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CH18 - 2009 Ordinances

CH18 18 .1 - Revise Sewer Rates

AN ORDINANCE AMENDING ORDINANCE NO. 2-1990, ORDINANCE NO. 3-2000, ORDINANCE 9-2004, AND ORDINANCE NO. 10-2005, OF THE TOWN COUNCIL OF THE TOWN OF LAPEL, INDIANA, ESTABLISHING A REVISED SCHEDULE OF RATES AND CHARGES FOR THE USE OF AND SERVICES RENDERED BY THE SEWAGE WORKS SYSTEM OF THE TOWN AND OTHER MATTERS ASSOCIATED HEREWITH.

WHEREAS, the Town Council of the Town of Lapel, Indiana, has constructed and acquired, and does now own and operate, a municipal sewage works system for the treatment of waste water for the benefit of the residents of the Town of Lapel; and

WHEREAS, the Town of Lapel anticipates continued improvements, and upgrading, and increased operation expense of the municipal sewage works system (hereinafter referred to as "the Sewage Works") for the treatment of waste water for the benefit of the residents of the Town of Lapel; and

WHEREAS, the Town Council of the Town of Lapel has previously adopted on May 11, 2000, Ordinance No. 3-2000, amending Ordinance No. 2-1990 (hereinafter referred to as "1990 Ordinance"), which Ordinance provides for the rates and charges for the use of and services rendered by the Sewage Works of the Town of Lapel; and

WHEREAS, the Prior Ordinances, adopted and establishing the rates and charges for the use and services rendered by the Sewage Works of the Town of Lapel, for the service area of the Town of Lapel and Fishersburg; and

WHEREAS, the Town of Lapel has caused a financial rate study of the Sewage Works and its rates and charges to be prepared by Patrick Callahan, CPA. Based upon the results of the study, the Town Council now determines that the rates and charges for the use and services rendered by the Sewage Works should be revised to produce

sufficient income to maintain the Sewage Works in a sound physical and financial condition to render adequate and sufficient service. The revised rates and charges should allow a reasonable rate of return on the utility plant in service and allow an amount sufficient to compensate the Town of Lapel for taxes due the Town of Lapel which would be paid on the utility property in service were it privately owned. That the above referenced rate study is attached and made a part of this Ordinance and is marked Exhibit A. Further that the Town of Lapel specifically adopts the "proposed rates" contained in that rate study, which appear in Column A; and

WHEREAS, the Town Council of the Town of Lapel now determines that proper notice has been given as required by Indiana Code [36-9-23-26](#) and that a public hearing on the proposed revised schedule of rates and charges was held on the 18th day of December, 2008, in the Town of Lapel, Madison County, Indiana.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LAPEL, INDIANA, AS FOLLOWS:

That the Prior Ordinances, are hereby amended to reflect the rate for all included users as specifically set forth in Exhibit A, Column A, entitled "Proposed Rates".

Further that those proposed rates are now ordained, adopted, and approved by the Town Board of Lapel.

The revised rates and charges provided in this Ordinance shall go into effect in the April 1, 2009 billing period and after the adoption of this Ordinance.

The Ordinance shall remain in full force and effect from and after its passage and adoption.

Except as hereby amended and revised, the Prior Ordinances shall remain in full force and effect.

Passed and Adopted by the Town Council of the Town of Lapel, this 15th day of January 2009.

11:41A FROM: *****

TO: 17655343158 P. 2

Page 1

EXHIBIT A

LAPEL MUNICIPAL WASTEWATER UTILITY
Madison County, Indiana

Schedule of Present and Proposed Rates

	Proposed Rates Col. A	Present Rates Col. B	Difference	
			Amount Col. C	Percent Col. D
METERED USERS				
(a) Base Charge per month				
- 5/8 inch meter	\$ 17.30	\$ 18.50	\$ (1.20)	-6.5%
- 3/4 inch meter	17.30	18.50	(1.20)	-6.5%
			(1.70)	-6.7%

