



ELECTION COMMISSION MEETING AGENDA – October 7, 2021

**Mason City Hall, 201 W. Ash Street, Mason, MI
Maple Room – 2nd Floor, 11:00 a.m.**

- 1. CALL TO ORDER**
- 2. CONFIRMATION OF MEMBER ATTENDANCE**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**
 - A. Approve Minutes of Election Commission meeting August 23, 2021
- 5. CONSENT CALENDAR**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - A. Public Accuracy Test
 - B. Motion to Establish Absent Voter Counting Board (AVCB) for the November 2, 2021, Special Election and to open the AVCB at 8:00 a.m. in the Maple Room – 2nd Floor at Mason City Hall located at 201 W Ash Street, Mason, MI 48854
 - C. Motion to appoint Election Inspectors as presented for the November 2, 2021, Special Election and to allow the clerk to make staffing changes if needed.
 - D. Motion to appoint Receiving Board Election Inspectors as presented for the November 2, 2021, Special Election and to allow the clerk to make staffing changes if needed.
- 8. LIAISON REPORT**
 - A. City Manager's Report 9/17/2021
- 9. ADJOURN**

**CITY OF MASON
ELECTION COMMISSION MEETING
MINUTES OF AUGUST 23, 2021**

Jarvis called the meeting to order at 1:00 p.m. in the Sycamore Room – 1st Floor at 201 W. Ash Street, Mason, Michigan.

Present: Council Member Rita Vogel
Caitlin Gillies, (City Attorney’s Appointed Representative)
Sarah Jarvis, City Clerk
Jean Spink – Deputy Clerk

Absent: None

MOTION by Vogel, second by Gillies,
to amend the Agenda for Item 4 to read Approval of Minutes – October 5, 2020

MOTION APPROVED

PUBLIC COMMENT

None

APPROVAL OF MINUTES: October 5, 2020

MOTION by Vogel, second by Gillies
to approve the October 5, 2020 Minutes as presented.

MOTION APPROVED

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Resolution 2021-01 – Resolution to Consolidate Precincts One and Two for the November 2, 2021 – Special Election

MOTION by Vogel, second by Brown,
to adopt Resolution 2021-01 – Resolution to Consolidate Precincts One and Two for the November 2, 2021 – Special Election

CITY OF MASON
ELECTION COMMISSION RESOLUTION NO. 2021-01

RESOLUTION TO CONSOLIDATE PRECINCTS ONE AND TWO
FOR THE NOVEMBER 2, 2021, SPECIAL ELECTION

August 23, 2021

WHEREAS, Act 116 of 1954, as amended, being MCL 168.659, authorizes a municipal election commission to consolidate precincts for any election that is not a general November election, primary election or other statewide or federal election; and

WHEREAS, pursuant to that section, the Election Commission of the City of has considered the number of choices the voter must make, the percentage of registered voters who vote at the last similar election, and the intensity of interest of the elections in the jurisdiction; and

WHEREAS, it is the desire of the City Clerk to consolidate 3 precincts into 2 precincts, for a total of 2 voting precincts in the City of Mason for the November 2, 2021 Special Election; and

WHEREAS, each of the precincts to be consolidated is located in the same polling location as the precinct with which it will be combined, and, as such, notice is not required to be given to the voter; and

WHEREAS, the consolidated precincts will not exceed 5000 registered voters; and

NOW THEREFORE BE IT RESOLVED, that the following precincts are hereby consolidated for the November 2, 2021 Special Election:

Precincts 1 and 2 (combined)
Precinct 3 (separate)

MOTION APPROVED

Next Election Commission meeting scheduled for Thursday, October 7, 2021 at 11:00 a.m. for the Public Accuracy Test, Appointment of Election Inspectors, Establishing the AVCB and Appointment of Receiving Board Inspectors

ADJOURNMENT

The Meeting adjourned at 1:06 p.m.

