



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, September 26, 2023 - 9:00 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. New Business**
 - A. Approval of Minutes
Sarah Dvoracek, City Clerk
 - B. Approval of Ballots
Sarah Dvoracek, City Clerk
 - C. Appointment of Precinct Election Inspectors
Sarah Dvoracek, City Clerk
 - D. Public Accuracy Test for the General Election
Sarah Dvoracek, City Clerk
 - E. Adoption of Resolution Outlining Delegated Duties
Sarah Dvoracek, City Clerk
- 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 Election Commission

New Business

Title: Approval of Minutes

Date: September 26, 2023

Presented By: Sarah Dvoracek, City Clerk

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. Election Commission Draft Minutes 10/04/2022

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, October 4, 2022 - 9:00 AM
City Hall, Assessor's Office

1. Call to Order

Clerk Dvoracek called the meeting to order at 9:02 a.m.

2. Roll Call

Members Present: Sarah Dvoracek, City Clerk; Joe Lavender, City Assessor

Members Absent: Scott Howard, City Attorney

3. New Business

A. Approval of Ballots

Sarah Dvoracek, City Clerk

Motion by Lavender, seconded by Dvoracek to approve the proof ballots for Wards 1, 2, and 3.

Motion carried by unanimous voice vote.

B. Appointment of Precinct Election Inspectors

Motion by Lavender, seconded by Dvoracek to approve the appointment of precinct election inspectors as presented.

Motion carried by unanimous voice vote.

C. Public Accuracy Test for the General Election

Sarah Dvoracek, City Clerk

Motion by Lavender, seconded by Dvoracek to accept the results for the Public Accuracy Test for the November 8, 2022 Election.

Motion carried by unanimous voice vote.

Motion by Lavender, seconded by Dvoracek to appoint Deputy Clerk Schultz as City Assessor Lavender's designee to assist with administration of the public accuracy test.

Motion carried by unanimous voice vote.

D. Precinct Changes/Consolidations

None.

E. Adoption of Resolution Outlining Delegated Duties

Sarah Dvoracek, City Clerk

Motion by Dvoracek, seconded by Lavender to adopt Resolution Outlining Delegated Duties of the November 8, 2022 State General Election.

CITY OF CHARLEVOIX ELECTION COMMISSION
RESOLUTION OF THE CITY ELECTION COMMISSION DELEGATING ELECTION DUTIES TO THE
CITY CLERK OR AN AUTHORIZED ASSISTANT

WHEREAS, it is the duty of the City Election Commission to prepare meeting minutes for the City Election Commission; and

WHEREAS, it is the duty of the City Election Commission to prepare, print, and deliver ballots for use in the City; and

WHEREAS, it is the duty of the City Election Commission to provide candidates and the Secretary of State with proof copies of ballots; and

WHEREAS, it is the duty of the City Election Commission to provide notice to voters in case of precinct changes or consolidations; and

WHEREAS, it is the duty of the City Election Commission to provide election supplies and ballot containers; and

WHEREAS, it is the duty of the City Election Commission to perform preliminary logic and accuracy testing; and

WHEREAS, it is the duty of the City Election Commission to notify major political parties of certified precinct inspector appointments (federal and state elections only); and

WHEREAS, the City Election Commission may delegate these duties to the City Clerk or an authorized assistant; and

NOW THEREFORE BE IT RESOLVED that the outlined duties of the City Election Commission be delegated to the City Clerk or an authorized assistant.

RESOLVED this 4th day of October 2022 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

None.

5. Adjournment

Clerk Dvoracek adjourned the meeting at 9:09 a.m.

Sarah J. Dvoracek, City Clerk

Charlevoix Election Commission

New Business

Title: Approval of Ballots

Date: September 26, 2023

Presented By: Sarah Dvoracek, City Clerk

Background:

Per MCL 168.719, the election commission of each city and township shall perform those duties relative to the preparation, printing, and delivery of ballots as are required by law of the boards of county election commissioners.

Recommendation:

Motion to approve the proof ballots for Wards 1, 2, and 3.