6	- 1	inch meter	23.65	20.00	(2.65)	-6.7%
7	- 1 1/2	inch meter	36.95	39.60	(9.35)	-6.7%
8	- 2	inch meter	129.95	139.30	(21.15)	-6.7%
9	- 3	inch meter	293.90	315.05	(37.30)	-6.7%
10	4	inch meter	518.35	555.65		
11						
12	(b)	Treatment Charge per 1,000 gallons	\$ 5.45	\$ 5.85	(0.40)	-6.9%
13						
14						
15						
16						
17		UNMETERED RESIDENTIAL USERS				
18		<u>Rate per month</u>	\$ 44.55	\$ 47.75	(3.20)	-6.7%
19		(Assumes 5,000 gallons of usage)				
20						
21						
22						
23		FISHERSBURG AREA				
24		<u>Flat rate per month</u>	\$ 47.85	\$ 51.25	(3.40)	-6.6%
25		(Assumes 5,000 gallons of usage)				
26						
27						
28						
29		SURCHARGES				
30	(a)	<u>Biochemical Oxygen Demand</u>	\$ 0.53	\$ 0.57	(0.04)	-6.7%
31		(in excess of 160 milligrams per liter)				
32						
33	(b)	<u>Suspended Solids</u>	\$ 0.53	\$ 0.57	(0.04)	-6.7%
34		(in excess of 160 milligrams per liter)				



See Accountant's Report

Further Information

1-2009

Date Passed: 1/15/2009

BE IT ORDAINED by the Town of Lapel, Madison County, Indiana:

That the following intersection, which is within the corporate limits of the Town of Lapel is to be now designated as a dead end street not to connect with Indiana State Highway 13:

1. The current intersection of Vine Street and Indiana State Highway 13 shall no longer intersect with Vine Street becoming a dead end street at that location.

NOW, BE IT ORDAINED, by the Town Board of Trustees, of the Town of Lapel, Madison County, Indiana:

That the above referenced street, Vine Street, shall be designated as a dead end street where it currently intersects with Indiana State Highway 13.

Read and Adopted this 7 day of May, 2009.

Further Information

2-2009

Date Passed: 5/7/2009

CH18 18 .3 - 4 Way Stop at 9th Street and Vine Street

BE IT ORDAINED by the Town Board of Lapel, Madison County, Indiana:

That the following Intersection, which is within the corporate limits of the Town of Lapel and currently identified by Vine Street, and Ninth Street, shall be designated as a four-way stop:

1. The intersection of Vine Street and Ninth Street, Lapel, Madison County, Indiana, shall be designated as a four way stop intersection.

NOW, BE IT ORDAINED, by the Town Board of Trustees, of the Town of Lapel, Madison County, Indiana:

That the above intersection shall be designated as a four way stop intersection.

Read and Adopted this 7th Day of May, 2009.

Further Information

3-2009

Date Passed: 5/7/2009

CH18 18 .3 - Best Way Contract

The Lapel Town Council has entered into a contract with Best Way of Indiana, Inc. for trash/recycling services for the Town of Lapel. The contract with Best Way of Indiana Inc is for one year. The monthly cost to the citizens of Lapel will be \$12.93 beginning in the month of July payable in the month of August, 2009.

Further Information

3-2009

Date Passed: 5/21/2009

CH18 18 .4 - Amendment to Ordinance #7 - 2004 (FEES)

Amendments and Repeals

Sections of this ordinance have since been Amended By - [5-2010](#) [5-2015](#) [1-2017](#)

The enclosed amendment to Ordinance #7 - 2004 is as follows:

11. ...

