

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

1. Call to Order

The meeting was called to order at 9:00 a.m. by Clerk Dvoracek.

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 answered questions about the schedule of election inspectors and the makeup of the Election Commission.

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

Yeas: Lavender, Dvoracek, Schultz

Nays: None

Absent: Howard

Motion carried.

A. Approval of Minutes from April 8, 2025

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the proof ballots.

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 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.

E. Adoption of Resolution Outlining Delegated Duties

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

Resolution was adopted by the following ye and nay vote:

Yeas: Dvoracek, Schulz, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

5. Adjourn

Clerk Dvoracek adjourned the meeting at 9:08 a.m.

Sarah J. Dvoracek City Clerk