

MEMO

TO: Sunfish Lake Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: November 30, 2016
RE: Current 2016 Salaries for the Positions of Sunfish Lake City Clerk, City Administrator, City Treasurer and City Forester (related to Agenda Item 8(i) – December 6, 2016 Council Meeting)

Section 1. Background. The various employment contracts for the City positions of City Clerk, City Administrator, City Forester and City Treasurer typically run from January through December of each year. The compensation is usually adjusted at the January meeting when the Council approves the amended employment contracts.

The evaluations are being held in December 2016 prior to the regular meeting. The process has usually been that sometime after the evaluations (between the December and January meeting), two of the Councilmembers meet individually with the Clerk/Administrator, Forester and Treasurer and arrive at a recommended compensation amount which is then transmitted to my office for insertion in the employment contracts for eventual consideration and approval by the Council at the January meeting.

My suggestion is that we follow the same process as we have in the past and that the Council direct that two of its members meet with the individuals and then arrive at a recommended amount prior to the January 2017 Council meeting.

As background information, last year Mayor Park and Councilmember Bulach recommended an approximate 4% salary increase for the positions of City Clerk, City Administrator, City Treasurer and City Forester resulting in compensation for the four positions for 2016 as follows (note the numbers have been rounded up):

City Clerk: \$13,490 per year payable in the monthly sum of \$1,124.17
City Administrator: \$5,781 per year payable in the monthly sum of \$481.75

City Treasurer: \$19,270 per year payable in the monthly sum of \$1,605.84
City Forester: Hourly rate of \$55.00 per hour

Section 2. Council Action. The purpose of this memo is to provide background information on the current salaries to assist the Council in making a recommendation prior to the January 2017 Council meeting.

At the December 6, 2016 Council meeting, the Council will appoint a sub-committee to review the salaries of the City Clerk, City Administrator, City Treasurer and City Forester for 2017.

At the January 2017 Council meeting, after recommendation has been provided by the appointed sub-committee, the Council will be asked to consider the employment agreement addenda for 2017.