

**CITY OF SWARTZ CREEK
LOCAL OFFICERS COMPENSATION COMMISSION
AGENDA
THURSDAY, SEPTEMBER 25, 2025
5:00 P.M.**

- 1. CALL TO ORDER:**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. ROLL CALL:** Abrams, Alexander, Cummings, Maksymiu, Novak.
- 4. SELECTION OF CHAIRPERSON:**
- 5. APPROVAL OF AGENDA:**
- 6. APPROVAL OF MINUTES:**
- 7. MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):**
- 8. CORRESPONDENCE:**
 - A. October 23, 2023 Minutes
 - B. Meeting Letter
 - C. Ordinance
 - D. Wage Chart
- 9. BUSINESS:**
 - A. None
- 10. MEETING OPENED TO THE PUBLIC:**
- 11. REMARKS BY COMMISSION MEMBERS:**
- 12. ADJOURNMENT:**

**CITY OF SWARTZ CREEK
LOCAL OFFICERS COMPENSATION COMMISSION
RESOLUTIONS
THURSDAY, SEPTEMBER 25, 2025
5:00 P.M.**

Resolution No. 250925-01 Chairperson (Carried/Denied)

Motion by Commission Member: _____

I Move the Swartz Creek Local Officers Compensation Commission hereby selects _____ to serve as Chairperson of the commission until the election of a chair in 2027.

Second by Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250925-02 Agenda – September 25, 2025 (Carried/Denied)

Motion by Commission Member: _____

I Move the Swartz Creek Local Officers Compensation Commission hereby approves the agenda for the September 25, 2025 Commission meeting.

Second by Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250925-03 Minutes – October 23, 2023 (Carried/Denied)

Motion by Commission Member: _____

I Move the Swartz Creek Local Officers Compensation Commission hereby approves the Minutes for the October 23, 2023 Commission meeting.

Second by Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250925-04 City Council Compensation (Carried/Denied)

Motion by Commission Member: _____

I Move the Swartz Creek Local Officers Compensation Commission hereby adopts the following compensation table for Swartz Creek City Council Members:

Mayor:	\$110.85 per meeting
Council Member:	\$104.69 per meeting

Mayor:	\$1,478.04 per year
Council Member:	\$739.02 per year
ZBA Chair:	\$30.79 per meeting
ZBA Member:	\$24.63 per meeting
Board of Review:	\$92.38 per meeting
Election Chair Early Voting	\$170 per day
Election Chair Election Day	\$300 per day
Election Chair Training	\$40 per session
Election Co-chair Early Voting	\$160 per day
Election Co-chair Election Day	\$280 per day
Election Co-chair Training	\$40 per session
Election Inspector Early Voting	\$140 per day
Election Inspector Election Day	\$250 per day
Election Inspector Training	\$40 per session
Election Receiving Board	\$60 per session

Second by Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 250925-05

Adjourn

(Carried/Denied)

Motion by Commission Member: _____

I Move the Swartz Creek Local Officers Compensation Commission hereby adjourns the September 25, 2025 Commission meeting.

Second by Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF LOCAL OFFICERS COMPENSATION COMMISSION MEETING
OCTOBER 23, 2023**

Meeting called to order at 6:04 p.m. by Chair Cummings

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Alexander, Cummings, Maksymiu, & Novak.

Commissioners absent: Abrams.

Staff present: Adam Zettel, City Manager.

Others present: None.

APPROVAL OF AGENDA:

Resolution No. 231023-01

(Carried)

Motion by Commission Member Novak, Second by Commission Member Maksymiu the Swartz Creek Local Officers Compensation Commission hereby approves the agenda for the October 23, 2023 Commission meeting.

Unanimous Voice Vote
Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 2301023-02

(Carried)

Motion by Commission Member Novak second by Commission Member Maksymiu the Swartz Creek Local Officers Compensation Commission approves the minutes for the September 28, 2023 Local Officers Compensation Commission meeting as printed.

