



Agenda

City of Charlevoix Elected Officials Compensation Commission Regular Meeting

Thursday, August 21, 2025 - 3:00 PM

Council Chambers, 210 State Street, Charlevoix, MI

- 1. Call to Order and Roll Call**
- 2. New Business**
 - A. Elect Chairperson
 - B. Discussion of Mayor and Council Members' Compensation
- 3. Approval of Minutes**
 - A. Appoint the Chairperson to approve the minutes
- 4. Public Comment**
- 5. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Elected Officials Compensation Commission

New Business

Title: Elect Chairperson

Date: August 21, 2025

Presented By: Sarah Dvoracek, City Clerk

Background:

Bi-annually the Compensation Commission is required to elect a Chairperson.

Recommendation:

Motion to elect XXX as Chair of the Compensation Commission.

Attachments:

None

Charlevoix Elected Officials Compensation Commission

New Business

Title: Discussion of Mayor and Council Members' Compensation

Date: August 21, 2025

Presented By: Sarah Dvoracek, City Clerk

Background:

Ordinance 32.092 states the Compensation Commission shall meet every odd year. The ordinance is attached for your reference. Also attached is the wage data for the surrounding communities. If any changes are made, the Commission would need to approve a resolution. Once the Commission makes a decision on the wages for the elected officials, Council will then accept or deny the recommendation at the next regularly scheduled meeting.

Below is a historical summary of the annual compensation for the Mayor and Council Members since 1976:

Year Mayor Council Member

1976	2400	1200
1977	2400	1200
1978	2400	1200
1979	2640	1320
1980	2640	1320
1981	2640	1320
1982	2640	1320
1983	2640	1320
1984	2640	1320
1985	2640	1320
1986	2640	1320
1987	2640	1320
1988	2640	1320
1989	2640	1320
1990	2640	1320
1991	2640	1320
1992	2640	1320
1993	2640	1320
1994	2640	1320
1995	2640	1320
1996	2640	1320
1997	2640	1320
1998	2640	1320
1999	2640	1320
2000	2640	1320
2001	2640	1320
2002	2640	1320
2003	2640	1320

2004	2640	1320
2005	2640	1320
2006	2640	1320
2007	2640	1320
2008	2640	1320
2009	2640	1320
2010	2640	1320
2011	2640	1320
2012	2640	1320
2013	2640	1320
2014	2640	1320
2015	2640	1320
2016	2640	1320
2017	2640	1320
2018	2640	1320
2019	2640	1320
2020	2640	1320
2021	3240	2120
2022	3240	2120
2023	3240	2120
2024	3240	2120
2025	3240	2120

Recommendation:

Discussion and direction.

Attachments:

1. Local Compensation Commission Ordinance
2. Municipality Wage Comparison Chart
3. Resolution if any changes 2025

LOCAL OFFICERS' COMPENSATION COMMISSION

§ 32.090 COMMISSION CREATED.

Pursuant to § 2.11 of the Charter, a Local Officers' Compensation Commission is created. It shall determine the salaries of city elected officials. The Commission shall consist of five members who are registered electors of the city, appointed by the Mayor subject to confirmation by a majority of the members elected and serving on the Council. The terms of office shall be five years; except that, of the members first appointed, one each shall be appointed for terms of one, two, three, four and five years. All first members shall be appointed within 30 days after the effective date of this subchapter. Thereafter, members shall be appointed before October 1 of the year of appointment. Vacancies shall be filled for the remainder of an unexpired term. No officer or employee of any government agency shall be eligible to be appointed to the Commission.

(Prior Code, § 1.41)

§ 32.091 DUTIES AND POWERS.

The Commission shall determine the salaries of the city elected officials which determination shall be the salaries unless the legislative body by resolution adopted by two-thirds of the members elected to and serving on the Council rejects the determinations. The determinations of the Commission shall be effective 30 days following their filing with the City Clerk unless rejected by the Council. In case of rejection, the existing salary shall prevail. Any expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business and accounted for to the city.

(Prior Code, § 1.42)

§ 32.092 MEETINGS.

The Commission shall meet for not more than 15 session days in every odd-numbered year and shall make its determination within 45 calendar days of its first meeting, which shall be held on or before 45 days after the effective date of this chapter. A majority of the members of the Commission constitutes a quorum for conducting the business of the Commission. The Commission shall take no action or make determinations without a concurrence of a majority of the members appointed and serving on the Commission. The Commission shall elect a Chairperson from among its members. **SESSION DAYS** means any calendar day on which the Commission meets and a quorum is present. The members of the Commission shall receive no compensation, but shall be entitled to actual and necessary expenses incurred in the performance of their duties.

(Prior Code, § 1.43)

Municipality	Population	Mayor Salary	Council Member Salary	Meeting Requirements
City of Charlevoix	2,348	\$3,240/year plus \$600 annual car allowance	\$2,120/year	2 meetings/month \$50/each additional City limits, \$75/each meeting outside City limits Mayor & Council Longevity: \$150/year, Capped at \$1,500
City of Boyne City	3,816	\$3,750/year	\$3,200/year	2 meetings/month No extra pay for additional meetings
City of Petoskey	5,877	\$5,300/year	\$4,000/year	2 meetings/month No extra pay for additional meetings
City of East Jordan	2,239	\$720/year	\$720/year	2 meetings/month Paid \$30/meeting for any additional meetings
City of Gaylord	4,286	\$4,250/year	\$3,100/year	2 meetings/month
City of Manistee	6,259	\$6,807/year	\$5,290/year	2 meetings/month No extra pay for additional meetings
City of Cheboygan	4,770	\$2,700/year	\$2,332/year	2 meetings/month Mayor is paid \$37/special meeting Board is paid \$32/special meeting

City of St. Ignace	2,306	\$1,680/year	\$1,440/year	2 meetings/month Mayor is paid \$60/committee meeting Board is paid \$50/committee meeting
Village of Elk Rapids	1,529	\$5,040/year	\$2,880/year	2 meetings/month Mayor is paid \$210/DDA meeting (max 3 total meetings per month) Board is paid \$120/extra meetings (max. 3 total meetings per month)
Average		\$3,780	\$2,870	

**CITY OF CHARLEVOIX COMPENSATION COMMISSION
RESOLUTION NO. 2025-01
MAYOR AND COUNCIL COMPENSATION**

- WHEREAS,** the City of Charlevoix Compensation Commission determines the salaries of City elected officials; and
- WHEREAS,** the City of Charlevoix Compensation Commission shall meet in every odd-numbered year to make their compensation determination; and
- WHEREAS,** the salaries shall become effective 30 days following their filing with the City Clerk unless the City Council, by resolution adopted by two-thirds of elected members, rejects the determination; and
- WHEREAS,** any expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of City business; and
- WHEREAS,** the Mayor or Council members, from time to time, may be requested to serve upon additional committees for City business outside the position's regular duties.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix Compensation Commission hereby affirms the following compensation package for the Mayor and City Council:

1. Annual Base Salary
 - a. Mayor \$XXX/year
 - b. Council \$XXX/year
2. Mayor/Council Continuity Increase of \$XXX/year for each consecutive year of service beginning January 1, not to exceed \$XXX
3. Mayor/Council Additional Meetings defined as work sessions, required meetings, committee meetings on which they serve (except DDA for the Mayor), and Council representation requested by the Mayor. Additional Meetings not contiguous to regularly scheduled Council meetings will be paid as follows:
 - a. In-town meetings defined as less than 25 miles distant \$X/day
 - b. Out-of-town meetings defined as 25+ miles distant \$X/day
4. Mayor Car Allowance for travel mileage reimbursement within Charlevoix County \$X/quarter
5. Mayor/Council Travel Reimbursement per the City's Travel Expense Reimbursement policy.

RESOLVED this 21th day of August, 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Charlevoix Elected Officials Compensation Commission

Approval of Minutes

Title: Appoint the Chairperson to approve the minutes

Date: August 21, 2025

Presented By:

Background:

According to Robert's Rules of Order, New Revises, 10th Edition, allows the appointment of the Chairperson to approve the minutes.

Recommendation:

Motion to appoint the Chair to approve and sign the minutes.

Attachments:

None