



City of Greencastle
Common Council
Regular Session
Mikayla Johnson - Clerk Treasurer

October 9, 2025 | 7:00 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

AGENDA

- I. Call to Order; Roll Call**
- II. Public Petitions and Comments**
- III. Special Requests**
 - A. Street Closure Request - Main Street Greencastle - Trick-or-Treat on the Square
 - B. Noise Ordinance Waiver Request - Phi Kappa Psi Fraternity - Social event with guests
 - C. Noise Ordinance Waiver Request - Phi Kappa Psi Fraternity - Social Event with Guests
- IV. Department Reports**
 - A. Cemetery - Jason Keeney
 - B. Fire Department - Rob Frank
 - i. Fire Inspections - John Burgess
 - C. Planner - Blaine Rout
 - D. Police Department - Chris Jones
 - E. Department of Public Works - Andrew Rogers
 - F. Wastewater Department - Oscar King Jr.
 - G. City Attorney - Laurie Robertson Hardwick
 - H. Park & Recreation - Jason Keeney
 - I. Water Department - Rick Denney
- V. Reports**
 - A. Mayor's Report
 - B. Clerk-Treasurer's Report
 - C. Councilors' Report
- VI. Approval of Minutes**
 - A. Approval of Minutes - August 28, 2025
 - B. Approval of Minutes - September 11, 2025
 - C. Approval of Minutes - September 22, 2025
- VII. Approval of Claims**
- VIII. Old Business**

- A. Ordinance 2025-08 An Ordinance Amending the Text of the City of Greencastle, Indiana Zoning Ordinance (Second Reading)
- B. Ordinance 2025-09 Ordinance for Appropriations and Tax Rates
- C. Ordinance 2025-10 An ordinance of the Common Council of the City of Greencastle, Indiana, Establishing Wages, Salaries, and Benefits for 2026

IX. New Business

- A. Ordinance 2025-11 An Ordinance Eliminating the Special Non-Reverting Fund for the Youth Basketball Program

X. Adjournment

Persons who require assistance or need information regarding access to the meeting and the availability of special facilities are requested to telephone Laurie Hardwick, ADA Coordinator, at (765) 655-2301 or (765) 653-3100, at least three days in advance of the meeting.

City of Greencastle
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135
Lynda Dunbar, Clerk-Treasurer, 765-653-9211

For assistance with this form call:
765-848-1515

**SPECIAL EVENT
STREET CLOSURE REQUEST**

Note: Representation at the Common Council meeting where your request will be heard is required, unless waived by the Mayor or Clerk-Treasurer. The Clerk-Treasurer's office will provide you with the date and time of the meeting.

Sponsoring/Host Organization: _____

Contact Name: _____

Contact Telephone: _____ Contact E-Mail: _____

Date of Council meeting you plan to attend: _____

Name of the Event: _____

Location of the Event: _____

Date(s) of the Event: _____

Time(s) of the Event: _____
(Greencastle Ordinance No. 2009-7 requires a noise waiver for events between the hours of 10:00 pm and 8:00 am.)

Streets requested to be closed:	Start and end time times for the closure:
_____	_____
_____	_____
_____	_____

Prior to receiving final approval for the street closure, you may be required to meet with the City Attorney to sign a contract with hold harmless language and you will be required to provide a certificate of liability insurance. You may also be asked to contact the Police, Fire and Public Works Departments for any special requirements unique to your street closure request.

**Return completed form to Clerk-Treasurer's Office at above address or to
ldunbar@cityofgreencastle.com
no later than the Thursday prior to Common Council meeting.**

Greencastle Common Council

Approved: _____ Denied: _____ Stipulations by Common Council: _____

If required, Fire Dept. notified: _____ Police Dept. notified: _____ Dept. of Public Works notified: _____
City Form 10001 (R1 / 08-2016)

City of Greencastle

City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135
765.653.9211



Teresa P. Glenn
Clerk Treasurer

DePauw Student NOISE ORDINANCE WAIVER REQUEST

Organization & Representative Name and Phone Number: Phi Kappa Psi Fraternity
President: Brayden Gilmore 314-243-5627

Event & Location: Social event with guests 110 E Larrabee St

Date(s) & Time(s): Nov 8th 10:00PM Nov 9th 2:00AM

Request: We would like a noise ordinance for speakers outside

Are Any Streets going to be closed for this event? Yes _____ No X

Has this event been approved by DePauw Public Safety? Yes X No _____

DePauw Safety Officer Signature: [Signature]

Printed Name: ASST. CHIEF RICK KELLER

Stipulations by DePauw Public Safety Officer: Pending APPROVAL by the Events Registration Committee. IF DPUPD RECEIVES CALLS about noise, the party can still be shut down

Greencastle Common Council

Approved _____ Denied _____

Stipulation by Common Council:

City of Greencastle

City Hall
One North Locust Street, P.O. Box 607
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765.653.9211



Teresa P. Glenn
Clerk Treasurer

DePauw Student
NOISE ORDINANCE WAIVER
REQUEST

Organization & Representative Name and Phone Number: Phi Kappa Psi Fraternity
President: Brayden Gilmore 314-243-5627

Event & Location: social event with guests 110 E Larrabee St.

Date(s) & Time(s): Nov 14th 10:00 pm - Nov 15th 2:00 AM

Request: We would like to request a noise ordinance as we will be having a band play.

Are Any Streets going to be closed for this event? Yes No X

Has this event been approved by DePauw Public Safety? Yes X No

DePauw Safety Officer Signature:

Printed Name:

[Handwritten Signature]

ASST. CHIEF RICK KELLER

Stipulations by DePauw Public Safety Officer: pending approval by the events registration committee. If DPUPD receives calls about noise, the party can still be shut down

Greencastle Common Council

Approved Denied

Stipulation by Common Council:



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

Grass was the major area that we occupied our time for the month of September. It looks like it is finally starting to take a break so we are beginning some of our Fall projects including power washing fences and shelter structures, cleaning concrete, power washing equipment, oil changes and preparing for the snow and weather this Winter. Please see attached forms for burials we conducted this past month. Nearly all of the monuments have been installed by the monument companies, but I imagine if weather holds up we will see a few more staking fees and possibly some other foundations go in still this year.

ATTACHMENTS

1. SuperintendentReport
2. Cemeteryclaimsform

**Forest Hill Cemetery
Accounts Payable Voucher Docket
Thursday, September 4, 2025
(For business of August 2025)**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
CarQuest	Motor Oil	\$ 74.33
Headley Hardware	Pipe Fittings	\$ 16.97
Humphreys' Outdoor	Belt/guard	\$ 85.06
Keystone Cooperative	Fuel	\$ 456.84
Sparks Tires	Backhoe Tire Replacement	\$ 287.00
Wilbert Vault	Trustee Burial Concrete Box	\$ 955.00
Humphreys' Outdoor	Tractor/Lawnmower/Backhoe	\$ 24,000.00

Total General Operation Expenses \$ 25,875.20

Allowance of Account Payable Vouchers

We have examined the Accounts Payable of the foregoing Accounts Payable Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of \$25,875.20 dated October 2, 2025.

SIGNATURES OF THE CEMETERY BOARD MEMBERS

Jeff Flint

Linda Huber

Nola Zimmerman

Judy Miller

Forest Hill Cemetery

**To The Honorable Board of Trustees
Forest Hill Cemetery**

The Following Exhibit for the Month Ending

_____20____, Respectfully Submitted.

_____ Superintendent

Forest Hill Cemetery

**To The Honorable Board of Trustees
Forest Hill Cemetery**

The Following Exhibit for the Month Ending

_____20____, **Respectfully Submitted.**

_____ Superintendent

Forest Hill Cemetery

**To The Honorable Board of Trustees
Forest Hill Cemetery**

The Following Exhibit for the Month Ending

_____20____, Respectfully Submitted.

_____ Superintendent



Department Report

MEETING DATE

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PREPARED BY

MONTHLY HIGHLIGHTS

Greencastle Fire Department September 2025 Council Report

The fire department responded to 168 calls for service during the month of September, compared to 165 calls in September 2024. There was a 1.8% increase in calls from 2024 to 2025.

The fire department has responded to 1399 calls for service in 2025, compared to 1294 calls for service at this time in 2024. There was a n 8% increase in calls from 2024 to 2025.

Firefighters completed 427.5 hours of training.

September Anniversaries: Brian Poole 19 years (9/16/2006), Matt Wolff 3 years (9/16/2022)

Four reserve firefighters volunteered for 29 hours.

- B and C shifts attended Airport Appreciation Days, speaking with attendees about fire prevention and giving tours of the fire engine.
- Chief Frank and Lieutenant Newgent attended Travis Howze's Post Traumatic Purpose Tour in Crawfordsville.
- B-shift spoke with the children at Head Start about fire safety and prevention.
- Partnered with the Putnam County Hospital to host Pink for Pancakes, which was a fundraiser for the mammogram clinic. We raised over \$1000 to support women who don't have insurance or cannot afford mammograms.
- Chief Frank attended the Indiana Fire and EMS Leadership Conference.
- Part-time Firefighter Stephen Caulkins was awarded the EMT of the Year at the Indiana Fire and EMS Leadership Conference.
- We hosted Zach Mathews from Experienced Solutions LLC. Zach spent two days working with Chief Frank and all the company officers to develop a strategic plan for the fire department for 2026.
- We hosted an Instructor II course and certified four new Instructor II's. Firefighter Grant Bryan, Engineer James Shaw, Lieutenant Brandon Watson, and Chief Rob Frank.

ATTACHMENTS

1. GFD Incident Dashboard - September

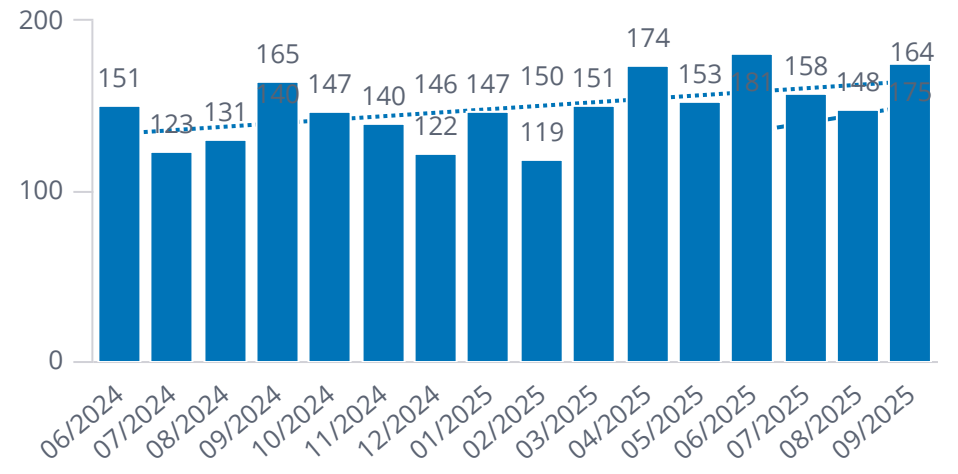
Incidents Last Month

175

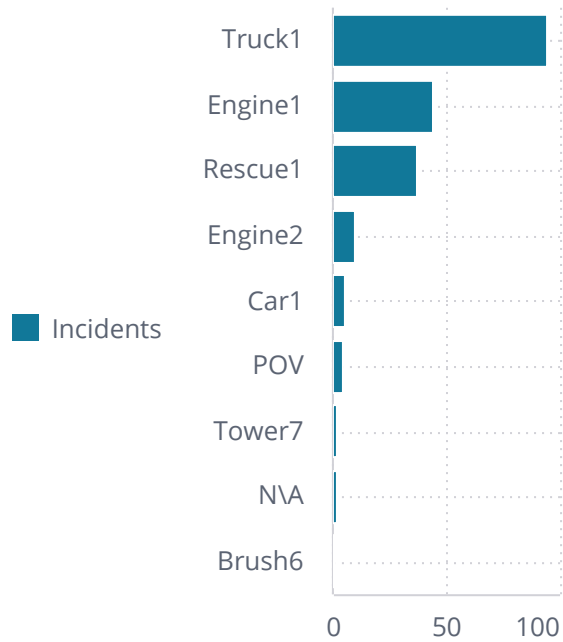
YTD Incidents

1,406

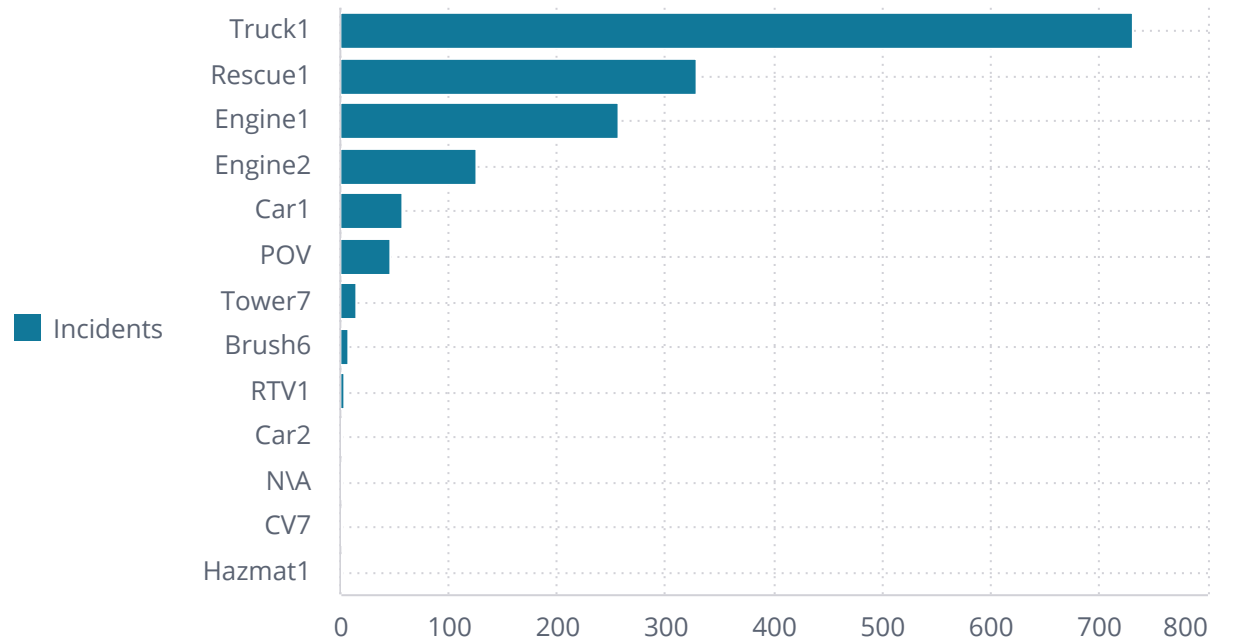
Monthly Incident Trending



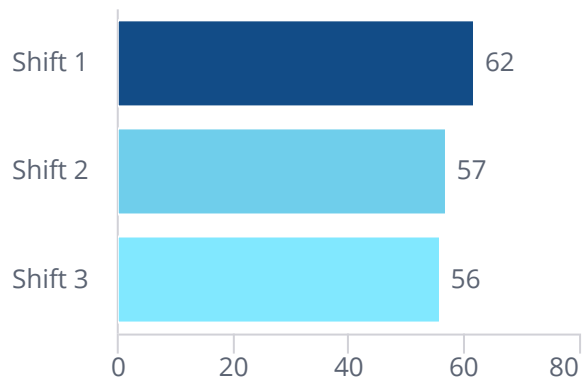
Incidents by Unit Last Month



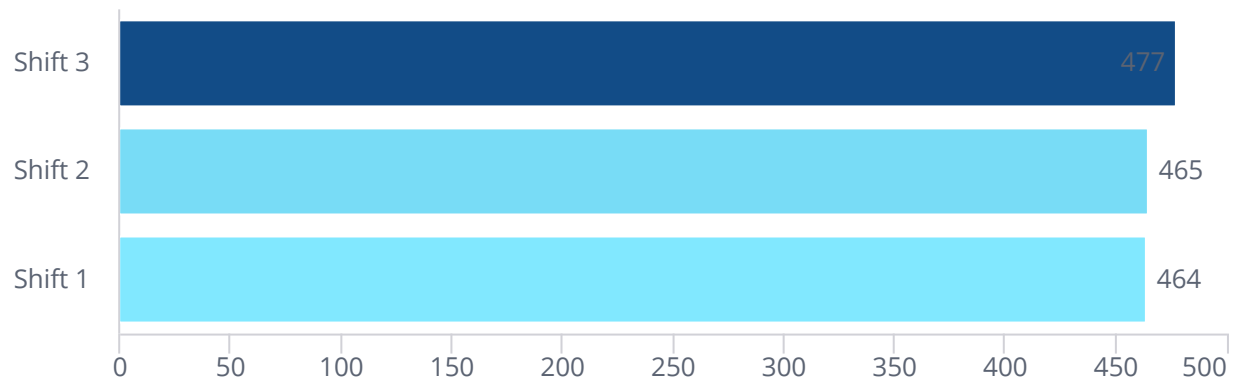
Incidents by Unit This Year



Incidents by Shift Last Month



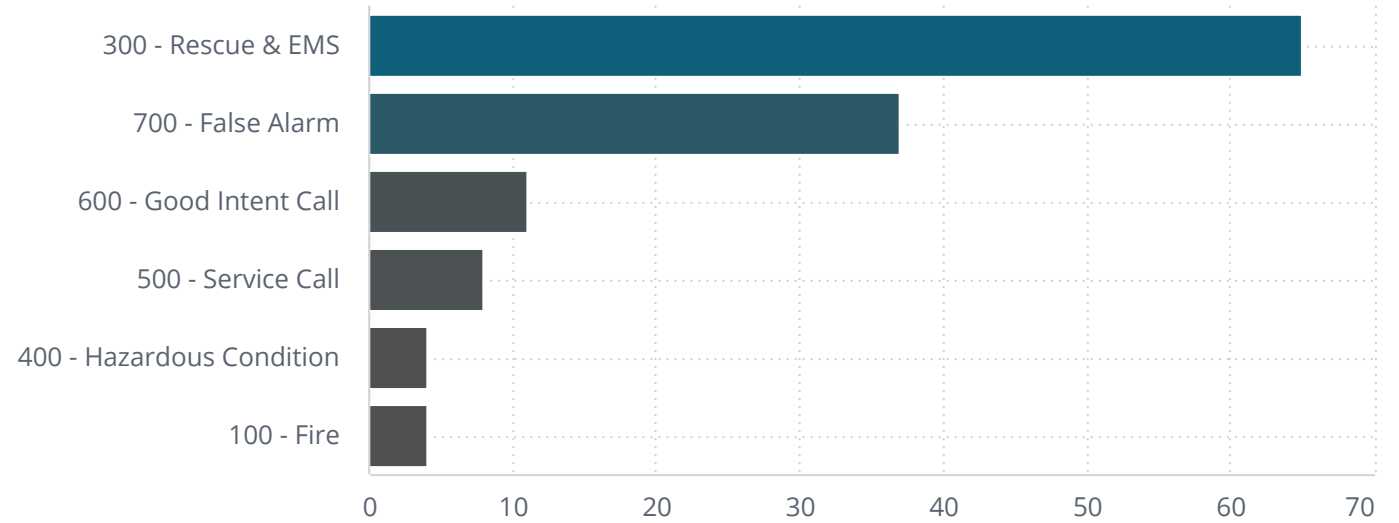
Incidents by Shift This Year



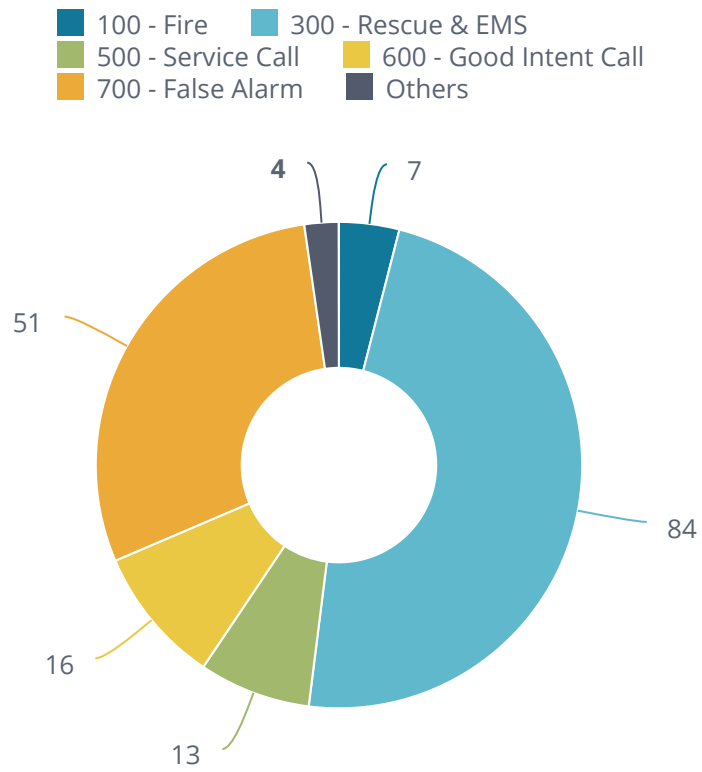
Station Coverage Last Month

129

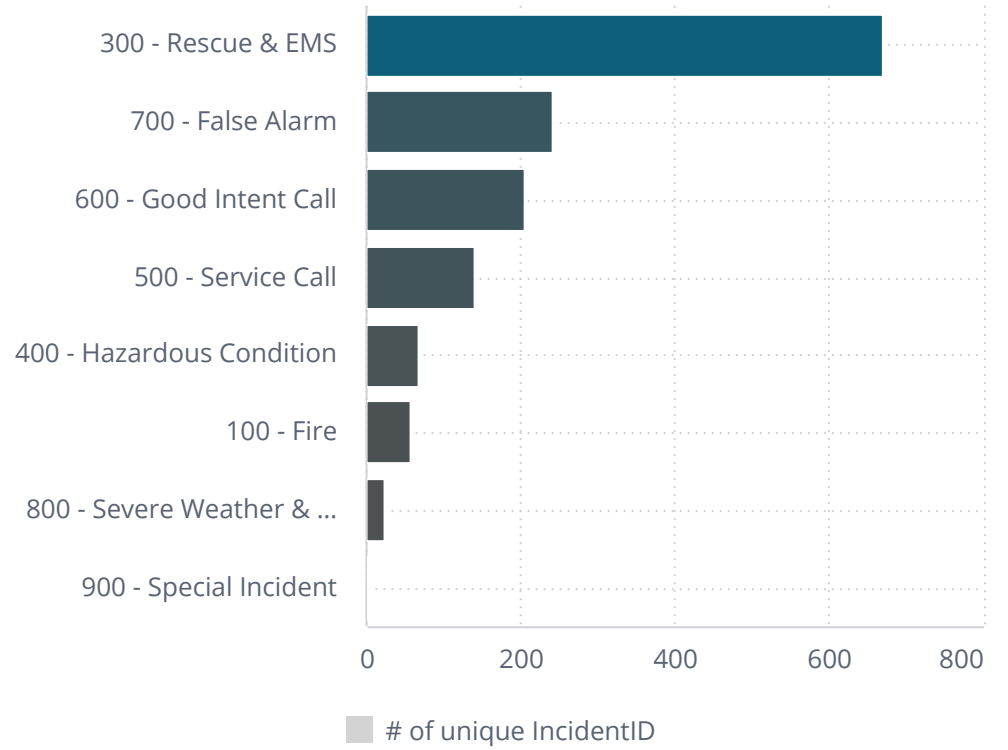
Station Coverage by Type Last Month



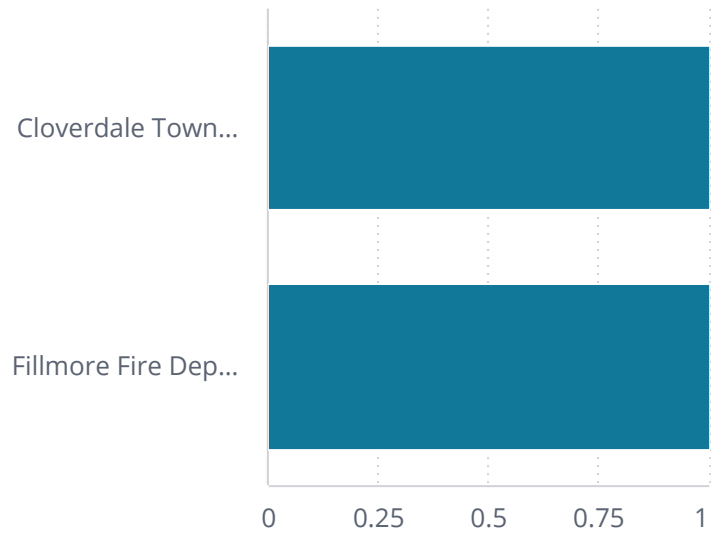
Incidents by Type Last Month



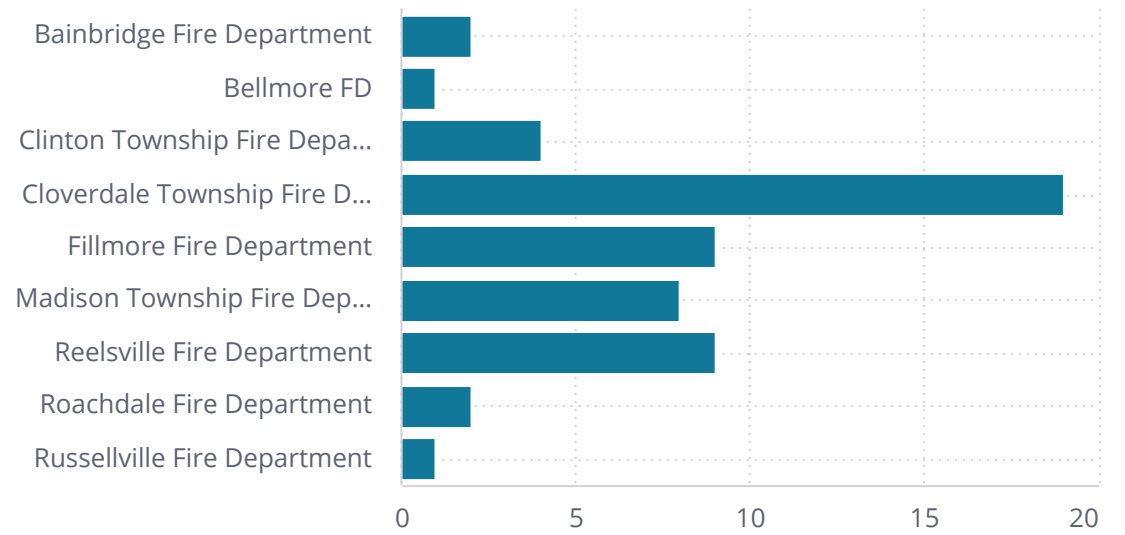
Incidents by Type This Year



Mutual Aid Given Last Month



Mutual Aid Given YTD



Incident Type Detail Last Month

Incident Type Group	Incident Type	Calls
100 - Fire	Building fire	3
	Outside rubbish fire, other	2
	Outside rubbish, trash or waste fire	2
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	30
	Medical assist, assist EMS crew	48
	Motor vehicle accident with injuries	4
	Motor vehicle accident with no injuries.	2
400 - Hazardous Condition	Gas leak (natural gas or LPG)	2
	Vehicle accident, general cleanup	2
500 - Service Call	Assist invalid	10
	Public service	1
	Tree Down	2
600 - Good Intent Call	Dispatched & canceled en route	11
	No incident found on arrival at dispatch address	3
	Smoke from barbecue, tar kettle	1
	Smoke scare, odor of smoke	1
700 - False Alarm	Alarm system activation, no fire - unintentional	42
	Carbon monoxide detector activation, no CO	1
	Local alarm system, malicious false alarm	1
	Smoke detector activation, no fire - unintentional	7



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. September_Fire_Safety_Inspections_2025



September Fire Safety Inspections 2025

Inspection Location	Occupant Name	Inspection Type	Inspection Number	Inspector	Status
1 E Franklin St	Dick's Barber Shop	B- Business General Fire	25-0157	John Burgess	Fail
17 E Franklin St	Aames Title & Closings	B- Business General Fire	25-0158	John Burgess	Pass
9 E Franklin St	Jerry's Foreign Auto Service	B- Business General Fire	25-0159	John Burgess	Fail
1 W Franklin St	Sharon Hammond Attorney at Law	B- Business General Fire	25-0160	John Burgess	Fail
17 N Indiana St	Bridges Wine Bar	B- Business General Fire	25-0161	John Burgess	Fail
15 N Indiana St	Jeff Boggess Attorney at Law	B- Business General Fire	25-0162	John Burgess	Fail
102 W Poplar St	Asbury Towers	I-2 Institution General Fire	25-0163	John Burgess	Fail
600 S Bloomington St	Collins Evans Real Estate	B- Business General Fire	R25-0119-02	John Burgess	Fail
19-25 S Indiana St	Britt's Blooming Boutique	B- Business General Fire	R25-0128-02	John Burgess	Pass
1019 Indianapolis Rd	Speedway	B- Business General Fire	R25-0055-05	John Burgess	Fail
810 Indianapolis Rd	Kork @ Keg Liquors	B- Business General Fire	R25-0078-05	John Burgess	Fail
703 N Jackson St	Kork & Keg Liquors	B- Business General Fire	R25-0080-04	John Burgess	Fail
911 Indianapolis Rd	Auto Zone	B- Business General Fire	R25-0057-05	John Burgess	Fail
25 S Vine St	Hammer & Swigart CPA'S	B- Business General Fire	R25-0131-02	John Burgess	Pass
509 S Locust St	Sigma Alpha Epsilon	R-2 Residential General Fire	25-0164	John Burgess	Open
Blackstock Stadium	DePauw Tennis & Track Center	A-3 Assembly General Fire	25-0165	John Burgess	Pass
2 E Washington St	Starbucks	B- Business General Fire	R25-0141-02	John Burgess	Fail



Inspection Location	Occupant Name	Inspection Type	Inspection Number	Inspector	Status
6 E Washington St	Eli's Books	B- Business General Fire	R25-0140-02	John Burgess	Fail
26 E Washington St	Buzz Bomb Graphics	B- Business General Fire	R25-0127-01	John Burgess	Fail
9 E Franklin St	Jerry's Foreign Auto Service	B- Business General Fire	R25-0159-01	John Burgess	Pass
11 W Franklin St	Don Julio Mexican Restaurant	B- Business General Fire	25-0166	John Burgess	Fail
15 W Franklin St	Patchwork & Purl	B- Business General Fire	25-0167	John Burgess	Fail
1 Taylor Place	Delta Tau Delta	R-2 Residential General Fire	R25-0152-01	John Burgess	Fail
916 S College Ave	Phi Gamma Delta	R-2 Residential General Fire	R25-0151-01	John Burgess	Fail
904 S College Ave	Kappa Alpha Theta	R-2 Residential General Fire	R25-0150-01	John Burgess	Fail
801 S Locust St	Delta Gamma	R-2 Residential General Fire	R25-0149-01	John Burgess	Fail
507 S Locust St	Kappa Kappa Gamma	R-2 Residential General Fire	R25-0148-01	John Burgess	Fail
446 Anderson St	Phi Delta Theta	R-2 Residential General Fire	R25-0147-01	John Burgess	Fail
311 S Locust St	Sigma Chi	R-2 Residential General Fire	R25-0146-01	John Burgess	Fail
23 W Franklin St	Trudy Selvia Attorney at Law	B- Business General Fire	25-0168	John Burgess	Fail

30 Inspections



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. CC Agenda--Planning 10.09.25
2. 9 BuildingDivision (Sep 25)

Greencastle Common Council Report— October 9th, 2025

City Planning Department

Prepared by: Blaine Rout (765-848-1504) - brout@cityofgreencastle.com

Board of Zoning Appeals Meeting:

The BZA meeting on October 7th is to be held with two new petitions to be heard. Depauw University is requested a Special Exception to allow for a movie theater in the Central Business district at 6 E Washington Street (site of the bookstore next to Starbucks). In addition, a local resident is requesting a Special Exception to allow for a two-family residence in the Traditional Neighborhood district, located at 507 Main Street, site of a former church. Furthermore, the BZA was set to decide on the potential to revoke a variance for 805 Indianapolis Rd, due to misrepresentation of facts by the petitioner. It seems that a court hearing for the property owner, in relation to a civil suit initiated by the Indiana Department of Environmental Management, is now cancelled. A private environmental remediation consultant may be working with the property owner to address issues on the property, slated for an October 7th site inspection. I will attempt to accompany the site inspection to give a more current update to the BZA prior to the meeting.

Technical Review Committee:

The Technical Review Committee meeting on September 11th was held to continue discussion of the ILP for the new Dunkin/Baskin Robbins site at 40 Putnam Plaza. The remainder of some logistical questions regarding landscaping, outdoor lighting, parking, and so forth were finalized, with the ILP being granted and construction forthcoming. The new Putnam County Annex Building project was also discussed, located at 209 W. Liberty St. The project encompasses a large area and abuts two different residential zone districts, so buffer yards, landscaping, and outdoor lighting need to be reviewed with care. The parking lot and other site features may change based on drainage plans. The project is expected to be reviewed again in the October 9th Tech Review meeting, with potential for approval of an ILP.

Unsafe Building Committee:

There are no buildings currently on the docket to be reviewed by the committee. That is the final step before the city would take action to proceed with demolition. Most recently, the property at 9 Beveridge Street has been prioritized for potentially obtaining an administrative search warrant to assess damage and determine habitability. Based on initial observations to include the roof decking and ridge of the roof, there is likely to be water damage. Ultimately it could go under demolition orders to address the blight and safety concerns, if the Building Official deems it unsafe. Multiple attempts have been made to contact the property owner, who has received at least one of the certified letters we've sent.

Plan Commission Meeting:

Greencastle Plan Commission's meeting on September 22nd was cancelled due to lack of business. The next meeting is scheduled for October 27th.

MS4 Stormwater Committee Meeting and Activities:

Lochmueller Group has completed their assessment of stormwater infrastructure and will be providing a GIS map file that can be overlaid on the city map. These map files are essential for planning purposes, especially where projects may overlap. If a road project starts, or if a sidewalk is replaced, having information on the overlapping utilities and infrastructure can ultimately save the city money by prioritizing and planning projects in conjunction (i.e. tearing up the road once, versus 3 times).

Activities

- The Comprehensive Plan draft has been revised by American Structurepoint, and has now been provided to staff. The Steering Committee is expected to meet within the next 2 weeks or so to review.
- Sustainability Commission – The Commission is expected to nominate an Outstanding Business, Outstanding Citizen, and Outstanding Program for the Sustainability Commission Awards.
- Code Enforcement Activity continues. 29 Beverage Street has become a priority due to the long stretch of time since the current owner had acquired the property (2021) and has taken a fair amount of time getting permits and work done. The remodel permit has been renewed 3 times since originally issued, and has gaps of time in between with no active building permit due to expiration. The property owner was given an ultimatum, with one last permit renewal allowed, and for work to be completed within 6 months of issuance. The home has sat vacant for several years and is a risk due to the ground floor not having been secured. Vagrants, arsonists, or children may be able to enter the property and cause damage or harm to themselves or others. Code Enforcement activity has also been addressing regular complaints for inoperable vehicles, zoning violations, and a complaint regarding stormwater drainage adjacent to the Putnam County Museum.
- Worked on improvement location permits, sign permits, building permits, and provided technical assistance on various projects throughout the City.

Building Division

From: 9/1/2025 to 9/30/2025 (Issued Date)

Permits Issued

Year:	2025
Month:	Sep

Permit Number	Owner	Permit Type	Address	Permit Fee
25-3771	Hilton Jason	Demolition - Residential	1144 D AVE	\$25.00
25-3776	Puckett Andrew Cory & Megan	Residential Pool/Spas	1043 SHADOWLAWN ST	\$40.00
25-3778	Black Jeremy T	Single Family & Duplex	408 W WASHINGTON ST	\$211.00
25-3782	Northwood Property Group LLC	Remodel - Commercial	9 E WALNUT ST	\$190.00
25-3787	Landmark Dwellings LLC	Remodel - Residential	401 E FRANKLIN ST	\$70.00
25-3791	Hennette Group LLC	Remodel - Commercial	821 E FRANKLIN ST	\$330.00
25-3793	Gierke Carl	Demolition - Residential	1049 INDIANAPOLIS RD	\$25.00
25-3794	Masten Stephanie A	Electrical - Residential	804 CAMERON DR	\$30.00
25-3797	Emmert Group Properties LLC	Electrical - Residential	810 E TENNESSEE ST	\$30.00
25-3803	Hendershot Gregory L & Darcy D	Electrical - Commercial	1014 INDIANAPOLIS RD	\$30.00
25-3809	Black Parker & Vickie S	Electrical - Residential	411 E WASHINGTON ST	\$30.00
Month Total:				\$1,011.00

Permits Issued by Permit Type	Year: 2025	
	Month: Sep	Year to Date
Accessory - Commercial	0	2
Accessory - Residential	0	17
Addition - Commercial	0	1
Addition - Residential	0	1
Demolition - Commercial	0	5
Demolition - Residential	2	15
Electrical - Commercial	1	3
Electrical - Residential	3	20
Multi-Family Building	0	6
Remodel - Commercial	2	35
Remodel - Residential	1	13
Residential Pool and Spas	1	1
Single Family & Duplex	1	8
Temporary Structures & Tents - Commercial	0	1
Total Issued:	11	128
Total Receipts:	\$1,011.00	\$16,416.80
Total housing:	\$200,000.00	\$1,893,728.00
Total Construction:	\$321,233.00	\$7,583,799.65

Building Division

From: 9/1/2025 to 9/30/2025 (Issued Date)

Percentage of Project Completion (filtered by Work Type) (Estimated Value of Project > \$100,000.00)

Address - Permit Type	%	Permit Id	Permit Number
1001 CRESCENT DR - Addition - Residential	50%	5858816	21-2430
1018 INDIANAPOLIS RD - Remodel - Commercial	88%	5936066	21-2475
1109 S INDIANA ST - Mechanical - Commercial	0%	6035631	21-2490
1120 Albin Pond Rd - Single Family & Duplex	88%	5785406	21-2375
208 W WALNUT ST - Remodel - Residential	17%	6070536	21-2504
211 N LOCUST ST - Remodel - Commercial	67%	5419420	21-2217
300 S WARREN DR - Remodel - Commercial	0%	5826503	21-2400
501 S Illinois St - Single Family & Duplex	100%	4783347	20-2124
511 E SYCAMORE ST - Single Family & Duplex	100%	4676822	20-2082
800 E TENNESSEE ST - New Building - Commercial	43%	9125595	22-2641
801 Tacoma Dr - Single Family & Duplex	71%	4411683	20-1898
890 ALBIN POND RD - Single Family & Duplex	22%	8637690	22-2621
DePauw Univ., Julian Center 602 S COLLEGE AVE - Mechanical - Commercial	0%	4267256	20-1845



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. council report sept. 2025

Oct 3rd, 2025

Greencastle Police Department Common Council Report SEPTEMBER 2025

<u>CALL ACTIVITY TOP 5</u>	<u>#</u>
ADMINISTRATIVE	70
SUSPICIOUS PERSON	60
LOCKOUTS	49
ACCIDENTS	29
DISTURBANCE	25

DEPARTMENT EMPLOYMENT ANNIVERSARIES

Office Admin. Sabrina Grice 9-17-07 (18 years)
Capt. Detective Mike Collins 9-27-04 (21 years)

PATROL-Officers conducted 85 traffic stops in the month of September. Officers responded to 579 calls for service, opened 52 criminal case reports and completed 15 Indiana Crash Reports. Officers completed a total of 17 field arrests for the month. Dayshift Officers have been filling the open crossing guard spot in the mornings and afternoons at the high school since school started on Aug. 5th. Officers have also been assisting with traffic issues around GHS and GMS due to construction on Washington St. GPD conducted our annual Car Seat Clinic as part of Child Passenger Safety Week on Sept. 23rd from 4-6PM.

DETECTIVES- Detectives were assigned 16 new cases as well as 3 DCS cases. Detectives were called out 8 times during the month. 4 cases were sent to the Prosecutor's Office for charges. 15 cases were closed. Detectives served 3 search warrants for the month.

PARKING ENFORCEMENT- 63 tickets were issued for the month (44-3 HR, 8-wrong direction, 4-no parking, 2-yellow curb, 5-reserved parking). 10 warnings were written. 35 tickets have been paid and 25 have not been paid, 3 tickets were voided.

RESERVES- The Reserve Division worked 16 hours for the month. We lost 1 Reserve Officer to Bainbridge PD. We also added 2 new Reserves who are now in training.

TRAINING

Officer Jared McDaniel & Damon Ludwig attended Crisis Intervention Training (CIT) from Sept. 15th-19th in Danville, IN.

Officer Justin Herd attended FBI Basic SWAT School from Sept 29th-Oct 3rd in Valparaiso, IN.

Chief Chris Jones attended FBI-Executive Leadership Class from Sept. 29th-Oct 3rd in Whitestown, IN.



Department Report

MEETING DATE

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PREPARED BY

MONTHLY HIGHLIGHTS

Summary Report for September 2025



Department of Public Works

Sign Work:

1. Set out 34 barricades and 50 cones for First Friday and Pride function this month.

Mechanical:

1. 14' Elgin Sweeper: Changed left gutter broom.
2. 19' F-650: Replaced power steering lines.
3. 13' GVM Vac: Changed oil and filter.
4. 06' Red Vac: Changed oil and filter.

Sweeping:

1. Swept city streets 2 times and downtown 3 times this month driving 58 miles, used 29 gallons of diesel, 200 gallons of water and picked up 31.5 yards of debris

Storm Work:

1. Repaired street drains at Arlington and Highwood, Brentfield Ln., Illinois and Sycamore, Elm, E. Walnut and Toddson this month.

Patching:

One North Locust St.
Greencastle, IN 46135

1. Patched holes in city streets using .5 tons of CMA.

Thermo:

1. Installed 573' of stop block and 2,409' of crosswalk this month.

Tree Work:

1. Removed bush for line of sight at Woodhaven and Primrose.

Misc:

1. Disposed of 6 deceased deer this month.
2. Cleaned up the Community Garden.
3. Installed name plates in front of trees at the YMCA.

ATTACHMENTS

None



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. Monthly Council & BOW

2025

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEARLY AVERAGE
AVERAGE DAILY FLOW IN (M.G.D.)	1,501	1,449	1,448	3,016	1,768	1,966	1,287	1,086	0,996				1,613
DAYS ABOVE DESIGN FLOW	0	0	0	8	1	6	0	0	0				15
DAYS OF OVERFLOW AT PLANT	0	0	0	0	0	0	0	0	0				0
RAIN INDUCED OVERFLOW COL. SYSTEM	0	0	0	1	0	1	0	0	0				2
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	0	0	0	0	0	0	0				0
SEWER CALLS BLOCKAGE IN CITY LINES	0	0	0	0	0	0	0	0	0				0
EMERGENCY REPAIRS MADE	0	0	0	0	0	0	0	0	0				0
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0	0	0	0	0				0
SEWER LINE CLEANED (FOOTAGE)	340	2,039	1,971	1,484	2,788	1,406	1,040	2,131	1,374				14,573
LOCATES	135	188	246	344	408	530	685	513	361				3,410
TAP PERMITS	0	0	0	0	0	0	0	0	0				0
SEWER LINES TELEVISED (FOOTAGE)	0	320	947	2,589	2,388	6,057	2,627	4,132	1,372				20,432

2024

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YEARLY AVERAGE
AVERAGE DAILY FLOW IN (M.G.D.)	2,190	1,391	1,544	2,691	1,595	1,053	1,271	1,000	1,001	0,975	1,176	1,618	1,459
DAYS ABOVE DESIGN FLOW	8	0	0	8	2	0	0	0	0	0	0	3	21
DAYS OF OVERFLOW AT PLANT	0	0	0	0	0	0	0	0	0	0	0	0	0
RAIN INDUCED OVERFLOW COL. SYSTEM	0	0	0	0	0	0	0	0	0	0	0	0	0
MECH/ELECT ISSUE CAUSING OVERFLOW	0	0	0	0	0	1	1	0	1	0	0	0	3
SEWER CALLS BLOCKAGE IN CITY LINES	0	1	0	1	0	0	0	0	0	0	0	0	2
EMERGENCY REPAIRS MADE	0	0	0	0	0	0	0	0	0	0	0	0	0
OVERFLOW CAUSED BY BLOCKAGE IN CITY LINES	0	0	0	0	0	0	1	0	0	0	1	0	2
SEWER LINE CLEANED (FOOTAGE)	0	1,530	1,580	1,260	4,626	2,107	2,487	4,054	550	895	3,657	340	23,086
LOCATES	112	120	247	207	207	198	222	249	188	250	191	165	2,356
TAP PERMITS	1	0	3	2	1	4	0	2	4	0	0	0	17
SEWER LINES TELEVISED (FOOTAGE)	0	1,295	2,931	2,125	3,074	2,756	4,728	2,644	2,117	3,884	4,396	1,746	31,696



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

None



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

Jason Keeney

MONTHLY HIGHLIGHTS

I am pleased to inform the Council of two exciting things that happened in September. First, that the fundraising for Emerald Palace 2.0 is nearing completion and we are close to having all the money in-hand. All of the slides have been sponsored, but there are still a handful of other play features left available for sponsorship. Fence pickets are still available to be purchased as well. We have scheduled our build date in April 2026 with Leathers and we are excited about “build week”. We will still be reaching out to businesses and sponsor for the items that “build week” entails including food and manpower but we are getting close!

The second item, A Kinetic Change donated a piece of playground equipment for the area between shelter 1 and the bandshell and we were able to get the equipment installed this past month. We are so grateful to the Carr Family and A Kinetic Change for the donation of the equipment and encourage you to stop by and see this wonderful new addition! (The director and programs director “made sure it was safe.”)

We held our Kids Fishing Derby at Jaycee Park and we had 43 kids participate this year. The fish didn’t seem as willing to “participate” this year, but they were able to catch seventeen Bluegill and Largemouth Bass. The Dog and Suds event was held the first weekend in September and we saw a large turnout and even though the water was cold, it was still well attended and there were great reports from participants. Fall softball games are in full swing and the programs director is busy preparing for October programs and Christmas Lights should begin appearing before the Council meeting.

ATTACHMENTS

1. 1000003715
2. 1000003716

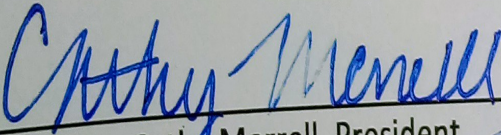
Greencastle Parks & Recreation Department
Direct Payable Voucher Docket
Wednesday, October 1, 2025
(For business of September 2025)

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Hendricks Power	Sports Park Power Bill	\$ 192.83
Visa Card Services	September Visa Bill	\$ 618.14
Total General Operation Expenses		\$ 810.97

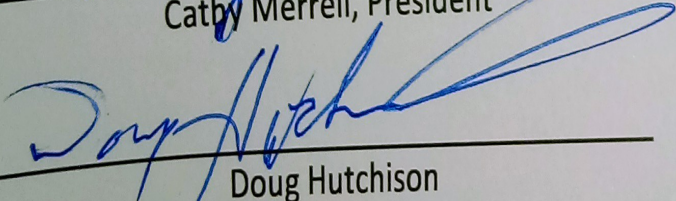
Allowance of Account Payable Vouchers

We have examined the Direct Payables of the foregoing Direct Payables Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of **\$810.97** dated October 1, 2025.

SIGNATURES OF THE GOVERNING BOARD

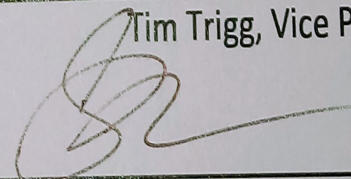


Cathy Merrell, President



Doug Hutchison

Tim Trigg, Vice President



Scott Hamilton

Greencastle Parks & Recreation Department
Accounts Payable Voucher Docket
Wednesday, October 1, 2025
(For business of September 2025)

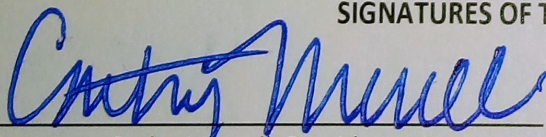
<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Ashley Crady	Reimbursement	\$ 14.93
BBP Water Company	Pool/Splash Water Tests	\$ 200.00
Black Lumber Company	Fence Materials and Railroad Ties AKC feature	\$ 977.82
Carquest	Oil Change Truck #1	\$ 65.53
Element Materials	Pool Testing for July Beginning Week **	\$ 289.00
Headley Hardware	Repair Supplies	\$ 212.28
Heritage Landscape	Greendell Playground Mulch	\$ 2,230.00
Hoosier Wifi Guy	POE Projectors and Controller Hookups for Aquatics	\$ 1,000.00
IPRA	Conference Registration- AC	\$ 420.00
Johnny Quick	Portalets	\$ 350.00
Keystone	Gas & Diesel	\$584.62
S5 Security	Security Monitoring	\$ 29.95
T-shirt Express	Softball Registration, Fall Softball Pay, Softballs	\$ 1,227.00

Total General Operation Expenses \$ 7,601.13

Allowance of Account Payable Vouchers

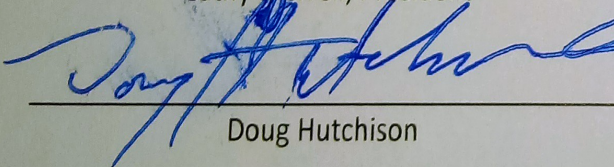
We have examined the Accounts Payable of the foregoing Accounts Payable Voucher Docket(s) consisting of 1 page(s) and, except for claims not allowed as shown on this docket, such claims are hereby allowed in the total amount of ~~\$7,601.13~~ dated October 1, 2025.

SIGNATURES OF THE GOVERNING BOARD

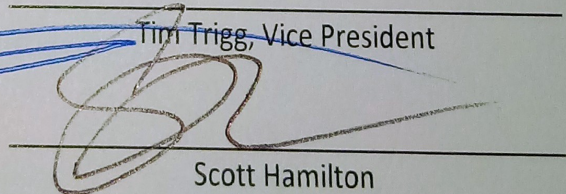


Cathy Merrell, President

Tim Trigg, Vice President



Doug Hutchison



Scott Hamilton

** Final Time Element Materials was used for pool water testing,



Department Report

MEETING DATE

October 9, 2025

PREPARED BY

MONTHLY HIGHLIGHTS

ATTACHMENTS

1. 2025_09

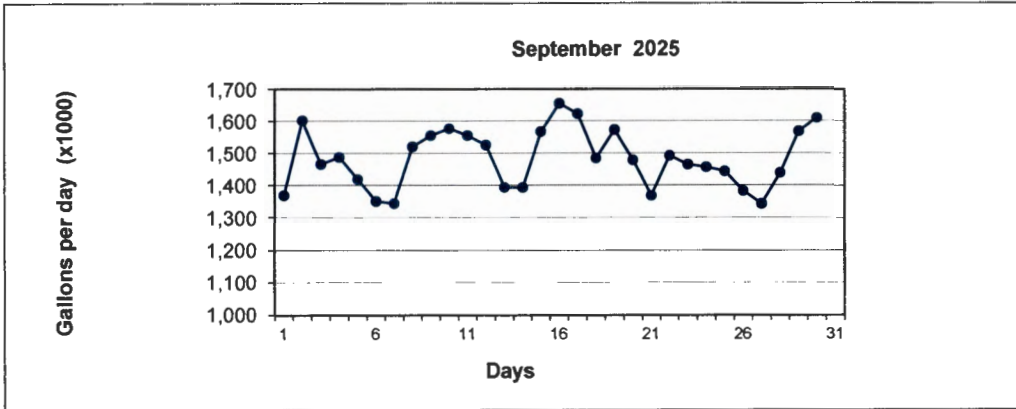
Greencastle Utilities

Monthly Report

September 2025

Gallons

1,483,205	Average daily pumpage	
1,654,889	Peak Day	16
1,342,391	Minimum Day	



Utility Repairs & Statistics	Number	Brief Description
Water main leaks - (4" - 12")	1	6" on Queenswood
Small main leaks		
Service line leaks	5	
Other	1	Retire service line
Fire hydrant flow tests	4	
Water main tie-ins		
Installed new fire hydrants	3	
Work Orders	135	
Meter Change-Outs	31	
IUPPS line locates	547	
Total active accounts	3725	
Disconnects for non-payment	51	

Month	Calendar Month Pumpage	Known Water Usage / Loss	Gallons Sold	Unaccountable Water	Peak Day Gallons	Peak Day	
2025	January	43,075,631	555,056	30,936,532	20.5%	1,576,089	28
	February	42,688,191	500,814	29,569,188	21.3%	1,696,459	13
	March	45,094,715	525,163	30,031,452	24.8%	1,564,515	6
	April	44,175,740	1,664,639	32,223,092	21.1%	1,724,622	28
	May	44,706,118	1,556,852	32,932,196	17.9%	1,751,339	7
	June	42,742,975	855,620	33,036,916	15.6%	1,773,040	23
	July	43,241,911	731,523	34,004,080	17.2%	1,557,860	2
	August	45,213,831	567,966	35,689,324	17.4%	1,610,040	26
	September						
	October						
	November						
	December						
YTD	Totals:	350,939,112	6,957,633	258,422,780			



City of Greencastle
Common Council
Regular Session
Mikayla Johnson - Clerk Treasurer

August 28, 2025 | 6:00 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

MINUTES

I. Call to Order; Roll Call

Mayor Dunbar called the meeting to order at 6pm. Clerk-Treasurer, Mikayla Johnson, called the roll. Councilors Thomas, Hammer, Nicholson, and Aguirre were present in-person. Councilors Asbell, Langdon, and Masten joined the meeting via Zoom. They could hear and see the meeting and meeting attendees could hear and see them. Councilor Asbell left the Zoom meeting and joined in-person at 6:42pm.

II. Budget Workshop

Mayor Dunbar and Clerk-Treasurer Johnson presented the proposed budget. Discussion was had, and any questions were answered. No official action was taken.

III. Adjournment

Councilor Thomas made a motion to adjourn at 7:26pm, seconded by Mark Hammer, 7-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



City of Greencastle
Common Council
Regular Session
Mikayla Johnson - Clerk Treasurer

September 11, 2025 | 7:00 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

MINUTES

I. Call to Order; Roll Call

Mayor Lynda Dunbar called the meeting to order at 7:00pm; upon roll by Deputy Clerk-Treasurer Melanie Welker the following were present: Darrel Thomas, Mark Hammer, Katherine Asbell, Stacie Langdon, David Masten, Tina Nicholson, and Vincent Aguirre.

II. Public Petitions and Comments

Kelsey Kauffman read a letter signed by 85 Putnam County residents (62 Greencastle residents) urging local law enforcement to decline any partnership with U.S Immigration and Customs Enforcement (ICE). It was the same letter presented earlier this month to the county commissioners. Council President Stacie Langdon told Kelsey Kauffman that she appreciated the letter and advised that City Police have not been approached for any ICE partnership.

III. Special Requests

- A. Street Closure Request - DePauw Campus Celebration
Motion by Councilor Masten to approve the street closure request as presented, seconded by Councilor Asbell, 7-0, motion carried.
- B. Noise Ordinance Waiver Request — Phi Kappa Psi Fraternity Social Event with Guests
Motion by Councilor Hammer to approve the noise ordinance request as presented, seconded by Councilor Thomas, 7-0, motion carried.
- C. Street Closure Request — Greencastle Fire Department Pink for Pancakes
Motion by Councilor Aguirre to approve the street closure request as presented, seconded by Councilor Hammer, 7-0, motion carried.
- D. Street Closure Request - Annual Greencastle Fire Department Open House
Motion by Councilor Aguirre to approve the street closure request as presented, seconded by Councilor Hammer, 7-0, motion carried.

IV. Department Reports

- A. Cemetery - Jason Keeney
- B. Fire Department - Rob Frank
 - i. Fire Inspection - John Burgess

- C. Planner - Blaine Rout
- D. Police Department - Chris Jones
- E. Department of Public Works - Andrew Rogers
- F. Wastewater Department - Oscar King Jr.
- G. City Attorney - Laurie Robertson Hardwick
- H. Park & Recreation - Jason Keeney
- I. Water Department - Rick Denney

V. Reports

A. Mayor's Report

Mayor Dunbar gave an update on road construction projects. US 231 is open, there have been phone calls made to City Hall about the new road already being cut by construction workers. That is not the case. INDOT is adding the survey markers that are always installed after the road work is complete. Survey markers are often used to set up a GPS receiver antenna in a known position for use in differential GPS surveying. East Washington Street is in the final weeks of work by Calumet Construction between Wood Street and Percy Julian Drive. New pavement should be added to one side of the road along the west side of the project this week. Water, sewer, and stormwater work is all done, which is what takes so long. Gas lines are now in a proper, safe location. A firm date for when the full length of East Washington Street will reopen, the section alongside Greencastle High School from Percy Julian to the parking lot on the west side has been open since school started, is expected next month. Albin Pond Road should be open on September 12, 2025, with new railing and stripes. The joint city-county Keightly Road improvement project is done, with both entities saving money by the city paying for materials and the county doing the roadwork. This has been a pretty productive year, stated Mayor Dunbar, noting that construction is nearing its end for the season. City officials' thoughts will turn to planning for next year during the fall and winter months.

Mayor Dunbar announced that Hanning Construction, Terre Haute, has been chosen as the construction manager for the pool project at the Putnam County YMCA. A guaranteed maximum price will be determined for the job.

B. Clerk-Treasurer's Report

Deputy Clerk-Treasurer Welker announced that a free Heavy Trash Day is set for 8 a.m. to noon on Saturday, Oct. 18 at Republic Services, 525 W Columbia St, for Greencastle Utility trash customers. Each utility trash customer will receive a flyer in the mail. The last 2025 Tox-Away Day is set for 8 a.m. to noon on Saturday, Sept. 13 at Parke County Fairgrounds.

C. Councilors' Report

Councilor Aguirre announced that the Child Care Grant will have a public workshop in October or November of this year. He will communicate the date once known. Survey results indicate that 609 seats are needed in Putnam County, with an additional 50–100 seats added per year moving forward. Based on survey results, 176 people would work if they had reasonable child care, 86 of those being Greencastle residents.

Councilor Nicholson asked if the City would ever run sewer past the 231 viaduct, as she had been asked. Mayor Dunbar replied, "not at the present time, as this is outside the city limits, it would be very costly, but if a developer wanted to discuss it, the city would do so."

Councilor Masten would like to commend the water and wastewater crews that dug in front of his Avenue B property, there was a water and sewer leak.

Councilor Langdon announced that the 4th Annual Community Connect Event will be on Saturday, Nov. 1 at Greencastle Christian Church from 10am- 2pm. More information to come at the October council meeting, and everyone is welcome to help. Councilor Asbell mentioned that due to the street resurfacing on Northwood Boulevard that some neighbors have reached out to let her know that the heavy equipment crushed some curbs. Ridge Avenue is in terrible shape and needs work. Mayor Dunbar announced that Ridge Avenue is on the list for 2026.

Councilor Hammer announced that he is very happy that Albin Pond Road is almost finished, and that his 30th anniversary with the Common Council is Sept. 12, 2025, as he began Sept. 12, 1995. Everyone congratulated Councilor Hammer!

Councilor Thomas — no report

VI. Approval of Minutes

A. Approval of Minutes - August 14, 2025

Motion by Councilor Hammer to approve the minutes of the August 14, 2025 Greencastle Common Council meeting as presented, seconded by Councilor Masten, 7-0, motion carried.

VII. Approval of Claims

Councilor Thomas made a motion to approve the claims as presented, seconded by Councilor Masten, 5-0-2. The motion carried. Councilors Aguirre and Nicholson abstained due to a conflict of interest.

VIII. Old Business

A. BankShot Basketball

Mayor Dunbar went over the quote from Chew's Lawn Restoration for a 35 x 35 concrete pad for Bankshot Basketball in the amount of \$11,173.20. Sidewalk and fence quotes will come later once dimensions are known. Judy George wrote a letter giving kudos to Councilor Aguirre for this project. Councilor Masten was at the tech review meeting this morning for the Courthouse Annex, and Commissioner Rick Woodall verbally communicated that the commissioners would like to partner with the city to add a playground such as Bankshot Basketball to the Annex, as there are no play structures in the ward since Jones Elementary closed. Councilor Aguirre stated that he has been waiting since the Bankshot Basketball was purchased in December 2025 for it to be installed in the 4th ward at Maple Berry Park this year, which has yet to happen. Mayor Dunbar discussed that the Bankshot Basketball project involves a lot more work than

was anticipated, it still needs to be worked through, and City employees may be able to help install it. It would need to go back before the Park Board at the October Park Board meeting as it would be different from former discussion/vote, and it would need to be voted on. It does need fencing, and see if the Park Board would approve the space next to the existing basketball court. Councilor Aguirre stated that he would help to get a park/playground area at the Courthouse Annex once the time comes. Mayor Dunbar advised that we don't need kids playing in a construction zone, so it would be the last piece of the project to be completed. Councilor Aguirre stated that he would see this project fully fundraised, or pay from his personal account, if need be, to complete the project in the 4th ward. The conclusion was that all Councilors were in favor of Clerk-Treasurer Johnson emailing all Councilors their remaining 2025 Council monies left to spend once she returns from training, and has had time to put this together.

IX. New Business

- A. Ordinance 2025-08 An Ordinance Amending the Text of the City of Greencastle, Indiana Zoning Ordinance (First Reading)
Councilor Aguirre made a motion to approve Ordinance 2025-08 as presented, seconded by Councilor Langdon, 7-0, motion carried.
- B. Greencastle Trick-Or-Treat Hours
Councilor Asbell made a motion to set Trick or Treat hours in Greencastle from 5 to 8 p.m. on Halloween, Friday. Oct. 31, seconded by Councilor Aguirre, 7-0, motion carried.

X. Adjournment

Councilor Hammer made a motion to adjourn the meeting at 8:13pm, seconded by Councilor Aguiree, 7-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



City of Greencastle
Common Council
Regular Session
Mikayla Johnson - Clerk Treasurer

September 22, 2025 | 7:00 PM
City Hall
One North Locust Street, P.O. Box 607
Greencastle, Indiana 46135

MINUTES

I. Call to Order; Roll Call

Mayor Dunbar called the meeting to order at 7pm. Clerk-Treasurer, Mikayla Johnson, called the roll.

II. Public Hearing

A. Budget 2026

No public comments were made. Councilor Hammer made a motion to close the public hearing at 7:01pm, seconded by Councilor Thomas, 7-0, motion carried.

III. Public Petitions and Comments

IV. Special Requests

V. New Business

A. ORDINANCE 2025-09: ORDINANCE FOR APPROPRIATIONS AND TAX RATES

Councilor Hammer made a motion to approve Ordinance 2025-09 on first reading as presented, seconded by Councilor Langdon, 7-0, motion carried.

B. ORDINANCE 2025-10: An Ordinance of the Common Council of the City of

Greencastle, Indiana, Establishing Wages, Salaries, and Benefits for 2026. Councilor Masten made a motion to approve Ordinance 2025-10 as presented, seconded by Councilor Nicholson, 7-0, motion carried.

VI. Adjournment

Councilor Masten made a motion to adjourn at 7:40pm, seconded by Councilor Asbell, 7-0, motion carried.

Lynda R. Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk - Treasurer



City of Greencastle Plan Commission

Docket No. P25-02

AMENDMENT TO THE CITY OF GREENCASTLE ZONING ORDINANCE

PETITIONER: The City of Greencastle

WHEREAS, the Plan Commission of the City of Greencastle initiated and prepared the attached Ordinance to amend the City of Greencastle Zoning Ordinance by amending the zoning text; and

WHEREAS, the City of Greencastle Plan Commission has reported that it held a public hearing concerning this ordinance on August 25th, 2025 after timely notice of the hearing was given by publication in the Banner Graphic, Greencastle, Indiana, on or before August 15th, 2025; and

WHEREAS, the Greencastle Plan Commission has reported that it paid reasonable regard to the following factors enumerated in I.C. 36-7-4-603 in consideration of the ordinance and determination of a recommendation to be made to the Common Council:

1. The Comprehensive Plan;
2. Current Conditions and the Character of Current Structures and Uses in Each District;
3. The Most Desirable Use for Which the Land in Each District is Adapted;
4. The Conservation of Property Values Throughout the Jurisdiction; and
5. Responsible Growth and Development.

NOW THEREFORE, the City of Greencastle Plan Commission hereby certifies this ordinance to the Common Council with a favorable recommendation.

Dated this 25th day of August, 2025.

GREENCASTLE CITY PLAN COMMISSION

BY: Daniel C Masten
David Masten, President

ATTEST:

Blaine Rout
Blaine Rout, City Planner

2.13 Central Business District

Central Business (CB)

Intent

The "CB" district is intended to provide areas for the combination of land uses common to traditional central business districts. This zoning district is intended to accommodate the current uses and structures within Greencastle's traditional downtown and permit the continued, contextually appropriate development of the area. The "CB" district is further intended to support the preservation of Greencastle's Courthouse Square National Register Historic District.

The Greencastle Plan Commission and Board of Zoning Appeals should strive to use this district to protect the existing downtown area from incompatible uses and inappropriate development standards. This zoning district should also be used to provide for contextually appropriate infill development in and around the downtown area.

A. Permitted Uses**Residential Uses**

- dwelling, single-family (upper floors)
- dwelling, two-family (upper floors)
- dwelling, multi-family (upper floors)

Public/Institutional Uses

- lodge or private club
- community center
- church or place of worship
- day-care center
- funeral home/mortuary/crematory
- hospital/medical center
- government office
- fire/police/rescue station
- post office
- library
- museum
- parking lot/garage

Park Uses

- nature preserve/center
- athletic fields/courts/areas
- park/playground

Commercial Uses

- recreation uses (small scale)
- personal service uses
- office uses
- retail uses (small scale)
- retail uses (medium scale)

Notes

1. Use Matrix: The Use Matrix at the end of this Article (p. 40) provides detailed use listings for all zoning districts.
2. Planned Unit Developments: Any zoning district may be re-zoned to "PUD", Planned Unit Development as specified in Article 8 of this Ordinance.
3. Subdivisions Permitted: The subdivision of land in this district shall be consistent with all applicable provisions of the Greencastle Subdivision Control Ordinance.
4. Incidental Uses: Incidental uses and standards are listed in Chapter 5.6 of this Ordinance.

B. Special Exception Uses**Agricultural Uses**

- farmer's market (for products grown off-site)

Residential Uses

- dwelling, multi-family (lower floor and combined lower/upper floors"

Public/Institutional Uses

- institutional facility for the mentally ill
- institutional facility for the developmentally disabled
- school (P-12)
- trade or business school

Communications/Utility Uses

- railroad right-of-way
- utility substation/transmission line/right-of-way
- wireless telecommunications tower/facility
- water tower

Park Uses

- theater (outdoor)

Commercial Uses

- bus/mass transit terminal
- recreation uses (medium scale)
- retail uses (large scale)
- data processing center
- hotels

2.21 Land Use Matrix

Agriculture & Residential Use Matrix

Use (P - Permitted, S- Special Exception)	District																
	AG	A/R	SD1	SD2	TN	TD	XD	MD	MH	CB	GB1	GB2	PB	LI	GI	UN	ME
Agriculture Uses																	
farm (general)	P	P															
grazing/pasture land																	
livestock raising/breeding																	
crop production																	
crop processing/storage (of materials produced on-site)																	
farm (confined feeding)	S	S															
farm equipment sales and service												P		S			
farmers market (for sale of products grown off-site)	S	S								S	S	S					
animal boarding	P	P															
livestock auction/sales facility	S											S		S			
commercial greenhouse											S	P		S	S		
agricultural product sales, distribution, & storage												S		P			
fertilizer sales																	
seed sales																	
farm co-op. facility																	
Residential Uses																	
dwelling, farm	P	P															
dwelling, single-family	P	P	P	P	P	S	P		S								P
dwelling, manufactured home type I																	
dwelling, manufactured home type II																	
dwelling, mobile home/manufactured home type III									P								
dwelling, single family (upper floors)										P	P		P				
dwelling, two-family			S	S	S	P	P										S
dwelling, two-family (upper floors)										P	P		P				
dwelling, multi-family			S	S	S	S	P	P		S							S
dwelling, multi-family (upper floors)										P	P		P				
residential facility for the mentally ill		P	P	P	P	P	P										
residential facility for the developmentally disabled type I		P	P	P	P	P	P										
residential facility for the developmentally disabled type II		S	S	S	S	S	S										
assisted living/retirement facility						S	S	P			S						
nursing home						S	S	P			S						
bed and breakfast facility	S	S	S		S		S										S
boarding house								S									S
dormitory																	P
fraternity/sorority/student co-op					S			S									P
aircraft hangar home														P			

5.8 Residential Standards

Residential Standards

Intent

The intent of this Chapter is to establish requirements for residential facilities for the mentally ill that both minimize potential conflicts between these uses and other types of residential uses and permit the establishment of such uses consistent with IC 12-28-4-7. Also, this Chapter is intended to establish requirements for infill construction and additions to existing structures in the city's traditional neighborhoods. The purpose of the requirements is to ensure that all new construction is contextually appropriate and consistent with the character of the neighborhoods. Furthermore, this Chapter is intended to clarify residential use requirements in the Central Business District.

Part 1: These residential facility Residential Standards apply to the following district(s):

AG A/R SD1 SD2 TN TD XD MD MH GE

A. Residential Facilities for the Mentally Ill as Permitted Uses: Residential facilities for the mentally ill shall be permitted in all residential zoning districts, consistent with Article 2 of this Ordinance. All such facilities shall be required to comply with all licensing and operational standards of the State of Indiana.

1. **Exclusion Prohibited:** In no instances shall a residential facility for the mentally ill be prohibited from locating, expanding, or operating in a residential area solely because the facility is a business or because the individuals residing in the facility are not related.
2. **Separation:** In no case may a residential facility for the mentally ill be located within 3,000 feet of any other residential facility for the mentally ill, as measured between the property lines of the lots or parcels on which the uses are (or are proposed to be) located.

B. Residential Facilities for the Developmentally Disabled as Permitted Uses: Residential facilities for the developmentally disabled type I shall be permitted in all zoning districts which permit residential use, consistent with Article 2 of this Ordinance. Residential facilities for the developmentally disabled type I are defined as those that are not designed for, nor accommodate more than 8 developmentally disabled individuals. Type II facilities accommodate more than 8 developmentally disabled individuals (consistent with IC 12-28-4-7).**Part 2: These traditional Residential Standards apply to the following district(s):**

TN

- A. **Entrances:** The main entrance (front door) of all residential structures shall face the public street on which the lot has frontage.
- B. **Garage Setbacks:** All attached and detached garages with vehicle entrances (garage doors) which face the public street on which the lot has frontage shall be located a minimum of 10 feet behind the front setback provided by the living area of the residence. In no instance shall any open porch, bay window, eve, fireplace, exterior stair, or other similar feature be considered part of the living area of the residence.
- C. **Conversion from Single Family Use:** Any residential structure converted from the use for which it was originally designed to a use that includes an increase in the number of dwelling units or a business use shall meet the following standards:
 1. **Entrances:** The original main entrance of the residence should be used as the main entrance for the new use and for any new dwelling units. In no instance should additional entrances be created to accommodate additional dwelling units; all dwelling units should have individual entrances off of a common lobby accessed by the original front entrance.

5.8 Residential Standards

Residential Standards

Part 4: These multi-family Residential Standards apply to the following district(s):

CB

A. Restriction on multi-family dwelling lower (ground) floor residential use location: Multi-family lower (ground) floor as well as lower (ground) floor residential use in combination with upper floor residential use shall be restricted in the following areas:

1. N Jackson Street from the intersection of Columbia Street to Poplar Street.
2. Franklin Street from the intersection of N Jackson Street to Indiana Street
3. Indiana Street from the intersection of Franklin Street to Washington Street.
4. Washington Street from the intersection of N Jackson Street to Locust Street.

COLUMBIA ST

**MULTI-FAMILY GROUND
FLOOR LOCATION
RESTRICTION IN RED**

FRANKLIN ST

INDIANA ST

JACKSON ST

WASHINGTON ST

LOCUST ST

POPLAR ST

11.2 Notice of Public Hearing

Notice of Public Hearing

See Also: IC-5-3-1

For all public hearings, the notice shall be provided to the public consistent with the requirements of this Chapter. Required public notice shall include the following:

- A. **Legal Notice:** The City Planner shall prepare a legal notice consistent with the requirements of IC 5-3-1 for publication in the *Greencastle, Indiana Banner-Graphic* newspaper. The legal notice shall appear in the newspaper no less than 1 time at least 10 days prior to the date of the public hearing. Legal notices shall include each of the following:
1. Property Location: The general location of the subject property, including its common address and a legal description of the land which is included,
 2. Available Plans: That the project plans are available for examination at the office of the Greencastle Plan Commission,
 3. Hearing Information: That a public hearing will be held giving the date, place, and hour of the hearing, and
 4. Written Comments: That written comments on the petition will be accepted prior to the public hearing and may be submitted to the City Planner.
- B. **Notice to Interested Parties:** The petitioner shall prepare and distribute written notice of the petition to all **property owners** within 2 ownerships or 250 feet of the boundaries of the subject property, whichever is greater. In no instances shall streets, streams, or other features be considered boundaries precluding notification.
1. Notice Information: The notice shall contain the same information as the legal notice which is published in the newspaper as outlined in Section 11.2(A).
 2. Responsibility: The distribution and cost of the notice shall be the responsibility of the petitioner.
 3. Ownership Information: The petitioner shall obtain the names and mailing addresses of those to be notified from the Plat Books contained in the Putnam County Plat Office. The names and addresses of these property owners shall be submitted to the City Planner at the time the petition is filed.
 4. Notification Requirements: The notices shall be sent to each property owner at least 1 time and must be postmarked a minimum of at least 10 days before the date of the public hearing. **The mailing shall be via a Certificate of Mailing through the United States Postal Service. No other form of mailing shall be accepted. The mailing shall be via either Certified Mailing, Certificate of Mailing, or by any other means deemed acceptable per Indiana State Code.**
 5. Notification Certification: **A copy of the materials provided to each property owner, the completed Certificate of Mailing, A copy of the materials provided to each property owner, the completed Certificate of Mailing, Certified Mailing Receipt, or any other instrument deemed acceptable per Indiana State Code,** and a signed and notarized Affidavit of Notice certifying the correctness of the mailing list shall be provided to the City Planner by the petitioner a minimum of 3 business days prior to the date of the public hearing.

ORDINANCE 2025- 8

**AN ORDINANCE AMENDING THE TEXT OF
THE CITY OF GREENCASTLE, INDIANA
ZONING ORDINANCE**

WHEREAS, the City of Greencastle (the City) replaced its Zoning Ordinance on October 9th, 2025;

WHEREAS, it is desirable, and in the City’s best interests to amend the Zoning Ordinance and Subdivision Control Ordinance as indicated below.

NOW THEREFORE be it ordained by the Common Council of the City of Greencastle that it hereby amends the following sections of the Zoning Ordinance and Subdivision Control Ordinance in the Greencastle City Code to read as follows:

ZONING ORDINANCE

- Article 2, Section 2.13 Central Business District

“B. Special Exception Uses

Agricultural Uses

- *farmer’s market (for products grown off-site)*

Residential Uses

- *dwelling, multi-family (lower floor and combined lower/upper floors)”*

- Article 2, Section 2.21 Land Use Matrix

Use (P - Permitted, S- Special Exception)	District																
	AG	A/R	SD1	SD2	TN	TD	XD	MD	MH	CB	GB1	GB2	PB	LI	GI	UN	ME
Agriculture Uses																	
farm (general)	P	P															
grazing/pasture land																	
livestock raising/breeding																	
crop production																	
crop processing/storage (of materials produced on-site)																	
farm (confined feeding)	S	S															
farm equipment sales and service													P		S		
farmers market (for sale of products grown off-site)	S	S								S	S	S					
animal boarding	P	P															
livestock auction/sales facility	S											S		S			
commercial greenhouse										S	P	S	S				
agricultural product sales, distribution, & storage											S		P				
fertilizer sales																	
seed sales																	
farm co-op, facility																	
Residential Uses																	
dwelling, farm	P	P															
dwelling, single-family	P	P	P	P	P	S	P		S								P
dwelling, manufactured home type I																	
dwelling, manufactured home type II																	
dwelling, mobile home/manufactured home type III									P								
dwelling, single family (upper floors)										P	P		P				
dwelling, two-family			S	S	S	P	P										S
dwelling, two-family (upper floors)										P	P		P				
dwelling, multi-family			S	S	S	S	P	P		S							S
dwelling, multi-family (upper floors)										P	P		P				
residential facility for the mentally ill		P	P	P	P	P	P										
residential facility for the developmentally disabled type I		P	P	P	P	P	P										
residential facility for the developmentally disabled type II		S	S	S	S	S	S										
assisted living/retirement facility						S	S	P			S						
nursing home						S	S	P			S						
bed and breakfast facility	S	S	S		S		S										S
boarding house								S									S
dormitory																	P
fraternity/sorority/student co-op					S			S									P
aircraft hangar home														P			

- Article 5, Section 5.8 Residential Standards

“Intent

The intent of this Chapter is to establish requirements for residential facilities for the mentally ill that both minimize potential conflicts between these uses and other types of residential uses and permit the establishment of such uses consistent with JC 12-28-4-7. Also, this Chapter is intended to establish requirements for infill construction and additions to existing structures in the city's traditional neighborhoods. The purpose of the requirements is to ensure that all new construction is contextually appropriate and consistent with the character of the neighborhoods. Furthermore, this Chapter is intended to clarify residential use requirements in the Central Business District.”

“Part 4: These multi-family Residential Standards apply to the following district(s):

CB

A. Restriction on multi-family dwelling lower (ground) floor residential use location: Multi-family lower (ground) floor as well as lower (ground) floor residential use in combination with upper floor residential use shall be restricted in the following areas:

- 1. N Jackson Street from the intersection of Columbia Street to Poplar Street.***
- 2. Franklin Street from the intersection of N Jackson Street to Indiana Street.***
- 3. Indiana Street from the intersection of Franklin Street to Washington St.***
- 4. Washington Street from the intersection of N Jackson Street to Locust Street.”***

- **Article 11, Section 11.2 Notice of Public Hearing**

“4. Notification Requirements: The notices shall be sent to each property owner at least 1 time and must be postmarked a minimum of at least 10 days before the date of the public hearing. **The mailing shall be via either Certified Mailing, Certificate of Mailing, or by any other means deemed acceptable per Indiana State Code.**

5. Notification Certification: **A copy of the materials provided to each property owner, the completed Certificate of Mailing, Certified Mailing Receipt, or any other instrument deemed acceptable per Indiana State Code,** and a signed and notarized Affidavit of Notice certifying the correctness of the mailing list shall be provided to the City Planner by the petitioner a minimum of 3 business days prior to the date of the public hearing.”

All other terms and conditions contained within the Zoning Ordinance shall remain in full force and effect.

This Ordinance shall have full force and effect upon passage of the Greencastle Common Council and its approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Greencastle, Indiana this 9th day of October, 2025.

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Kathi Asbell

Vincent Aguirre

Darrel Thomas

Approved and signed by me this _____ day of _____, 2025, at _____ o'clock ____ .m.

Lynda Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk-Treasurer

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/18/2025 10:02:12 AM

Ordinance / Resolution Number: **2025-09**

Be it ordained/resolved by the **Greencastle Common Council** that for the expenses of **GREENCASTLE CIVIL CITY** for the year ending December 31, **2026** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **GREENCASTLE CIVIL CITY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Greencastle Common Council**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Greencastle Common Council	Common Council and Mayor	10/09/2025

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$100,000	\$0	0.0000
0101	GENERAL	\$6,743,720	\$2,638,896	0.9183
0183	BOND #3	\$103,675	\$103,675	0.0361
0341	FIRE PENSION	\$137,701	\$0	0.0000
0342	POLICE PENSION	\$152,473	\$0	0.0000
0706	LOCAL ROAD & STREET	\$200,000	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$1,793,894	\$835,138	0.2906
1301	PARK & RECREATION	\$622,670	\$653,126	0.2273
2120	CEMETERY	\$295,140	\$268,727	0.0935
2379	CUMULATIVE CAPITAL IMP (CIG TAX)	\$135,000	\$0	0.0000
2391	CUMULATIVE CAPITAL DEVELOPMENT	\$300,000	\$219,757	0.0500
2411	ECONOMIC DEV INCOME TAX CEDIT	\$1,395,266	\$0	0.0000
8403	TAX INCREMENT REPLACEMENT	\$0	\$0	0.0000
		\$11,979,539	\$4,719,319	1.6158

Home-Ruled Funds (Not Reviewed by DLGF)		
Fund Code	Fund Name	Adopted Budget
9500	CEMETERY GROUND IMPROV	\$41,000
9501	CEMETERY TRUSTEE	\$8,000
9502	CEMETERY OLD MAUSOLEUM	\$2,000
9503	NON REVERTING SOFTBALL	\$13,100
9504	ARP CONRONAVIRS LOCAL RECOVERY FUND	\$0
9505	Non Reverting-City Hall	\$25,000
9507	Public Safety LOIT	\$1,874,297
		\$1,963,397

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/18/2025 10:02:12 AM

Name		Signature
Stacie Langdon	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
David Masten	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Tina Nicholson	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Vincent Aguirre	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Katherine Asbell	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Mark Hammer	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Darrel Thomas	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Mikayla Johnson	Clerk-Treasurer	

MAYOR ACTION (For City use only)

Name		Signature	Date
Lynda R. Dunbar	Approve <input type="checkbox"/> Veto <input type="checkbox"/>		

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes No

Ordinance 2025-10

**AN ORDINANCE OF THE COMMON COUNCIL OF THE
CITY OF GREENCASTLE, INDIANA, ESTABLISHING
WAGES AND SALARIES FOR 2026**

BE IT ORDAINED by the Common Council of the City of Greencastle, Indiana the following shall be the salaries or wages and benefits of the respective Elected Officials, Appointed Department Heads, and Employees of the City of Greencastle, Indiana for the Calendar year 2026, and/or until otherwise adopted or modified by ordinance.

1. **Salary and Wages.** The positions and the salary and/or wages for Elected Officials, Appointed Department Heads, and Employees of the City of Greencastle are hereby set as detailed in the attached **Exhibit A** salary matrix which is incorporated herein by reference. The salary and/or wages in **Exhibit A** does not include all forms of compensation, and is therefore in addition to other forms of compensation and benefits as set forth in this Ordinance, other ordinances or policies, or applicable employment agreements. Additional information is also included in the City of Greencastle Employee Handbook.

2. **Common Council and Board of Public Works & Safety.** Common Council and Board of Public Works & Safety members of the City of Greencastle shall be paid their salary in twenty-six (26) biweekly equal installments. The Common Council members shall be paid seventy-five (75) percent from the General Fund, twelve and one-half (12.5) percent from the Water Department, and twelve and one-half (12.5) percent from the Wastewater Department. The Board of Public Works & Safety are paid fifty (50) percent from the Water Department, and fifty (50) percent from the Wastewater Department.

3. **Biweekly Payments.** All Elected Officials, Appointed Department Heads, and Employees with the City of Greencastle shall be paid on a biweekly pay schedule. **Exhibit A** reflects the maximum salaries and not to exceed amount that Elected Officials, Appointed Department Heads, and Employees can be paid in a biweekly pay period. Hourly rates listed are the maximum per hour rate an employee can receive unless otherwise noted in **Exhibit A**.

4. **Overtime.** Non-Exempt, regular employees may be required to work overtime (OT) hours. Non-exempt, regular employees will be paid overtime pay at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked in excess of forty (40) hours in a work week. Police Officers will be paid overtime at a rate of one and one-half (1.5) times their regular rate of pay for all hours worked in excess of eighty-six (86) hours in a pay period. Firefighters will be paid overtime at a rate of one and one-half (1.5) times their rate of regular pay for all hours worked in excess of two hundred and twelve (212) hours in a month. Employees may request compensatory time off in lieu of OT, which shall be at the discretion of their Department Head. Compensatory time off, if granted, shall accrue at the rate of one and one-half (1.5) hours for each hour of overtime worked. All OT must be approved by the Department Head, Clerk-Treasurer, or Mayor prior to OT hours being worked. Any OT shall be in addition to the base salary and wage amounts referenced in **Exhibit A**.

5. **Exempt Employees.** Exempt-Salaried employees, such as Appointed Department Heads, Assistant Police Chief, Assistant Fire Chief, the Deputy Clerk-Treasurer, and the City Attorney are required to work

whatever additional time may be necessary to meet the responsibilities of their job descriptions, and are not eligible for OT pay.

6. **Differential & On-Call Pay for Non-exempt Employees.** The City of Greencastle non-exempt Patrolman shall earn a night -shift differential pay. The rate for this differential pay is outlined in **Exhibit A**. Police Detectives who are assigned on-call shifts shall be paid a flat \$20 for Friday nights, and a flat \$25 for Saturdays and Sundays, plus actual time worked. Water, Wastewater, and Department of Public Works employees who are assigned on-call shifts shall be paid a flat \$20 for Monday-Friday shifts, and a flat \$25 for Saturdays and Sundays, plus actual time worked.

7. **Additional Certification for Utility Employees.** If a Utility Employee receives or earns a certification or license from education that benefits the City of Greencastle in the employee's area not assigned to work in, the employee will receive a 24 cent per hour increase, as applicable.

8. **Mileage.** Any employee using their personal vehicle in service for the City of Greencastle while on official City business is eligible to be paid mileage at a rate approved by the State of Indiana upon submission of said claim on a State Board of Accounts approved mileage claim form, and subject to the claim approval process.

9. **Benefits.** All full-time Employees, Appointed Department Heads, the Mayor, and the Clerk-Treasurer are eligible to participate in the City of Greencastle's Health Care Benefit Plan. The City will contribute eighty-five (85) percent of the health insurance plan's rate, with the employee contributing the remaining fifteen (15) percent. The City shall contribute a total of one thousand dollars (\$1,000) to each employee's Health Savings Account (HSA) on a semi-annual basis if they are enrolled in the City's Health Insurance Benefit. All civilian, full-time Employees, Appointed Department Heads, the Mayor, and the Clerk-Treasurer are eligible to participate in the Indiana Public Retirement System (INPRS) retirement Plan, known as PERF. All full-time Police Officers and full-time Firefighters are eligible to participate in the Indiana Police Officers' and Firefighters' Fund, known as the 1977 Fund. All eligible employees who participate in the aforementioned retirement programs will contribute three (3) percent of their biweekly pay towards their retirement plan. The City will contribute eleven and two-tenths (11.2) percent towards any civilian employees' PERF, and twenty-six and three-tenths (26.3) percent towards Polices' and Firefighters' 1977 retirement fund.

10. **Added Bonuses.** An amount of up to three thousand dollars (\$3,000) may be paid to all full-time Employees, Appointed Department Heads, the Mayor, and the Clerk-Treasurer as a bonus. The ability to pay will be determined by the Greencastle Common Council. If the bonus is granted, it will be paid when the Mayor authorizes. Any newly hired full-time Employees and Appointed Department Heads must have worked for the city for at least ninety (90) days, and the bonus will be prorated by months worked. Part-time employee's bonus will be paid at 25% of the amount of full-time employee's bonus amount. Any newly hired part-time employees must have worked for the city at least ninety (90) days, and that bonus will be prorated by months worked.

11. **Longevity.** All eligible full-time Employees, except for Police Patrolman and Detectives, shall be paid longevity pay based on years of service with the City of Greencastle. The longevity pay is a percentage of pay from one (1) to four (4) percent based on years worked, as outlined in **Exhibit A**. Police Patrolman and Detectives will be paid longevity based on a years-of-service matrix outlined in **Exhibit A**.

12. **Pay Period.** For the avoidance of any doubt, the City of Greencastle shall pay all eligible employees **27 bi-weekly** pays effective with pay date beginning **January 2, 2026** at the rates listed in **Exhibit A**.

13. **Superseding Clause.** All other ordinances or parts thereof in conflict with this Ordinance are hereby repealed and abolished.

14. **Effective Date.** This ordinance shall take effect on January 1, 2026, and shall remain in full effect until otherwise adopted or modified by ordinance.

Approved and adopted by the City of Greencastle Common Council, Indiana on this _____ day of _____, 2025, at _____ o'clock PM.

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Kathy Asbell

Vincent Aguirre

Darrel Thomas

Lynda R. Dunbar

ATTEST:

Mikayla J. Johnson, Clerk-Treasurer

EXHIBIT A

City of Greencastle Salary Matrix

Postions	Quantity of Employees	2026 Hourly Rate for Hourly Employees	2026 Bi-Weekly Pay for Salaried Employee
Common Council Members (General Portion) 75%	7		\$ 272.17
City Administration- General			
Mayor	0.34		\$ 1,166.13
Mayor's Administrative Assistant	1	\$ 26.09	
City Attorney	0.34		\$ 1,485.82
Clerk-Treasurer Office-General			
Clerk-Treasurer	0.25		\$ 834.03
Deputy Clerk Treasurer	0.25		\$ 621.70
HR/Accounting Assistant	0.25	\$ 24.53	
Records Clerk	0.25	\$ 21.52	
Planning and Inspection Department			
City Planner	1		\$ 2,770.94
Assistant Planner	1	\$ 31.25	
Fire Inspector	1	\$ 33.76	
Building Inspector	1	\$ 32.64	
Part-Time Administrative Assistant	1	\$ 21.52	
Public Works Department			
	Not to exceed nine (9) full time members.		
Street Commissioner	1		\$ 3,107.57
Assistant Commissioner	1	\$ 32.00	
Equipment Operator/ Laborer	5	\$ 24.12	
Heavy Equipment Operator/ Mechanic	1	\$ 30.00	
Mechanic	1	\$ 27.53	

Downtown Laborer	1	\$	22.97	
DPW On-Call (Flat Rate per day)				\$20 per day M-F and \$25 per day Sat & Sun.

Cemetery				
Cemetery Director/Park Director	0.50			\$ 1,439.74
Assistant Superintendent	1	\$	27.84	
Part-time Laborers	3016 HRS	\$	17.86	
Seasonal Laborers	1021 HRS	\$	16.64	

Parks and Recreation				
Cemetery Director/Park Director	0.50			\$ 1,699.87
Program Director	1	\$	27.28	
Park Maintenance-Part Time	3016 HRS	\$	17.86	
Park Maintenance-Seasonal	901.5 HRS	\$	16.64	
Aquatics Director-Seasonal	1	\$	28.00	
Assist Aquatics Director- Part-Time/Seasonal	1 or 2	\$	23.75	
Head Lifeguard-Seasonal	1 or 2	\$	17.25	
Lifeguard without WSI Certification-Seasonal*	Varies		Up to \$14.00	
Lifeguard with WSI Certification-Seasonal**	Varies		** See Below	
Sparks Program Director-Seasonal	1	\$	20.00	
Sparks Program Instructor-Seasonal*	Varies		Up to \$14.00	
Concession Stand Manager-Seasonal	1	\$	15.00	
Concession Stand Employee-Seasonal	Varies	\$	11.00	

*Year 1- \$12.00 Year 2- \$13.00 Year 3 \$14.00

** Lifeguards with their WSI Certifications shall receive an additional \$.75 per hour for all hours worked on the condition that they teach at least 15 swim lessons through the Greencastle Parks Department. The additional \$.75 shall be multiplied by the total number of hours worked as lifeguard for the 2026 swim season.

Public Safety			
Fire Department			
Not to Exceed 17 FT Firefighters , 1 PT Chaplin, and 4411 Hours of Paid Part-time Firefighters			
Fire Chief	1		\$ 3,401.60
Assistant Fire Chief	1		\$ 3,229.91
Fire Captain	3	\$	28.76
Lieutenant	3	\$	27.07
Firefighter Engineer	3	\$	25.25
Firefighter	Varies per above position filled		\$ 24.50
Probationary Firefighter		\$	22.67
Part-Time Firefighter	4411 Hours	\$	22.67
Part-Time Chaplin	1	\$	22.67
Training Officer	Per Hour	\$	0.36
Holiday Pay Shift Firefighters \$200/ Holiday (Flat Rate)			\$200 per holiday
Uniform Pay \$1000 per year. Pay \$500 in January & July	17		\$1,000 per year
Pension Secretary- Paid on last pay of the year			\$350 per year

Police Department			
Police Chief	1		\$ 3,509.67
Assistant Police Chief	1		\$ 3,307.45
Police Officers	Not to Exceed 15 Police Officers	2026 Hourly Rate for Years of Service	
Twenty one (21) Years of Service Plus		\$	36.06
Fifteen (15) to Twenty (20) Years and Eleven (11) Months		\$	35.20
Eleven (11) to Fourteen (14) Years and Eleven (11) Months		\$	34.04
Six (6) Years to Ten (10) Years and Eleven (11) Months		\$	33.47
Three (3) Years to Five (5) Years and Eleven (11) Months		\$	32.31
One (1) Year to Two (2) Years and Eleven (11) Months		\$	31.45
Probationary Officer - One (1) Month to Eleven(11) Months		\$	30.58

City of Greencastle Police Department Special Pays		2026 Hourly Rate for Hourly Employees	
Captains Pay - Additional Hourly Rate	3	\$	2.88
Sergeant Pay- Additional Hourly Rate	3	\$	1.44
Detective Pay- Additional Hourly Rate	1	\$	0.72
Night Differential Pay Rate Per Hour- Captain	1	\$	1.00
Night Differential Pay Rate Per Hour- Sergeant	1	\$	0.75
Night Differential Pay Per Hour- Patrol Officer	6	\$	0.50
K-9 Pay Rate Per Hour	2	\$	0.90
Detective On-Call (Flat Rate per day)			\$20 on Friday and \$25 on Saturday and Sunday
Holiday Pay Shift Officers \$200.00 / Holiday (Flat Rate)			\$200 per holiday
Uniform Pay \$1000 per year. Pay \$500 in January & July	17		\$1,000 per year
Pension Secretary- Paid on last pay of the year	1		\$350 per year
Parking Violation Officer	1	\$	21.55
Police Administrative Assistant	1	\$	24.33
Crossing Guards	6		\$35.00 per day

Utilities			
Stormwater Utilitiy			
MS4 Coordinator	1	\$	2,596.15

Trash Utility			
Clerk-Treasurer- Trash	0.25	\$	1,112.04
Deputy Clerk-Treasurer- Trash	0.25	\$	828.93
HR Accounting Assistant- 1/4 Time to Trash	0.25	\$	24.53
Records Clerk- 1/4 Time to Trash	0.25	\$	21.52

Water			
Not to exceed twelve (12) full time members, three (3) part-time members and one (1) utility summer intern			
Water Superintendent	1	\$	3,491.72
Assistant Water Superintendent with WT5	1	\$	38.20
WT-5 Operator	Varies	\$	36.89
Mapping & Systems Information	1	\$	28.91
Field Forman with DSL	Varies	\$	28.91

Field Forman with DSL & ASO	Varies	\$	32.33	
Service Foreman with DSL	Varies	\$	24.86	
Service Foreman with DSL &ASO	Varies	\$	28.29	
Water Operator in Training with ASO or DSL	Varies	\$	24.17	
Water Operator with both ASO and DSL	Varies	\$	27.59	
Water Labor- No License	Varies	\$	22.77	
Water Summer Intern	1	\$	15.75	
Heavy Equipment Operator	1	\$	34.00	
Utility Repair Laborer	1	\$	27.53	
System Supervisor	0.50	\$	34.53	
Senior Administrative Billing Clerks	0.50	\$	24.53	
Administrative Assistant	0.50	\$	21.52	
Water On-Call (Flat Rate per day)			\$20 per day M-F and \$25 per day Sat & Sun.	
Mayor- Water	0.33			\$ 1,166.13
Clerk-Treasurer- Water	0.25			\$ 834.03
City Attorney - Water	0.33			\$ 1,485.82
Deputy Clerk-Treasurer- Water Portion	0.25			\$ 621.70
BOW Citizen Member - 50 percent	2			\$ 130.77
Common Council- Water- 12.5%	7			\$ 45.36
HR Accounting Assistant- 1/4 of Time to Water	0.25	\$	24.53	
Records Clerk- 1/4 of Time to Water	0.25	\$	21.52	

Waste Water	Not to exceed twelve (12) full time members and one (1) utility summer intern.			
Wastewater Superintendent	1			\$ 3,491.72
Assistant Wastewater Superintendent	1	\$	30.47	
WWTP-Class 3 Operator	Varies	\$	27.62	
WWTP-Class 2 Operator	Varies	\$	25.85	
WWTP-Operator in Training (Class 1)	Varies	\$	24.17	
Wastewater Labor- No Certifications	Varies	\$	22.77	
WWTP-Collections Supervisor with Class 1	Varies	\$	25.47	
WWTP-Collections Supervisor with Class 2	Varies	\$	27.15	
WWTP-Collections Supervisor with Class 3	Varies	\$	28.92	
WWTP Maint. Tech/Non-Cert	Varies	\$	23.35	
Lab Technician- Class 2	Varies	\$	26.90	
Lab Technician- Class 3	Varies	\$	28.67	

Heavy Equipment Operator	1	\$	34.00	
Utility Repair Laborer	1	\$	27.53	
System Supervisor	0.50	\$	34.53	
Senior Administrative Billing Clerks-	0.50	\$	24.53	
Administrative Assistant	0.50	\$	21.52	
Wastewater Summer Intern	1.00	\$	15.75	
Wastewater On-Call (Flat Rate per day)			\$20 per day M-F and \$25 per day Sat & Sun.	
Mayor- Wastewater	0.33			\$ 1,166.13
Clerk-Treasurer- Wastewater	0.25			\$ 834.03
City Attorney - Wastewater	0.33			\$ 1,485.82
Deputy Clerk-Treasurer- Wastewater Portion	0.25			\$ 621.70
BOW Citizen Member - 50 percent	2			\$ 130.77
Common Council- Wastewater- 12.5%	7			\$ 45.36
HR Accounting Assistant- 1/4 of Time to Wastewater	0.25	\$	24.53	
Records Clerk- 1/4 of Time to Wastewater	0.25	\$	21.52	

Longevity Rates Per Years of Service

Months of Completed Employment	Percentage of Pay
Date of hire through 35 months (2 years, 11 months)	0%
36 months through 71 months (5 years, 11 months)	1%
72 months through 131 months (10 years, 11 months)	2%
132 months through 167 months (13 years, 11 months)	3%
168 months or more	4%

ORDINANCE NO. 2025-11

AN ORDINANCE ELIMINATING THE SPECIAL NON-REVERTING FUND FOR THE YOUTH BASKETBALL PROGRAM

WHEREAS, the Greencastle Common Council passed Ordinance 1998-23, an Ordinance Establishing a Special Non-Reverting Operating Fund for the Department of Parks and Recreation on September 21, 1998;

WHEREAS, the Special Non-Reverting Operating Fund for the Department of Parks and Recreation was established as a fund created for the purpose of management and maintenance associated with conducting a youth basketball program; and

WHEREAS, the youth basketball program will now be administered by the Wabash Valley YMCA and not the Greencastle Parks and Recreation Department.

NOW, THEREFORE, BE IT ORDAINED COMMON COUNCIL of the city of Greencastle, Putnam County, Indiana that:

SECTION 1. The Special Non-Reverting Fund (fund number 2511) is hereby eliminated;

SECTION 2. All funds currently contained in the above fund shall be transferred to the City's Park and Recreation Operating Fund (fund number 2204).

SECTION 3. This ordinance shall become effective after adoption on second reading by the Common Council of the City of Greencastle, Putnam County, Indiana.

SO ORDAINED by the Common Council of the City of Greencastle, Indiana this ____ day of _____, 2025.

Mark Hammer

Stacie Langdon

David Masten

Tina Nicholson

Kathi Asbell

Vincent Aguirre

Darrel Thomas

Approved and signed by me this _____ day of _____, 2025, at _____
o'clock ____m.

Lynda Dunbar, Mayor

ATTEST:

Mikayla J. Johnson, Clerk-Treasurer