

Jackson Township Trustees Office

Stakeholder Community

LoCaL
Leaders
Connecting
Leaders

Revised – Aug 30, 2019

Name (Individual/Organization): Jackson Township Trustee, Brown County, IN

- The [U.S. state](#) of [Indiana](#) is divided into 1,008 [townships](#) in 92 [counties](#). Each is administered by a [township trustee](#).
- Brown County – [Township Maps](#)

Contact Information: (cell, email):

Trustee: Sanda K. Higgins, Trustee, 3607 Helmsburg Rd, Nashville, IN 47448

(812) 320, 4564; higginsoffice@yahoo.com

Board Members: Sandara Poole, Larry Gardiner, Jim Kakavecos

What is the mission of your organization? A **township trustee** is an elected official in the local government of the [U.S. state](#) of [Indiana](#). A township trustee administers a [township](#), which in Indiana is the primary political subdivision of a [county](#), and in common with most other state officials serves a term of four years.

- [Required Duties by State Law](#) (see below – Services and Products provided)
- **Township Board:** The trustee is assisted by a three-member Township Board whose members are also elected to four year terms. Duties of the board include adopting the annual budget, serving as a board of finance and approving township contracts. In January of each year, the trustee presents to the board an annual report showing the receipts, expenditures, investments and debts of the township. The approved report is then published in local papers for public inspection.

Stakeholders – everyone that will be effected by what you do over the near, mid, and long-term, e.g., over the life of the organization or program.

STAKEHOLDER COMMUNITY

DIRECT – Receives the product or service

- Who are your customers? Brown County Citizens residing in Jackson Township, Volunteers that care for cemeteries, Fruitdale and Jackson Volunteer Fire Departments
 - What are the needs of your customers?

- Support and information regarding services. Compassion, empathy, temporary housing, food, medical services, fire education and protection, care and maintenance of property - respect for history and the deceased (cemeteries).

- **What services/products are provided?**

- State law requires the township trustee to perform the following duties:^[1]
 1. Keeping a written record of official proceedings.
 2. Managing all township property interests.
 3. Keeping township records open for public inspection.
 4. Attending all meetings of the township legislative body.
 5. Receiving and paying out township funds.
 6. Examining and settling all accounts and demands chargeable against the township.
 7. Administering township assistance under IC 12-20 and IC 12-30-4.
 8. Performing the duties of [Fence Viewer](#) under IC 32-26.
 9. Providing and maintaining cemeteries under IC 23-14.
 - a. Jackson Township – Carmel Ridge, Fleener, Richardson, Snyder
 10. Providing fire protection under IC 36-8, except in a township that is located in a county [having a consolidated city](#) that has consolidated the township's fire department under IC 36-3-1-6.1.
 11. Filing an annual personnel report under IC 5-11-13.
 12. Providing and maintain township parks and community centers under IC 36-10.
 13. Destroying detrimental plants, noxious weeds, and rank vegetation under IC 15-16-8.
 14. Providing insulin to the poor under IC 12-20-16.
 15. Performing other duties prescribed by statute.
- Per [IC 5-11-1-4](#) every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year.

Information on Available Services and Resources provided by the Trustee

- **Local Social Services Links**

- **What are the expectations of your customers?**

- Individual recipient of services: To give back when needed and to help themselves.
- VFDs: to provide needed services for their volunteers and community

- **What feedback is being used to determine if customer expectations are being met?**

- A Thank You.
- Number of people served, the services provided.
- Financial reports – DLGF – Annual Report, Disbursements, Budget

INTERNAL - Provides the service or product

- **Who provides the service and products?**

- Jackson Township Trustee – Sandy Higgins
- Jackson Town Ship Clerk (\$6,700 budgeted for support)
- Township Board

| Internal Stakeholder | Needs | Services Provided | Expectations | Related Feedback Measure |
|-----------------------------|--------------|--------------------------|---------------------|---------------------------------|
| Trustee | | | | |
| Clerk | | | | |
| Board | | | | |
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INDIRECT. Others that support or have an interest in the production and delivery of the service or product. Would include individuals and groups that are affected by the action of the Trustees Office.

- **Who are the other stakeholders that support the needs of the community in an indirect way?**
 - Contracted Services: Total of \$3,000, \$500.00 to each of the following organizations:
 - Backpack Program
 - Mothers Cupboard
 - TRIAD
 - St. Vincent DePaul
 - Brown County Access
 - Women’s Shelter
 - State Board of Accounts (audit and oversight).
 - County Citizens and taxpayers
 - Peaceful Valley Heritage
 - Other Township Trustees and Boards
 - Other Indiana Township Trustees and Boards, Associations
 - State of Indiana.
 - Relatives and neighbors of those being served
 - Political parties that recruit / support candidates for office – trustee, and board members

To-Do – Future additions:

| Indirect Stakeholders | Needs | Services Provided | Expectations | Related Feedback Measure |
|------------------------------|--------------|--------------------------|---------------------|---------------------------------|
| Contract Service Providers | | | | |
| SBOA | | | | |
| County Citizens | | | | |
| Other Township Trustees | | | | |
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