Attachments:

1. Sample Ballots Nov. 2023

OFFICIAL BALLOT
City General Election
Tuesday, November 7, 2023
Charlevoix County, Michigan
City of Charlevoix, Ward 1, Precinct 18

Nonpartisan Section		City
City		Citizen Initiated Ordinance Proposal 2023-08-05 For Use of 229 Stover Road As A Park The purpose of the proposed Ordinance is to designate City owned vacant property at 229 Stover Road as part of Ferry Beach Park and make the property subject to the requirements of the City Charter for parkland. Shall the City of Charlevoix adopt an ordinance that designates City owned vacant property at 229 Stover Road as a City park named Ferry Beach Park, subject to the requirements of Section 2.16(f) of the City Charter which requires a majority vote of the electors voting thereon in order for the City to remove the park designation for the property or to sell, divide, lease, partition, plat, subdivide, or dispose of any part of the property? Yes ☐ No ☐
Council Member 1st Ward <i>Vote for not more than 1</i>		
Aaron Hagen ☐		
Proposal Section		Local School District Charlevoix Public Schools Operating Millage Renewal Proposal This proposal will allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance and renews millage that will expire with the 2024 tax levy. Shall the currently authorized millage rate limitation of 19 mills (\$19.00 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Charlevoix Public Schools, Charlevoix and Antrim Counties, Michigan, be renewed for a period of 4 years, 2025 to 2028, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2025 is approximately \$11,278,566 (this is a renewal of millage that will expire with the 2024 tax levy)? Yes ☐ No ☐
City		
Citizens Initiated Ordinance Proposal 2023-08-03 For Use of 229 Stover Road For Housing The purpose of the proposed Ordinance is to use City owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City. Shall the City of Charlevoix adopt an ordinance that provides for the use of City owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City by (i) soliciting offers to purchase the property by a Developer who intends and commits to develop year-round housing on the property, or (ii) using the property in any way that substantially benefits year-round housing within the City? Yes ☐ No ☐		

VOTER: PLEASE DO NOT REMOVE STUB
IF STUB DETACHES, PLEASE RETURN WITH BALLOT

OFFICIAL BALLOT
City General Election
Tuesday, November 7, 2023
Charlevoix County, Michigan
City of Charlevoix, Ward 2, Precinct 19

Nonpartisan Section		City	
City		Citizen Initiated Ordinance Proposal 2023-08-05 For Use of 229 Stover Road As A Park	
Council Member 2nd Ward <i>Vote for not more than 1</i>		The purpose of the proposed Ordinance is to designate City owned vacant property at 229 Stover Road as part of Ferry Beach Park and make the property subject to the requirements of the City Charter for parkland.	
Richard Spring ☐			
Proposal Section		Shall the City of Charlevoix adopt an ordinance that designates City owned vacant property at 229 Stover Road as a City park named Ferry Beach Park, subject to the requirements of Section 2.16(f) of the City Charter which requires a majority vote of the electors voting thereon in order for the City to remove the park designation for the property or to sell, divide, lease, partition, plat, subdivide, or dispose of any part of the property?	
City		Yes ☐	
Citizens Initiated Ordinance Proposal 2023-08-03 For Use of 229 Stover Road For Housing		No ☐	
The purpose of the proposed Ordinance is to use City owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City.			
Shall the City of Charlevoix adopt an ordinance that provides for the use of City owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City by (i) soliciting offers to purchase the property by a Developer who intends and commits to develop year-round housing on the property, or (ii) using the property in any way that substantially benefits year-round housing within the City?			
Yes ☐			
No ☐			
		Local School District	
		Charlevoix Public Schools Operating Millage Renewal Proposal	
		This proposal will allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance and renews millage that will expire with the 2024 tax levy.	
		Shall the currently authorized millage rate limitation of 19 mills (\$19.00 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Charlevoix Public Schools, Charlevoix and Antrim Counties, Michigan, be renewed for a period of 4 years, 2025 to 2028, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2025 is approximately \$11,278,566 (this is a renewal of millage that will expire with the 2024 tax levy)?	
		Yes ☐	
		No ☐	

VOTER: PLEASE DO NOT REMOVE STUB
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OFFICIAL BALLOT
City General Election
Tuesday, November 7, 2023
Charlevoix County, Michigan
City of Charlevoix, Ward 3, Precinct 20

