

# Burt Township Policy

## Salaries, Wages, Benefits, Fees - Effective April 1, 2006

Position	Salary	Hourly	Amount	Benefits
<b>Elected Officials</b>				
Supervisor	X		\$7,500.00 Annually	None
Clerk	X		\$7,500.00 Annually	None
Treasurer	X		\$7,500.00 Annually	None
Trustees (2)	X		\$2,400.00 each Annually	None
<b>Full-Time Employees</b>				
Secretary		X	\$15.34 per hour (35 hr/wk)	Retirement
DPW Supervisor/ Water Operator		X	\$14.60 per hour	Retirement
<b>Part Time Employees</b>				
DPW/Water Operator #2		X	\$ 11.50 per hour	None
Librarian		X	\$ 7.50 per hour	None
Deputy Clerk		X	\$ 8.50 per hour	None
Deputy Treasurer		X	\$ 8.50 per hour	None
Water Administrator	X		\$5,200.00 annual salary	None
Water Billing Clerk	X		\$5,000.00 annual salary	None
Fuel Administration	X		\$1,500.00 annual salary	None
<b>Seasonal Employees</b>				
Park Manager		X	\$12.00 per hour - 7 month seasonal	None
DPW/Park/Marina Workers		X	\$7.00 per hour (\$.50 raise per year upon return) Capped at \$9.00/hr.	None
<b>Ambulance Corp</b>				
Chief	X		\$250.00 per month	None
Asst. Chief	X		\$100.00 per month	None
Secretary	X		\$100.00 per month	None
EMT			\$40.00 per run	None
MFR			\$30.00 per run	None
Driver			\$25.00 per run	None
All			Vehicle Allowance-\$25.00/vehicle per run	None
All			Stand By Time - \$10.00 per occurrence	None
All			\$10.00/hr Quarterly Review	None
<b>Fire Department</b>				
Chief	X		\$250.00 per month	None
Assistant Chief	X		\$200.00 per month	None
Firefighter		X	\$10.00 per hour	None
All		X	\$10.00 per hour drill/meeting	None
<b>Election Officials</b>				
Chairperson		X	\$9.00 per hour election or certification training	None
Worker/Official		X	\$8.50 per hour election or certification training	None
Support/Instructor			\$200 per class/election	None
Commission Members			\$50.00 per meeting	None
<b>Other Personnel</b>				
Airport Dispatcher	X		\$100.00 per year	None
Planning Commission			\$20.00 per meeting	None
Board of Appeals			\$10.00 per meeting	None
Zoning Admins (2)	X		\$200.00 per month	None
Land Split Administrators (2)	X		\$200.00 per month	None
Fence Viewer			\$25.00 per dispute (80% Viewer/20% Twp)	None
Board of Review			\$75.00 per day	None

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### FEES

- **Woodland Park:** \$20.00 per night Lakefront Sites, \$19.00 per night other electric/water sites, and primitive and/or non-electric/water sites \$15.00 per night. “No Refund” policy. Effective 04/01/2005
- **Community Center:** Consists of (3) buildings, with the kitchen being considered separate for deposit and rental purposes. Rent and Deposit varies per building and time used – contact the township office for a complete list of fees. Deposit and one-half of the rent are due upon reservation with balance due the day prior to the scheduled event. All local non-profit organizations may use the center for no charge – reservations need to be made through the Township Secretary. Local non-profit organizations are expected to clean up after use. Effective 04/01/2005
- **Table & Chair Rental** from Recreation Center for Township Residents only. Rental per table to be \$1.00 each, and rental per chair to be \$.30 each, with a deposit of \$10.00 per table and a deposit of \$3.00 per chair. Deposits are due upon reservation, with balance due the day prior to scheduled event. NOTE: Deposit forfeiture is based on condition of furniture return and costs related to retrieval of same. Effective 7/1/99
- **Rose Hill Cemetery** Interment fee between 8:00AM & 3:00PM, Monday through Friday is \$300-\$400 Burial and \$75 for cremation, other than these times, fees will be \$350-\$450 for burial and \$100.00 for cremation. Burial space sales are \$100.00 for residents; \$200.00 for non-residents. Cremation space sales are \$50.00 for residents and \$100.00 for non-residents.
- **Launch Fee:** Marina yearly launch fee \$24.00 per season; \$2.00 daily. This fee amount is set by the Michigan Waterways Commission.
- **Land Use Permits:** Fees: \$100 - Commercial District (C-1, C-2, I)  
\$ 60 - Residential and all other Districts Effective 7/1/04
- **Land Division Fees:** \$250 – for parcel split - \$100 for each additional split of THAT parent parcel requested at the time of the original application. Effective: 5/10/06
- **Variances/Conditional Land Use Permits:** \$150.00 non-refundable fee Effective: 7/1/04
- **Street and Alley Vacations:** File a petition with the court. Effective 4/1/05
- **Administrative Fees:**
  - Photo-copy service is \$0.20 for the first 10 copies and \$0.15 for each additional copy thereafter.
  - Notary Public \$5.00 per transaction. Tax Roll Reproduction \$75.00 for one, or \$50.00 each for two or more – Effective: 04/01/2005

### SPECIAL REIMBURSEMENTS

**Mileage** \$0.449 per mile or as established by the IRS

**Meals/Lodging/etc.** reimbursed per actual receipts.

**NOTE: See Employee Policy Manual for general employment policies.**