SPECIAL ORDINANCE NO. 1597

SECTION 1. THAT FROM AND AFTER THE FIRST DAY OF JANUARY 2026, THE MAXIMUM SALARY AND PAY SCHEDULE FOR APPOINTED OFFICERS AND EMPLOYEES FOR THE CITY OF KENDALLVILLE, AND THE MAXIMUM SALARY AND PAY SCHEDULES FOR THE POLICE AND FIRE EMPLOYEES OF THE CITY OF KENDALLVILLE, INDIANA BE AFFIXED AS FOLLOWS:

SECTION 2. THAT FROM THIS AND AFTER THE FIRST DAY OF JANUARY 2026, IN THE EVENT THAT A DEPARTMENT OUTSIDE OF THE GENERAL FUND HAS INSUFFICIENT FUNDS TO PAY THEIR SALARY, IT WILL BE PAID FROM THE GENERAL FUND.

TO THE COMMON COUNCIL OF THE CITY OF KENDALLVILLE, INDIANA:

I, THE UNDERSIGNED, LANCE L. WATERS, MAYOR OF THE CITY OF KENDALLVILLE, INDIANA, AS REQUIRED BY IC-36-4-7-3 PERTAINING TO THE SALARIES OF APPOINTED OFFICERS AND EMPLOYEES AND IC-36-8-3-3 PERTAINING TO THE POLICE AND FIRE EMPLOYEES SALARIES, HEREBY FIX THE MAXIMUM SALARIES AND MAXIMUM PAY SCHEDULE FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF KENDALLVILLE, INDIANA, AND THE MAXIMUM SALARIES AND MAXIMUM PAY SCHEDULE FOR THE POLICE AND FIRE EMPLOYEES OF THE CITY OF KENDALLVILLE, INDIANA, BEGINNING JANUARY 1, 2026 AND CONTINUING THEREAFTER UNTIL DULY CHANGED AND REQUEST THAT SUCH SALARY RATES BE APPROVED BY THE COMMON COUNCIL.

SALARY SCHEDULE:

Minimum Maximum

**CEMETERY**

Superintendent 43,245.37 69,869.57

Seasonal Mowing/Maint. 9.88 18.59

**CLERK TREASURER’S DEPARTMENT**

Deputy Clerk 40,355.20 19.40 56,371.61 27.10

Utility Clerk (1/2 WW, 1/2W) 40,355.20 19.40 55,177.77 26.52

Accounts Payable 40,355.20 19.40 50,453.35 24.25

Human Resource Clerk 40,355.20 19.40 50,453.35 24.25

Accounts Rec. /Secretary 40,355.20 19.40 50,453.35 24.25

**ENGINEERING DEPARTMENT**

City Engineer 66,966.94 80,447.52

(GF Engineering, W 5,000.00, WW 5,000.00)

Administrative Tech 75,408.38 118,976.00

(GF Engineering, W 17,500.00, WW 17,500.00, ST SEWER 4,000.00)

Building Inspector 48,024.44 23.08 69,607.08 33.46

Clerk 40,355.20 19.40 48,453.35 23.29

Technician 52,825.04 25.39 80,011.36 38.46

(GF Engineering, ST SEWER 1,172.00, W 1,000.00, WW 1,000.00, POL 3,616)

Planning Director 23,488.37 11.29 68,461.29 32.91

Citizen Member Plan Commission 50.00 per meeting- paid annually at year end

Citizen Member B.Z.A. 50.00 per meeting- paid annually at year end

FIRE MINIMUM VS. 2080 HRS. MAXIMUM VS. 2496 HRS.

**FIRE DEPARTMENT**

Fire Chief 68,944.70 82,449.68

Deputy Fire Chief/Fire Prevention (2080) 52,401.58 25.19 71,858.88 34.54

Deputy Fire Chief/Training (2496) 52,401.58 20.99 65,994.38 26.44

Fire Inspector (2496) 49,963.05 20.01 65,994.38 26.44

Fire Captain (2496) 49,963.05 20.01 65,994.38 26.44

Fire Fighter/Opt (2496) 49,576.63 19.86 61,391.66 24.59

F.F. Clerk (2080) 40,355.20 19.40 48,453.35 23.29

Vol. Deputy F.C./Safety Officer 5,970.83

Vol. Fire Captain (3) 5,732.23

Vol. Fire Fighter 4,776.67

Vol. Fire Fighter Driver 11.56 17.68

POLICE MINIMUM VS. 1950 HRS. MAXIUMUM VS. 2080 HRS

**POLICE DEPARTMENT**

Police Chief 68,944.70 86,949.13

Lieutenant (2080) 66,139.98 31.79 73,111.91 35.14

Detective Lieutenant (2080) 66,388.18 31.91 73,111.91 35.14

Shift Sergeant (1950) 52,373.00 26.85 70,780.90 36.29

Lieutenant/SRO (2080) 50,039.42 24.05 73,111.91 35.14

Detective/SRO (2080) 52,377.52 25.18 70,749.70 34.01

Detective/Undercover Agent (2080) 52,377.52 25.18 70,749.70 34.01

Undercover Agent (2080) 49,576.63 23.83 66,544.48 31.99

Patrol Officer (1950) 49,576.63 25.42 66,544.48 34.12

Dispatcher I (1950) 44,616.42 22.88 55,753.21 28.59

Dispatcher II (1950) 41,820.08 21.44 52,540.04 26.94

Police Clerk (2080) 40,355.20 19.40 48,453.35 23.29

Administrative Assistant 48,880.00 23.50 56,160.00 27.00

Code Enforcement Officer 47,291.52 22.73 61,417.57 29.52

Building Code Enforcement Officer 47,291.52 22.73 61,417.57 29.52

Part-Time Police Patrol 24.34 26.61

Part-Time Dispatcher 21.20 21.96

IDACS Coordinator 1,500/year

Canine Handler Compensation 2,600/year

Spillman Specialist Compensation 5,000/year

Instructor Specialty Pay 500/year for each certification held

(Firearms, Physical Tactics, Emergency Vehicle Operations, and Drone Instructor)

Core City Living Stipend

New Hire Officers- 3,600/year for 3 years & 1,800/year for 2 years after =5 years total

Existing Officers- 1,800/ year for 5 years

Detectives and School Resource Officers hourly rate for hours worked beyond their normal scheduled hours will be based on 1950 hours.

SHIFT DIFFERENTIAL: Members of the Police Department shall receive an additional .50 per hour when

their permanent schedule is second or third shift. The employer shall establish the standard work day,

work week and starting and quitting time for employees on each shift and in each department in consideration of current and anticipated workloads and other factors. Department heads shall establish work schedules.

**STREET DEPARTMENT**

Superintendent 44,245.37 82,449.86

Heavy Equipment Operator 43,975.74 21.14 59,605.36 28.65

Labor/Truck Driver 36,377.00 17.48 53,044.27 25.50

Part Time Labor 12.00 18.83

On-Call pay

a. Monday through Saturday - $25.00 per day. Sunday - $50.00

**PARK DEPARTMENT**

Park and Recreation Director 67,979.26 82,449.86

Park and Facilities Manager 48,951.00 23.53 70,072.00 34.00

Recreation Director 55,546.62 26.70 63,372.80 30.46

Part Time Recreational Manager 6,115.01 8,148.50

Sports Complex Mgr. /Maint. Supervisor 43,143.54 67,913.66

(Park Operational, Complex 6,500.00 up to $15,000)

Maintenance Personnel 43,143.54 20.74 53,149.82 25.55

Office Manager 40,355.20 19.40 52,451.00 25.21

Seasonal Mowing/Maintenance 11.00 21.00

Skate Night (Part Time) 8.00 18.00

Park Summer Program (Seasonal) 10.00 18.00

Life Guards (Seasonal) 10.00 19.00

Park Board Member 300.00 per year

Cell Phone Stipend 35.00 per month

SPORTS COMPLEX

Complex Manager 11,931.73

Complex Assistant 12.04 22.56

Seasonal Maintenance/Mowing 11.00 21.00

Concessions (Seasonal) 9.00 17.00

Concession Manager (Seasonal) 10.00 19.00

Maintenance Personal 10.92 22.01

**WATER PLANT**

Water Plant Superintendent 72,657.69 82,449.86

Plant Operator/Well Maint. (Cert.) 42,825.62 20.58 59,607.40 28.65

Distribution Op/Heavy Equipment Op 42,825.62 20.58 59,607.40 28.65

Plant Operator/Well Maint. (Non-cert.) 39,129.60 18.81 56,961.78 27.38

Water Plant Electrician 42,825.62 20.58 59,607.40 28.65

Part Time Operator 18.81 28.65

On-Call pay

a. Distribution /Treatment/ Collections/ Plant Staff On-Call, Monday through Saturday - $25.00 per day. Sunday - $50.00

**WATER POLLUTION CONTROL PLANT**

Operations:

Wastewater Superintendent 72,657.69 82,449.86

Plant Operator Certified 42,825.62 20.58 59,607.40 28.65

Plant Operator Non-certified 42,825.62 20.58 58,514.56 28.13

Lab Technician 42,825.62 20.58 56,965.60 27.38

Pretreatment 42,825.62 20.58 59,607.40 28.65

Administrative Assistant 40,355.20 19.40 48,453.35 23.29

Maintenance:

Facility Maintenance 42,825.62 20.58 59,607.40 28.65

Collections 42,825.62 20.58 59,607.40 28.65

Supervisor Position:

Collection System Supervisor 45,000.00 21.63 61,651.20 29.64

Operations Supervisor 45,000.00 21.63 61,651.20 29.64

MS4 Coordinator Compensation 4,000/year

On-Call pay

a. Distribution /Treatment/ Collections/ Plant Staff On-Call, Monday through Saturday - $25.00 per day. Sunday - $50.00

**MISCELLANEOUS**

Crossing Guard x 1 (a day) 14.96

Crossing Guard x 2 (a day) 28.61

City Attorney 33,584.88 37,216.00

(GF LAW, W 3,500.00, WW 3,500.00)

Janitor 29,003.87 13.94 48,920.12 23.51

Mayor’s Administrative Assistant 48,880.00 69,000.00

(GF MAYOR, STREET 2,000.00, WA 3,300.00, WW 3,500.00)

Mayor’s Assistant Cell Phone Stipend $25.00 per month

Student Intern 14.00

Uniform allowances- Uniform allowances will be paid bi-annually. Half of the allotted amount will be paid out in January and the other half in July of each year

Allowances are as follows:

Fire - Uniforms (Full Time) 750.00

Uniforms (Volunteers) 275.00

Uniforms (Drivers) 375.00

Police- Uniforms/Police Patrol (Full Time) 750.00

Dispatcher (Full Time) 400.00

Park- Uniforms (Full Time) 600.00

Water- Uniforms (Full Time) 600.00

Wastewater- Uniforms (Full Time) 600.00

TRAVEL REIMBURSEMENT: .70 per Mile or IRS Maximum. A reimbursement form with department head approval and starting & ending mileage must be on form.

LODGING EXPENSES: Original lodging receipt must be submitted with no sales tax charged. See Clerk’s Office for tax exempt form before check in.

MEALS: Meals for errands during a working day are prohibited. ALL receipts need to be itemized when turned into the Clerk’s Office. Alcohol and tips are prohibited when using a City card for meals and are not eligible for reimbursement. If a meal is over the allotted amount you must pay for it yourself and submit for reimbursement with an approved form signed by Department Head.

Breakfast is Paid: If Leaving Before 6:00 a.m. - $20.00

Lunch is Paid: If Gone During Noon Hour - $25.00

Dinner is Paid: If Returning After 8:00 p.m. – $35.00

(Reimbursement is per meal basis, not a day’s per diem.)

SECTION 3. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

YEA NAY ABSTAIN ABSENT

(At-large) Tara Streb \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(1st Dist.) Christopher McCreery \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(2nd Dist.) Shari Targgart \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(3rd Dist.) Amy Ballard \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(4th Dist.) Corey Boese \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

ORDAINED AND PASSED by the Common Council of the City of Kendallville, Indiana this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

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Kathren R. Ritchie, Clerk-Treasurer

APPROVED and signed by me on the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_ at the hour of \_\_\_\_\_ p.m.

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Lance L. Waters, Mayor

ATTEST:

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Kathren R. Ritchie, Clerk-Treasurer