Nonpartisan Section		City	
City		Citizen Initiated Ordinance Proposal 2023-08-05 For Use of 229 Stover Road As A Park	
Council Member 3rd Ward Vote for not more than 1		The purpose of the proposed Ordinance is to designate City owned vacant property at 229 Stover Road as part of Ferry Beach Park and make the property subject to the requirements of the City Charter for parkland.	
Shane Cole ☐			
Proposal Section		Shall the City of Charlevoix adopt an ordinance that designates City owned vacant property at 229 Stover Road as a City park named Ferry Beach Park, subject to the requirements of Section 2.16(f) of the City Charter which requires a majority vote of the electors voting thereon in order for the City to remove the park designation for the property or to sell, divide, lease, partition, plat, subdivide, or dispose of any part of the property?	
City		Yes ☐ No ☐	
Citizens Initiated Ordinance Proposal 2023-08-03 For Use of 229 Stover Road For Housing		Local School District	
The purpose of the proposed Ordinance is to use City owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City.		Charlevoix Public Schools Operating Millage Renewal Proposal	
Shall the City of Charlevoix adopt an ordinance that provides for the use of City owned vacant property at 229 Stover Road for the purpose of providing year-round housing within the City by (i) soliciting offers to purchase the property by a Developer who intends and commits to develop year-round housing on the property, or (ii) using the property in any way that substantially benefits year-round housing within the City?		This proposal will allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance and renews millage that will expire with the 2024 tax levy.	
Yes ☐ No ☐		Shall the currently authorized millage rate limitation of 19 mills (\$19.00 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Charlevoix Public Schools, Charlevoix and Antrim Counties, Michigan, be renewed for a period of 4 years, 2025 to 2028, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2025 is approximately \$11,278,566 (this is a renewal of millage that will expire with the 2024 tax levy)?	
		Yes ☐ No ☐	

Charlevoix Election Commission

New Business

Title: Appointment of Precinct Election Inspectors

Date: September 26, 2023

Presented By: Sarah Dvoracek, City Clerk

Background:

Recommendation:

Motion to approve the appointment of precinct election inspectors as presented.

Attachments:

1. Work Schedule 11.07.2023

Charlevoix Election Commission

New Business

Title: Public Accuracy Test for the General Election

Date: September 26, 2023

Presented By: Sarah Dvoracek, City Clerk

Background:

Recommendation:

Motion to accept the results for the Public Accuracy Test for the November 7, 2023 Election.

Motion to appoint Deputy Clerk Schultz as City Assessor Lavendar's designee to assist with administration of the public accuracy test.

Attachments:

None

Charlevoix Election Commission

New Business

Title: Adoption of Resolution Outlining Delegated Duties

Date: September 26, 2023

Presented By: Sarah Dvoracek, City Clerk

Background:

Recommendation:

Motion to adopt Resolution Outlining Delegated Duties for the November 8, 2022 State General Election.

Attachments:

1. Resolution Outlining Delegated Duties

**CITY OF CHARLEVOIX ELECTION COMMISSION
RESOLUTION OF THE CITY ELECTION COMMISSION DELEGATING ELECTION DUTIES TO THE CITY CLERK OR AN AUTHORIZED
ASSISTANT**

- WHEREAS,** it is the duty of the City Election Commission to prepare meeting minutes for the City Election Commission; and
- WHEREAS,** it is the duty of the City Election Commission to prepare, print, and deliver ballots for use in the City; and
- WHEREAS,** it is the duty of the City Election Commission to provide candidates and the Secretary of State with proof copies of ballots; and
- WHEREAS,** it is the duty of the City Election Commission to provide notice to voters in case of precinct changes or consolidations; and
- WHEREAS,** it is the duty of the City Election Commission to provide election supplies and ballot containers; and
- WHEREAS,** it is the duty of the City Election Commission to perform preliminary logic and accuracy testing; and
- WHEREAS,** it is the duty of the City Election Commission to notify major political parties of certified precinct inspector appointments (federal and state elections only); and
- WHEREAS,** the City Election Commission may delegate these duties to the City Clerk or an authorized assistant; and

NOW THEREFORE BE IT RESOLVED that the outlined duties of the City Election Commission be delegated to the City Clerk or an authorized assistant.

RESOLVED this 26th day of September A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent: