - (c) reinforcements in bathrooms such that an individual in a wheelchair can maneuver about the space.
- (9) Compliance with the appropriate requirements Americans With Disabilities Act of 1990 and of the American National Standard for Buildings and Facilities providing accessibility and usability for physically handicapped people (commonly cited as "ANSI A117.1") suffices to satisfy the requirements of paragraph (8) C 3 (c).
- (10) Nothing in this subsection requires that a dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals of whose tenancy would result in substantial physical damage to the property of others. (Ord. 2013-2-7-1, S4, Feb. 7, 2013) (Ord. 1-9-95, S4, Jan. 9, 1995)

1.42.050 Discrimination in Residential Real Estate Related Transactions.

- (1) It shall be unlawful for any person or other entity whose business includes engaging in residential real estate-related transactions to discriminate against any person in making available such a transaction, or in the terms or conditions or such a transaction, because of race, color, religion, sex, handicap, familial status, or national origin.
- (2) As used in this section, the term "residential real estate-related transaction" means any of the following:
 - A. The making or purchasing of loans or providing other financial assistance:
 1. for purchasing, constructing, improving, repairing, or maintaining a dwelling; or
 2. secured by residential real estate.
 - B. The selling, brokering, or appraising of residential real property.
- (3) Nothing in this ordinance prohibits a person engaged in the business of furnishing appraisals of real property to take into consideration factors other than race, color, religion, national origin, sex, handicap, or familial status. (Ord. 2013-2-7-1, S5, Feb. 7, 2013) (Ord. 1-9-95, S5, Jan. 9, 1995)

1.42.060 Discrimination in the Provision of Brokerage Services. It shall be unlawful to deny any person access to or membership or participation in any multiple-listing service, real estate brokers' organization or other service, organization, or facility relating to the business of selling or renting dwellings, or to discriminate against him in the terms or conditions of such access, membership, or participation, on account of race, color, religion, sex, handicap, familial status or national origin. (Ord. 2013-2-7-1, S6, Feb. 7, 2013) (Ord. 1-9-95, S6, Jan. 9, 1995)

1.42.070 Interference, Coercion, or Intimidation. It shall be unlawful to coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or on account of his having exercised or enjoyed, or on account of his having aided or encouraged any other person in the exercise or enjoyment of, any right granted or protected by sections 1.42.030, 1.42.040, 1.42.050, or 1.42.060 of this ordinance. (Ord. 2013-2-7-1, S7, Feb. 7, 2013) (Ord. 1-9-95, S7, Jan. 9, 1995)

1.42.080 Prevention of Intimidation in Fair Housing Cases. Whoever, whether or not acting under code or law, by force or threat of force willfully injures, intimidates or interferes with, or attempt to injure, intimidate or interfere with:

- (1) Any person because of his race, color, religion, sex, handicap, familial status, or national origin and because he is or has been selling, purchasing, renting, financing, occupying, or contracting or negotiating for the sale, purchase, rental, financing or occupation of any dwelling, or applying for or participating in any service, organization,, or facility relating to the business of selling or renting dwellings; or
- (2) any person because he is or has been, or in order to intimidate such person or any other person or any class of persons from:
 - A. participating, without discrimination on account of race, color, religion, sex, handicap, familial status, or national origin, in any of the activities, services, organizations or facilities described in subsection (1); or
 - B. affording another person or class of persons opportunity or protection so to participate; or
- (3) any citizen because he is or has been, or in order to discourage such citizen or any other citizen from lawfully aiding or encouraging other persons to participate, without discrimination on account of race, color, region, sex, handicap, familial status, or national origin, in any of the activities, services, organizations or facilities described in subsection (1), or participating lawfully in speech or peaceful assembly opposing any denial of the opportunity to participate shall be fined according to local, state and federal law; and if bodily injury results shall be fined not more than \$10,000 or imprisoned not more than ten years, or both; and if death results shall be subject to

imprisonment for any term of years or for life. (Ord. 2013-2-7-1, S8, Feb. 7, 2013)

1.42.090 Exemptions

- (1) Exemptions defined or set forth under Title 22-9.5-3 et. seq. of Indiana Code shall be exempt from the provisions of this Ordinance to include those activities or organizations set forth under subsections (2) and (3) of this Section.
- (2) Nothing in this ordinance shall prohibit a religious organization, association, or society, or any nonprofit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, association, or society, from limiting the sale, rental or occupancy of dwellings which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons, unless membership in such religion is restricted on account of race, color, or national origin. Nor shall anything in this ordinance prohibit a private club not in fact open to the public, which as an incident to its primary purpose or purposes provides lodgings which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodging to its members or from giving preference to its members.
- (3) Nothing in this ordinance regarding familial status apply with respect to housing for older persons. As used in this section, "housing for older persons" means housing:
 - A. provided under any state or federal program that the Secretary of the Federal Department of Housing and Urban Development or the state civil rights commission determines is specifically designed and operated to assist elderly persons (as defined in the state or federal program); or
 - B. intended for; and solely occupied by, persons 62 years of age or older; or
 - C. intended and operated for occupancy by at least one person 55 years of age or older per unit. (Ord. 2013-2-7-1, S9, Feb. 7, 2013) (Ord. 1-9-95, S8, Jan. 9, 1995)

1.42.100 Administrative Enforcement of Ordinance.

- (1) The authority and responsibility for properly administering this Ordinance and referral of complaints hereunder to the Commissioner as set forth in subsection (2) hereof shall be vested in the Chief Elected Official of the Town of Grandview, Indiana.

- (2) Notwithstanding the provisions of I.C. 22-9.5-4-8, the Town of Grandview, Indiana, because of lack of financial and other resources necessary to fully administer enforcement proceedings and possible civil actions under the Ordinance, herein elects to refer all formal complaints of violation of the articles of this Ordinance by complainants to the Indiana Civil Rights Commission for administrative enforcement actions pursuant to Title 22-9.5-6 of Indiana Code and the Chief Elected Official of the Town of Grandview, Indiana, shall refer all said complaints to the Commission as provided for under subsection (1) of this Section to said Commission for purposes of investigation, resolution and appropriate relief as provided for under Title 22-9.5-6 of Indiana Code.
- (3) All executive departments and agencies of the Town of Grandview, Indiana, shall administer their departments, programs and activities relating to housing and urban development in a manner affirmatively to further the purposes of this ordinance and shall cooperate with the Chief Elected Official and the Commission to further such purposes.
- (4) The Chief Elected Official of the Town of Grandview, Indiana, or the Chief Elected Official's designee, shall provide information on remedies available to any aggrieved person or complainant requesting such information. (Ord. 2013-2-7-1, S10, Feb. 7, 2013)

1.42.110 Separability of Provisions. If any provision of this Ordinance or the application thereof to any person or circumstances shall be determined to be invalid, the remainder of the Ordinance and the application of its provisions to other persons not similarly situated or to the other circumstances shall not be affected thereby. (Ord. 2013-2-7-1, S11, Feb. 7, 2013) (Ord. 1-9-95, S14, Jan. 9, 1995)

Chapter 1.43

E.V. WILBERN LIBRARY

Sections:

1.43.005	Official name
1.43.010	Hours and days open
1.43.020	Borrowing books
1.43.030	Library card
1.43.040	Number of books entitled to borrower
1.43.050	Time period books can be retained
1.43.060	Fine for non-returned books
1.43.070	Notification of delinquent book
1.43.080	Marking in books prohibited
1.43.090	Lost or damage books

1.43.005 Official name. Be it enacted by the Board of Trustees of the Town of Grandview, Indiana, that the library be known as the E.V. Wilbern Library, Grandview, Indiana. (Ord. unnumbered, S1, Apr. 2, 1900)

1.43.010 Hours and days open. The library shall be open on the following days of each week:

Tuesdays from 1 p.m. to 6 p.m.

Thursdays from 1 p.m. to 6 p.m.

Saturdays from 1 p.m. to 8 p.m. (Ord. unnumbered, 1st, Apr. 2, 1900)

1.43.020 Borrowing books. Any resident of the Town of Grandview may take books from the library by giving satisfactory security and registering his or her name. Blank forms for this purpose will be furnished by the Librarian. (Ord. unnumbered, S2d, Apr. 2, 1900)

1.43.030 Library card. Any person complying with above regulations will be supplied with a library card, which must be presented whenever a book is taken out or renewed, and if lost will not be replaced until thirty days notice of such loss has been given. (Ord. unnumbered, S3d, Apr. 2, 1900)

1.43.040 Number of books entitled to borrower. The holder of a card is entitled to take one book, octavo size or larger, or two books of smaller size being the same work. (Ord. unnumbered, 4th, Apr. 2, 1900)

1.43.050 Time period books can be retained. Books may be retained three weeks, and may be renewed once for the same period. (Ord. unnumbered, S5th, Apr. 2, 1900)