1. A permit shall be obtained before beginning construction, alteration or repair of any building or structure in which the cost of such construction, alteration or repair exceeds Five Hundred Dollars (\$500). Permits shall be obtained using forms furnished by the Town of Lapel, and all fees required by this code shall be paid to the Clerk-Treasurer of the Town of Lapel, Indiana.
2. All construction done by the Town is required to follow the procedures and obtain appropriate permits, but at no cost for the fee.
3. Planning and Zoning Fees
 - A. Annexation \$250 plus \$10 per acre
 - B. Annexation with Zoning \$400 plus \$10 per acre
 - C. Zoning Ordinance Amendment
 1. Text only \$250
 2. Map and Text \$250 plus \$10 per acre
 - D. Concept Plan*
 1. Single and 2 family dwellings \$500 plus \$25 per lot
 2. Multi-family \$500 plus \$50 per unit
 3. Business, Commercial, Industrial \$500 plus \$25 per acre
 4. *applicant is responsible for all costs required for public notice
 - E. Plat and Construction Plans
 1. Single and 2 family dwellings \$500 plus \$60 per lot
 2. Multi-family \$500 plus \$75 per unit
 3. Business, Commercial, Industrial \$500 plus \$50 per acre
 4. ** applicant is responsible for all recording fees

F. Amendments to a recorded plat - Fees are required in accordance with the classifications in item E above, for the area affected, as determined by the Plan Commission.

G. Additional fees will be charged for additional reviews beyond the first 2 reviews when the applicant does not make the revisions requested in the original review. Each review after the initial 2 reviews will be charged in accordance with the schedule and classifications above.

H. Improvement location permits \$.15 per square foot of lot area but not less than \$500.

4. Variances - Board of Zoning Appeals

A. Zoning development - \$150 plus \$50 for each additional variance

B. Use variance - \$250

C. Non-conforming use determination - \$50

D. Appeals - No fee but petitioner pays for public notice

E. Special use- \$50

5. Variances - Plan Commission

A. Sub-division Control - \$250

6. Building Permits

A. Single and 2 family dwellings (new) - \$150 plus \$.06 per square foot

B. Multi-family (new) - \$250 plus \$.10 per square foot

C. Commercial, Industrial (new) * - \$250 plus \$.10 per square foot

- Requires State Building Commission Design Release

D. Additions of 1 or 2 rooms - 75% of fees listed above

E. Additions of 3 or more rooms - 100% of fees listed above

F. Remodeling

1. Roof - \$35

2. Electrical - \$35 plus \$0.01 per square foot

3. Plumbing - \$35 plus \$0.01 per square foot

4. Structural - \$35 plus \$0.01 per square foot

5. Windows - \$35

6. Siding - \$35

7. Windows/Siding Combination - \$50

8. Commercial, Industrial* - \$250 plus \$10 per square foot

- Requires State Building Commission Design Release

G. Accessory structures

1. Portable Buildings up to 80 sq. ft. - No Charge

2. Storage Building up to 144 sq. ft. - \$35

3. Garage, Pole Barns, Accessory Building over 144 sq. ft. - \$50 plus \$0.06 per square foot

4. Pools (water level greater than 2' 9" requires a permit) - \$100 plus \$0.01 per square foot

5. Decks/Porches - \$35 plus \$0.01 per square foot

6. Fences - \$45

H. Demolition

1. Out building/unattached garage - \$35

2. All other structures - \$50

I. Moving a structure - \$100 plus traffic safety costs

J. Certificate of Occupancy

1. Single and 2 family dwelling - \$50

2. Multifamily - \$100

3. Commercial/Industrial - \$50

K. Temporary uses - \$50

L. Additional Inspection required because of incomplete work will be assessed \$35 per

Inspection trip payable in advance.

7. Sign Permits

A. Signs - \$25 per sign plus \$1 per square foot over 16 square feet.

8. Filing Fee Penalty

- Any person or persons, firm or corporation who shall initiate construction prior to obtaining a permit of any type set forth in this section shall pay double the fee amount in the schedule.

9. Payment

- All fees shall be payable to the Town of Lapel at the office of the Clerk/Treasurer and shall be deposited according to the procedures established by the Town Council of Lapel, Indiana.

Passed and adopted by the Lapel Town Council this 16 day of July, 2009

Further Information

4-2009

Date Passed: 7/16/2009

CH18 18 .5 - Amendment to Ordinance #4 - 2003 Alt Transportation

BE IT ORDAINED by the Town of Lapel, Madison County, Indiana:

WHEREAS, the Town of Lapel, Indiana, amends Ordinance No. 4, 2003 and hereby adopts an ordinance for the regulation alternative transportation used on the right of ways and roadways of the Town of Lapel.