Unanimous Voice Vote
Motion declared carried.

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

None.

MEETING OPENED TO THE PUBLIC:

None.

Resolution No. 231023-03

(Carried)

Motion by Commission Member Novak second by Commission Member Alexander, the Swartz Creek Local Officers Compensation Commission adjourns the October 23, 2023 Commission Meeting.

Unanimous voice vote.
Motion declared carried.

Meeting adjourned at 6:07 p.m.

Connie Olger
City Clerk



Where Friendships Last Forever

Adam Zettel, AICP

City Manager

810.287.2147

azettel@cityofswartzcreek.org

September 18, 2025

To: Compensation Commissioners
From: Adam Zettel, AICP
RE: September 25, 2025 Local Officers Compensation Commission Meeting

Hello everyone,

We will be meeting at 5:00 p.m. on Thursday, September 25, 2025, at the Paul D. Bueche Municipal Building. The compensation commission does not meet often, so hopefully you still recall the ins and outs of service on this board! (Note that this is the commission that is responsible for reviewing and setting city council compensation every two years).

The commission has also made recommendations regarding compensation of the Zoning Board of Appeals members and election workers for the past decade or so. The most recent review was in October of 2023.

At this point, we are due for another meeting or set of meetings as required by the city ordinance (see attached). Routine business will include immediate selection of a chairperson (someone to run the meeting) and approval of former minutes (October 23, 2023).

Note that in 2019, there was a relatively rigorous review of compensation that significantly adjusted compensation for all groups. This change was substantial and was to provide for a periodic increase as well as to offset expenses for technology that the council members have taken on (previously, the city would provide laptops and/or printed materials for each meeting).

Concerning business this year, we are required to review city council compensation. This includes the Mayor. I recommend the Zoning Board of Appeals, Board of Review, and election worker pay be included for review as well. For most previous reviews, compensation for council and most boards and commissions remains stagnant for large periods of time until there is a full-scale review and large increase (e.g. a large increase in 2019). For example, the ZBA compensation was set at \$5 per meeting for decades until it was adjusted by a factor of 400% (to \$20). This is likely due to the smaller sums that we are dealing with, which made such increments appear inconsequential.

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September 25, 2025
Local Officers Compensation Commission

However, we have employed a different strategy for the past few sessions of this body. In lieu of stagnant wages that are radically adjusted after a large span of time, we advocate that the city adopt inflationary adjustments every two years. This will maintain a fair compensation, prevent the need for large scale studies, and reduce sticker shock to the budget and public for an increase that is delayed for 20 years. This has been the practice since 2019, and I recommend we continue this practice.

As such, we recommend that the compensation for council, ZBA, and Board of Review increase by the median rate observed for staff during the applicable years. This rate was 5% in 2024 and 3% in 2025. Compounded for two years, it ends up being 8.15%. This is slightly lower than what was observed for the last two-year cycle, but this is very much in line with inflationary adjustments for the rest of the workforce. We also find that the establishment of this adjustment as routine will avoid the noted large study/large increases that we have observed in the past.

For election workers, the city clerk recommends a specific wage set that includes adjustments ranging from 2% to 50%. These adjustments are based on changes to the election worker job field that reflect longer days, increased responsibilities, and a degree of uncertainty/pressure that comes from conducting contemporary elections.

I am including a table that shows current compensation, as well as the proposed increases across the board. With that said, the commission is free to follow these recommendations or to follow their own path. The council will be the final affirming authority. Please see the packet details and affirm your ability to attend the meeting. Feel free to call me or email me using the address below.

Note that all positions, serving as city officials and/or for nominal stipends, are not considered employees for the purposes of receiving benefits or Earned Sick Time.

Sincerely,



Adam H. Zettel, AICP
City Manager
City of Swartz Creek

DIVISION 2. - LOCAL OFFICERS COMPENSATION COMMISSION

FOOTNOTE(S):

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State Law reference— Authority to create a local officers compensation commission, MCL 117.5c.

Sec. 2-274. - Created.

There is hereby created a local officers compensation commission whose principal duty shall be to determine the salaries of all local elected officials.

(Ord. No. 122, § 1, 6-23-75)

State Law reference— Similar provisions, MCL 117.5c(a).

Sec. 2-275. - Membership, eligibility.

- (a) The local officers compensation commission shall consist of five members who are registered electors of the city and shall be appointed by the mayor subject to confirmation by a majority of the members elected and serving on the council.
- (b) No member or employee of the legislative, judicial or executive branch of any level of government or any members of the immediate family of such member or employee shall be eligible to be a member of the local officers compensation commission.

(Ord. No. 122, §§ 2, 4, 6-23-75)

State Law reference— Similar provisions, MCL 117.5c(a).

Sec. 2-276. - Terms.

The terms of office shall be five years, except the members first appointed shall each be individually appointed to the following terms: one for one year, one for two years, one for three years, one for four years, and one for five years.

(Ord. No. 122, § 3, 6-23-75)

Sec. 2-277. - Appointment, vacancies.

The members shall be appointed before October first of the year in which the vacancy occurs. When vacancies occur during the term, the appointment shall be for the unexpired term.

(Ord. No. 122, § 3, 6-23-75)

State Law reference— Similar provisions, MCL 117.5c(a).

Sec. 2-278. - Determination of salaries; rejection by legislative resolution; effective date; existing salary; expenses.

The local officers' compensation commission shall determine the salaries of local elected officials which determination shall be the salaries unless the council by resolution adopted by two-thirds of the members elected to and serving on the council reject them. 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.

(Ord. No. 122, § 5, 6-23-75)

State Law reference— Similar provisions, MCL 117.5c(b).

Sec. 2-279. - Meetings and time of determination; quorum; chairman; session days; compensation and expenses.

The local officers' compensation 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. A majority of the members of the commission constitute a quorum for conducting the business of the commission. The commission shall take no action or make any determinations without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairman 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 they shall be entitled to their actual and necessary expenses incurred in the performance of their duties.

(Ord. No. 122, § 5, 6-23-75)

State Law reference— Similar provisions, MCL 117.5c(c).

Sec. 2-280. - Compensation procedure.

The procedure for establishing the compensation of elected officials may be changed by charter amendment or revision.

(Ord. No. 122, § 5, 6-23-75)

State Law reference— Similar provisions, MCL 117.5c(d).

Secs. 2-281—2-380. - Reserved.

2025 Compensation for Elected and Appointed Council, Board, and Commission Positions

<u>Mayor</u>	<u>City Council</u>	<u>ZBA Members</u>	<u>Board of Review</u>	<u>Election Chair</u>	<u>Election Cochair</u>	<u>Election Inspector</u>	<u>Receiving Board</u>
Current							
\$102.50/Meeting \$1366.66/Annual Stipend	\$96.81/Meeting \$683.33/Annual Stipend	Chair \$28.47/Meeting Members \$22.78/Meeting	\$85.42/Mtg	Early Voting - \$156/day Election Day - \$250/day Training - \$30	Early Voting - \$144/day Election Day - \$230/day Training - \$30	Early Voting - \$135/day Election Day - \$225/day Training - \$30	\$40/Election
Proposed increase of 8.15% (Matches contract increases of last two years)							
\$110.85/Meeting \$1478.04/Annual Stipend	\$104.69/Meeting \$739.02/Annual Stipend	Chair \$30.79/Meeting Members \$24.63/Meeting	\$92.38/Mtg	Early Voting - \$170/day Election Day - \$300/day Training - \$40	Early Voting - \$160/day Election Day - \$280/day Training - \$40	Early Voting - \$140/day Election Day - \$250/day Training - \$40	\$60/Election

*Election wages adjusted to meet peer standards. Early voting wages are based on 9 hour days. Election day wages now based on 16 hour days.