



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, April 8, 2025 - 8:30 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Approval of Minutes from February 25, 2025
 - B. Approval of Ballots

 - C. Appointment of Precinct Election Inspectors

 - D. Public Accuracy Test for the Special Election

 - E. Adoption of Resolution Outlining Delegated Duties
- 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

Consent Agenda

Title: Approval of Minutes from February 25, 2025

Date: April 8, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.02.25 EC DRAFT

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, February 25, 2025 - 7:45 AM
Charlevoix City Hall
Assessor's Office
210 State Street
Charlevoix, MI 49720

1. Call to Order

Deputy Clerk Schulz called meeting to order at 7:45 a.m.

2. Roll Call

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

Members Absent: Scott Howard, City Attorney

3. Approval of Minutes

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

Absent: Howard

Motion carried by unanimous voice vote.

A. October 1, 2024

4. New Business

A. Consolidation of Election Precincts for May 6, 2025 Special Election

Sarah Dvoracek, City Clerk

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

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 767 registered voters; Ward 2-Precinct 2019 has 775 registered voters, and Ward 3-Precinct 3020 has 754 registered voters for a total of 2,296 combined registered voters.

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix will combine Precincts 1018, 2019, and 3020 for the May 7, 2025, 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 yea and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried by unanimous voice vote.

5. Public Comment

6. Adjourn

Deputy Clerk Schulz adjourned the meeting at 7:46 a.m.

Sarah J. Dvoracek City Clerk

Charlevoix Election Commission

Consent Agenda

Title: Approval of Ballots

Date: April 8, 2025

Presented By:

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 ballot.

Attachments:

1. Sample Ballot

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

OFFICIAL BALLOT

Special Election

Tuesday, May 6, 2025

Charlevoix County, Michigan

City of Charlevoix, Ward 1, Precinct 18; Ward 2 Precinct 19; and Ward 3 Precinct 20

Proposal Section

Local School District

**Charlevoix Public Schools
Bond Proposal**

Shall Charlevoix Public Schools, Charlevoix and Antrim Counties, Michigan, borrow the sum of not to exceed Eight Million Dollars (\$8,000,000) and issue its general obligation unlimited tax bonds therefor for the purpose of:

erecting additions to, remodeling, equipping and re-equipping, and furnishing and refurbishing school buildings; erecting school support buildings; acquiring and installing instructional technology and instructional technology equipment for school buildings; purchasing school buses; and equipping, developing and improving athletic fields, athletic facilities, and sites?

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2025 is .68 mill (\$0.68 on each \$1,000 of taxable valuation) for a .40 mill net decrease over the prior year's levy. The maximum number of years the bonds may be outstanding, exclusive of any refunding, is ten (10) years. The estimated simple average annual millage anticipated to be required to retire this bond debt is 0.79 mill (\$0.79 on each \$1,000 of taxable valuation).

(Pursuant to State law, expenditure of bond proceeds must be audited and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.)

Yes

No

Charlevoix Election Commission

Consent Agenda

Title: Appointment of Precinct Election Inspectors

Date: April 8, 2025

Presented By:

Background:

The schedule will be provided at the meeting.

Recommendation:

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

Attachments:

None

Charlevoix Election Commission

Consent Agenda

Title: Public Accuracy Test for the Special Election

Date: April 8, 2025

Presented By:

Background:

Recommendation:

Motion to accept the results of the Public Accuracy Test for the May 6, 2025 Special Election.

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

Attachments:

None

Charlevoix Election Commission

Consent Agenda

Title: Adoption of Resolution Outlining Delegated Duties

Date: April 8, 2025

Presented By:

Background:

Recommendation:

Motion to adopt Resolution Outlining Delegated Duties for the Special Election to be held Tuesday, May 6, 2025.

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 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 8th day of April 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent: