



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, October 7, 2025 - 9:00 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
 - A. Approval of Minutes from April 8, 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 April 8, 2025

Date: October 7, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. Draft Minutes from April 8, 2025

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

1. Call to Order

Clerk Dvoracek called meeting to order at 8:30 a.m.

2. Roll Call

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

Members Absent: Scott Howard, City Attorney

3. Consent Agenda

Clerk Dvoracek presented information on the consent agenda.

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

Motion carried by unanimous voice vote.

A. Approval of Minutes from February 25, 2025

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the proof ballot.

C. Appointment of Precinct Election Inspectors

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

D. Public Accuracy Test for the Special Election

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.

E. Adoption of Resolution Outlining Delegated Duties

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

**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: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

5. Adjourn

The meeting adjourned at 8:32 a.m.

Sarah J. Dvoracek City Clerk

Charlevoix Election Commission

Consent Agenda

Title: Approval of Ballots

Date: October 7, 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 ballots.

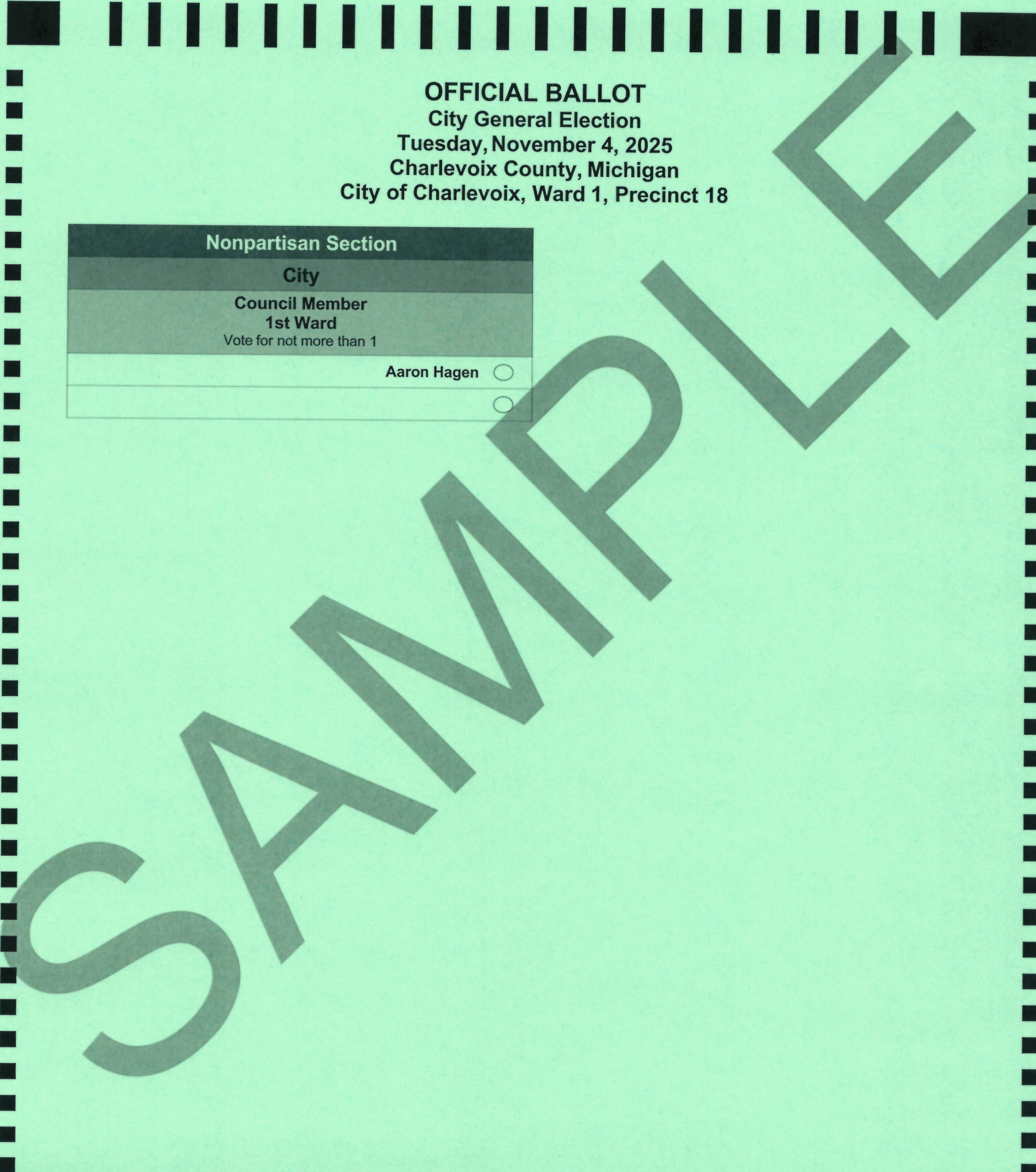
Attachments:

1. Sample Ballots for Nov 4 2025

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

OFFICIAL BALLOT
City General Election
Tuesday, November 4, 2025
Charlevoix County, Michigan
City of Charlevoix, Ward 1, Precinct 18

Nonpartisan Section	
City	
Council Member 1st Ward Vote for not more than 1	
Aaron Hagen	<input type="radio"/>
	<input type="radio"/>



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

OFFICIAL BALLOT
City General Election
Tuesday, November 4, 2025
Charlevoix County, Michigan
City of Charlevoix, Ward 2, Precinct 19

Nonpartisan Section	
City	
Council Member 2nd Ward Vote for not more than 1	
Richard C. Spring	<input type="radio"/>
	<input type="radio"/>

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

OFFICIAL BALLOT
City General Election
Tuesday, November 4, 2025
Charlevoix County, Michigan
City of Charlevoix, Ward 3, Precinct 20

Nonpartisan Section	
City	
Council Member 3rd Ward Vote for not more than 1	
Dennis Halverson	<input type="radio"/>
	<input type="radio"/>

Charlevoix Election Commission

Consent Agenda

Title: Appointment of Precinct Election Inspectors

Date: October 7, 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: October 7, 2025

Presented By:

Background:

Recommendation:

Motion to accept the results of the Public Accuracy Test for November 4, 2025 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: October 7, 2025

Presented By:

Background:

Recommendation:

Motion to adopt Resolution Outlining Delegated Duties for the General Election to be held Tuesday, November 4, 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 7th day of October 2025 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent: