

① Pete
② Chris

ORDINANCE 5 -2024
AN ORDINANCE ESTABLISHING SALARIES OF THE ELECTED OFFICIALS,
APPOINTED INDIVIDUALS AND EMPLOYEES OF THE TOWN OF TRAIL CREEK, INDIANA,
FOR THE CALENDAR YEAR 2025

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF TRAIL CREEK, INDIANA:

SECTION 1: That from and after the 1st day of January, 2025, the salary and pay schedule for elected officials, appointed individuals and employees of the Town of Trail Creek, Indiana, be fixed as follows, with the rates and salaries listed being the maximum allowed for each position:

Position Amended: All Full Time Employees			
Compensation			
Elected Officials	Type	Rate	Annual
Town Council President	Quarterly	\$ 712.00	\$ 2,848.00
Town Council Members	Quarterly	\$ 703.50	\$ 2,814.00
Clerk-Treasurer	Bi-weekly	\$ 1,701.64	\$ 44,242.64
Town Administration / Operations			
Administrative Assistant (FT)	Hourly	\$ 19.66	
Building Commissioner (PT)	Quarterly	\$ 1,250.00	\$ 5,000.00
Inspectors (PT)	per Inspection	\$ 50.00	
Police Department			
Marshal	Bi-weekly	\$ 3,045.31	\$ 79,178.06
Chief Deputy Marshal	Bi-weekly	\$ 2,534.16	\$ 65,888.16
Deputy Marshal #2	Bi-weekly	\$ 2,281.29	\$ 59,313.54
Deputy Marshal #3	Bi-weekly	\$ 2,263.35	\$ 58,847.10
Extra Duty (PT)	Hourly	\$ 27.60	
Street Department			
Street Commissioner (Annual stipend)	Quarterly	\$ 1,000.00	\$ 4,000.00
Street Commissioner (Regular pay)	Hourly	\$ 21.04	
Street Employees (PT)	Hourly	\$ 19.73	
Leaf Removal (PT)	Hourly	\$ 21.46	
Parks Department			
Park Employees (PT)	Quarterly	\$ 1,025.00	\$ 4,100.00

ADDITIONAL POLICIES

SECTION 1 - Pay Schedule:

All Bi-weekly and Hourly paid individuals will be paid on an alternating Friday schedule. All Quarterly paid individuals will be paid on the payroll immediate following the end of the Quarter. (See Appendix A for 2025 schedule details.)

SECTION 2 - Longevity:

Longevity shall be paid to the full-time police department employees at a rate of \$200.00 after every three (3) complete years of service, payable on November 1st of each year, as follows (*see note in Appendix A*):

Three (3) years - Five (5) years	\$200	Fifteen (15) years to Eighteen (18) years	\$1,000
Six (6) years - Eight (8) years	\$400	Nineteen (19) to Twenty-one (21) years	\$1,200
Nine (9) years - Eleven (11) years	\$600	Twenty-two (22) to Twenty-four (24) years	\$1,400
Twelve (12) years - Fourteen (14) years	\$800	Twenty-five (25) to Twenty-seven (27) years	\$1,600

Due to the timing of various adjustments in the Salary Ordinance, Chief Deputy Korepanow is allowed to receive his Longevity pay 9 days early of his anniversary date as of November 1st.

The Clerk-Treasurer shall also be eligible for Longevity at a rate of \$100.00 per year for every year of service, payable on November 1st each year. If the Clerk-Treasurer were to subsequently leave office prior to December 31st of any year, he/she shall reimburse the Town for the pro-rated portion post-employment.

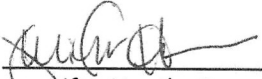
SECTION 3 - Holidays:

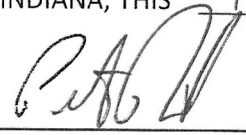
The Holiday Schedule shall be followed as listed in the Personnel Policy Handbook.


SECTION 4 - Overtime, Holiday Pay, Vacation Leave, Sick Leave and Personal Days:

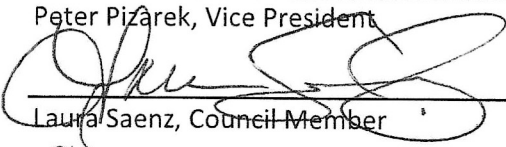
Refer to the current Personnel Policy Handbook for the Overtime, Holiday Pay, Vacation Leave, Sick Leave and Personal Days policies.

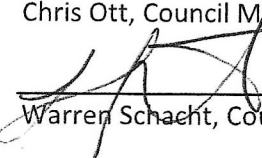
This ordinance shall be in full force and effect from and after its passage. DULY ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF TRAIL CREEK, LAPORTE COUNTY, INDIANA, THIS 15th DAY OF October, 2024.

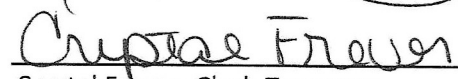

Jennifer Heath, Council President


Peter Pizarek, Vice President


Chris Ott, Council Member


Laura Saenz, Council Member


Warren Schacht, Council Member


Crystal Frever, Clerk-Treasurer
as Attestor

APPENDIX A TO ORDINANCE ____-2024

SECTION 1 - Pay Schedule:

Department	Dates Worked	Payroll Due	Payroll Issued
Marshal	12/16/24 - 12/31/24	12/31/2024	1/1/2025 ⁵
Marshal	1/1/25 - 1/4/25	1/6/2025	1/10/2025
Marshal	1/5/25 - 1/18/25	1/20/2025	1/24/2025
Marshal	1/19/25 - 2/1/25	2/3/2025	2/7/2025
Streets & Clerk-Treasurer	12/12/24 - 12/25/24	12/25/2024	12/27/2024
Streets & Clerk-Treasurer	12/26/24 - 1/4/25	1/6/2025	1/10/2025
Streets & Clerk-Treasurer	1/5/25 - 1/18/25	1/20/2025	1/24/2025
Streets & Clerk-Treasurer	1/19/25 - 2/1/25	2/3/2025	2/7/2025
And so on: Each two week period - Sunday through Saturday			
		Immediate following Monday	Immediate following Friday
Quarterly Individuals	10/1/24 - 12/31/24	1/1/2025	1/3/2025
	1/1/25 - 3/31/25	3/31/2025	4/4/2025
	4/1/25 - 6/30/25	6/30/2025	7/4/2025
	7/1/25 - 9/30/25	9/30/2025	10/3/2025
	10/1/25 - 12/31/25	12/31/2025	1/2/2026

SECTION 2 - Longevity:

Due to the timing of various adjustments in the Salary Ordinance, Chief Deputy Korepanow is allowed to receive his Longevity pay 9 days early of his anniversary date as of November 1st.

End of APPENDIX A TO ORDINANCE 5-2024