

2024/2025 Burt Township Policy

Salaries, Wages, Benefits, Fees - Effective April 1, 2024

Position	Salary	Hourly	Amount	
Elected Officials				
Supervisor	X		\$ 21,700.00	Annual Base - Gross Salary to be \$27,400 effective 04/01/2019
Water Administrator	X		\$ 5,200.00	Annual - Supervisor
Fuel Administrator	X		\$ 500.00	Annual - Supervisor
Clerk	X		\$ 23,500.00	Annual Base - Gross Salary to be \$32,000 effective 04/01/2019
Water Billing Clerk	X		\$ 6,500.00	Annual - Clerk
Fuel Billing	X		\$ 2,000.00	Annual - Clerk
Treasurer	X		\$ 18,500.00	Annual Base - Gross Salary to be \$24,000 effective 04/01/2019
Fuel Receiving	X		\$ 500.00	Annual - Treasurer
School Tax Collection	X		\$ 5,000.00	Annual - Treasurer
Trustees (2)	X		\$ 5,000.00	Annual - Effective 4/01/2018
Full-Time Employees - Salaries for Fiscal Year 2024/25				
Park Manager	X		\$ 42,000.00	Salary + Retirement/Health Insurance
Office Manager	X		\$ 42,000.00	Salary + Retirement/Health Insurance
DPW Manager/ Water Op #1	X		\$ 80,099.00	Salary + Retirement/Health Insurance
DPW / Water Op #2		X	\$ 26.56	Retirement/Health Insurance
DPW / Water Op #3		X	\$ 24.25	Retirement/Health Insurance
Part-Time and Seasonal Employees				
Librarian		X	\$ 16.00	per hour (\$10.00 - \$15.00)
Library Sub		X	\$ 13.00	per hour
Office Sub		X	\$ 15.00	per hour
Deputy Clerk	X		\$ 4,000.00	annually (salary)
Deputy Treasurer		X	\$ 16.00	per hour (\$10.00-\$14.00)
Harbor Master	X		\$ 15,000.00	annually (salary)
Park / Marina Laborers		X	\$ 10.00	per hour (\$10.00-\$22.00) <18-minimum wage
DPW - seasonal help		X	\$ 15.00	per hour (+ .50 raise after evaluation) <18-minimum wage
Fire Department				
Chief	X		\$ 350.00	per month
Assistant Chief	X		\$ 250.00	per month
Secretary/Captain	X		\$ 350.00	per month
Firefighters		X	\$ 24.00	per hour
Drills / Meetings / Trainings		X	12.00 - 15.00	per hour
Election Officials				
Chair Person		X	\$ 16.00	per hour - elections or training
Worker/Official		X	\$ 15.00	per hour - elections or training
Other Personnel				
Planning Commission			\$ 50.00	per meeting
Zoning Board of Appeals			\$ 25.00	per meeting
Zoning Administrator	X		\$ 1,666.00	per month
Assessor	X		\$ 34,750.00	Salary (Contracted Employee)
Fence Viewer (Farm Animals)			\$ 25.00	per dispute (paid by requestor, then to the viewer)
Board of Review		X	\$ 20.00	per hour
Training		X	\$ 20.00	per hour for training
Water Line Installation/Repair Fees - Effective February 2015				
Operator		X	\$ 45.00	per hour
Assistant(s)		X	\$ 45.00	per hour
Backhoe		X	\$ 100.00	per hour

Salary is paid Bi-weekly or monthly, Hourly is paid Bi-weekly / All payroll checks are available on the pay date after 12:00PM

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Item	Amount	
Woodland Park - "No Refund" Policy		
Prime Lakefront Sites	\$ 50.00	per night
Lakefront Sites	\$ 45.00	per night
Electric/Water Sites	\$ 40.00	per night
Primitive Sites	\$ 30.00	per night
Community Center		
Consists of three buildings, with 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. <u>Deposit and one-half of the rent are due upon reservation with balance due the day prior to the scheduled event.</u> All local non-profit organizations may use the center for no charge, as well as residents/tax payers. (Deposit is still required) Reservations should be through the township office. All users are expected to clean up after use.		
Community Center Building	\$25 per hour (3 hour min.), \$200 per day, \$300 per weekend	
Kitchen	\$25 per hour (3 hour min.), \$200 per day, \$300 per weekend	
Recreation Building <i>*Condition AS IS</i>	\$25 per hour (3 hour min.), \$125 per day, \$200 per weekend	
Stage/Baseball Facility	\$10 per hour (3 hour min.), \$50 per day, \$75 per weekend	
Chairs <i>*rental for residents/tax payers only</i>	\$50 deposit up to 50	
Tables <i>*rental for residents/tax payers only</i>	\$100 deposit up to 25 tables	
Picnic Tables	\$ 0.30 each - \$3.00 deposit each	
Rose Hill Cemetery - Interment & Plots (rates pending committee recommendations)		
Interment - 8AM-3PM / Monday-Friday	\$ 500.00	Burial
	\$ 100.00	Cremation
Other Times	\$ 1,000.00	Burial
	\$ 250.00	Cremation
Full Burial Site	\$ 500.00	
Cremation Sites	\$ 250.00	
Marina		
Seasonal Launch Permit	\$ 60.00	Per Season
Daily Launch	\$ 10.00	Per Day
Seasonal Fish Cleaning pass	\$ 60.00	Per Season
Daily Fish Cleaning Pass	\$ 10.00	Per Day
Zoning, Building & Planning - All Fees are non-Refundable		
Land Use Permit	\$ 125.00	Commercial - Non-refundable
	\$ 75.00	Residential - Non-refundable
Land Division/Splits	\$ 250.00	Per parcel Split, \$100 each additional filed at the time of original application - Non-refundable
Variances/Conditional Use	\$ 300.00	All applicants - Non-refundable
Short-term Rental Permit	\$ 100.00	All applicants - Non-refundable
Office Services:		
Tax Roll Reproduction	\$ 75.00	<i>Electronic version is free</i>
Special Reimbursements		
Mileage	\$ 0.67	per mile - Effective 01/01/24 or as established by the IRS
Meals / Lodging / Etc...	Reimbursed per actual receipts	

Notes: 1) See Employee Policy Manual for general employment policies 2) 2024 COLA 3.2

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