



# DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD  
DEXTER, MI 48130

TELEPHONE: 734-426-3767

FAX: 734-426-3833

WWW.DEXTERTOWNSHIP.ORG

KAREN SIKKENG  
**SUPERVISOR**

MICHELLE  
STAMBOULELLIS  
**CLERK**

MARIS METZ  
**TREASURER**

LONNIE SCOTT  
GRETCHEN DRISKELL  
LAURA SANDERS  
KAREN NOLTE  
**TRUSTEES**

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## Board of Trustees – Budget Workshop

January 8, 2024

6:00 PM

- 1) Call to Order
- 2) Roll Call/Conflict of Interest Check
- 3) Approval of Agenda
- 4) Call for Public Comment on Agenda Items  
*Please state your name and address*  
*Limit comments to 3 minutes*  
*Note that the public comment period is not a question-and-answer period; any questions from the public will be answered at a later date. If you would like a response, please include your contact information on the sign-in sheet.*
- 5) Budget Discussion
  - a) Operating Budget Requests
  - b) Capital Budget Requests
  - c) Capital Reserve Policy
  - d) Compensation Ranges
- 6) Call for Public Comment on Non-Agenda Items
- 7) Other Issues, Comments and Concerns of Board Members & Staff
- 8) Adjournment

**DEXTER TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
2024 GENERAL APPROPRIATIONS ACT  
Resolution # 24-1**

**January 16, 2024**

Resolution adopted at a meeting of the Board of Trustees of the Dexter Township, Washtenaw County, Michigan, held at the Township Hall, 6880 Dexter-Pinckney, Dexter Michigan, on January 16, 2024.

For purposes of compliance with Section 16 of the Uniform Budgeting and Accounting Act, being Act 2 of 1968, MCL § 141.421 *et seq.*, the Board of Trustees of the Township desires to pass a general appropriations act reflecting formal budget approval for the 2024 fiscal year to establish a general appropriations act for the Township, to define the powers and duties of the Township officers in relation to the administration of the budget, and to provide remedies for refusal or neglect to comply with the requirements of this Resolution.

**NOW, THEREFORE, BE IT HEREBY RESOLVED:**

The Township Board finds, approves and determines all of the following:

1. Title. This resolution shall be known as the Dexter Township 2024 General Appropriations Act.
2. Chief Administrative Officer. The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer under this Act.
3. Fiscal Officer. The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.
4. Public Hearing on the Budget. Pursuant to MCL § 42.26, notice of a public hearing on the proposed budget was published in the Sun Times News on March 3rd and held on March 21, 2023.
5. Estimated Revenues. Estimated township general fund and other fund revenues for the fiscal year are as follows:

Fund #		Estimated Revenue
101	General Fund	\$1,488,102
206	Fire Fund	\$1,292,444
207	Police Fund	\$754,134
245	Open Space Land Initiative Fund	\$239,922
	<b>TOTAL REVENUES</b>	<b>\$3,774,602</b>

6. Millage Levy. The Township Board shall cause to be levied and collected the property tax on all real and personal property within the Township upon the current tax roll an allocated general operating millage of **0.7708** mills, plus voter authorized millage of **2.3543** for fire services, and voter authorized millage of **01.3903** for police services, plus voter authorized millage of .5 mills for Farm Preservation for a total levy equal to **4.5300** as set forth by the Board (or as authorized under state law and approved by the electorate and subject to any state required rollbacks or adjustments). Estimated tax revenue for the authorized **4.5154** mills subject to state rollbacks and adjustments is **\$2,472,392**.

7. Estimated Operating Expenditures. Estimated Township operating expenditures for the various township funds are as follows:

Fund #	Fund Name	Estimated Expenditures
101	General Fund	1,258,587
206	Fire Fund	1,445,535
207	Police Fund	629,475
245	Open Space Land Initiative Fund	67,470
285	American Rescue Plan Act	0
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>3,401,067</b>

8. Estimated Transfers. Estimated transfers between funds are as follows:

Fund #	Fund Name	Transfer In (Out)
101	General Fund	(1,708,000)
245	Open Space Land Initiative Fund	283,000
4XX	Capital Fund	1,425,000

9. Estimated Capital Expenditures. Estimated Township capital expenditures are funded by a combination of current estimated revenues and a planned use of fund balance thereby reducing or eliminating external financing costs.

Fund #	Fund Name	Estimated Expenditures
245	Open Space Land Initiative Fund	500,000
4XX	Capital Fund	925,000
	<b>TOTAL EXPENDITURES</b>	<b>1,425,000</b>

10. Total Estimated Operating and Capital Expenditures and Transfers. For the fiscal year end \$ in total appropriations.

11. Adoption of Budget by Reference. The general fund budget of the Township as presented at the public hearing is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act. The budget for all other Township funds as presented at the public hearing is also adopted by reference.

12. Appropriation not a Mandate to Spend. Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

13. Authorization to Purchase. Items specifically noted in the budget detail as approved by the Board do not require further authorization by the Board prior to purchase, providing such purchase is within the approved amount and does not cause the cost center (department) budget to be exceeded, except as otherwise provided for in this resolution. Such expenditures shall only be approved by the department head responsible for the cost center, or the Township Executive Committee, and, if approved by the department head, shall be reported to the Township Executive Committee upon expenditure. The Executive Committee by unanimous vote shall have the authority to approve expenditures not specifically noted in the budget detail for items necessary to the orderly function of the Dexter Township office and for the various departments, provided individual expenditures don't exceed \$5,000.00 and further provided individual expenditures don't cause the cost center to which they are charged to exceed the budget approved by the Board, except as provided for elsewhere in this act, or unless deviation from this procedure is approved in advance by the Board. (Examples include, but are not limited to: Information Technology repairs or replacement and non-emergency repairs to the facility.)

14. Emergency Expenditures. The Chief Administrative Officer may approve the expenditure of funds for emergency purposes should the health or safety of Township personnel, residents or Township buildings. All such expenditures shall be reported to the Board within 7 days of obligating the expense.

15. Payment of Bills. Pursuant to MCL 41.75 all claims (bills) against the township shall be approved by the Township Board prior to being paid, except as otherwise stated in this act. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

16. Periodic Financial Reports. The Fiscal Officer shall transmit to the Township Board a report of financial operations, including, but not limited to:

- (a) A summary statement of the actual financial condition of the general fund at the end of the previous quarter (or month).
- (b) A summary statement showing the receipts and expenditures and encumbrances for the previous quarter (or month) and for the current fiscal year to the end of the previous quarter (or month).
- (c) A detailed list of expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

- (d) A detailed list of, for each cost center, the amount appropriated; the amount charged to each appropriation in the previous quarter (or month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

17. Budget Monitoring. Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or budgeted appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, utilizing reserves or a combination of the same.

18. Authority to Reallocate Budget Amounts. The Chief Administrative Officer has the Authority to transfer budget amounts among the various cost centers as needed within a single fund.

19. Violations of this Act. Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and the Township personnel manual.

Motion by:

Seconded by.

Roll Call:

Trustees:

ABSENT: 0

AYES: 0

NAYES: 0

ABSTAIN: 0

**Resolution declared adopted.**

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF WASHTENAW )

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Dexter Township Board of Trustees, Dexter Township, Washtenaw County, Michigan, at a regular meeting held on March 21, 2023 at which a quorum was present, held in accordance with the requirements of the State of Michigan Open Meetings Act.

\_\_\_\_\_  
Michelle Stamboulellis, Township Clerk

Dated: \_\_\_\_\_



# DEXTER TOWNSHIP

## AGENDA ITEM REQUEST

MEETING OF: Township Board of Trustees January 8, 2024

**Title:** Discussion regarding Compensation Resolution.

**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board:   X
- 2) This is an action item requiring a:  
Resolution   ;  
Motion   ;  
Ordinance

**Narrative (to be completed by requestor):**

Overview

The Board of Trustees discussed the FY25 budget book at its December meeting. The BOT decided to hold a special meeting to go through the budget in detail, and requested the following changes. These changes are reflected in the budget proposal:

- Addition of capital funding for cell tower installation
- Clarification of capital reserves, which requires amendments to the fund balances policy
- Inclusion of back-up materials explaining the upcoming public safety millage ballot initiative and its impact on the budget
- Inclusion of proposed salary ranges

Documents from the December meeting that have been edited include:

- Budget narrative (changes highlighted in yellow)
- Proposed budget (spreadsheets)

New materials include:

- Police and fire millages overview
- Cell Tower installation cost justification

Compensation resolution and back-up documentation are a part of today's package. At the workshop, the BOT will discuss whether and how these materials should be included in the final budget book.

Only the amended materials have been printed for the Board of Trustees. The complete PDF of the current budget book is available on Dexter Township's web site.

The budget workshop is for discussion only. Matters will be

**Staff/Supervisor Comments**

**Submitted by:** Karen Sikkenga

**Suggested Action:** No action.



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**Purpose (Choose ONE):**

- 1) This is a discussion item requiring no action by the board:   X
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Resolution   X  ;  
Motion     ;  
Ordinance

**Narrative (to be completed by requestor):**

Overview

The Board of Trustees approved personnel guidelines in October 2023 as follows:

Pay ranges shall be established and approved by the Board of Trustees based on survey data from established sources and at the discretion of the Board of Trustees. Pay ranges will be updated annually and approved by the Board of Trustees at its December meeting. New hires in lower level positions may be compensated below the midpoint range.

To determine recommended pay ranges, I reviewed Michigan Township Association benchmark data for all participating townships in Michigan, and Bureau of Labor Statistics data for Washtenaw County. In consultation with HR professionals who are members of the Dexter Township Compensation Committee, I relied on BLS data instead of MTA data for two reasons. First, MTA data had few data points. Second, MTA data does not provide any descriptive language about the level of responsibilities for the positions except for job titles. BLS provided very good data for the two deputy positions. There was insufficient data for the “Court Reporter” job in Washtenaw County, so I used national data.

For the Zoning Administrator position, BLS does not provide data for Zoning Administrators. I pulled data for Urban and Regional Planners and I blended these results with a brief survey of job listings provided by our planning consultant, Carlisle Wortman.

For the two administrative positions, I looked at two positions because the job duties of these positions are very broad.



For most positions, I set the range as follows: low end=25% percentile; high end=75% percentile. For the two positions for which I used two benchmarks, the proposed compensation is no lower than 25% of the lowest of the two and no higher than 75% of the highest of the two comparable positions. For the Zoning Administrator position, I used the Carlisle Wartman result for the low end and the median Urban Planner rate of pay instead of the 75% percentile because a Zoning Administrator position is typically lower level than an Urban Planner.

Compensation for the existing staff cadre is within the proposed range, except for the Deputy Clerk. The proposed low-end of the Deputy Clerk position is \$2.50 per hour higher than current compensation of \$15 per hour.

Proposed ranges are as follows:

- Office Assistant from a range of \$15 to \$20 per hour to a range of \$15 per hour to \$23 per hour.
- Administrative Manager from \$62,000 annually to a range of \$25 per hour to \$45 per hour.
- Zoning Administrator from \$28.62 per hour to a range of \$23 to \$38 per hour.
- Recording Secretary from \$26.50 per hour to a range of \$21.50 to \$30 per hour.
- Deputy Clerk from \$15 per hour to a range of \$17.50 to \$25 per hour.
- Deputy Treasurer from \$30.74 per hour to a range of \$21 to \$38 per hour.

The Executive Committee will return to the Board of Trustees with compensation recommendations for current staff at the March 2024 meeting, following work planning and performance reviews. Under the approved personnel guidelines, actual pay increases are set as follows:

Annual pay increases shall be subject to approval by the Board of Trustees and, if approved, will take effect at the start of the fiscal year. A salary increase guide shall be provided to the Board of Trustees, showing percent in range (i.e., where an individual is relative to the midpoint) and performance with a corresponding proposed wage increase. The increase percentage is generally dependent on the projected budget for compensation and the employee's performance. Progression through the range shall be dependent on performance and percent in range (PIR). Increases in compensation are subject to availability of funds.

**Submitted by:** Karen Sikkenga

# BLS Data 2023 for the Ann Arbor Metropolitan Area 2023

## Office Assistant

### Office Assistant Comparable Position #1 43-4171 Receptionists and Information Clerks

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. Excludes "Switchboard Operators, Including Answering Service" (43-2011).

[National estimates for Receptionists and Information Clerks](#)

[Industry profile for Receptionists and Information Clerks](#)

[Geographic profile for Receptionists and Information Clerks](#)

#### National estimates for Receptionists and Information Clerks:

Employment estimate and mean wage estimates for Receptionists and Information Clerks:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
1,011,170	0.9 %	\$ 16.64	\$ 34,600	0.2 %

Percentile wage estimates for Receptionists and Information Clerks:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 11.71	\$ 13.92	\$ 16.33	\$ 18.35	\$ 22.22
Annual Wage <a href="#">(2)</a>	\$ 24,350	\$ 28,960	\$ 33,960	\$ 38,170	\$ 46,220

#### Industry profile for Receptionists and Information Clerks:

Industries with the highest published employment and wages for Receptionists and Information Clerks are provided. For a list of all industries with employment in Receptionists and Information Clerks, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Receptionists and Information Clerks:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
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<a href="#">Offices of Physicians</a>	179,690	6.46	\$ 17.20	\$ 35,770
<a href="#">Offices of Dentists</a>	88,320	8.77	\$ 19.35	\$ 40,250
<a href="#">Offices of Other Health Practitioners</a>	67,510	6.32	\$ 15.93	\$ 33,120
<a href="#">Personal Care Services</a>	67,210	9.47	\$ 14.37	\$ 29,900
<a href="#">Other Professional, Scientific, and Technical Services</a>	61,360	7.46	\$ 16.13	\$ 33,540

Industries with the highest concentration of employment in Receptionists and Information Clerks:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Personal Care Services</a>	67,210	9.47	\$ 14.37	\$ 29,900
<a href="#">Offices of Dentists</a>	88,320	8.77	\$ 19.35	\$ 40,250
<a href="#">Other Professional, Scientific, and Technical Services</a>	61,360	7.46	\$ 16.13	\$ 33,540
<a href="#">Offices of Physicians</a>	179,690	6.46	\$ 17.20	\$ 35,770
<a href="#">Offices of Other Health Practitioners</a>	67,510	6.32	\$ 15.93	\$ 33,120

Top paying industries for Receptionists and Information Clerks:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Scenic and Sightseeing Transportation, Water</a>	50	0.32	\$ 32.60	\$ 67,810
<a href="#">Postal Service (federal government)</a>	320	0.05	\$ 31.10	\$ 64,680
<a href="#">Other Investment Pools and Funds</a>	130	0.76	\$ 26.10	\$ 54,280
<a href="#">Iron and Steel Mills and Ferroalloy Manufacturing</a>	60	0.08	\$ 24.96	\$ 51,910
<a href="#">Electric Power Generation, Transmission and Distribution</a>	250	0.07	\$ 23.77	\$ 49,440

### *Geographic profile for Receptionists and Information Clerks:*

States and areas with the highest published employment, location quotients, and wages for Receptionists and Information Clerks are provided. For a list of all areas with employment in Receptionists and Information Clerks, see the [Create Customized Tables](#) function.

### *Office Assistant Comparable Position #2 43-9061 Office Clerks, General*

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing.

[National estimates for Office Clerks, General](#)

[Industry profile for Office Clerks, General](#)

[Geographic profile for Office Clerks, General](#)

### *National estimates for Office Clerks, General:*

Employment estimate and mean wage estimates for Office Clerks, General:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
2,517,350	0.6 %	\$ 19.78	\$ 41,140	0.1 %

Percentile wage estimates for Office Clerks, General:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 12.50	\$ 14.99	\$ 18.29	\$ 23.02	\$ 28.70
Annual Wage <a href="#">(2)</a>	\$ 26,000	\$ 31,180	\$ 38,040	\$ 47,880	\$ 59,700

### *Industry profile for Office Clerks, General:*

Industries with the highest published employment and wages for Office Clerks, General are provided. For a list of all industries with employment in Office Clerks, General, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Office Clerks, General:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	158,100	2.94	\$ 21.05	\$ 43,790

<a href="#">Elementary and Secondary Schools</a>	109,060	1.30	\$ 19.13	\$ 39,800
<a href="#">Real Estate</a>	100,050	5.62	\$ 19.31	\$ 40,170
<a href="#">Employment Services</a>	91,780	2.34	\$ 18.53	\$ 38,550
<a href="#">Colleges, Universities, and Professional Schools</a>	91,720	3.04	\$ 18.17	\$ 37,800

Industries with the highest concentration of employment in Office Clerks, General:

<b>Industry</b>	<b>Employment <a href="#">(1)</a></b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage <a href="#">(2)</a></b>
<a href="#">Death Care Services</a>	9,540	7.00	\$ 17.46	\$ 36,310
<a href="#">Personal and Household Goods Repair and Maintenance</a>	5,230	6.24	\$ 17.76	\$ 36,930
<a href="#">Real Estate</a>	100,050	5.62	\$ 19.31	\$ 40,170
<a href="#">Water, Sewage and Other Systems</a>	3,030	5.49	\$ 19.79	\$ 41,160
<a href="#">Other Investment Pools and Funds</a>	940	5.45	\$ 23.25	\$ 48,350

Top paying industries for Office Clerks, General:

<b>Industry</b>	<b>Employment <a href="#">(1)</a></b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage <a href="#">(2)</a></b>
<a href="#">Natural Gas Distribution</a>	2,290	2.09	\$ 36.13	\$ 75,150
<a href="#">Pipeline Transportation of Crude Oil</a>	110	0.97	\$ 32.66	\$ 67,930
<a href="#">Postal Service (federal government)</a>	1,060	0.17	\$ 31.43	\$ 65,370
<a href="#">Electric Power Generation, Transmission and Distribution</a>	4,230	1.12	\$ 27.39	\$ 56,970
<a href="#">Rail Transportation</a>	1,310	0.72	\$ 25.80	\$ 53,660

# Administrative Manager

## Administrative Manager Comparable Position #1

### 3-6011 Executive Secretaries and Executive Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests, as well as performing routine administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Excludes "Secretaries" (43-6012 through 43-6014).

[National estimates for Executive Secretaries and Executive Administrative Assistants](#)

[Industry profile for Executive Secretaries and Executive Administrative Assistants](#)

[Geographic profile for Executive Secretaries and Executive Administrative Assistants](#)

#### *National estimates for Executive Secretaries and Executive Administrative Assistants:*

Employment estimate and mean wage estimates for Executive Secretaries and Executive Administrative Assistants:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
475,240	1.1 %	\$ 34.16	\$ 71,060	0.3 %

Percentile wage estimates for Executive Secretaries and Executive Administrative Assistants:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 20.93	\$ 25.51	\$ 31.72	\$ 39.39	\$ 48.85
Annual Wage <a href="#">(2)</a>	\$ 43,520	\$ 53,070	\$ 65,980	\$ 81,930	\$ 101,600

#### *Industry profile for Executive Secretaries and Executive Administrative Assistants:*

Industries with the highest published employment and wages for Executive Secretaries and Executive Administrative Assistants are provided. For a list of all industries with employment in Executive Secretaries and Executive Administrative Assistants, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Executive Secretaries and Executive Administrative Assistants:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
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<a href="#">Colleges, Universities, and Professional Schools</a>	36,500	1.21	\$ 30.99	\$ 64,460
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	35,200	0.65	\$ 33.76	\$ 70,210
<a href="#">Management of Companies and Enterprises</a>	29,720	1.11	\$ 37.34	\$ 77,660
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	29,000	1.37	\$ 28.45	\$ 59,180
<a href="#">Elementary and Secondary Schools</a>	24,120	0.29	\$ 31.73	\$ 66,000

Industries with the highest concentration of employment in Executive Secretaries and Executive Administrative Assistants:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Other Investment Pools and Funds</a>	530	3.08	\$ 37.67	\$ 78,350
<a href="#">Securities, Commodity Contracts, and Other Financial Investments and Related Activities</a>	22,360	2.21	\$ 42.54	\$ 88,490
<a href="#">Grantmaking and Giving Services</a>	3,180	2.13	\$ 34.06	\$ 70,850
<a href="#">Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures</a>	570	2.01	\$ 28.96	\$ 60,230
<a href="#">Insurance and Employee Benefit Funds</a>	160	1.63	\$ 30.90	\$ 64,260

Top paying industries for Executive Secretaries and Executive Administrative Assistants:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Computer and Peripheral Equipment Manufacturing</a>	1,410	0.89	\$ 46.76	\$ 97,250
<a href="#">Software Publishers</a>	2,670	0.44	\$ 44.56	\$ 92,680

<a href="#">Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services</a>	1,930	0.42	\$ 43.17	\$ 89,780
<a href="#">Securities, Commodity Contracts, and Other Financial Investments and Related Activities</a>	22,360	2.21	\$ 42.54	\$ 88,490
<a href="#">Monetary Authorities-Central Bank</a>	320	1.51	\$ 41.72	\$ 86,780

## Administrative Manager Comparable Position #2

### 11-3012 Administrative Services Managers

Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, and other office support services. Medical records administrators are included in "Medical and Health Services Managers" (11-9111). Excludes "Facilities Managers" (11-3013) and "Purchasing Managers" (11-3061).

[National estimates for Administrative Services Managers](#)

[Industry profile for Administrative Services Managers](#)

[Geographic profile for Administrative Services Managers](#)

#### *National estimates for Administrative Services Managers:*

Employment estimate and mean wage estimates for Administrative Services Managers:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
236,570	2.1 %	\$ 55.59	\$ 115,640	0.4 %

Percentile wage estimates for Administrative Services Managers:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 28.40	\$ 37.73	\$ 49.68	\$ 65.00	\$ 85.99
Annual Wage <a href="#">(2)</a>	\$ 59,070	\$ 78,490	\$ 103,330	\$ 135,200	\$ 178,870

#### *Industry profile for Administrative Services Managers:*

Industries with the highest published employment and wages for Administrative Services Managers are provided. For a list of all industries with employment in Administrative Services Managers, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Administrative Services Managers:



<b>Industry</b>	<b>Employment (1)</b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<a href="#"><u>Local Government, excluding schools and hospitals (OEWS Designation)</u></a>	19,850	0.37	\$ 52.56	\$ 109,330
<a href="#"><u>Management of Companies and Enterprises</u></a>	15,130	0.56	\$ 65.29	\$ 135,810
<a href="#"><u>Colleges, Universities, and Professional Schools</u></a>	13,050	0.43	\$ 50.54	\$ 105,130
<a href="#"><u>State Government, excluding schools and hospitals (OEWS Designation)</u></a>	12,210	0.58	\$ 49.94	\$ 103,880
<a href="#"><u>General Medical and Surgical Hospitals</u></a>	8,840	0.16	\$ 58.81	\$ 122,320

Industries with the highest concentration of employment in Administrative Services Managers:

<b>Industry</b>	<b>Employment (1)</b>	<b>Percent of industry employment</b>	<b>Hourly mean wage</b>	<b>Annual mean wage (2)</b>
<a href="#"><u>Office Administrative Services</u></a>	5,710	1.08	\$ 49.99	\$ 103,980
<a href="#"><u>Sound Recording Industries</u></a>	160	0.80	\$ 53.47	\$ 111,220
<a href="#"><u>Business Schools and Computer and Management Training</u></a>	560	0.71	\$ 48.95	\$ 101,820
<a href="#"><u>Other Pipeline Transportation</u></a>	50	0.63	\$ 75.12	\$ 156,260
<a href="#"><u>State Government, excluding schools and hospitals (OEWS Designation)</u></a>	12,210	0.58	\$ 49.94	\$ 103,880

# Recording Secretary

## Comparable Position:

### 27-3092 Court Reporters and Simultaneous Captioners

Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Includes stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers.

[National estimates for Court Reporters and Simultaneous Captioners](#)

[Industry profile for Court Reporters and Simultaneous Captioners](#)

[Geographic profile for Court Reporters and Simultaneous Captioners](#)

#### *National estimates for Court Reporters and Simultaneous Captioners:*

Employment estimate and mean wage estimates for Court Reporters and Simultaneous Captioners:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
14,240	2.5 %	\$ 33.79	\$ 70,290	1.3 %

Percentile wage estimates for Court Reporters and Simultaneous Captioners:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 15.88	\$ 21.56	\$ 30.56	\$ 44.21	\$ 55.95
Annual Wage <a href="#">(2)</a>	\$ 33,030	\$ 44,850	\$ 63,560	\$ 91,960	\$ 116,380

#### *Industry profile for Court Reporters and Simultaneous Captioners:*

Industries with the highest published employment and wages for Court Reporters and Simultaneous Captioners are provided. For a list of all industries with employment in Court Reporters and Simultaneous Captioners, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Court Reporters and Simultaneous Captioners:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
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<a href="#">Business Support Services</a>	4,870	0.61	\$ 25.01	\$ 52,020
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	4,620	0.09	\$ 38.16	\$ 79,360
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	3,910	0.18	\$ 36.58	\$ 76,090
<a href="#">Colleges, Universities, and Professional Schools</a>	610	0.02	\$ 54.79	\$ 113,960
<a href="#">Federal Executive Branch (OEWS Designation)</a>	40	0.00	\$ 32.26	\$ 67,100

Industries with the highest concentration of employment in Court Reporters and Simultaneous Captioners:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Business Support Services</a>	4,870	0.61	\$ 25.01	\$ 52,020
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	3,910	0.18	\$ 36.58	\$ 76,090
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	4,620	0.09	\$ 38.16	\$ 79,360
<a href="#">Colleges, Universities, and Professional Schools</a>	610	0.02	\$ 54.79	\$ 113,960
<a href="#">Junior Colleges</a>	30	0.00	\$ 38.80	\$ 80,710

Top paying industries for Court Reporters and Simultaneous Captioners:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Colleges, Universities, and Professional Schools</a>	610	0.02	\$ 54.79	\$ 113,960
<a href="#">Junior Colleges</a>	30	<a href="#">(7)</a>	\$ 38.80	\$ 80,710
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	4,620	0.09	\$ 38.16	\$ 79,360

<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	3,910	0.18	\$ 36.58	\$ 76,090
<a href="#">Federal Executive Branch (OEWS Designation)</a>	40	<a href="#">(7)</a>	\$ 32.26	\$ 67,100

### *Geographic profile for Court Reporters and Simultaneous Captioners:*

States and areas with the highest published employment, location quotients, and wages for Court Reporters and Simultaneous Captioners are provided. For a list of all areas with employment in Court Reporters and Simultaneous Captioners, see the [Create Customized Tables](#) function.

## Zoning Administrator

### Position #1 Comparable:



Statement from Carlisle-Wortman: "Our operation manager looked at on-line recruiting sites and they list Michigan zoning administrator average salaries \$47,310-\$54,054. {Equates to \$23 and \$26 per hour.}

### Position #2 Comparable: 19-3051 Urban and Regional Planners

Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas.

[National estimates for Urban and Regional Planners](#)

[Industry profile for Urban and Regional Planners](#)

[Geographic profile for Urban and Regional Planners](#)

### *National estimates for Urban and Regional Planners:*

Employment estimate and mean wage estimates for Urban and Regional Planners:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
39,880	1.5 %	\$ 39.63	\$ 82,420	0.8 %

Percentile wage estimates for Urban and Regional Planners:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 24.02	\$ 29.87	\$ 38.24	\$ 48.32	\$ 58.39

Annual Wage <a href="#">(2)</a>	\$ 49,960	\$ 62,130	\$ 79,540	\$ 100,500	\$ 121,460
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*Industry profile for Urban and Regional Planners:*

Industries with the highest published employment and wages for Urban and Regional Planners are provided. For a list of all industries with employment in Urban and Regional Planners, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Urban and Regional Planners:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	28,260	0.53	\$ 39.11	\$ 81,360
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	4,200	0.20	\$ 37.13	\$ 77,230
<a href="#">Architectural, Engineering, and Related Services</a>	3,680	0.23	\$ 42.01	\$ 87,380
<a href="#">Management, Scientific, and Technical Consulting Services</a>	1,230	0.07	\$ 41.00	\$ 85,290
<a href="#">Federal Executive Branch (OEWS Designation)</a>	870	0.04	\$ 51.64	\$ 107,410

Industries with the highest concentration of employment in Urban and Regional Planners:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	28,260	0.53	\$ 39.11	\$ 81,360
<a href="#">Architectural, Engineering, and Related Services</a>	3,680	0.23	\$ 42.01	\$ 87,380
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	4,200	0.20	\$ 37.13	\$ 77,230
<a href="#">Management, Scientific, and Technical Consulting Services</a>	1,230	0.07	\$ 41.00	\$ 85,290

<a href="#">Business, Professional, Labor, Political, and Similar Organizations</a>	150	0.04	\$ 45.59	\$ 94,830
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Top paying industries for Urban and Regional Planners:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Residential Building Construction</a>	40	<a href="#">(7)</a>	\$ 58.69	\$ 122,080
<a href="#">Federal Executive Branch (OEWS Designation)</a>	870	0.04	\$ 51.64	\$ 107,410
<a href="#">Electric Power Generation, Transmission and Distribution</a>	70	0.02	\$ 51.28	\$ 106,660
<a href="#">Other Professional, Scientific, and Technical Services</a>	<a href="#">(8)</a>	<a href="#">(8)</a>	\$ 45.66	\$ 94,970
<a href="#">Business, Professional, Labor, Political, and Similar Organizations</a>	150	0.04	\$ 45.59	\$ 94,830

*Geographic profile for Urban and Regional Planners:*

States and areas with the highest published employment, location quotients, and wages for Urban and Regional Planners are provided. For a list of all areas with employment in Urban and Regional Planners, see the [Create Customized Tables](#) function.

# Deputy Treasurer

## Depu13-2081 Tax Examiners and Collectors, and Revenue Agents

Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations.

[National estimates for Tax Examiners and Collectors, and Revenue Agents](#)

[Industry profile for Tax Examiners and Collectors, and Revenue Agents](#)

[Geographic profile for Tax Examiners and Collectors, and Revenue Agents](#)

### *National estimates for Tax Examiners and Collectors, and Revenue Agents:*

Employment estimate and mean wage estimates for Tax Examiners and Collectors, and Revenue Agents:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
50,610	0.6 %	\$ 30.97	\$ 64,410	0.3 %

Percentile wage estimates for Tax Examiners and Collectors, and Revenue Agents:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 17.58	\$ 21.41	\$ 27.86	\$ 37.66	\$ 51.50
Annual Wage <a href="#">(2)</a>	\$ 36,570	\$ 44,530	\$ 57,950	\$ 78,330	\$ 107,120

### *Industry profile for Tax Examiners and Collectors, and Revenue Agents:*

Industries with the highest published employment and wages for Tax Examiners and Collectors, and Revenue Agents are provided. For a list of all industries with employment in Tax Examiners and Collectors, and Revenue Agents, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Tax Examiners and Collectors, and Revenue Agents:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Federal Executive Branch (OEWS Designation)</a>	22,360	1.07	\$ 34.14	\$ 71,000
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	18,740	0.88	\$ 29.09	\$ 60,510

<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	9,500	0.18	\$ 27.21	\$ 56,590
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Industries with the highest concentration of employment in Tax Examiners and Collectors, and Revenue Agents:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Federal Executive Branch (OEWS Designation)</a>	22,360	1.07	\$ 34.14	\$ 71,000
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	18,740	0.88	\$ 29.09	\$ 60,510
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	9,500	0.18	\$ 27.21	\$ 56,590

Top paying industries for Tax Examiners and Collectors, and Revenue Agents:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Federal Executive Branch (OEWS Designation)</a>	22,360	1.07	\$ 34.14	\$ 71,000
<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	18,740	0.88	\$ 29.09	\$ 60,510
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	9,500	0.18	\$ 27.21	\$ 56,590

*Geographic profile for Tax Examiners and Collectors, and Revenue Agents:*

States and areas with the highest published employment, location quotients, and wages for Tax Examiners and Collectors, and Revenue Agents are provided. For a list of all areas with employment in Tax Examiners and Collectors, and Revenue Agents, see the [Create Customized Tables](#) function.



