

**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 8<sup>th</sup> 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.

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Sarah J. Dvoracek                      City Clerk