

TOWN COUNCIL OF REDKEY, INDIANA

ORDINANCE 2025-03

**MUNICIPAL UTILITIES ACCOUNT ADMINISTRATION ORDINANCE**

WHEREAS, the Town Council recognizes the necessity of maintaining clear, consistent, and uniform procedures for administering municipal utility accounts to ensure fairness, transparency, and accuracy; and

WHEREAS, the Town provides essential utility services to its residents and businesses, including water, wastewater, stormwater, solid waste, and other municipal services vital to the health, safety, and welfare of the community; and

WHEREAS, the Council finds it necessary to establish procedures for opening, transferring, and discontinuing accounts, as well as handling accounts of deceased customers, to safeguard the Town's resources, prevent fraud, and ensure continuity of service; and

WHEREAS, the Council further finds that adopting this ordinance will promote sound administration, protect customer rights, and maintain the financial integrity of the Town's utility system;

**THEREFORE, THE TOWN COUNCIL OF THE TOWN OF REDKEY ORDAINS AS FOLLOWS:**

**SECTION 1: SHORT TITLE**

This subchapter shall be cited as the "Municipal Utilities Account Administration Ordinance."

**SECTION 2: PURPOSE**

The purpose of this subchapter is to establish uniform procedures for opening, transferring, and discontinuing municipal utility service, and for handling accounts of deceased customers, to protect the Town's utility system and ensure accurate billing and customer records.

**SECTION 3: JURISDICTION**

(A) This subchapter applies within the corporate limits of the Town and to all municipal utility services provided by the Town.

(B) This subchapter is in addition to any applicable state statute or county ordinance presently in effect or subsequently amended.



#### **SECTION 4: DEFINITIONS**

For purposes of this subchapter:

- (A) ACCOUNT HOLDER. The person or entity in whose name a utility account is maintained.
- (B) NEW SERVICE. Initial connection of utility service at a premises where the applicant is not the current account holder.
- (C) TRANSFER OF SERVICE. Change in the account holder's name due to occupancy change, marital status change, legal name change, or similar circumstance without physical disconnection.
- (D) DISCONTINUANCE. Termination of service at a premises at the request of the account holder.
- (E) ESTATE REPRESENTATIVE. A person legally authorized to act on behalf of a deceased account holder's estate (including a personal representative or next of kin as allowed by law).
- (F) UTILITY. The Town's municipal utilities, including but not limited to water, wastewater, solid waste, and any other services administered by the Town's Utilities Department.

#### **SECTION 5: APPLICATION FOR NEW SERVICE**

- (A) Required materials. To open a new account, an applicant shall submit:
  - (1) A completed New Account Application on a form provided by the Utilities Department;
  - (2) A legible copy of a valid government-issued photo identification; and
  - (3) A deposit in the amount established by the Town's fee schedule (which may be adjusted from time to time by resolution).
- (B) Submission. Applications may be submitted by any method approved by the Utilities Department.
- (C) Payment methods. The Utilities Department may accept cash, check, money order, or credit card.
- (D) Processing. Service activation will occur after the application is deemed complete, identity and occupancy are verified as needed, and all required deposits/fees are paid.
- (E) Denial. The Utilities Department may deny or delay activation for incomplete applications, unpaid balances owed to the Town, safety concerns, or other lawful reasons.

#### **SECTION 6: TRANSFER OR CHANGE OF ACCOUNT (EXISTING ACCOUNT HOLDERS)**

- (A) Duty to update. An existing account holder shall notify the Utilities Department of any change in occupancy, mailing address, legal name, or contact information within ten (10) business days.
- (B) Required materials. To transfer an existing account to a new responsible party at the same premises, the incoming party shall submit the items listed in § 5(A). The Utilities





Department may apply the current fee schedule and may require payment of any undisputed past-due charges before approving the transfer.

(C) No automatic assumption of debt. Transfer does not relieve a prior account holder of liability for charges accrued during their period of responsibility.

(D) Continuity. Where practicable, transfers shall be processed without interruption of service.

#### **SECTION 7: DISCONTINUANCE OF SERVICE (CLOSING AN ACCOUNT)**

(A) Request to discontinue. The account holder (or authorized agent) shall submit a completed Discontinuance of Service Request on a form provided by the Utilities Department, stating the requested termination date and forwarding address for final billing.

(B) Verification. The account holder must verify that the Utilities Department has received the request; failure to verify may result in continued billing.

(C) Final bill and deposit. The Utilities Department shall issue a final bill based on actual or estimated usage through the termination date. Any deposit held will be applied to the final bill; any remaining balance due shall be payable per the Town's billing policies, and any remaining credit shall be refunded to the account holder.

(D) Access. The account holder shall provide reasonable access for final meter reading, inspection, and removal or exchange of Town equipment, if applicable.

#### **SECTION 8: DECEASED ACCOUNT HOLDERS**

(A) Notice required. The Estate Representative or next of kin shall notify the Utilities Department within thirty (30) days of the account holder's death.

(B) Documentation. The Utilities Department may require a copy of the death certificate and documentation of representative authority.

(C) Options. The Estate Representative may:

(1) Request discontinuance under § 7; or

(2) Request a transfer to a new responsible party under § 6, subject to deposit and application requirements.

(D) Final accounting. The Utilities Department shall issue a final bill through the date of discontinuance or transfer. Deposits will be applied to the balance; credits or refunds shall be made to the estate pursuant to applicable law.

(E) No waiver. Charges continue to accrue until discontinuance or transfer is completed.

#### **SECTION 9: DEPOSITS, FEES, AND CHARGES**

(A) Deposit amount. Deposits for new service and transfers shall be as set by the Town's fee schedule.

(B) Application and service fees. The Utilities Department may collect application, connection, reconnection, and other lawful fees as adopted by the Town.

(C) Third-party payment fees. Convenience fees charged by third-party processors are the responsibility of the payer and are not Town revenue.



(D) Interest and refunds. Deposits may be credited, refunded, or retained in accordance with state law and the Town's adopted policies.

#### **SECTION 10: BILLING; DELINQUENCY; ENFORCEMENT**

(A) Billing and due dates shall follow the Utilities Department's published billing calendar.

(B) Past-due accounts may incur penalties, interest, and collection costs as authorized by Town code and state law.

(C) The Town may discontinue service for nonpayment, fraud, tampering, denial of access, or violation of this subchapter, after notice as required by law.

#### **SECTION 11: RECORDS; PRIVACY; VERIFICATION**

The Utilities Department may require reasonable identity and occupancy verification to prevent fraud and to comply with applicable privacy and data-security obligations. Customer records shall be handled in accordance with applicable public records laws and Town policy.


#### **SECTION 12: SEVERABILITY**

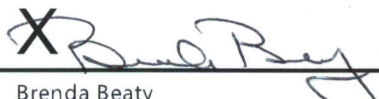
If any provision of this subchapter is held invalid, the remaining provisions shall not be affected and shall remain in full force and effect.


#### **SECTION 13: EFFECTIVE DATE; AUTHORITY TO ADOPT FORMS**

This subchapter takes effect upon passage and publication as required by law. The Utilities Department is authorized to create and update forms and administrative procedures consistent with this subchapter.

NOW, THEREFORE, BE IT FURTHER ORDAINED this ordinance supersedes any previous ordinances or resolutions regarding utility billing previously passed by the Common Council of the Town of Redkey that are in conflict herewith.

 ADOPTED by the Town Council of the Town of Redkey, Indiana, this 16 of December, 2025.

  
Brenda Beaty  
Town Board President

  
Floyd Life  
Town Board Member



X

Jimmy Phillips  
Town Board Member

X

Jenny Staver  
Town Board Member

X

Byron Daugherty  
Town Board Member

Attest:

X

Gloria May  
Clerk-Treasurer





TOWN COUNCIL OF REDKEY, INDIANA

ORDINANCE 2025-04

AN ORDINANCE AMENDING ORDINANCE 2017-6 ADDRESSING ABANDONED  
VEHICLES, TRASH, GARBAGE, RUBBISH, WEEDS, DEBRIS, RANK VEGETATION,  
AND PUBLIC NUISANCES EXISTING IN THE TOWN OF REDKEY

WHEREAS, the Town Council of Redkey has established ordinances addressing abandoned vehicles, trash, garbage, rubbish, weeds, debris, rank vegetation, and public nuisances existing in the Town of Redkey.

WHEREAS, property owners are responsible for all costs of removal, cutting, or destruction of weeds, grasses, trees, bushes, and rank vegetation subject to a destruction order by the Town of Redkey.

WHEREAS, the Town Clerk-Treasurer, Town Marshal, or Town Council President may employ the services of town employees to abate violations and shall set and assign an appropriate per hour rate for employees, equipment, and supplies which may be used.

NOW, THEREFORE, BE IT ORDAINED by the Redkey Town Council that the following rates and charges apply for municipal labor and equipment. These rates and charges are based on time with a minimum of one hour. If subcontracted, contractor's final invoice charges apply.

EMPLOYEE LABOR RATES

|                    |                                  |
|--------------------|----------------------------------|
| Administration Fee | \$200 per work order (abatement) |
| Tax Lien Fee       | \$100 per lien                   |
| Employee Labor     | \$50.00 per hour                 |
| Supervisor Labor   | \$100.00 per hour                |
| Police Labor       | \$75.00 per hour                 |

EQUIPMENT RATES

|                                    |   |
|------------------------------------|---|
| Blower, Weed Whip, Chainsaw        | \$25.00 per hour                        |
| Mower, Trailer, Vehicle            | \$50.00 per hour                        |
| Dump Truck                         | \$100.00 per hour                       |
| Tractor Mower, Backhoe, Skid Steer | \$150.00 per hour                       |
| Street Sweeper, Snow Plow          | \$150.00 per hour plus cost of supplies |
| Boring Machine                     | \$150.00 hour                           |



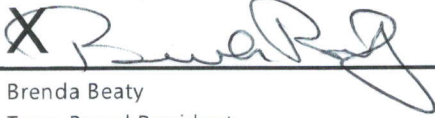
Dumpster Fee

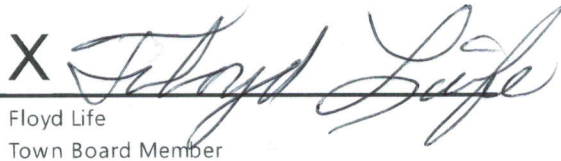
\$200.00 plus cost of disposal

NOW, THEREFORE, BE IT FURTHER ORDAINED this ordinance supersedes any previous ordinances or resolutions regarding employee and equipment rates previously passed by the Common Council of the Town of Redkey that are in conflict herewith.

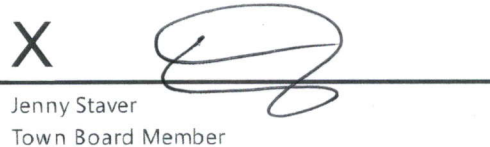
ADOPTED by the Town Council of the Town of Redkey, Indiana, this 16 of

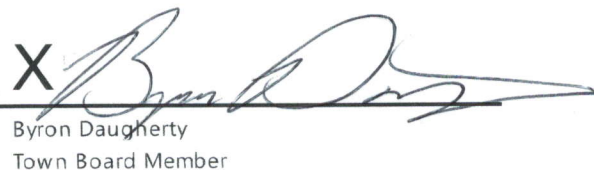
December, 2025.

X   
Brenda Beaty  
Town Board President

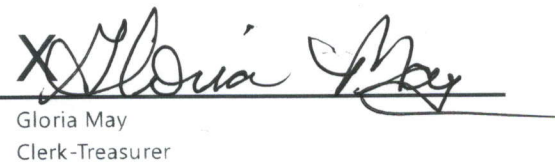
X   
Floyd Life  
Town Board Member

X   
Jimmy Phillips  
Town Board Member

X   
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Town Board Member

Attest:

X   
Gloria May  
Clerk-Treasurer