# Deputy Clerk

## Comparable Position: 43-4031 Court, Municipal, and License Clerks

Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. Clerks of Court are classified in "Managers, All Other" (11-9199).

[National estimates for Court, Municipal, and License Clerks](#)

[Industry profile for Court, Municipal, and License Clerks](#)

[Geographic profile for Court, Municipal, and License Clerks](#)

### *National estimates for Court, Municipal, and License Clerks:*

Employment estimate and mean wage estimates for Court, Municipal, and License Clerks:

Employment <a href="#">(1)</a>	Employment RSE <a href="#">(3)</a>	Mean hourly wage	Mean annual wage <a href="#">(2)</a>	Wage RSE <a href="#">(3)</a>
159,760	0.8 %	\$ 22.25	\$ 46,280	0.2 %

Percentile wage estimates for Court, Municipal, and License Clerks:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 14.57	\$ 17.52	\$ 21.22	\$ 25.00	\$ 30.60
Annual Wage <a href="#">(2)</a>	\$ 30,310	\$ 36,440	\$ 44,140	\$ 51,990	\$ 63,640

### *Industry profile for Court, Municipal, and License Clerks:*

Industries with the highest published employment and wages for Court, Municipal, and License Clerks are provided. For a list of all industries with employment in Court, Municipal, and License Clerks, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Court, Municipal, and License Clerks:

Industry	Employment <a href="#">(1)</a>	Percent of industry employment	Hourly mean wage	Annual mean wage <a href="#">(2)</a>
<a href="#">Local Government, excluding schools and hospitals (OEWS Designation)</a>	116,410	2.17	\$ 21.98	\$ 45,730

<a href="#">State Government, excluding schools and hospitals (OEWS Designation)</a>	40,430	1.90	\$ 23.47	\$ 48,810
<a href="#">Other Support Services</a>	2,140	0.68	\$ 15.25	\$ 31,720
<a href="#">Employment Services</a>	200	0.01	\$ 15.49	\$ 32,220
<a href="#">Vocational Rehabilitation Services</a>	120	0.05	\$ 15.06	\$ 31,320

Industries with the highest concentration of employment in Court, Municipal, and License Clerks:

## **Dexter Township Resolution # 23-667**

**A resolution for salary ranges to set the salaries, hourly wages, mileage reimbursement and other compensation for Township employees who are paid by salary, at an hourly rate.**

Be it therefore resolved, the Dexter Township Board of Trustees, by a vote of the majority at a duly noticed meeting held this 16<sup>th</sup> day of January 2024, sets the range of hourly wages for Township Employees and appointed Deputies as follows, effective April 1, 2024.

Office Assistant from a range of \$15 to \$20 per hour to a range of \$15 per hour to \$23 per hour.

Administrative Manager from \$62,000 annually to a range of \$25 per hour to \$45 per hour.

Zoning Administrator from \$28.62 per hour to a range of \$23 to \$38 per hour.

Recording Secretary from \$26.50 per hour to a range of \$21.50 to \$30 per hour.

Deputy Clerk from \$15 per hour to a range of \$17.50 to \$25 per hour.

Deputy Treasurer from \$30.74 per hour to a range of \$21 to \$37.50 per hour.

Be it further resolved that the rate for reimbursement for mileage shall continue to be set at the standard reimbursement rate established periodically by the Federal Government. (\$0.655 to \$0.67 per mile.)

NOTE: Mileage is not reimbursed for meetings where members are compensated by another entity, or meetings at the Dexter Township Hall or Fire Sub-Station.

Resolution offered by

Resolution seconded by

Roll call vote:

Trustees:

Yeas:

Nays:

Abstain:

Absent:

Tally Y = 0; N = 0; Abstain = 0; Absent = 0

The Supervisor declared the resolution, adopted.

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### **CERTIFICATE**

The undersigned, being the duly elected and acting Clerk of the Township of Dexter hereby certifies that the foregoing resolution was adopted at a regular meeting of the Dexter Township Board at which a quorum was present on the 16th day of January, 2024, and that the members voted thereon as hereinbefore set forth.

Michelle Stamboulellis, Clerk