WHEREAS, the Town of Lapel, Indiana, adopts all definitions and provisions of Indiana Code [9-13-2-69.7](#) referencing the definition of a golf cart, Indiana Code [9-21-1-3-3](#) allowing the Town of Lapel to adopt traffic regulations concerning golf carts; Indiana Code [9-13-2-94.5](#) adopting the definition of low speed vehicles; and Indiana Code [14-19-1-0.5](#) defining a motorized cart.

BE IT ORDAINED, by the Town Board of Lapel, Town of Lapel, Madison County, Indiana, that the following ordinance is hereby established and hereby does adopt the above referenced Indiana Codes and further establishes the described use of alternative transportation:

1. That any operator of alternative transportation must have a current and valid driver's license or a picture identification card showing the person to be at least 16 years of age. Further, such individual must have a reasonable knowledge of driving, driving safety, traffic flow and information road signs or instructions.
2. Operation of such alternative transportation shall be during daylight hours only unless equipped with the required lighting as set out in Paragraph 11.
3. Any alternative transportation vehicle or device must be inspected on an annual basis. The inspection costs shall be \$40.00 per unit and the inspection shall be conducted by the Lapel Police Department at the Lapel Police Station located at 720 South Ford Street, Lapel, Indiana. The purpose of the inspection will be to determine whether or not the unit is safe and in compliance with all related rules and regulations.
4. The above described inspections will be conducted on Saturdays, to be scheduled in advance by the owners. For the Saturday appointment, the following number should be contact: (765) 534-4600
5. The owner must renew the inspection every twelve (12) months by scheduling the appointment as described above. The Lapel Police Department will maintain records of inspection and reserve the right to remove any uninspected or unsafe alternate transportation unit.
6. Any violators of this ordinance shall be brought before the Lapel Safety Board and subject to a fine of up to \$500.00 per violation offense.
7. Each alternate transportation unit must be insured and verification of that insurance must be presented at the time of the above-referenced inspection.
8. The purpose of this ordinance, alternate transportation is described as any motorized vehicle not requiring to be plated, including but not limited to electric vehicles, golf carts, utility carts, excluding quad runners and dirt bikes.
9. Parking will be parallel to and on the right in the same direction as the traffic designed to flow.
10. That the hours of operation for alternative vehicles will be from the hours of 5.00am through 11:00pm.
11. Any alternative vehicle being operated in the Town of Lapel shall be equipped with headlamps, tail lamps, and stop lamps.
12. Any alternative vehicle being operated in the Town of Lapel shall be equipped with a safety belt, installed at each designated seating position.
13. Any operator of alternative transportation must have a current and valid driver's license and comply with local and state ordinances and laws.
14. This Amendment incorporates by reference all relevant provisions of Title 9 of Indiana Code, which regulates motor vehicles used in the State of Indiana.

READ AND ADOPTED THIS 20th DAY OF AUGUST 2009.

Further Information

5-2009

Date Passed: 8/20/2009

BE IT ORDAINED, by the Board of Trustees of the Town of Lapel, Madison County, Indiana:

That an application has been filed with the Town Board of Lapel by the Ford Street United Methodist Church, Inc., requesting the change of zoning for Lots Numbered 15, 16, 37, 38 and a vacated alley as recorded in the Madison County Court Order Book 206, Page 262-263, all in Wright's 1st, 2nd and 3rd Additions to Lapel, Indiana, recorded in Plat Book 6, Page 3 in the Office of the Recorder of Madison County.

Further that the Ford Street United Methodist Church, Inc., has effectuated the replat of the above-referenced lot number with the new legal description below.

