

Spring Hill Indiana
Town Codes, Policies, and Ordinances

As an included town in Marion County, the Town of Spring Hill officially recognizes and follows all ordinances of the City of Indianapolis/Marion County Indiana and the State of Indiana. Based on the needs of the town, the specific ordinance and codes we wish to re-iterate are below, taken from the Indiana Code.

Nepotism and Contracting

We specifically adhere to policies related to Nepotism (IC 36-1-20.2) and Contracting (IC 36-1-21) as described in the Indiana Code as published on their website. Annually, town council members must certify that they have reviewed and agree to these policies.

As of December 8, 2025, those codes read as follows:

IC 31-1-20.2 Chapter 20.2. Nepotism

IC 36-1-20.2-1 Applicability

Sec. 1. This chapter applies to all units.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-2 Individuals employed on July 1, 2012

Sec. 2. An individual who is employed by a unit on July 1, 2012, is not subject to this chapter unless the individual has a break in employment with the unit. The following are not considered a break in employment with the unit:

(1) The individual is absent from the workplace while on paid or unpaid leave, including vacation, sick, or family medical leave, or worker's compensation.

(2) The individual's employment with the unit is terminated followed by immediate reemployment by the unit, without loss of payroll time.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-3 Persons not subject to chapter

Sec. 3. For purposes of this chapter, the performance of the duties of:

(1) a precinct election officer (as defined in IC 3-5-2.1-82), an absentee voter board, an absentee ballot counter, a provisional ballot counter, or an absentee ballot courier that are imposed by IC 3; or

(2) a volunteer firefighter;

is not considered employment by a unit.

As added by P.L.135-2012, SEC.7. Amended by P.L.186-2025, SEC.252; P.L.240-2025, SEC.38.

IC 36-1-20.2-4 "Direct line of supervision"

Sec. 4. (a) For the purposes of this chapter, a person is in the "direct line of supervision" of an elected officer or employee if the elected officer or employee is in a position to affect the terms and conditions of the individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation.

(b) The term does not include the responsibilities of the executive, legislative body, or fiscal body of a unit, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the unit.

As added by P.L.135-2012, SEC.7. Amended by P.L.13-2013, SEC.149.

IC 36-1-20.2-5 "Employed"

Sec. 5. As used in this chapter, "employed" means an individual who is employed by a unit on a full-time, part-time, temporary, intermittent, or hourly basis. The term does not include an individual who holds only an elected office. The term includes an individual who is a party to an employment contract with the unit.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-6 "Member of the fire department"

Sec. 6. As used in this chapter, "member of the fire department" means the fire chief or a firefighter appointed to the department.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-7 "Member of the police department"

Sec. 7. As used in this chapter, "member of the police department" means the police chief or a police officer appointed to the department.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-8 "Relative"

Sec. 8. (a) As used in this chapter, "relative" means any of the following:

- (1) A spouse.
- (2) A parent or stepparent.
- (3) A child or stepchild.
- (4) A brother, sister, stepbrother, or stepsister.
- (5) A niece or nephew.
- (6) An aunt or uncle.
- (7) A daughter-in-law or son-in-law.

(b) For purposes of this section, an adopted child of an individual is treated as a natural child of the individual.

(c) For purposes of this section, the terms "brother" and "sister" include a brother or sister by the half blood.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-9 Adoption of more stringent or detailed requirements

Sec. 9. (a) This chapter establishes minimum requirements regarding employment of relatives. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. However, the policy may:

- (1) include requirements that are more stringent or detailed than any provision in this chapter; and
- (2) apply to individuals who are exempted or excluded from the application of this chapter.

The unit may prohibit the employment of a relative that is not otherwise prohibited by this chapter.

(b) The annual report filed by a unit with the state board of accounts under IC 5-11-13-1 must include a statement by the executive of the unit stating whether the unit has implemented a policy under this chapter.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-10 Employment of relatives in direct line of supervision prohibited

Sec. 10. Individuals who are relatives may not be employed by a unit in a position that results in one (1) relative being in the direct line of supervision of the other relative.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-11 Employee not in violation if relative assumes elected office; promotions

Sec. 11. (a) This section applies to an individual who:

(1) is employed by a unit on the date the individual's relative begins serving a term of an elected office of the unit; and

(2) is not exempt from the application of this chapter under section 2 of this chapter.

(b) Unless a policy adopted under section 9 of this chapter provides otherwise, an individual may remain employed by a unit and maintain the individual's position or rank even if the individual's employment would violate section 10 of this chapter.

(c) Unless a policy adopted under section 9 of this chapter provides otherwise, an individual described in subsection (b) may not:

(1) be promoted to a position; or

(2) be promoted to a position that is not within the merit ranks, in the case of an individual who is a member of a merit police department or merit fire department;

if the new position would violate section 10 of this chapter.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-12 Employment contract not abrogated

Sec. 12. This chapter does not abrogate or affect an employment contract with a unit that:

(1) an individual is a party to; and

(2) is in effect on the date the individual's relative begins serving a term of an elected office of the unit.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-13 Sheriff's employment of spouse as prison matron allowed

Sec. 13. Unless the policy adopted under section 9 of this chapter provides otherwise, a sheriff's spouse may be employed as prison matron for the county under IC 36-8-10-5 and the spouse may be in the sheriff's direct line of supervision.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-14 Employment of former coroner allowed

Sec. 14. Unless the policy adopted under section 9 of this chapter provides otherwise, an individual:

- (1) who served as coroner;
 - (2) who is currently ineligible to serve as coroner under Article 6, Section 2(b) of the Constitution of the State of Indiana;
 - (3) who, as coroner, received certification under IC 36-2-14-22.3; and
 - (4) whose successor in the office of coroner is a relative of the individual;
- may be hired in the position of deputy coroner and be in the coroner's direct line of supervision.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-15 Township trustee; hiring of relative to work in office located in residence permitted; salary limit

Sec. 15. If the township trustee's office is located in the township trustee's personal residence, unless the policy adopted under section 9 of this chapter provides otherwise the township trustee may hire only one (1) employee who is a relative. The employee:

- (1) may be hired to work only in the township trustee's office;
- (2) may be in the township trustee's direct line of supervision; and
- (3) may not receive total salary, benefits, and compensation that exceed five thousand dollars (\$5,000) per year.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-16 Annual certification by elected officer

Sec. 16. Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer has not violated this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-17 Noncompliance reported to the department of local government finance

Sec. 17. If the state board of accounts finds that a unit has not implemented a policy under this chapter, the state board of accounts shall forward the information to the department of local government finance.

As added by P.L.135-2012, SEC.7.

IC 36-1-20.2-18 Budget or additional appropriations may not be approved

Sec. 18. If a unit has not implemented a policy under this chapter, the department of local government finance may not approve:

- (1) the unit's budget; or
- (2) any additional appropriations for the unit;

for the ensuing calendar year until the state board of accounts certifies to the department of local government finance that the unit is in compliance with this chapter.

As added by P.L.135-2012, SEC.7.

Contracting With a Unit

IC 36-1-21-1 Applicability

Sec. 1. This chapter applies only to a unit.

As added by P.L.135-2012, SEC.8.

IC 36-1-21-2 "Elected official"

Sec. 2. As used in this chapter, "elected official" means:

- (1) the executive or a member of the executive body of the unit;
- (2) a member of the legislative body of the unit; or
- (3) a member of the fiscal body of the unit.

As added by P.L.135-2012, SEC.8.

IC 36-1-21-3 "Relative"

Sec. 3. (a) As used in this chapter, "relative" means any of the following:

- (1) A spouse.
- (2) A parent or stepparent.
- (3) A child or stepchild.
- (4) A brother, sister, stepbrother, or stepsister.
- (5) A niece or nephew.
- (6) An aunt or uncle.
- (7) A daughter-in-law or son-in-law.

(b) For purposes of this section, an adopted child of an individual is treated as a natural child of the individual.

(c) For purposes of this section, the terms "brother" and "sister" include a brother or sister by the half blood.

As added by P.L.135-2012, SEC.8.

IC 36-1-21-4 Adoption of more stringent or detailed requirements

Sec. 4. (a) This chapter establishes minimum requirements regarding contracting with a unit. The legislative body of the unit shall adopt a policy that includes, at a minimum, the requirements set forth in this chapter. However, the policy may:

- (1) include requirements that are more stringent or detailed than any provision in this chapter; and
 - (2) apply to individuals who are exempted or excluded from the application of this chapter.
- The unit may prohibit or restrict an individual from entering into a contract with the unit that is not otherwise prohibited or restricted by this chapter.

