

City of Charlevoix
Elected Officials Compensation Commission Regular Meeting Minutes
Thursday, August 21, 2025 - 3:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Call to Order and Roll Call

Clerk Dvoracek called the meeting to order at 3:19 p.m.

Members Present: Bridget Martin, Dale Meredith

Members Absent: Marianne Mast

City Clerk: Sarah J. Dvoracek

2. New Business

A. Elect Chairperson

Motion by Martin, seconded by Meredith to elect Marianne Mast as Chairperson for the Commission.

Motion carried by unanimous voice vote.

B. Discussion of Mayor and Council Members' Compensation

Clerk Dvoracek presented information regarding the wage comparison chart regarding elected officials. Member Meredith presented information on the maximum potential annual benefits for the Mayor and Council Member's positions. The Commission discussed the intent of the Council Members' longevity pay. The Commission concurred to leave all pay rates the same except the longevity pay and that elected officials should receive \$150/year (not to exceed \$1,500) for every year of service on Council and remove the requirement of consecutive years of service.

Motion by Martin, seconded by Meredith to approve Resolution No. 2025-08-01 as presented.

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
 1. Mayor \$3,240/year (no change)
 2. Council \$2,120/year (no change)
2. Mayor/Council shall receive \$150/year for each year of service beginning January 1st, not to exceed \$1,500 (Consecutive years of service not required).
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:
 1. In-town meetings defined as less than 25 miles distant \$50/day (no change)
 2. Out-of-town meetings defined as 25+ miles distant \$75/day (no change)
4. Mayor Car Allowance for travel mileage reimbursement within Charlevoix County \$150/quarter (no change)
5. Mayor/Council Travel Reimbursement per the City's Travel Expense Reimbursement policy (no change)

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

Resolution was adopted by the following ye and nay vote:

Yeas: Martin, Meredith

Nays: None

Absent: Mast

Motion carried.

3. Approval of Minutes

- A. Appoint the Chairperson to approve the minutes

Motion by Meredith, seconded by Martin to appoint the Chair to approve and sign the minutes.

Yeas: Meredith, Martin

Nays: None

Absent: Mast

Motion carried.

4. Public Comment

5. Adjourn

Clerk Dvoracek adjourned the meeting at 3:39 p.m.

Sarah J. Dvoracek City Clerk

Marianne Mast Chair