

**Bear Creek Township Special Budget Meeting
January 22, 2021**

- I. Time: 1:01 p.m.
- II. Roll Call: Keiser (Bear Creek Township, MI), Golding (Bear Creek Township, MI), Urman (Bear Creek Township, MI), Kendziorski (Bear Creek Township, MI), Hoffman (Bear Creek Township, MI)
 - a. Others Present: Mitch Brown, Al Welsheimer
- III. Using the budget and activity from the last two fiscal years (2019-2020 and 2020-2021), the board went through the budget item by item. The Board budgeted the expenses for the following departments: water and sewer, planning commission, blight, parks and recreation, liquor law enforcement, street lighting, and library.
- IV. During this meeting, the board discussed wages. Kendziorski did some research and found several salary surveys, including one from Grand Traverse County. The Board compared the Bear Creek wages to those of similar townships, and found that across the board, wages in Bear Creek are severely under the market rate. As a result, the board decided to pursue a gradual adjustment of the wages in Bear Creek, over the next four years or so, to adjust to the market rate. The board decided on the following wage adjustments: Supervisor: \$17,000/yr, Assessor: 3% raise to \$65,775.80/yr, Clerk: \$37,500/yr, Treasurer: \$25,000/yr, Building Department Secretary: \$20,000/yr, Deputy Clerk/Secretary: \$17/hr, Deputy Treasurer: \$15.50/hr, Trustees: \$7000/yr. The Board also discussed the fire chief's wages, and has decided to ask Resort Township if they would consider a 5% raise. These adjustments would not bring the board members and employees up to market rate this year, but would be a step in the right direction. Adjustments will continue to be made in future years. The Board feels that we have a great team at Bear Creek Township, and we would like these individuals to stay with the township. Further in the meeting, the Board also decided to raise the liquor enforcement salary to \$3000/yr.
- V. Lastly, the board discussed the need for a new building inspector. The current building inspector will be retiring on May 1, 2021. Keiser noted that we could either pursue another part-time inspector, as we have now, or we could consider a full-time position, in which the person would be the building inspector, but would also do maintenance work for the township, both at the township hall and at the parks. Kendziorski shared that between the building inspector wages, and what we spend for maintenance of the parks and hall every year, the total comes to around \$105,000/year, which means we would have an ample amount to consider hiring a full-time person. Hoffman noted that this new inspector will have more hours if he does the job thoroughly and asked if this person will have enough time for maintenance. Golding feels that we need to hire someone full-time in order to attract a long-term person. If we hire another part-time inspector, it may be someone who is a retired contractor. Welsheimer shared that right now, we have permits out that have not met the requirements and shouldn't be operating (safety-wise). Kendziorski explained that it is also an option to have a full-time maintenance-only position that we share with Resort. This person could take care of all of the parks in Bear Creek and Resort. Keiser shared that he has spoken with Resort about this idea in the past. Hoffman feels that a full-time building inspector/maintenance person could make \$60,000 with benefits. Kendziorski thinks maybe \$65,000 plus benefits. Keiser feels that the \$60,000 would include benefits. He shared that this transition may be a challenge. Golding feels the best time to train is in the winter. Kendziorski agrees. Urman noted that we could buy this building inspector/maintenance person a truck with a plow, and they could plow in the winter. Kendziorski feels that we need to be particular about what type of maintenance work we will give this person. This full-time person wouldn't necessarily be cleaning park bathrooms. Rather, we could give this person bigger maintenance jobs, like fixing railings or landscaping. Urman remarked that we will also have another fire hall to maintain and plow in the future. The Board agreed that Keiser, Kendziorski and Golding will work on developing an ad for this position, as well as the building department budget. We will review this position, as well as the budget, at our next meeting.
- VI. Next meeting: Monday, Feb 1st, 2021 at 3:30pm
- VII. Adjournment: 3:10p.m.

Respectfully Submitted,

Emma Kendziorski

Emma Kendziorski, BCT Clerk