Beginning at a 5/8 inch diameter rebar with a "REW FIRM 0076" cap marking the Northeast corner of Lot 37 in the Replat of Wright's 1st, 2nd and 3rd Addition to the Town of Lapel, Indiana, the plat of which is recorded in Plat Book 6, Page 3 in the Office of the Recorder of Madison County, Indiana, thence South 00 degree 24 minutes 35 seconds East (assumed bearing) along the West right-of-way line of Ford Street (formerly platted as Walnut Street) in said Addition a distance of 237.43 feet to a 5/8 inch diameter rebar with a "REW FIRM 0076" cap marking the Southeast corner of Lot 16 in said Addition; thence South 88 degrees 22 minutes 17 seconds West along the North right-of-way line of 9th Street (formerly Railroad Street) a distance of 132.03 feet to a 5/8 inch diameter rebar with a "REW FIRM 0076" cap marking the Southwest corner of Lot 15 in said Addition; thence North 00 degree 24 minutes 35 seconds West along the East line of an Alley a distance of 240.10 feet to a 5/8 inch diameter rebar with a "REW FIRM 0076" cap marking the Northwest corner of Lot 37 in said Addition; thence North 89 degrees 31 minutes 44 seconds East along the South right-of-way line of 10th Street (Formerly Lynn Street) a distance of 132 feet to the point of beginning,

That upon application by the Ford Street United Methodist Church, Inc., and in conjunction with the procedure of Ordinance No. 1, 1998, a public hearing was conducted by the Town Board of Lapel on the 17th day of Sept. 2009. Further, the Town Board of Lapel, did approve the reassignment of zoning classification from Residential to Central Business on that date.

The Town Board of Lapel now implements the zoning classification of Central Business to the attached plat being fully described in that legal description was marked as Exhibit "A".

Read and Adopted this 17th Day of September 2009.

Further Information

6-2009

Date Passed: 9/17/2009

CH18 18 .7 - Amendment to Licensing of Recreational Establishments

BE IT ORDAINED, that the Town Board of Lapel, amends the current Ordinance, Chapter 2, Administration, Section 2-1 General Provisions, Section 2-2 Home Rule, Section 2-3 Licensing of Recreational Establishments.

BE IT ORDAINED, by the Town Board of Lapel that the above Section 2-3 shall read as follows:

Licensing of Recreational Establishments

- a. No person shall operate a billiard table, card table, pool table, pinball, or electronic game device within the Town of Lapel prior to applying to the Clerk-Treasurer for a license for the same. The applicant for a license shall state the name of the person to be licensed; his or her residence; whether he or she has been convicted of any felony or misdemeanor; his or her previous occupations for the past five (5) years; and the number of tables for billiards, pool, cards, pinball, or electronic game devices he or she anticipates installing in the Town and the location of the same. The Clerk-Treasurer shall submit the application to the Board and, upon approval by the Board, the Clerk-Treasurer shall issue a license for the operation of billiard, pool, or card tables; pinball; or electronic game devices.
- b. No licensee operating billiard, pool, or card tables; pinball; or electronic game devices shall operate said billiard, pool, or card tables; pinball; or electronic game devices in a secret or concealed room(s). The room shall be open at all times to the public, and all above listed devices must be visible at all times from the street.
- c. No licensee operating billiard tables, card tables, pool tables, pinball or electronic game devices shall operate said billiard tables, card tables, pool tables, pinball, or electronic game devices between the hours of 12:00am and 9:00am, or at any time on Sunday. The room where the billiard tables, card tables, pool tables, pinball, or electronic game devices are located must be emptied of all personnel, including the owner or operators, thirty (30) minutes after closing time.
- d. Every licensee who obtains a license to operate or maintain billiard tables, card tables, pool tables, pinball, or electronic game devices for the purpose of providing or permitting entertainment to persons under eighteen (18) years of age must set and abide by a closing time of at least thirty (30) minutes before curfew as defined by State Law and this Code or as directed by the Town Marshal or other Madison County or State Police Agencies.
- e. No person shall keep and exhibit to be played upon for hire or gain any billiard table, card table, pool table, pinball, or electronic game device within the Town without first having obtained a license to do so from the Town as herein provided. Any person violating any provision of this section shall be fined the sum of Ten Dollars (\$10.00), Each and every day any billiard table, card table, pool table, pinball, or electronic game device is kept exhibited to be played upon for hire or gain constitutes a separate offense.
- f. All licenses issued in accordance with this section shall be valid for the period from January 1st to December 31st of each year. Persons receiving permits issued after January 1st and prior to July 1st shall pay the full license fee. Persons receiving permits issued on or after July 1st shall pay one half 1/2 of the license fee.
- g. License permit fees shall be assessed as follows:
 - o First machine, \$10.00
 - o All other machines \$2.00

