

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting and Human Resources

DATE: June 13, 2024

AGENDA ITEM TOPIC: Compensation resolutions FY 24/25

Number of Supporting Documents: 5

Requested Action

- Roll call to approve the five (5) resolutions as presented.

Background

The Board of Trustees sets the compensation rate for township elected officials and employees annually during the budget process. The proposed increases for fiscal year 2024/2025 are based on an Employment Cost Index (ECI) increase of 5.00% for local and state workers.

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TOWNSHIP OF HAMBURG
TOWNSHIP CLERK SALARY RESOLUTION

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, June 18, beginning at 7:00 p.m., there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Hamburg Township Board of Trustees sets the compensation rate for elected officials, and;

WHEREAS, per MCL 41.95(7), 42.6a(6), the salaries for elected officials cannot be decreased during a term of office after they have been established by the Township Board of Trustees unless the duties of the official are decreased and the official consents to the decrease in writing, and;

WHEREAS, the current compensated duties of the Township of Hamburg Clerk are statutory and, therefore, cannot be decreased, and;

NOW THEREFORE BE IT RESOLVED, the Township of Hamburg Board of Trustees, by a vote of the majority sets the annual salary for the Township Clerk at \$84,475.56, effective July 1, 2024.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on June 18, 2024; (2) the original such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meetings were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE:

Michael Dolan, Hamburg Township Clerk

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TOWNSHIP OF HAMBURG
TOWNSHIP SUPERVISOR SALARY RESOLUTION

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, June 18, beginning at 7:00 p.m., there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Hamburg Township Board of Trustees sets the compensation rate for elected officials, and;

WHEREAS, per MCL 41.95(7), 42.6a(6), the salaries for elected officials cannot be decreased during a term of office after they have been established by the Township Board of Trustees unless the duties of the official are decreased and the official consents to the decrease in writing, and;

WHEREAS, the current compensated duties of the Township of Hamburg Supervisor are statutory and, therefore, cannot be decreased, and;

NOW THEREFORE BE IT RESOLVED, the Township of Hamburg Board of Trustees, by a vote of the majority sets the annual salary for the Township Supervisor at \$84,475.56, effective July 1, 2024.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on June 18, 2024; (2) the original such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meetings were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE:

Michael Dolan, Hamburg Township Clerk

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TOWNSHIP OF HAMBURG
TOWNSHIP TREASURER SALARY RESOLUTION

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, June 18, beginning at 7:00 p.m., there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Hamburg Township Board of Trustees sets the compensation rate for elected officials, and;

WHEREAS, per MCL 41.95(7), 42.6a(6), the salaries for elected officials cannot be decreased during a term of office after they have been established by the Township Board of Trustees unless the duties of the official are decreased and the official consents to the decrease in writing, and;

WHEREAS, the current compensated duties of the Township of Hamburg Treasurer are statutory and, therefore, cannot be decreased, and;

NOW THEREFORE BE IT RESOLVED, the Township of Hamburg Board of Trustees, by a vote of the majority sets the annual salary for the Township Treasurer at \$42,237.78, effective July 1, 2024.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on June 18, 2024; (2) the original such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meetings were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE:

Michael Dolan, Hamburg Township Clerk

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TOWNSHIP OF HAMBURG
TOWNSHIP TRUSTEES SALARY RESOLUTION

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, June 18, beginning at 7:00 p.m., there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Hamburg Township Board of Trustees sets the compensation rate for elected officials, and;

WHEREAS, per MCL 41.95(7), 42.6a(6), the salaries for elected officials cannot be decreased during a term of office after they have been established by the Township Board of Trustees unless the duties of the official are decreased and the official consents to the decrease in writing, and;

WHEREAS, the current compensated duties of the Township of Hamburg Trustees are statutory and, therefore, cannot be decreased, and;

NOW THEREFORE BE IT RESOLVED, the Township of Hamburg Board of Trustees, by a vote of the majority sets the annual salary for the Township Trustees at \$7,944.96, effective July 1, 2024.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on June 18, 2024; (2) the original such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meetings were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE:

Michael Dolan, Hamburg Township Clerk

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TOWNSHIP OF HAMBURG
TOWNSHIP COMPENSATION RESOLUTION

At a regular meeting of the Township Board of the Township of Hamburg, Livingston County, State of Michigan, held at the Hamburg Township Board Room on Tuesday, June 18, beginning at 7:00 p.m., there were

PRESENT:

ABSENT:

MOVED FOR ADOPTION:

SUPPORTED BY:

RESOLUTION

WHEREAS, Hamburg Township Board of Trustees annually sets the compensation rate for Township employees who are paid by salary, at an hourly rate and/or per-diem rate,

NOW THEREFORE BE IT RESOLVED, the Township of Hamburg Board of Trustees, by a vote of the majority sets the compensation of Township employees and appointed Deputies as follows, and;

BE IT FURTHER RESOLVED, per diem for members of the various boards and commissions shall remain at the current flat rate per meeting as follows, effective July 1, 2024.

A roll call vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED:

CERTIFICATION

I, Michael Dolan, being the duly elected Clerk of the Township of Hamburg, Livingston County, Michigan hereby certify that (1) the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on June 18, 2024; (2) the original such resolution is on file in the records of the Clerk's office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meetings were kept and will be or have been (or will be) made available as required by the Open Meetings Act.

DATE:

Michael Dolan, Hamburg Township Clerk

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HAMBURG TOWNSHIP
SALARY STEP PROGRESSION PLAN
10 STEPS, 2.5% STEPS DIFFERENTIALS, 24.9% RAND WIDTHS, 10% GRADE DIFFERENTIALS
Scale as of July 1, 2024: ECI is 5%
Board approved June 18, 2024

GRADE	POSITION	HOURLY AND SALARY RANGES									
		Steps 1	Steps 2	Steps 3	Steps 4	Steps 5	Steps 6	Steps 7	Steps 8	Steps 9	Steps 10
1	Grounds Maintenance I Senior Center Program Assistant	36,371.33 17.49	37,280.61 17.92	38,212.63 18.37	39,167.94 18.83	40,147.14 19.30	41,150.82 19.78	42,179.59 20.28	43,234.08 20.79	44,314.93 21.31	45,422.80 21.84
2	Custodian Receptionist/Elections Assistant Treasurer's Assistant	40,008.58 19.23	41,008.80 19.72	42,034.01 20.21	43,084.87 20.71	44,161.99 21.23	45,266.04 21.76	46,397.69 22.31	47,557.63 22.86	48,746.57 23.44	49,965.23 24.02
3	Code Enforcement Ground Maintenance 2 Videographer	44,009.21 21.16	45,109.44 21.69	46,237.17 22.23	47,393.10 22.79	48,577.93 23.35	49,792.38 23.94	51,037.19 24.54	52,313.12 25.15	53,620.94 25.78	54,961.47 26.42
4	Administrative Assistant - Fire Administrative Assistant - Police Building & Grounds Supervisor Clerk/Elections Assistant Senior Treasurer's Assistant Planning and Zoning Coordinator Treasurer's Clerk	48,410.70 23.27	49,620.97 23.86	50,861.49 24.45	52,133.03 25.06	53,436.36 25.69	54,772.27 26.33	56,141.57 26.99	57,545.11 27.67	58,983.74 28.36	60,458.33 29.07
5	Accounting Specialist Elections Clerk/ Coordinator Administrative Assistant Supervisor - Police Parks & Recreation Coordinator/Grant Coord. DPW Technician	53,251.65 25.60	54,582.94 26.24	55,947.52 26.90	57,346.21 27.57	58,779.86 28.26	60,249.36 28.97	61,755.59 29.69	63,299.48 30.43	64,881.97 31.19	66,504.02 31.97
6	Senior Center Program Director	58,576.36 28.16	60,040.77 28.87	61,541.79 29.59	63,080.33 30.33	64,657.34 31.09	66,273.78 31.86	67,930.62 32.66	69,628.89 33.48	71,369.61 34.31	73,153.85 35.17
7	Deputy Clerk Deputy Treasurer IT Coordinator Fire Captain Information Assistant Accounting/Benefits Coordinator	64,433.66 30.98	66,044.50 31.75	67,695.61 32.55	69,388.00 33.36	71,122.70 34.19	72,900.77 35.05	74,723.29 35.92	76,591.37 36.82	78,506.16 37.74	80,468.81 38.69
8	Fire Marshall Utilities & Special Projects Coordinator Plant Operator B	70,876.91 34.08	72,648.83 34.93	74,465.05 35.80	76,326.68 36.70	78,234.85 37.61	80,190.72 38.55	82,195.49 39.52	84,250.37 40.50	86,356.63 41.52	88,515.55 42.56
9	Deputy Fire Chief Plant Operator A	77,965.18 37.48	79,914.31 38.42	81,912.16 39.38	83,959.97 40.37	86,058.97 41.37	88,210.44 42.41	90,415.70 43.47	92,676.10 44.56	94,993.00 45.67	97,367.82 46.81
10	Planning & Zoning Director DPW Superintendent	85,760.89 41.23	87,904.91 42.26	90,102.54 43.32	92,355.10 44.40	94,663.98 45.51	97,030.58 46.65	99,456.34 47.82	101,942.75 49.01	104,491.32 50.24	107,103.60 51.49
11	Deputy Police Chief/Deputy Public Safety Director Director of Accounting Director of Technical Services & Utilities Fire Chief/Deputy Public Safety Director	94,337.89 45.35	96,696.34 46.49	99,113.75 47.65	101,591.59 48.84	104,131.38 50.06	106,734.66 51.31	109,403.03 52.60	112,138.11 53.91	114,941.56 55.26	117,815.10 56.64
12	Police Chief/Public Safety Director	103,771.11	106,365.39	109,024.52	111,750.14	114,543.89	117,407.49	120,342.68	123,351.24	126,435.02	129,595.90

HAMBURG TOWNSHIP
SALARY STEP PROGRESSION PLAN
10 STEPS, 2.5% STEPS DIFFERENTIALS, 24.9% RAND WIDTHS, 10% GRADE DIFFERENTIALS
Scale as of July 1, 2024: ECI is 5%
Board approved June 18, 2024

*Excluded from Salary Study Progression Plan	
Part-time fire fighters	
Lieutenant	28.17
Sergeants	25.61
FF /EMT	23.28
FF (or EMT)	21.17
FF Trainee	17.64
DPW Technician On-call	34.22
Cemetery Sexton	12,478.42
Per diem: Board or Review, Municipal Utilities Committee, Parks & Recreation Committee, Public Safety Committee, Township Board of Trustees (regular & special meeting)	65.00
Huron River Watershed Council (regular & special meeting)	75.00
Planning Commission Chair	80.00
Planning Commission Member	65.00
Zoning Board of Appeals Chair	75.00 minimum (25.00 per case over 3 cases)
Zoning Board of Appeals Member	65.00 minimum (20.00 per case over 3 cases)