



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, February 25, 2025 - 7:45 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - A. October 1, 2024
- 4. New Business**
 - A. Consolidation of Election Precincts for May 6, 2025 Special Election
Sarah Dvoracek, City Clerk
- 5. Public Comment**
- 6. 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

Approval of Minutes

Title: October 1, 2024

Date: February 25, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. BOR 10.01.2024 DRAFT

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, October 1, 2024 - 9:00 AM
City Hall

1. Call to Order

Clerk Dvoracek called meeting 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

3. Consent Agenda

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

Motion carried by unanimous voice vote.

A. Approval of the Meeting Minutes from July 9, 2024

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the ballots as presented.

C. Appointment of Precinct Election Inspectors

Motion to approve the appointment of precinct election inspectors.

D. Public Accuracy Test for the November Primary Election

Motion to accept the results for the Public Accuracy Test for the November 5, 2024 State General Election.

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

E. Adoption of Resolution Outlining Delegated Duties

Motion by Lavender, seconded by Dvoracek to adopt Resolution Outlining Delegated Duties for the State General to be held Tuesday, November 5, 2024.

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 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 1st day of October 2024 A.D.

Resolution was adopted by the following ye and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

There was no public comment or attendance.

5. Adjourn

The meeting was adjourned at 9:03 a.m.

Sarah J. Dvoracek, City Clerk

Charlevoix Election Commission

New Business

Title: Consolidation of Election Precincts for May 6, 2025 Special Election

Date: February 25, 2025

Presented By: Sarah Dvoracek, City Clerk

Background:

Charlevoix Public Schools Millage Proposal will be the only proposal on the May 6, 2025 ballot. Historically, when the City has a school election, voter turnout is low. Last May the City had 35 in-person voters. Voters will still vote at City Hall and the only difference is that there will only be one tabulator and one ballot style.

Recommendation:

Motion approve Resolution No. 2025-02-01 approving the consolidation of election precincts 1018, 2019, and 3020 for the May 6, 2025 Special Election.

Attachments:

1. Resolution 2025.02.01 Consolidation of Election Precincts

**CITY OF CHARLEVOIX ELECTION COMMISSION
RESOLUTION NO. 2025-02-01
CONSOLIDATION OF ELECTION PRECINCTS**

WHEREAS, the Michigan Election Law P.A. 116 of 1954 allows for the consolidation of election precincts, and;

WHEREAS, the election to be held on May 6, 2025 does not exceed 5,000 registered voters in accordance with MCL 168.659 and;

AND WHEREAS, the registered voters who are in Ward 1-Precinct 1018 has 768 registered voters; Ward 2-Precinct 2019 has 782 registered voters, and Ward 3-Precinct 3020 has 751 registered voters for a total of 2,301 combined registered voters.

NOW, THEREFORE BE IT RESOLVED that the City of Charlevoix will combine Precincts 1018, 2019, and 3020 for the May 7, 2024, Special Election and will hold the election precinct in its normal polling place, the Charlevoix City Hall located at 210 State Street, Charlevoix, MI 49720.

RESOLVED this A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays: None

Absent:

Motion carried.

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2025-02-01 adopted by the City Election Commission of the City of Charlevoix, County of Charlevoix, State of Michigan, at a special meeting held on February 25, 2025 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 02/25/2025

Sarah J. Dvoracek, City Clerk