- h. Each licensee under this section agrees to allow inspection of his or her premises at any time by the Town Police Department. The failure of said licensee to provide a valid permit for each license category, as set out in (g) of this section, shall subject said licensee to immediate revocation of all permits held by said licensee.
- i. A licensee issued under this section may be revoked upon the conviction of the license holder or maintaining a disorderly, indecent, or improper place, permitting gambling of any form, or the unlawful possession or sale of alcoholic beverages or controlled substances on the premises. The license holder shall receive a written notice stating that a hearing shall be held no sooner than ten (10) days following the mailing of the notice to determine if the license should be revoked for a violation of this section or as a public nuisance.
- j. The Board may instruct the Town Attorney to bring injunction proceedings to compel the enforcement of this section.
- k. This section does not apply to any benevolent or fraternal organization which owns, keeps, and maintains billiard, pool, or card tables for use by its own members and not for hire.

The Town Board of Lapel now implements the amendment to Ordinance, Chapter 2, Administration, Section 2-1 General Provisions, Section 2-2 Home Rule, Section 2-3 Licensing of Recreational Establishments.

Read and Adopted this 5th Day of November, 2009.

Further Information

7-2009

Date Passed: 11/5/2009

CH18 18 .8 - Salary Ordinance for 2010

Be it ordained by the Town of Lapel, Madison County, Indiana: Section #1 the salaries of the town officials, police officers, utility/park employees, and all others employed by the Town of Lapel, IN, effective for all pays after January 1st, 2010 and ending December 31st, 2010 shall be as follows, to-wit:

- Clerk/Treasurer
 - General Fund \$7,900
 - Gas Company \$5,663
 - Water Company \$4,279
 - Sewer Company \$5,663
 - Total \$23,505
- Town Council Members
 - General Fund \$500
 - Gas Company \$1,000
 - Water Company \$1,000
 - Sewer Company \$1,000

- Total \$3,500
- Attorney, \$4,500 annually
- General Maintenance \$9.75 per hour
- Building Inspector \$600 per month
- Development Inspector \$300 per month
- Janitor \$50 per week

Checks will be issued as follows:

- Council, monthly, the next pay period following the Council meeting
- Clerk/Treasurer, weekly
- Building Inspector, monthly
- Development Inspector, monthly
- Janitor, monthly
- Town Attorney, semi-annually
- all others weekly

Specific salaries for Town of Lapel employees beginning January 1st, 2010 and ending December 31st, 2010 are:

- Dennis Molina, Town Marshall - \$44,467 annually
- Allan Phillips, Police Officer - \$40,182 annually
- Mike Barnes, Police Officer - \$39,739 annually
- Jerry Young, Police Officer - \$34,128 annually
- Robert Kowalski, Part Time Officer - \$17 per hour
- Gary Flowers, Utility Superintendent - \$15.76 per hour
- Paula Lee, Office Administration - \$14.60 per hour
- Donna Lawther, Office Administration - \$14.60 per hour
- Gary Swaim, Building Inspector - \$600 per month
- Robert Kowalski, Development Inspector - \$300 per month
- Nathon Owens, Utility/Street - \$15.40 per hour
- Virgil Hobbs, Part Time General Maintenance - \$10.82 per hour
- Andrew Kern, Utility/Street - \$13.50 per hour
- Matthew McDole, Utility/Street - \$16.05 per hour
- Aaron Withrow, Utility/Street - \$12.00 per hour
- Cameron Clawson, Utility/Street - \$13.50 per hour
- C.J. Taylor, Water Operator/Sewer Operator - \$40 per hour/5hrs per week

Further Information

8-2009

Date Passed: 12/30/2009

CH18 18 .9 - Salary Ordinance for 2010

Be it ordained by the Town of Lapel, Madison County, Indiana: Section #1 the salaries of the town officials, police officers, utility/park employees, and all others employed by the Town of Lapel, IN, effective for all pays after January 1st, 2010 and ending December 31st, 2010 shall be as follows, to-wit:

- Clerk/Treasurer
 - General Fund \$7,900
 - Gas Company \$5,663
 - Water Company \$4,279
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- Attorney, \$4,500 annually
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- Council, monthly, the next pay period following the Council meeting
- Clerk/Treasurer, weekly
- Building Inspector, monthly
- Development Inspector, monthly
- Janitor, monthly
- Town Attorney, semi-annually
- all others weekly

Specific salaries for Town of Lapel employees beginning January 1st, 2010 and ending December 31st, 2010 are:

- Dennis Molina, Town Marshall - \$44,467 annually
- Allan Phillips, Police Officer - \$40,182 annually
- Mike Barnes, Police Officer - \$39,739 annually
- Jerry Young, Police Officer - \$34,128 annually
- Robert Kowalski, Part Time Officer - \$17 per hour
- Non academy graduate - \$30,000 annually

- Academy graduate - less than 2 years experience - \$33,000 annually
- Gary Flowers, Utility Superintendent - \$15.76 per hour
- Paula Lee, Office Administration - \$14.60 per hour
- Donna Lawther, Office Administration - \$14.60 per hour
- Gary Swaim, Building Inspector - \$600 per month
- Robert Kowalski, Development Inspector - \$300 per month
- Nathon Owens, Utility/Street - \$15.40 per hour
- Virgil Hobbs, Part Time General Maintenance - \$10.82 per hour
- Andrew Kern, Utility/Street - \$13.50 per hour
- Matthew McDole, Utility/Street - \$16.05 per hour
- Aaron Withrow, Utility/Street - \$12.00 per hour
- Cameron Clawson, Utility/Street - \$13.50 per hour
- C.J. Taylor, Water Operator/Sewer Operator - \$40 per hour/5hrs per week

Section - Personal Days

All full-time employees are entitled to eight (8) personal days per calendar year. Bereavement days three (3) per family member, which includes and is limited to the following; wife, husband, children, stepchildren, father, mother, stepfather, stepmother, father-in-law, mother-in-law, brothers, sisters; one day (1) for brother-in-law, sister-in-law and (2) for grandparents.

Section - Paid Legal Holidays

All full-time employees except Police Officers, are entitled to the following:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas Eve (Half Day)
- Christmas Day

Section - Sick Leave/Personal Days for Full-Time Employees

All new employees will be under a probationary period for the first six months of their employment, starting with the first day on the job. During this probationary period the employee will not be entitled to paid vacation benefits or sick leave benefits. After six (6) months on the job the employee will receive two (2) paid vacation days for the remainder of the first year of service.

All eligible employees will receive eight (8) paid Personal days per calendar year. Accumulated Sick days (those earned prior to January 1st, 2009) are designed and intended to be used for the employee's illness or medical appointments. Absences may be subject to investigation. A physician's statement of "fitness of duty" will be required if an employee is off work for 3 consecutive days or more. The Town also reserves the right to request a "fitness of duty" statement at any time. Accumulated Sick days, if not used, can be carried over to future years. Accumulated Sick days will not be paid upon termination of employment. Personal days, if not used, can be accumulated up to 30 days. At the accumulation of 30 days, this accrual will be capped.

Section - Vacation

Time worked reports must be submitted weekly to the Town Hall for all employees that are eligible for either Personal Days, Paid Legal Holidays, Insurance, Paid Vacation, or Accumulated Sick Leave.

At the anniversary date of employment, the full-time employee will be eligible for the following vacation schedule:

- One year of employment, one week paid vacation.
- Two thru four years of employment, two weeks of vacation.
- Five thru nine years of employment, three weeks of vacation.
- Ten or more, four weeks of vacation.

Following the first year of employment additional weeks will be earned on a calendar year basis beginning January 1st.

All vacations are mandatory (cannot work and collect pay plus vacation). Vacations must be scheduled one (1) week in advance with a supervisor. Vacations cannot be held over until the next year.

Unused vacation days will be paid upon termination of employment. Vacation days must be used before unpaid days off are granted.

Section - Overtime

Overtime is defined for all full-time employees, except Police Officers, as the hours worked, on a daily basis, over 8 hours. Overtime hours will be paid at 1 1/2 their hourly pay. The payroll clerk will prepare on a weekly basis, a report to the Council illustrating the amount of and who were paid overtime. It will be the job of the department supervisors to limit overtime whenever possible.

Section - Meeting Attendance Payment

Non-council members, that are authorized members of the Planning Commission, Park Board and Board of Zoning Appeals will be paid \$10 per meeting attended. Disbursement of amounts owed will be semi-annually July and January.

Section - Office Hours and Utility/Street Department Hours

Town Hall office hours are Monday-Friday, 8:00am to 5:00pm. The Utility/Street Department hours are 7:00am to 3:30pm. On disconnect day, one utility employee will work from 10:00am to 6:00pm so that paid disconnected services can be returned to service.

Section - Police Officers.

The work week consists of seven (7) days from Saturday and ending Friday. If a Police Officer works more than 40 hours per week, overtime will be paid. Holiday pay is calculated by annual salary divided by 260 days divided by 8 hours=holiday pay. Overtime hours x 1 x hourly pay=overtime pay. Overtime must be approved by the Town Marshall and the Town Council.

The salary of a Lapel Police Officer, without academy certification is \$30,000 per year. The salary of a Lapel Police Officer with less than two (2) years of experience, with an academy certification is \$33,000 per year.

If a Lapel Police Officer is sent to the Police Academy, and compensated by the Town of Lapel, the Police Officer is required to remain on the department for two (2) years after graduation from the Academy. If for some foreseen or unforeseen reason the officer has to leave the department or fails to complete the academy assignment, said officer must repay all training compensation of the Town of Lapel.

Non-academy graduates will be in a probationary status until one year from graduation date.

Academy graduates will be on a probationary period of one year from hire date.

New hire without academy certification will be sent to the academy within one year of hire date.

Section - Education Reimbursement

It is the desire of the Town of Lapel that all employees gain more education in their specific disciplines. If the employee quits a course, paid by the Town of Lapel, the employee must repay to the town the cost of the course. This would include tuition fees, cost of books and materials, and mileage reimbursements. If the employee completes the course work and attendance requirements, but fails the final test, reimbursement is not required. Retesting is at the discretion of the Council.

Section - Insurance

The Town of Lapel will pay 100% of the employee's health insurance premium, employees will have to pay dependent coverage, if desired. This benefit is available to full-time employees only. Employees who are eligible to enroll in the group medical program may choose to waive participation in the plan. Only employees covered under another group health plan will be permitted to waive coverage. Employees are required to complete the appropriate form to waive their election and provide verification of coverage.

- Health Life and Vision - Health Application
- Life Only - Health Application (check life only, indicate waiver/other coverage)

An optional dental insurance benefit plan is offered to all full-time employees. The premium for the insurance policy is split 50%-50% between the employee and the employer.

Section - Utility Certifications

When a Lapel Utility employee acquires a Class 1 operators certification for water or wastewater, their salary will be increased **25** cents per hour. If a Lapel Utility employee receives an initial gas operator's certification, their salary will be increased **75** cents per hour. When a Lapel Utility employee acquires a Class II operators certification in water or wastewater, their salary will be increased by 75 cents per hour. The Town of Lapel must receive a copy of the certification notice for each employee.

Further Information

9-2009

Date Passed: 9/2/2010