

## ORDINANCE 8 -2025

AN ORDINANCE AMENDING ORDINANCE 5-2024 (Amended) as to LONGEVITY ONLY,  
ORDINANCE 5-2024 (Amended) HAVING ESTABLISHED 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 30th day of October, 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-Monthly	\$ 1,843.44	\$ 44,242.62
Town Administration / Operations			
Administrative Assistant (FT)	Hourly	\$ 19.66	
Building Commissioner (PT)	Quarterly	\$ 1,250.00	\$ 5,000.00
Inspectors (PT) <i>(paid each upon completion)</i>	per Inspection	\$ 50.00	
Police Department			
Marshal	Bi-Monthly	\$ 3,299.09	\$ 79,178.16
Chief Deputy Marshal	Bi-Monthly	\$ 2,745.34	\$ 65,888.07
Deputy Marshal #2	Bi-Monthly	\$ 2,471.40	\$ 59,313.58
Deputy Marshal #3	Bi-Monthly	\$ 2,451.96	\$ 58,846.99
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	

### ADDITIONAL POLICIES

#### SECTION 1 - Pay Schedule:

All Bi-Monthly and Hourly paid individuals will be paid on the 1st and the 15th of each month, or the immediate following business day if either fall on a weekend or Holiday. All Quarterly paid individuals will be paid on the last Friday 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 Seventeen (17) years	\$1,000
Six (6) years - Eight (8) years	\$400	Eighteen (18) to Twenty (20) years	\$1,200
Nine (9) years - Eleven (11) years	\$600	Twenty-one (21) to Twenty-three (23) years	\$1,400
Twelve (12) years - Fourteen (14) years	\$800	Twenty-four (24) to Twenty-six (26) 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:**

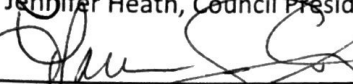
The Holiday Schedule shall be followed as listed in the Personnel Policy Handbook.

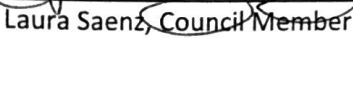
**SECTION 4 - Overtime, Holiday Pay, Vacation Leave, Sick Leave and Personal Days:**


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 18th DAY OF November, 2025.

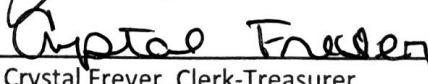
  
Jennifer Heath, Council President

  
Laura Saenz, Council Member

  
Brian Vedo, Council Member

  
Peter Pizarek, Vice President

  
Warren Schacht, Council Member

  
Crystal Frever, Clerk-Treasurer  
as Attestor

# APPENDIX A TO ORDINANCE 8 -2025

## SECTION 1 - Pay Schedule:

	<u>Dates Worked</u>	<u>Payroll Due</u>	<u>Payroll Issued</u>
Streets & Clerk Deputy	12/12/2024 - 12/25/2024	12/25/2024	12/27/2024
Bi-Monthly	12/12/2024 - 12/25/2024	12/26/2024	1/1/2025
Bi-Monthly (includes Streets & Clerk Deputy)	12/26/2024 - 1/10/2025	1/11/2025	1/15/2025
Bi-Monthly	1/11/2025 - 1/25/2025	1/26/2025	2/1/2025
Bi-Monthly	1/26/2025 - 2/10/2025	2/11/2025	2/15/2025
Bi-Monthly	2/11/2025 - 2/25/2025	2/26/2025	3/1/2025
Bi-Monthly	2/26/2025 - 3/10/2025	3/11/2025	3/15/2025
Bi-Monthly	3/11/2025 - 3/25/2025	3/26/2025	4/1/2025
Bi-Monthly	3/26/2025 - 4/10/2025	4/11/2025	4/15/2025
Bi-Monthly	4/11/2025 - 4/25/2025	4/26/2025	5/1/2025
Bi-Monthly	4/26/2025 - 5/10/2025	5/11/2025	5/15/2025
Bi-Monthly	5/11/2025 - 5/25/2025	5/26/2025	6/1/2025
Bi-Monthly	5/26/2025 - 6/10/2025	6/11/2025	6/15/2025
Bi-Monthly	6/11/2025 - 6/25/2025	6/26/2025	7/1/2025
Bi-Monthly	6/26/2025 - 7/10/2025	7/11/2025	7/15/2025
Bi-Monthly	7/11/2025 - 7/25/2025	7/26/2025	8/1/2025
Bi-Monthly	7/26/2025 - 8/10/2025	8/11/2025	8/15/2025
Bi-Monthly	8/11/2025 - 8/25/2025	8/26/2025	9/1/2025
Bi-Monthly	8/26/2025 - 9/10/2025	9/11/2025	9/15/2025
Bi-Monthly	9/11/2025 - 9/25/2025	9/26/2025	10/1/2025
Bi-Monthly	9/26/2025 - 10/10/2025	10/11/2025	10/15/2025
Bi-Monthly	10/11/2025 - 10/25/2025	10/26/2025	11/1/2025
Bi-Monthly	10/26/2025 - 11/10/2025	11/11/2025	11/15/2025
Bi-Monthly	11/11/2025 - 11/25/2025	11/26/2025	12/1/2025
Bi-Monthly	11/26/2025 - 12/10/2025	12/11/2025	12/15/2025
Bi-Monthly	12/11/2025 - 12/25/2025	12/26/2025	1/1/2026
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Quarterly Individuals	January - March		3/28/2025
	April - June		6/27/2025
	July - September		9/26/2025
	October - December		12/26/2025

## 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.