

Date: January 10, 2022

To: Leland Township Board

From: Leland Township Board Compensation Committee

Re: Comparison Findings of Leelanau County Townships

SALARIES – CLERK AND TREASURER Range – \$14,000.00 to \$48,200.00

Bingham, Centerville, Cleveland, Elmwood, Solon – report same salary for both positions.

Empire – Clerk receives \$4,000.00 more than Treasurer

Kasson – Treasurer receives \$500.00 more than Clerk

Leelanau – Treasurer receives \$4,854.00 more than Clerk – Treasurer indicated she receives additional compensation for summer tax collections, she was first elected in 1996.

Leland – Clerk receives \$8,590.00 more than Treasurer

Suttons Bay – Clerk receives \$4,197.00 more than Treasurer – however it was noted the Treasurer receives \$5,250.00 additional compensation for summer tax collections

Elmwood Township Treasurer was appointed after the former treasurer passed away therefore began at the same salary as the previous treasurer was paid before being elected to the position.

Glen Arbor - \$14,159.70 more paid to Clerk. The former clerk passed away in May 2020 and had held the office since 1988 therefore there was an appointment to fill the position and the salary could not be reduced because the term of office hadn't expired. The Treasurer is newly elected therefore the large variance in salary.

Some of these townships have either a newly elected treasurer or clerk which could account for the differences in salaries.

SUPERVISOR Range - \$10,000.00 to \$48,200.00

Elmwood Township is the only one reporting the same salary for the Supervisor as the Clerk and Treasurer are paid.

Glen Arbor Township reflects approximately \$265.00 less in salary than the Treasurer.

It appears all townships have assessors either on staff or contracted.

TRUSTEES

The pay varies from township to township. Some are paid a per diem in lieu of a salary, others are paid a salary and an additional per diem for special meetings, while others appear to be paid a

salary and a per diem for attendance at meetings of other committees (parks & rec., planning, zoning, etc.) which could possibly be deemed as special meetings by the township.

All the townships have two (2) trustees except Elmwood Township, they have four (4).

Most of the elected positions receive some form of additional per diem payments for attendance at various committee, commission or board meetings outside of their regular township meetings. Range - \$25.00 to \$100.00 either per month or per meeting. (This doesn't reflect per diem paid to Trustees in lieu of salary).

DEPUTY CLERK & DEPUTY TREASURER

The majority of townships pay these positions by the hour, ranging from \$15.00 to \$20.00.

Elmwood Township combines the Deputy Treasurer – salary \$11,600.00 and Office Secretary – salary 23,600.00 (total salary \$35,200.00), including pension and health insurance.

PENSION PLANS

The majority of the responding townships offer a defined contribution pension plan with varying companies.

HEALTH INSURANCE

It appears that Elmwood, Leelanau and Leland townships are the only ones that offer some form of health insurance, including vision and dental.

Leland Township pays the Supervisor \$1,000.00 annually for out-of-pocket medical expenses. The Supervisor has insurance with her other employer so has chosen to opt out of the township's plan.

Leland Township pays the Trustee positions (2) \$1,000.00 each, annually for out-of-pocket medical expenses.

Based on the information obtained from the budget on Leelanau Township's website, it appears the Supervisor has chosen to opt out of the township's plan. The information reflects an approximate 15% of the annual salary has been budgeted for out-of-pocket medical.

Elmwood Township indicated that the Clerk, Treasurer, Supervisor, Deputy Treasurer and Office Secretary are all covered by the township's plan. *(Please note, the Deputy Treasurer and the Office Secretary are the same individual).*

This is for informational purposes only and is not part of this committee's recommendations.

Additional support staff for the board reported in the various township budgets:

Bingham Township - Office Secretary/Aide - \$17.49 per hour
Recording Secretary - \$73.44 per meeting

Elmwood Township - Recording Secretary - \$80.00 per meeting

Empire Township – Recording Secretary - \$20.00 for Planning Commission

Glen Arbor Township – Recording Secretary - \$20.00 for Parks & Rec. & ZBA

Kasson Township - \$500.00 (not sure how paid/for what)

Leelanau Township – Recording Secretary - \$1,148.00

Leland Township – Adm. Assistant - \$2,500.00 (budget was not specific about this position – Adm. Assistant to what department or how paid)

Suttons Bay Township – Office Secretary - \$20.00 per hour
Recording Secretary - \$80.00 per meeting

Date: January 10, 2022

To: Leland Township Board

From: Leland Township Board Compensation Committee

Re: Recommendations for 2022 -2023 Salary/Wages/Benefits
All Elected Officials, Deputy Clerk, Deputy Treasurer

After reviewing the data for Leland Township from the budget years 2017-2018 through and including the information to date of the 2021 – 2022 budget, and doing a comparison of the other townships within Leelanau County, this committee offers the following recommendations:

Salary/Wage/Per Diem:

Supervisor: Salary increase of \$1,000.00
Justification: Position has not received an increase in the last 5 adopted budgets.

Clerk: Salary increase of \$0.00
Justification: This position has recognized increases in the last 3 adopted budgets which has brought it in line with other comparable townships therefore the committee feels the current salary is sufficient for the position.

Treasurer: Salary increase of \$6,590.00
Justification: The salary for this position is currently at a significantly lower pay scale than other comparable townships. This committee recommends the increase to bring the salary for this position within range of the comparable townships.

Trustee: Salary increase of \$1,000.00
Justification: Position has not received an increase in the last 5 adopted budgets.

Deputy Clerk: Wage increase of \$0.0
Justification: Current wage indicates \$25.00 per hour. Budget recommendation and committee recommendation are sufficient at this time.

Deputy
Treasurer: Wage increase: \$10.00 per hour
Justification: Current wage indicates \$15.00 per hour It would bring this position more in line with the average hourly rate paid for this position in other townships within the county.

Per Diem: Increase from \$25.00 to \$35.00 per meeting attended, not per month.
This would be applicable to both Trustee positions as well as special committee assignments of the Clerk, Treasurer and Supervisor. The per diem paid to committee members, *other than township board members* to be determined by the Township Board.

Pension Benefits: Leland Township has a defined contribution plan with MERS (Michigan Employees Retirement System). The employer contributes 10% of the gross salary. No change is recommended at this time.

Health Benefits: Leland Township pays 100% of medical insurance plus one (1) additional dependent each may be added to the policy, for the elected positions of Clerk, Treasurer and Supervisor. This committee recommends that in the event the Clerk, Treasurer or Supervisor should chose to opt-out of the Township's medical insurance plan, they be compensated \$2,000.00 annually.

Leland Township currently pays \$1,000.00 annually to each of the Township Trustee positions. This committee recommends the medical compensation for each of the Township Trustee positions be increased to \$2,000.00 annually.

This committee also recommends that if there is not such a policy in place to pay the \$2,000.00 medical benefit annually that the board adopt such a policy and include a timeframe specifying when the compensation will be paid. The policy should also indicate it is not a requirement for expenses to be submitted in order to receive such compensation.

Non-Union Wage Schedule:

This committee recommends the Leland Township Board adopt a *Non-Union* Wage Schedule for no less than 3 annual budgets. The committee has prepared a wage schedule for all the Elected Official positions and the Deputy Clerk and Deputy Treasurer positions. The 2022-2023 section covers the wage recommendations by the committee for the upcoming budget year. The next two (2) budget years include a 3% increase each year. Should the board choose to adopt the wage schedule, bear in mind it is a working document. At the very minimum it will allow the board to anticipate future expenses relative to wages as they prepare the annual budgets. The numbers are flexible annually on all non-union positions as long as there isn't a reduction to an elected official's salary during a term of office.

January 10, 2022

Leland Township Board Compensation Committee
Recommendations - Impact on Budget

LELAND TOWNSHIP <u>POSITION</u>	CURRENT SALARY		SALARY		FICA		TOTAL
	2021 - 2022	2022 - 2023	2022 - 2023	2022 - 2023	2022 - 2023	2022 - 2023	COST
SUPERVISOR	25,000.00	26,000.00	1,989.00	1,076.50			
CLERK	42,000.00	42,000.00	3,213.00	0.00			
TREASURER	33,410.00	40,000.00	3,060.00	7,094.14			
TRUSTEE	5,000.00	6,000.00	459.00	1,076.50			
Per Diem (12 mtgs. @ \$35.00 ea.)	25.00	420.00	32.00	129.00			(\$10.00 Increase + FICA)
TRUSTEE	5,000.00	6,000.00	459.00	1,076.50			
Per Diem (12 mtgs. @ \$35.00 ea.)	25.00	420.00	32.00	129.00			(\$10.00 Increase + FICA)
DEPUTY CLERK	9,500.00 (25.00 hr)	9,500.00	0.00	0.00			0.00 (\$25.00 hr. = 380 hrs.)
DEPUTY TREASURER	600.00 (15.00 hr)	1,000.00	76.50	430.00			430.00 (\$25.00 hr. = 40 hrs.)
TOTAL COST TO 2022-2023 BUDGET							<u>\$11,011.64</u>

LFLAND TOWNSHIP

January 10, 2022

NON-UNION WAGE SCHEDULE

<u>POSITION</u>	<u>2022 - 2023</u>	<u>2023 2024</u>	<u>2024 -2025</u>
Supervisor	26,000.00	26,780.00	27,583.00
Clerk	42,000.00	43,260.00	44,558.00
Treasurer	40,000.00	41,200.00	42,436.00
Trustee	6,000.00	6,180.00	6,365.00
Trustee	6,000.00	6,180.00	6,365.00
Deputy Clerk	\$25.00 hr.	\$25.75 hr.	\$26.50 hr.
Deputy Treasurer	\$25.00 hr.	\$25.75 hr.	\$26.50 hr.