1.43.060 Fine for non-returned books. A fine of three cents per day will be charged on every book not returned or renewed as above required, and no book will be issued on any card until all fines are paid. (Ord. unnumbered, S6th, Apr. 2, 1900)

1.43.070 Notification of delinquent book. All persons retaining books longer than the time above specified, will be notified by mail on the sixth day after the delinquency shall have occurred, and if the book is not returned within six days thereafter the guarantor will be notified. (Ord. unnumbered, S7th, Apr. 2, 1900)

1.43.080 Marking in books prohibited. Writing and marking in books is strictly prohibited, and any person guilty of same will not be permitted to take books from the library. (Ord. unnumbered, S8th, Apr. 2, 1900)

1.43.090 Lost or damaged books. All losses of books or injury to same will be charged to the taker, and no person losing or injuring any book will be permitted to use the library until such loss or injury is paid. (Ord. unnumbered, S9th, Apr. 2, 1900)

Chapter 1.46

GRANDVIEW CEMETERY

Sections:

1.46.010	Control and Authority
1.46.020	Governance Authority
1.46.050	Fees
1.46.060	Decorative pieces
1.46.070	Maintenance
1.46.080	Lots
1.46.085	Closure of Certain Sections/Lots
1.46.090	Applicability

1.46.010 Control and Authority. Control and Authority over the Town's cemetery shall be transferred and restored to the Town Council for the Town of Grandview, Indiana, pursuant to Indiana Code 23-14-65-6. (Ord. 2013-11-7-1, S2, Nov. 7, 2013) (Ord. 2009-1-8, S2, Jan. 8, 2009)

1.46.020 Governance Authority. The Town Council President shall have the authority to act on behalf of the Town Council regarding all matters pertaining to governance of the cemetery in the event a majority of Council members are unavailable. (Ord. 2013-11-7-1, S3, Nov. 7, 2013)

1.46.050 Fees. All fees and charges for services are payable at Grandview Town Hall. Patrons shall receive a receipt for any payments made pursuant to the following per-plot schedule:

- (1) \$250 for Grandview property owners, including their family members, consisting of their children, grandchildren, great-grandchildren, siblings, aunts, uncles, nieces, and nephews.
- (2) \$500 for Grandview real estate owners residing outside the corporate boundary at the time of death.
- (3) \$1,000 for all other patrons.
- (4) American Veterans shall receive a ten percent (10%) discount.
- (5) The same charges shall apply for mausoleums sites. (Ord. 2011-5-5, S1, May 5, 2011) (Ord. 2009-2-5, S1, Feb. 5, 2009) (Res. 1998-1-5, S1, S2, Jan. 5, 1998) (Res. 1976-2, S1, S2, Aug. 2, 1976)

1.46.060 Decorative pieces.

- (1) Rods, as commonly supplied by Tell City Monument shall be allowed. All patrons shall check with the cemetery board to ensure compliance. The cemetery board/caretaker shall have authority to allow or disallow any decorative pieces.
- (2) No permanent planting shall be allowed at any gravesite, except for existing vegetation.
- (3) Any temporary memorials or pieces shall be removed after a period of two (2) weeks. (Ord. 2009-2-5, S2, Feb. 5, 2009)

1.46.070 Maintenance.

- (1) The Town of Grandview maintains the authority and responsibility for leveling and maintenance. (Ord. 2009-2-5, S3, Feb. 5, 2009)

1.46.080 Lots.

- (1) Burials shall be conducted with caskets placed East to West. (Ord. 2009-2-5, S4, Feb. 5, 2009)

1.46.085 Closure of Certain Sections/Lots.

- (1) A. No additional cemetery lots shall be sold in Sections (1), (3), (3A), (3B), and (4).
B. Cemetery lots 45, 46, 56 and 55 in Section (2) shall be eliminated.
- (2) Any individual able to demonstrate ownership of a cemetery lot in the above sections shall retain his or her ownership of the lot, with all accompanying rights.
- (3) This Resolution shall be in full force and effect upon passage and publication pursuant to Indiana Law. (Res. 2016-8-4-1, S1, S2, Aug. 4, 2016) (Res. 2013-01-03-13, Jan. 3, 2013)

1.46.090 Applicability. This order shall be in full force and effect upon passage, and publication pursuant to Indiana Law. (Ord. 2009-2-5, S5, Feb. 5, 2009)

Chapter 1.47

GRANDVIEW CEMETERY DONATION FUND

Sections:

- 1.47.010 Establishment
- 1.47.020 Use of fund

1.47.010 Establishment. The Town Council of the Town of Grandview hereby establishes a Cemetery Donation Fund. (Res. 2006-05-04, May 4, 2006)

1.47.020 Use of fund. Such proceeds are for the sole purpose of upkeep and maintenance of the Grandview Cemetery. (Res. 2006-05-04, May 4, 2006)

Chapter 1.48

RIVERFEST 2008 DONATION FUND

Sections:

1.48.010	Purpose
1.48.020	Creation

1.48.010 Purpose. The Town Council of the Town of Grandview finds it beneficial to establish a Riverfest 2008 Fund for the purpose of deposits and disbursements for such activities. (Res. 2007-11-01, S1, Nov. 1, 2007)

1.48.020 Creation. The Town Council of the Town of Grandview hereby establishes a Riverfest 2008 Donation Fund. (Res. 2007-11-01, S2, Nov. 1, 2007)

Chapter 1.49

BOAT DOCK DONATION FUND

Sections:

1.49.010	Purpose
1.49.020	Creation

1.49.010 Purpose. The Town Council of the Town of Grandview finds it beneficial to establish a Boat Dock Donation Fund for the purpose of deposits and disbursements received. (Ord. 2017-05-04-02, May 4, 2017)

1.49.020 Creation. The Town Council of the Town of Grandview hereby establishes a Boat Dock Donation Fund. (Ord. 2017-05-04-01, May 4, 2017)

**Chapter 1.50
BLIGHTED AREA**

Sections:

1.50.005	Purpose
1.50.010	Description of area

1.50.005 Purpose.

- (1) The Town Council of Grandview recognizes the need to stimulate growth and to maintain a sound economy within its corporate limits.
- (2) The Federally declared Ohio River Flood Disaster (FEMA DR-1165) was a contributing factor and an aggravating force to the already deteriorating sidewalk, curb and gutter system of the Town of Grandview, as well as a cause of the subsidence of four areas of utility mains, thereby contributing to slum and blighted conditions.
- (3) The Town Council desires to eliminate slum and blighted conditions within the corporate limits.
- (4) Identifying such areas is necessary for effective action to eliminate slum and blighting conditions.
- (5) The downtown area has experienced a cessation of private investment since 1980.
- (6) Thirty-nine (39) percent of first floor commercial space, sixty-seven (67) percent of second floor commercial space, and forty-eight (48) percent of total commercial space in downtown Grandview is currently vacant.
- (7) Widespread deterioration of downtown commercial buildings has taken place as evidenced by crumbling facades, broken or boarded windows, unrepaired vandalism, growth of vegetation, and presence of liter in and around many downtown commercial buildings, as well as around many neighborhoods and residential buildings. (Res. 98-4, Whereas, April 23, 1998)

1.50.010 Description of area. The following areas of the Town of Grandview are hereby designated as blighted as defined by Indiana Code 36-7-14;

Main Street from the intersections of 2nd Street to S.R. 66;
the area of 5th and Vine Street;
the area of 8th and Vine Streets;
the area of Forsythe and 8th Streets; and
the area east of the 4th Street levee.
(Resolution 98-4, Apr. 23, 1998)

Chapter 1.52

DRUG FREE WORKPLACE POLICY

Sections:

1.52.010	Coverage
1.52.020	Comprehensive Policy
1.52.030	Alcohol and Drug Testing Policy
1.52.040	Reason for Testing
1.52.050	Natural Gas Utility

1.52.010 Coverage. This ordinance applies to all regular full-time, regular part-time and temporary employees of the Town of Grandview, its operated facilities and all applicants for such employment. (Ord. 2012-1-12-1, S1, Jan. 12. 2012)

1.52.020 Comprehensive Policy. The Town of Grandview is committed to providing a safe work environment and to promoting and protecting the health, safety and well being of our employees. This commitment is jeopardized when a Town Employee engages in the use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances or abuses prescription drugs or alcohol. Substance abuse is a significant public health problem which has a detrimental effect on the business community in terms of productivity, absenteeism, accidents, medical costs, theft, and worker's compensation costs. Therefore, the Town of Grandview has established the following policy:

- (1) It is a violation of the Town of Grandview policy for any employee to use or be under the influence of, possess, sell, convey, distribute, or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same at any time while on or using Town property, conducting Town business, or otherwise representing the Town of Grandview.
- (2) It is a violation of the Town of Grandview policy to be under the influence of alcohol at any time while on or using Town property, conducting Town business, or otherwise representing the Town of Grandview, "except where specifically authorized by the Grandview Town Council". An employee shall be determined to be under the influence if the employee has a blood alcohol level of (.04%) or higher.
- (3) It is a violation of the Town of Grandview policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications. Employees in safety-sensitive jobs are responsible for notifying their supervisor when prescribed medications may interfere with their ability to do their jobs safely.
- (4) Violators of this policy are subject to disciplinary action up to and including termination of employment and possible referral for criminal prosecution.

The Town of Grandview values its employees and recognizes the need for a balanced approach to achieving a drug-free workplace. Our comprehensive program includes the following components:

- A. Employee Education. The Town of Grandview will provide drug and alcohol awareness information to all employees. This will include the Town's policy on drug and alcohol abuse, information on the magnitude and dangers of drug and alcohol abuse, and the availability of counseling and treatment through local community resources.
- B. Supervisory Training. Supervisors have a significant role in establishing and maintaining the Town's program. Their understanding and support are key factors in establishing a successful program. Supervisor training is not intended to train supervisors to be drug or alcohol abuse experts, counselors or to conduct medical evaluations.
- C. Employee Assistance. The Town of Grandview recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees who suffer from these problems, while holding them responsible for their own recovery. St. Mary's Hospital offers an employee assistance program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral, and short-term counseling for employees and their dependents that need or request these services. If the EAP determines a referral to a treatment provider is necessary, the cost may not be covered by the employee's medical insurance, the employee is responsible for the costs of these services.

The Town of Grandview is balancing our respect for individuals with the need to maintain a safe, productive, drug and alcohol free environment. We are offering a helping hand to those employees who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at the Town of Grandview. (Ord. 2012-1-12-1, S2, Jan. 12, 2012)

1.52.030 Alcohol and Drug Testing Policy. Drug and Alcohol Testing. The purpose of drug and alcohol testing is to prevent the hiring of individuals who illegally use drugs, deter employees from abusing drugs and alcohol, and provide early identification and referral to treatment, when necessary, for employees with drug or alcohol abuse problems. The Town of Grandview is committed to promoting and maintaining a drug free work environment for all of its employees and to promoting and protecting the safety, health and well being of its employees.

- (1) The Town of Grandview will use the model collection and drug testing standards, issued by the Department of Health and Human Services for Federal Government Employees.

- (2) Alcohol testing will be conducted using breath testing instruments and procedures approved by the U.S. Department of Transportation or the Indiana Code.
- (3) The following employee protections will be incorporated to ensure the accuracy and integrity of the testing program:
 - A. Only a Substance Abuse and Mental Health Administration certified drug testing laboratory will be used.
 - B. A strict chain-of-custody procedure will be used to ensure the integrity of each urine specimen.
 - C. The process will ensure individual privacy during the collection process and the confidentiality of test results.
 - D. All "positive" drug screens will be confirmed by a second test using a different chemical process, and only those samples which test positive on both the screen and the confirmation test will be considered a "positive".
 - E. All confirmed "positive" test results will receive a professional medical review, which includes the opportunity for employees to explain the result.
 - F. Employees who test "positive" for the first time for drugs or alcohol will be offered the opportunity for treatment, except where an independent ground for termination of employment exists.
 - G. The refusal by an employee to take a drug or alcohol test is considered equivalent to a verified "positive" drug test and therefore subjects the employee to the same adverse employment actions up to and including termination of employment. (Ord. 2012-1-12-1, S3, Jan. 12. 2012)

1.52.040 Reason for Testing.

- (1) Job Applicant. Testing that is conducted to prevent the hiring of individuals who illegally use drugs.
- (2) Post-Accident. Testing employees who are involved in on-the-job accidents or near accidents, or who engage in unsafe job related activities that pose a significant danger to themselves, other employees or the public.
- (3) Follow-up. Testing employees who have violated the Town's substance abuse policy, but were given the opportunity to keep their jobs conditioned on successful rehabilitation and no further "positive" tests.

- (4) Reasonable Suspicion. Testing that is conducted when there is information about an employee's appearance, conduct or behavior that would cause a reasonable person to believe that the employee has used or may be impaired by drugs or alcohol.
- (5) Random. Testing conducted on a neutral selection basis with all employees subject to testing having an equal chance of being selected. (Ord. 2012-1-12-1, S4, Jan. 12. 2012)

1.52.050 Natural Gas Utility. Pursuant to the Pipeline Safety Regulation, Code of Federal Regulation, Title 49 (49CFR) Part 199, Town of Grandview employees of this utility who perform construction, operation, maintenance and/or emergency response functions as a course of their employment will additionally comply with the Grandview Natural Gas Utility Plan and Policy for the Anti-Drug Program (Section 18 Operations, Maintenance and Emergency Plan) and the Alcohol Misuse Prevention Program (Section 19 Operations, Maintenance and Emergency Plan). (Ord. 2012-1-12-1, S5, Jan. 12. 2012)

Chapter 1.55

FEE SCHEDULE FOR PHOTOCOPIES

Sections:

1.55.010	Schedule of Fees and Charges
1.55.020	Access to Public Records
1.55.030	News Organizations
1.55.040	Waiver of Charges
1.55.050	Separability
1.55.060	Publication
1.55.070	Effective Date

1.55.010 Schedule of Fees and Charges.

- (1) I.C. 5-14-3-8 permits the Town to charge fees for providing the services of making photocopies, sending Facsimiles and certifying documents. These fees and charges do not exceed the actual cost of certification, facsimile transmission, printing or notarization. The following schedule of fees and charges are hereby established:
 - A. Copying:

\$.10	per single sided page
\$.25	per single sided page that measures larger than 8 1/2 x 14 inches
 - B. Certification: \$ 1.00 per document
 - C. Facsimile Transmission: \$.75 per single sided page
 - D. Notarization: \$ 1.00 per document
 - E. Computer Print-Out: \$.10 per single sided page
 - F. Inspection of Records No Charge
- (2) The Clerk-Treasurer may require that payment for any copies shall be made in advance.
- (3) The fees established under this Ordinance shall be uniform to all purchasers, but shall be inapplicable to the necessary copying of documents by the Clerk-Treasurer for Town officers, employees, agents, contractors or others requiring copies in furtherance of the Town's business or affairs. (Ord. 2012-1-12-2, S1, Jan. 12, 2012)

1.55.020 Access to Public Records. The Town of Grandview will make every attempt to respond promptly to each request. However, in order to preserve Town staff operations and

to allow for retrieval, collection, copying and production, the Town reserves a **minimum of three days** to meet requests. Any person requesting permission to inspect or make copies of public records shall complete a written request therefore on a form similar to the one attached thereto as "Request for Access to Public Records". Inspection of such records, if granted, shall be allowed at no cost. Copy requests, if granted, shall be accompanied by an appropriate fee for the copies based upon the foregoing schedule. (Ord. 2012-1-12-2, S2, Jan. 12, 2012)

**TOWN OF GRANDVIEW
REQUEST FOR ACCESS TO PUBLIC RECORDS**

(Please Print)

Name of person _____
Requesting access: _____ Phone: _____
Organization _____
person represents: _____ FAX: _____

Address: _____

Date/time of request: Date: _____ Time: _____

Specific description of records being requested: _____

This request is a: _____ one time request
_____ recurring request

This is for: _____ permission to inspect records as described above
_____ a copy of records as described above

I understand I may be charged a fee for copying the records:

(Signature)

FOR TOWN USE ONLY – DO NOT WRITE BELOW THIS LINE

Request Receipt Information

Date & Time _____ Individual _____
Request received: _____ receiving request _____

Disposition of Request

Request: _____ granted _____ denied; reason(s) for denial: _____

Individual making _____ Disposition _____
Decision on request: _____ date and time: _____
Number of copies provided: _____ Photocopy _____ Computer _____ Fee Charged: \$ _____
Fee received by: _____

1.55.030 News Organizations. News organizations may receive two (2) copies per month without charge. (Ord. 2012-1-12-2, S3, Jan. 12, 2012)

1.55.040 Waiver of Charges. The council may waive charges at its discretion. (Ord. 2012-1-12-2, S4, Jan. 12, 2012)

1.55.050 Separability. If any section, sub-section, sentence, clause, phrase or portion of this ordinance shall for any reason be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions there under. (Ord. 2012-1-12-2, S5, Jan. 12, 2012)

1.55.060 Publication. The Clerk-Treasurer shall cause Ordinance 2012-1-12-2 to be published as required by law. (Ord. 2012-1-12-2, S6, Jan. 12, 2012)

1.55.070 Effective Date. This Ordinance shall be effective upon adoption and publication as required by law. (Ord. 2012-1-12-2, S7, Jan. 12, 2012)