

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, April 9, 2024 - 9:00 AM
City Hall

1. Call to Order

Clerk Dvoracek called to order at 9:00 a.m.

2. Roll Call

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

Members Absent: Scott Howard, City Attorney

Staff Present: Ginny Schutz, Deputy Clerk

3. Consent Agenda

Motion by Dvoracek, seconded by Lavender to approve the consent agenda as presented.

Motion carried by unanimous voice vote.

A. Minutes from March 5, 2024

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the proof ballot as presented.

C. Appointment of Precinct Election Inspectors

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

D. Public Accuracy Test for the Special Election

Motion to accept the results for the Public Accuracy Test for the May 7, 2024 Election.

Motion to appoint Deputy Clerk Schulz as City Assessor's Lavender's designer to assist with administration of the public accuracy test.

E. Adoption of Resolution Outlining Delegated Duties

Motion to adopt Resolution Outlining Delegated Duties for the Special Election to be held Tuesday, May 7, 2024.

4. Public Comment

5. Adjourn

Clerk Dvoracek adjourned the meeting at 9:02 a.m.

Sarah J. Dvoracek

City Clerk