

Attachment 1

1

Austin	Mayor	70,022	4100
Avilla	T.M.	74,495	2500
Bicknell	Mayor	53,752	2978
Delphi	Mayor	78,750	3023
Dunkirk	Mayor - PT	10,319	2329
Knox	Mayor	62,234	3704
La Grange	T.M.	77,712	2625
Loogootee	Mayor	45,334	2800
New Palenstine	T.M.	101,180	2500
Ossian	T.M - PT	25,554	3289
Waterloo	T.M.	65,800	2221
Winamac	Mayor	83,786	2400
Hamilton	T.M.	84,019	1529
Albion	T.M.	62,736	2222

14 Cities/Towns w/combined population of 38,220. This equals to 2730 residents per City/Town. Butler's population from 2020 Census is 2635.

The combined wages for these 14 communities are \$895,693 which is an average yearly wage of \$63,978.

Take out the highest and the lowest wages and it equals to a yearly wage of \$65,349

Butler Mayor Job Description

1. Work with Department heads and CT to prepare and present yearly budgets.
2. Economic Development Leader
 - a. Mayor is the major driving force for Economic Development. Current projects include the following:
 - i. Butler Company site
 - ii. Engineered Materials site
 - iii. Hickory Street housing addition
 - iv. South Broadway infill lots
 - v. Liberty Street extended - housing development
 - vi. Lassus property
 - vii. Van Wert model - PAGO USA
 - b. DeKalb County Economic Development Board member
3. Meet with potential home builders
4. Meet with Federal, State and Local officials to gather info on grants and additional funding opportunities.
5. Build a stronger relationship with DeKalb Eastern School District.
6. Visit Industries on a regular basis.
7. Visit with local business owners to hear their concerns and address their needs.
8. Meet with potential industries about locating in Butler.
9. Participate in SBOA audits.
10. Interact daily with Department heads and their employees to build better relationships.
11. Hire employees to fill vacant positions.
12. Appoint and oversee municipal leaders and employees, including all other HR functions.
13. Regularly hold Department meetings on a monthly basis.
14. Assist Street Superintendent with the CCMG process.
15. Create a working relationship with our vendors to stay on top of any potential savings.
16. Oversee the garbage contract and bid process.
17. Keep Employee handbook updated
18. Meet with Insurance agents yearly about health and liability insurance policy. Stay up to date on any changes.

**§ 1-2-1-2. MAYOR; POWERS AND DUTIES.**

The Mayor shall:

- (A) Enforce the ordinances of the City and the statutes of the state;
- (B) Provide a statement of finances and general condition of the City to the Common Council at least once a year;
- (C) Provide any information regarding City affairs that the legislative body requests;
- (D) Recommend, in writing, to the Common Council actions that the Mayor considers proper;
- (E) Call special meetings of the Common Council when necessary;
- (F) Supervise all subordinate officers;
- (G) Ensure efficient government of the City;
- (H) Fill vacancies in City offices when required by I.C. 3-13-1 *et seq.*;
- (I) Sign all bonds, deeds and contracts of the City and all licenses issued by the City;
- (J) Approve or veto ordinances, orders and resolutions of the legislative body under I.C. 36-4-6-14;
- (K) Make appointments prescribed by I.C. 36-4-9 and 36-4-11-2; and
- (L) Perform any other duty prescribed by statute.

Google

job description for an indiana mayor



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About the Mayor's Responsibilities

Mayors must reside within the city and do so for at least one year before the election. The mayor is ultimately responsible for enforcing City ordinances, compliance with state statutes, signing all bonds, deeds, and city contracts, and approving or vetoing ordinances and resolutions.

City of Goshen, Indiana
<https://goshenindiana.org/mayorsoffice>

Mayor's Office | City of Goshen, Indiana

About featured snippet · Feedback

East Chicago, IN
<https://www.eastchicago.com/mayoral-duties>

Mayoral Duties

The mayor shall be the chief executive officer of the city and shall make all appointments to all officers and positions of employment authorized by law, ...

American Legal Publishing
https://codelibrary.amlegal.com/latest/lawrence_in

§ 1-2-1-2. MAYOR; POWERS AND DUTIES.

§ 1-2-1-2. The Mayor shall: (A) Enforce the ordinances of the City and the statutes of the state; (B) Provide a statement of finances and general condition ...

Justia Law
<https://law.justia.com/codes/indiana/title36/article4>

CHAPTER 5. CITY EXECUTIVE :: 2012 Indiana Code

(A) A mayor, who is the city executive, shall be elected under IC 3-10-6 by the voters of each city.
 (B) A person is eligible to be a city executive only if the ...

The City of Muncie, Indiana (.gov)
<https://www.muncie.in.gov/department>

Mayor's Office / The City of Muncie, Indiana

The Mayor is the city executive and the head of the executive branch. The specific duties and responsibilities are defined by state statutes (Indiana Code 36-4 ...

City of Greencastle
<https://www.cityofgreencastle.com/elected-officials>

Greencastle City Mayor

Duties of the mayor as outlined in Indiana Code 36-4-5-3 include: Enforcing the ordinances of the city and statutes of the state; Providing a statement of ...

City of Huntington, Indiana
<https://www.huntington.in.us/city/department>

Mayor's Office / City of Huntington, Indiana

The Mayor is the chief executive officer of the city and is responsible for all operations of the city departments. The mayor appoints heads of the executive ...

Indy.gov
<https://www.indy.gov/agency/office-of-the-mayor>

Office of the Mayor

U.S. Federal and State Cases, Codes, and Articles

Select a tab to search United States Cases, Codes, or Articles

Cases	Codes	Articles
Search by keyword or citation * Indicates required field Keyword or Citation * Enter Keyword or Citation View results >		

FINDLAW (https://www.findlaw.com/) / CODES (https://codes.findlaw.com/) / INDIANA (https://codes.findlaw.com/in/) / TITLE 36. LOCAL GOVERNMENT (https://codes.findlaw.com/in/title-36-local-government/) / § 36-4-7-6

Indiana Code Title 36. Local Government § 36-4-7-6

Current as of January 02, 2024 | Updated by FindLaw Staff (https://www.findlaw.com/company/our-team.html)

Sec. 6 (https://1.next.westlaw.com/Link/Document/FullText?findType=L&originatingContext=document&transitionType=DocumentItem&pubNum=1000009&refType=IU&originatingDoc=13f78cb613a5b11ee9bbfcabaf42141cf4-7-6). Before the publication (before January 1, 2015) and before the submission of notice of budget estimates required by IC 6-1.1-17-3 (https://1.next.westlaw.com/Link/Document/FullText?findType=L&originatingContext=document&transitionType=DocumentItem&pubNum=1000009&refType=LO&originatingDoc=13f78cb603a5b11ee9bbfcabaf42141cf1.1-17-3), each city shall formulate a budget estimate for the ensuing budget year in the following manner:

- (1) Each department head shall prepare for the department head's department an estimate of the amount of money required for the ensuing budget year, stating in detail each category and item of expenditure the department head anticipates.
- (2) The city fiscal officer shall prepare an itemized estimate of revenues available for the ensuing budget year, and shall prepare an itemized estimate of expenditures for other purposes above the money proposed to be used by the departments.
- (3) The city executive shall meet with the department heads and the fiscal officer to review and revise their various estimates.
- (4) After the executive's review and revision, the fiscal officer shall prepare for the executive a report of the estimated department budgets, miscellaneous expenses, and revenues necessary or available to finance the estimates.

< Back to chapter list (https://codes.findlaw.com/in/title-36-local-government/)

Previous (https://codes.findlaw.com/in/title-36-local-government/in-code-sect-36-4-7-5/) < part of code

Next (https://codes.findlaw.com/in/title-36-local-government/in-code-sect-36-4-7-7/) > part of code



MAYOR'S OFFICE

1300 W. 5th Street | 480-320-3240 Fax | 700 W. 5th Street | Auburn, MI 48701 | mayor@auburn.mi.us

August 16, 2024

Re: Benefits of a full-time mayor

To whom it may concern,

Having a full-time mayor in a city can bring several benefits, particularly in terms of governance, accountability, and responsiveness. Here are some key advantages:

- **Focused Leadership:** A full-time mayor can dedicate all their time and energy to managing the city, making it easier to address issues promptly and efficiently. They can be more proactive in setting and pursuing long-term goals for the city's development.
- **Increased Accountability:** With a full-time role, the mayor is likely to be more accountable to the residents, as they are constantly engaged with city matters. Regular office hours and availability for meetings and public events make the mayor more accessible to the community.
- **Improved Coordination:** A full-time mayor can work more closely with city departments, ensuring better coordination and communication across different areas of government. This can lead to more streamlined decision-making processes and quicker implementation of policies.
- **Strategic Vision and Planning:** A full-time mayor can dedicate more time to developing and implementing a strategic vision for the city's growth, infrastructure, and services. They can focus on long-term projects, such as economic development, urban planning, and environmental sustainability.
- **Better Representation:** A full-time mayor can act as a more effective representative of the city in dealings with other levels of government, businesses. This can lead to more opportunities for the city in terms of funding, partnerships, and investments.
- **Greater Transparency:** The mayor's full-time status can lead to greater transparency in governance, as they are more likely to be involved in all aspects of city operations. Regular communication with the public and media can help keep residents informed about city initiatives and policies.
- **Economic Benefits:** A mayor with a full-time focus can better advocate for economic development initiatives, attracting businesses, jobs, and investments to the city. They can also work more effectively on issues like housing, transportation, and infrastructure that directly impact the city's economy.
- **Consistency in Leadership:** Having a full-time mayor ensures consistency in leadership, which can be critical during transitions, crises, or when dealing with complex issues that require ongoing attention.
- **Enhanced Community Engagement:** A full-time mayor is more readily available to engage with community groups, attend events, and is more readily available to listen to the concerns of residents, fostering a stronger sense of community.

Overall, a full-time mayor can lead to more effective governance, improved services, and a more engaged and satisfied community.

Cordially,

Dave Clark

Dave Clark, Mayor

August 15, 2024

City of Butler
215 S Broadway
Butler, IN.

Re: Full Time Mayor Position

Common Council Members,

My name is Michael VanZile, I was born and raised in Buter from 1963 until moving to Auburn in 1993. I was a volunteer firefighter for the Butler Fire Department from 1983-1993, serving as Fire Chief from 1991-1993. I was hired as a career firefighter for the Auburn Fire Department in 1993 and served as their Fire Chief from 2005-2023. I retired in 2023 after serving 40 years in the fire service in DeKalb County.

With 20 of my 40 years serving as a Fire Chief, I have worked for many great city Mayors, both part-time and full-time. And I truly believe that the advantages of having a full time Mayor is the perfect channel of communication to running an efficient and effective fire department.

Today's fire service (as well as other city departments) is much different than those of the past. You have already begun to address some of the current fire service issues pertaining to manpower, equipment, and calls for service which is more demanding than ever before.

Having a full-time Mayor available to bring their attention to the issues and concerns of the community and being available to all your department heads daily is invaluable.

Too much is going on in our world today, not to have a full time Mayor to serve your community.

Respectfully,

Michael VanZile
Auburn, IN.

DEKALB COUNTY

EMERGENCY MANAGEMENT / HOMELAND SECURITY

3399 CR 34 Waterloo, IN 46793

Phone 260-925-1392

Honorable City of Butler Common Council Members,

Please accept this letter of endorsement to move your mayor from a part-time to a full-time classification status. I support this consideration and believe it will be beneficial to your community. From a public safety perspective, we are responsible for emergency preparedness, mitigation, response, and recovery efforts. The Butler Mayor serves on the Emergency Management Advisory Council alongside ten other elected / appointed officials throughout DeKalb County. This position carries significant responsibility to ensure emergency management functions are performing effectively for the City of Butler and DeKalb County citizens.

Throughout the year, community leaders have the responsibility to ensure that we are prepared for all hazards while we consider the whole community. To accomplish this elected officials and department heads work hard to establish public private partnerships. All these initiatives take time, cooperation, and coordination. This is difficult to achieve when positions are part-time with other duties and responsibilities at the forefront.

Elected officials and department heads are tasked with assisting emergency management to ensure emergency preparedness. Examples include county plan development, event planning and preparation, assessing threats and hazards, continuity of government, collaboration, training, exercises, response, and recovery. The mayors and commissioners within Dekalb County are chief elected officials. The positions carry the responsibility of whole community preparedness. When emergencies occur, they are the agency administrators tasked with decision-making. Involvement with emergency management throughout the year is imperative for successful preparation and outcomes.

If the mayor were afforded more time to devote to the position and emergency management functions, we could see the following results. Enhanced community safety and vigilance, improved administration, operational efficiency, enhanced public outreach and education, training and professional development, strengthened emergency response and recovery, and streamlined communications within the community and throughout DeKalb County.

In closing, I want to thank you for your consideration and forward thinking with regards to the mayor's position. A full-time mayor would be beneficial for emergency management preparedness, mitigation, response, and recovery efforts. Throughout the year, we need participation from our local elected officials to maintain and enhance our level of preparedness throughout DeKalb County.

Respectfully,

Jason M. Meek, Director
DeKalb County Emergency Management / Homeland Security



City of Columbia City

Mayor

Ryan L. Daniel
112 S. Chauncey Street
Columbia City, IN 46725
OFFICE: 260-248-5111
FAX 260-248-5134
rdaniel@columbiacity.net

Butler City Council Members,

I am writing to you to discuss the benefits of having a full-time Mayor in your community because I know how impactful it can be. To begin, the mayor's role is rarely a part-time job and is usually a full-time (and more) job for four years. It's an all-encompassing role that includes being responsive to its constituents, being a representative to state and local events, and being thoughtful about the trajectory of the community. It's a role that takes a tremendous amount of time, energy, and effort that combines the jobs of a CEO and a COO.

As you probably know, it is very challenging in today's environment to be a part-time mayor. With continuous changes to local government being mandated by the Indiana Legislature, state agencies changing programs and policies, as well as federal mandates that trickle down, it is necessary for the city's chief elected official to stay up-to-date and focused on ensuring compliance. Further, reporting requirements and directing staff members also takes up a *considerable* amount of time for the mayor.

I've always believed that some of the best ideas for a community come from other communities. The Northern Indiana Mayors and the Northeast Indiana Mayors both meet monthly to exchange ideas and find better ways of serving our residents. Unless you have a mayor that is paid to be full-time, it's challenging to break away from one job to focus on the other job. I, personally, have found some of my best ideas because of the personal and professional relationships that I had with my fellow mayors across the state.

Frankly speaking, and if for no other reason, I would highly recommend moving the mayor's position to full-time to allow the mayor to be more responsive to residents and businesses. Not a day goes by that I don't get phone calls, emails, Facebook messages, and even text messages from constituents that want a quick answer. In an age when communication flows faster than the mouths speak, it's critical to have your mayor available and accessible to the public. Government can only work at the speed of business if it has someone who is focused full-time on running the organization, like a business.

Overall, I strongly believe the City of Butler will tremendously benefit from a full-time mayor. If you want your community to grow, strengthen and thrive, this decision is a no-brainer.

Thank you,



Ryan L. Daniel
Mayor, City of Columbia City



Land Surveying • Civil Engineering • Planning • Architecture • Project Funding • GIS • Environmental • Renewable Energy • Landscape Architecture

August 19, 2024

Dear Council Members,

During a recent conversation with Mayor Hartman, he mentioned that he was considering a move to a full-time position in the City of Butler.

I wanted to provide some input from my perspective.

Our firm works across northern Indiana, providing services to large and small municipalities. Of the 20 or so communities we work in, only one (Butler) does not have full-time representation in a staff and business management position.

Butler has many dedicated employees in public works and administrative roles along with many very committed elected officials and appointed volunteers. Even with that, a full-time position remains needed to provide daily overview and direction.

From our view as a consultant services provider, converting the mayor position to a full-time position will pay dividends of a signification scale.

It has been a pleasure working with Mayor Hartman and it has become clear that his goals for the city are ambitious and will require careful execution. I think it is a very good time to consider a status change and it appears that you already have the individual who has all the right motivations.

Thank you for considering this.

Sincerely,

Kenneth K. Jones, PS
President

https://jonespetrierafinski-my.sharepoint.com/personal/dcampbell_jpr1source_com/Documents/Ken/Letters/2024-08-19 - City of Butler Recommendations.docx



Mike Hartman <mayor@butler.in.us>

Letter

Thomas Estabrook <mayor@bicknell.in.gov>
To: Mike Hartman <mayor@butler.in.us>

Thu, Aug 15, 2024 at 11:53 AM

Mayor Hartman,

It has been a pleasure speaking to you regarding the benefits that a city can derive by having a mayor who is able to serve full-time. Many small communities like ours face challenges that are unique as compared to our more urbanized counterparts. There is not a large staff who can help mitigate concerns from the public or spearhead complex projects and the multitude of potential funding sources that may accompany them. In small cities, the mayor keeps the trains running on time and is the clearinghouse for city resources.

Economic development is a prime example. If any developer or business is looking to locate to a city, their first stop is the mayor's office. Business prospects need to know that they have the support of the mayor's office as they develop a plan for coming to the city whether it concerns potential tax abatements, utility access, or building permits. If the city has a part time mayor, the availability of the city's chief executive will impact whether the city can be adequately prepared for new growth. Every hour that the mayor is available on a full time basis is an investment on which the city will see a return.

Since small cities do not have large staffs, many problems land on the mayor's desk first so that he can determine how best to utilize city resources to solve the problem. While department heads can handle problems up to a certain point, the mayor needs to be available to discuss how the project will be financed and how it will impact other city priorities. A mayor needs to be full time in order to be fully engaged and understand the multiple funding sources that are available at the state and federal level by forming relationships with stakeholders at those levels of government. Much of the success that Bicknell has seen is because I have been able to form quality relationships with partners at the state and federal level as well as with business and government leaders inside of Knox County.

Finally, when I first declared that I was running for mayor, I was asked if I planned to be a full time mayor because I was working another full time job at the time. I said that I had to be full time mayor because Bicknell had full time needs. The mayor is the primary cheerleader and advocate for the city. This advocacy needs to be on full time basis. Cities with full time mayors do not regret their decision.

Sincerely yours,

Thomas Estabrook
Mayor
City of Bicknell
119 E. 2nd St.
P.O. Box 127
Bicknell, IN 47512
812-735-3559
812-735-5253 Fax

From: Mike Hartman <mayor@butler.in.us>
Sent: Thursday, August 15, 2024 11:07 AM
To: Thomas Estabrook <mayor@bicknell.in.gov>
Subject: Letter



MAYOR FIANDT

The City of Garrett Indiana
130 South Randolph Street
Garrett Indiana
46738

Mayor Todd Fiandt
130 South Randolph Street
Garrett Indiana
467638

Good day and greetings to the City Council of Butler Indiana

I see where you are considering making the mayor a full-time position. Garrett as you know went through this decision around 4 years ago. From my perspective this was a good move by the council to do so.

First, as a mayor you are a full-time employee no matter what the job description says. You have to answer calls and questions 24/7. You are more or less the CEO of this city. You need to be available for the industry and new small businesses to discuss the possibility of them building in your city, or opening a store. You need to be available for such things as simple as a ribbon cutting. You need to be there when things are discussed over any city matter and not have to rely on someone to CC you the minutes of what transpired.

There is also the professional look that your city will have should any of the mentioned situations arise. It is an uncomfortable situation that the mayor will be in when you as council set his wage. The only suggestion that I have for this is to look at the AIM Salary survey to see what sized cities like yours pay their full-time mayor.

You may also find that there aren't that many places your size that don't already have a full-time position. I could obviously be wrong on that statement. I hope this all works out for you and that you are comfortable with your decision.

Sincerely,

Mayor Todd Fiandt



City of Butler

RE: Recommendation Letter for **Full Time Mayor**

To the Citizens and Municipal Leaders of Butler, IN,

I am writing in support of the City of Butler and Mayor Mike Hartman's vision to re-structure the Mayoral position into a full-time job. Having been involved with community and municipal leaders throughout DeKalb County for quite some time now, I am in full agreement as to the value of such a move. I am reminded of a pivotal scene from the 1995 film, *The American President*. Played by Michael Douglas, fictional President Andrew Shepherd is at a crossroads. He is nearing the end of a contentious re-election campaign toward which he hasn't given much effort. He can stay the course or he can demonstrate courageous, bold leadership. He chooses the latter.

"We have serious problems to solve, and we need serious people to solve them."

I am excited about this opportunity for the residents of the Butler community. Mayor Mike Hartman, along with other committed community leaders, understand exactly the types of serious problems that need serious people to solve. It is imperative for the City of Butler to include the resource of concentrated time in the form of a full-time Mayor toward creating transformative solutions.

I was encouraged for the City of Butler upon hearing from a local CEO who recently traveled through a small town in Illinois. His wife commented that the community looked so much cleaner than the last time they had been through. His response was, "They must have a Mike Hartman in charge." The Butler community is blessed to have a hardworking, responsible Mayor dedicated to making life better for those around him. Mike Hartman approaches challenges and opportunities with willpower, strategic thinking, and care. It is these types of values and character traits that will continue to transform the City of Butler.

I wholeheartedly recommend the Common Council embrace the opportunity to employ a full-time Mayor as soon as possible. Please feel free to reach me at (260) 927-5306 if I can be of further help.

Warm regards,

Brian Best, Community Impact Strategist – Ambassador Enterprises

August 19, 2024

Butler City Council
215 S. Broadway St.
Butler, IN, 46721

Dear Members of the City Council,

I am writing to express my strong support for the proposal to transition the role of the Mayor of Butler from a part-time to a full-time position. This change is not only timely but also essential for the continuation of economic growth in the city.

Butler has seen strides of momentum in recent years, and with that comes increased complexity in governance. The responsibilities of the Mayor have expanded, requiring a level of dedication and time commitment that exceeds the capacity of a part-time role. By making the Mayor a full-time position, the city will be better positioned to address the challenges and opportunities that come with this growth.

A full-time Mayor would have the ability to focus entirely on the needs of the city, allowing for more strategic planning and quicker responses to issues as they arise. This would be particularly beneficial in the realm of economic development, where timely decisions and dedicated leadership can attract new businesses, foster innovation, and create jobs for your residents.

Moreover, a full-time Mayor would enhance the overall management of the city. With more time to engage with city staff, local businesses, and the community, the Mayor can ensure that the city's operations are running smoothly and that we are making the most of your resources. This level of attention and oversight is crucial for maintaining the quality of life that your residents and stakeholders expect and deserve.

In conclusion, transitioning the Mayor's role to a full-time position is an investment in Butler's future. It will enable more effective governance, foster economic development, and ensure that the city continues to thrive. I urge you to support this proposal for the benefit of our entire community.

Thank you for your consideration.

Sincerely,



Anton King
President/CEO
DeKalb County Economic Development Partnership, Inc.

8/18/24



RE: Full-time Mayor for Butler, Indiana

To Whom it May Concern,

I would be ecstatic to recommend that the Mayor's position in Butler, Indiana be a full-time endeavor for the benefit of not only the Butler community but for the benefit of all of DeKalb County. Mayors of smaller communities, less than 5000, serve a very special role in not only day-to-day duties of running a city but because of smaller scale resources, they serve the community in being a mouthpiece and an everyday advocate for that community.

In my role as executive director of Visit DeKalb, I have seen first hand in many occasions that Mayor Hartman goes above and beyond the call of duty for the greater good in serving Butler, Indiana all while helping other business thrive, running is own shop, and helping the non-profits find ample resources to give back to the community. I can only imagine all the additional items he would be able to contribute to as a full-time mayor.

Transitioning to the next phase is always a hard step but one in which the most growth occurs when you put the right people in the right places! Butler has my full support in making this happen!

Sincerely,

Amber Caccamo~ Executive Director~ Visit DeKalb ~ 260-446-6605