(b) The annual report filed by a unit with the state board of accounts under IC 5-11-13-1 must include a statement by the executive of the unit stating whether the unit has implemented a policy under this chapter.

As added by P.L.135-2012, SEC.8.

IC 36-1-21-5 Contract disclosure requirements

Sec. 5. (a) A unit may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with:

- (1) an individual who is a relative of an elected official; or
- (2) a business entity that is wholly or partially owned by a relative of an elected official; only if the requirements of this section are satisfied and the elected official does not violate IC 35-44.1-1-4.

(b) A unit may enter into a contract or renew a contract with an individual or business entity described in subsection (a) if:

- (1) the elected official files with the unit a full disclosure, which must:
 - (A) be in writing;
 - (B) describe the contract or purchase to be made by the unit;
 - (C) describe the relationship that the elected official has to the individual or business entity that contracts or purchases;
 - (D) be affirmed under penalty of perjury;
 - (E) be submitted to the legislative body of the unit and be accepted by the legislative body in a public meeting of the unit prior to final action on the contract or purchase; and
 - (F) be filed, not later than fifteen (15) days after final action on the contract or purchase, with:
 - (i) the state board of accounts; and
 - (ii) the clerk of the circuit court in the county where the unit takes final action on the contract or purchase;
- (2) the appropriate agency of the unit:
 - (A) makes a certified statement that the contract amount or purchase price was the lowest amount or price bid or offered; or
 - (B) makes a certified statement of the reasons why the vendor or contractor was selected; and
- (3) the unit satisfies any other requirements under IC 5-22 or IC 36-1-12.

(c) An elected official shall also comply with the disclosure provisions of IC 35-44.1-1-4, if applicable.

(d) This section does not affect the initial term of a contract in existence at the time the term of office of the elected official of the unit begins.

As added by P.L.135-2012, SEC.8. Amended by P.L.13-2013, SEC.150.

IC 36-1-21-6 Annual certification by officer

Sec. 6. Each elected officer of the unit shall annually certify in writing, subject to the penalties for perjury, that the officer is in compliance with this chapter. An officer shall submit the certification to the executive of the unit not later than December 31 of each year.

As added by P.L.135-2012, SEC.8.

IC 36-1-21-7 Noncompliance reported to the department of local government finance

Sec. 7. If the state board of accounts finds that a unit has not implemented a policy under this chapter, the state board of accounts shall forward the information to the department of local government finance.

As added by P.L.135-2012, SEC.8.

IC 36-1-21-8 Budget or additional appropriations may not be approved

Sec. 8. If a unit has not implemented a policy under this chapter, the department of local government finance may not approve:

(1) the unit's budget; or

(2) any additional appropriations for the unit;

for the ensuing calendar year until the state board of accounts certifies to the department of local government finance that the unit has adopted a policy under this chapter.

As added by P.L.135-2012, SEC.8.

Funding Sources and Management

Motor Vehicle Highway Fund (MVHF) and MVHF Restricted Fund

Municipalities may use MVHA revenues for: construction, reconstruction, preservation, repair, maintenance, oiling, sprinkling, snow removal, weed and tree cutting and cleaning of roadway, rights of ways, and streets and alleys, including curbs. MVHA revenues may also be used for the purchase or lease of highway construction, preservation, and maintenance equipment, the purchase, erection, operation and maintenance of traffic signs and signals, and safety zones and devices, and the painting of surfaces in Indiana for purposes of safety and traffic regulation. A municipality may also use MVHA revenues to pay the principal of and interest on bonds sold primarily to finance road, street, or thoroughfare projects. At least 50% of MVHA revenues distributed to municipalities must be used for the construction, reconstruction, and preservation of the city's or town's highways. I.C. 8-14-1-1; I.C. 8-14-1-5.

The Town of Spring Hill, will maintain three accounts to manage funding received:

1. General Fund
2. Motor Vehicle Highway Fund
3. Motor Vehicle Highway Restricted Fund

Oaths of Office

Every municipal officer, before entering on the officer's official duties, is required to take an oath: (1) to support the Constitution of the United States and the Constitution of the State of Indiana; and (2) that the officer will faithfully discharge the duties of such office. I.C. 5-4-1-1(a). An individual appointed as a deputy is considered an employee of the political subdivision performing ministerial functions on behalf of an officer and is not required to take the oath. I.C. 5-4-1-1(c). However, if a chief deputy assumes the duties of an office during a vacancy, the chief deputy must take the oath before entering on the official duties of the office. I.C. 5-4-1-1(c). The oath of an elected municipal official shall be endorsed on or attached to the certificate of election signed by the person taking the oath, and certified to by the officer before whom the oath was taken, who shall also deliver to the person taking the oath a copy of the oath. I.C. 5-4-1-2. Official oaths may be administered:

- Notaries public;
- Justices and judges of courts, in their respective jurisdictions;

- The secretary of state of Indiana;
- The clerk of the supreme court;
- Mayors, clerks, clerk-treasurers of towns and cities, and township trustees, in their respective towns, cities, and townships (I.C. 36-4-10-4);
- Clerks of circuit courts and master commissioners, in their respective counties;
- Judges of United States district courts of Indiana, in their respective jurisdictions;
- United States commissioners appointed for any United States district court of Indiana, in their respective jurisdictions;
- A precinct election officer and an absentee voter board member, for any purpose authorized under Indiana Election Law;
- A member of the Indiana election commission, a co-director of the election division, or an employee of the election division;
- County auditors, in their respective counties; or
- Any member of the general assembly anywhere in Indiana. I.C. 33-42-9-7; I.C. 33-42-4-1.

An official cannot administer an oath to himself.

An individual appointed or elected to an office of a political subdivision may take the oath at any time after the individual's appointment or election. However, an individual appointed or elected to an office of a political subdivision must take the oath and deposit the oath not later than thirty days after the beginning of the term of office. If an individual appointed or elected to an office of a political subdivision does not take the oath and file it within the time period, the office becomes vacant. I.C. 5-4-1-1.2. A copy of the oath, once taken, shall be deposited by the person in the circuit court clerk's office of the county containing the greatest percentage of the population of the political subdivision. I.C. 5-4-1-4. Oaths of city or town judges must be filed with the secretary of state. I.C. 5-4-1-4. The oath of an elected municipal official shall be endorsed on or attached to the certificate of election signed by the person taking the oath, and certified to by the officer before whom the oath was taken, who shall also deliver to the person taking the oath a copy of the oath.

I.C. 5-4-1-2. A certified copy of all municipal oaths should be filed with the municipal clerk or clerk-treasurer, regardless of any statutory requirement to do so. (A certified copy of a document will have a statement attached to it, testifying to the correctness of the copy as representative of the original document). An oath for an elected official is usually included on the reverse side of the official's certificate of election issued by the circuit court clerk. It is good practice to make several copies. This should take place even if an official is considered a holdover under the Constitution and no election occurs as is permitted.

Spring Hill Indiana

Internal Control Standards

Internal Control Standards

The Town of Spring Hill recognizes the Uniform Internal Control Standards for Indiana Subdivisions as the guiding framework for our own internal control standards. The State Examiner compiled standards contained in the manual, Uniform Internal Control Standards for Indiana Political Subdivisions. All political subdivisions subject to audit by SBOA are expected to adhere to these standards. At a minimum, the legislative body shall stipulate in a policy that they have adopted the internal control standards as defined by SBOA under IC 5-11-1-27(e). Each year, all town council members will receive a digital copy of the UICS booklet, they must have viewed the SBOA online training video (<https://youtu.be/KY8TUe6jX88?si=jjlhDPU0Ezae8L5W>), and these standards will be briefly reviewed in the first town council meeting of the year. Personnel training of individuals shall be evidenced through a certification process. The certification form that is to be used and retained by the political subdivision is found in the Appendix of the Uniform Internal Control Standards for Indiana Political Subdivisions. The fiscal officer of a political subdivision must certify in writing that the minimum internal control standards have been adopted and personnel, not on leave status, have received training. The certification must be filed with SBOA at the same time as the Annual Financial Report is filed, beginning in 2017.

Segregation of Duties

Part of maintaining internal control standards, is the segregation of duties to maintain adequate checks and balances. As the two most active members of the town council are the president of the town council and the clerk-treasurer, their duties are outlined below. Though town council members at large do not have specifically assigned duties, it is the responsibility of all town council members to identify and address negligence of duties, fraud, waste, and abuse of any other member of the town council and of the clerk-treasurer.

Duties of the Clerk-Treasurer

- Annually submit Form 100R to the State Board of Accounts by January each year.
- Annually submit the Annual Financial Report, including verifying that all town council members have completed the certification of training on the town's internal control standards.
- Administer oaths to all new town council members within 30 days of their taking office.
- With the Town Council President, maintain a shared digital calendar of deadlines for the filing of state paperwork.
- Annually create town budget and propose budget to the Town Council.
- At each Town-Council meeting, the Clerk-Treasurer, or a volunteer surrogate, will take minutes which include at minimum: the date, time and place of the meeting; the members of the governing body recorded as either present or absent; the

general substance of all matters proposed, discussed, or decided; a record of all votes taken, by individual members if there is a roll call; any additional information required under section 3.5 of 3.6 of Indiana Code 5-14-1.5-4 or any other statute that authorizes a governing body to conduct a meeting using an electronic means of communication.

- The meeting minutes will be sent by the Clerk-Treasurer or designated surrogate to the Town Council President, who will make them public via the town website within one week of the meeting.
- At each Town Council Meeting, provide an updated list of expenditures to the council and any upcoming anticipated expenses.
- Maintain accurate records of all expenditures, including ensuring that all monies can be accounted for via bank statements, canceled checks, or other means.
- Verify that prior to any monies being disbursed, that we have an adequate claim which complies with Indiana Code 5-11-10-1.6 and that these claims are kept on file for at least 7 years in order to comply for any requests for audits.
- Monthly upload to the Gateway: bank reconcilements, bank statements, approved town council minutes, funds ledgers (summarizing total receipts, disbursements, and beginning and ending balances by fund)
- Annually upload to the Gateway: year-end investment statements, annual funds ledger (summarizing year-to-date total receipts, year-to-date disbursements, and beginning and ending balances by fund), detailed listing of receipts, detailed listing of disbursements.

Duties of the Town Council President

- Each year check with Clerk-Treasurer to make sure Form 100R was submitted by deadline.
- Each month review income and expenditures, including making sure there is accurate documentation of all checks and purchases with adequate claim documentation, so that the documentation can be reviewed and submitted as needed.
- With the Town Clerk-Treasurer, maintain a shared digital calendar of deadlines for the filing of state paperwork.
- With the Town Clerk-Treasurer, maintain a public facing email account to include paying annual fees for such an account from the town budget, keeping access to the account secure, and responding to all inquiries received by the town email address.
- In January of each calendar year, organize a town council meeting.
- In January of each calendar year, poll current town council members and establish dates for at least 5 town council meetings for said year, two of these meetings must be budget related and at the budget approval meeting, Town Council members should sign the budget.
- Check with the Clerk-Treasurer that the budget has been submitted by the deadline.
- Each calendar year, obtain signed Nepotism and Contracting Policies from each town council member.

- Maintain list of town members and their contact information.
- Send at least one annual town newsletter.
- Send at least one annual letter to residents on Cold Spring for whom the town maintains mailboxes informing them of the proper channels for mailbox related requests and maintenance.
- Either personally or through a vendor, maintain mailboxes on Cold Spring Road, including responding to requests for repairs from residents via email.
- Maintain mailboxes for residents of Holcomb Estate which are obtained through USPS.
- Run town council meetings, including creating an agenda, requesting agenda items, and calling votes
- Maintain town website.
- Post town council meeting information, including link to attend the meeting virtually and agenda at least one week prior to each town council meeting.
- Post town council meeting minutes and video recording within one week following each town council meeting on the town website.
- At the last Town Council meeting of each calendar year, the current town council will select a Town Council President for the next calendar year.
- From the time a new Town Council President is selected until January 1st of the next calendar year, the current incumbent Town Council President will begin orienting the elected Town Council President to the duties of the Town Council President, including making sure the President elect will have access to all town accounts.
- Each year, send out link to the internal control standards video training approved by SBOA - <https://www.youtube.com/watch?v=KY8TUe6jX88>
- At the first Town Council Meeting of the year, briefly review Internal Control Standards with all Town Council Members and obtain signature from all members that they have been trained on, and received a copy of, the internal control standards.
- Ensure that all town council members and the clerk treasurer have taken oath of office.
- Submit oaths to circuit court clerk's office of Marion County.
- Each month, check with clerk-treasurer that monthly Gateway uploads are completed.
- Each January, check with clerk-treasurer that annual Gateway uploads are completed.