Sarah J. Jarvis, City Clerk

AT THE POLLS ELECTION INSPECTORS NOVEMBER 2, 2021 - SPECIAL ELECTION

<u>Precincts 1 & 2</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Chair – EPB Trained	Marcia Holmes	Republican	5:45 AM – Close of Polls
Co-Chair – EPB Trained	Amy Neville	Democratic	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Krista Fuerst	Democratic	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Judi DeMartin	Republican	5:45 AM – Close of Polls
Election Inspector	Mary Jo Lounds	Democratic	5:45 AM – Close of Polls
Election Inspector	David Hart	Libertarian	5:45 AM – Close of Polls

<u>Precinct 3</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Chair:	Micah Fuerst	Democratic	5:45 AM - Close of Polls
Co-Chair:	Scott Preadmore	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Walter Lucken	Republican	5:45 AM - Close of Poll
Election Inspector – EPB Trained	Bernie Holmes	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Karla Cristina Lange	Democratic	5:45 AM - Close of Polls
Election Inspector	Calvin Lounds	Democratic	5:45 AM - Close of Polls

<u>Receiving Board</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Receiving Board	Emily Bartlett	Republican	8:00 p.m. – Finished
Receiving Board	Amanda Fisher	Democratic	8:00 p.m. – Finished

AVCB ELECTION INSPECTORS NOVEMBER 2, 2021 – SPECIAL ELECTION

<u>Position</u>	<u>Name</u>	<u>Party Affiliation</u>	<u>Hours</u>
Chair:	JC Christman	Democratic	8:00 a.m. - Complete
Co-Chair	Wanda Stiles	Republican	8:00 a.m. - Complete
AVCB Inspector	Peggy Klein	Democratic	8:00 a.m. - Complete
AVCB Inspector	Daun Ketcheson	Democratic	8:00 a.m. - Complete
AVCB Inspector	Donna Kmiecek	Democratic	8:00 a.m. - Complete
AVCB Inspector	Theresa Hall	Republican	8:00 a.m. - Complete
AVCB Inspector	Shirley Wilcox	Republican	8:00 a.m. - Complete
AVCB Inspector	Doug Klein	Democratic	8:00 a.m. - Complete
AVCB Inspector	Gary Evans	Democratic	8:00 a.m. – Complete
AVCB Inspector	Roy Ketcheson	Democratic	8:00 a.m. - Complete



City Manager's Report: September 17, 2021

OPERATIONS

- Upcoming Event: October 2, 2021, 10:00 a.m. to 2:00 p.m. City of Mason Open House
- November 2, 2021 Special Election Update: There have been 1090, Absentee Ballot requests so far for the election. On September 23, 2021 we will mail our initial batch of ballots and will continue to do so daily until Friday, October 29, 2021. Then, October 30 – November 1, 2021 (4:00 p.m.), voters may obtain an absent voter ballot in the clerk's office. City of Mason's Clerk's office will be open on Saturday, October 30, 2021 from 8:00 a.m. – 4:00 p.m. to issue absentee ballots. We will not be open on Sunday, October 31, 2021 for this election.

Staffing Updates:

- Open Positions: Seasonal Part-Time Crossing Guards – Open Until Filled. Full-time Laborer- Review of internal applicants being conducted.

LARGE CITY PROJECTS

FY 2020-2021 CARRYOVER DUE TO TIMING			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U23	Well No. 6 Rebuild	In progress, expected to be completed by October	
2018-U32	South Water Tower Repair	In progress, expected to be completed by October	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Pathway and sidewalk completed; working on bids for pavilion and design for signs.	
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad work complete, Concrete/ asphalt -Oct	
2020-P8	Rayner Park- Master Park Plan	In progress, anticipated completion Fall/Winter	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B14	Fire Rehab 815 Replacement	Anticipate delivery 3rd quarter FY 21/22	
2019-B2a	City Hall – Phase I Design and Security	Security complete- work space eval in progress	
2020-B4a	DPW- Design	Staff is working on finalizing design.	

FY 2021-2022			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S23	Rayner St – Randolph St to Columbia St	Completed	July
2017-S24	Eugenia Dr – Northbrook St to End	Base layer of asphalt down. Final layer to be completed by October	
2017-S25	Hall Blvd – Ash St to South St	Pulverizing scheduled for mid-September. Staff has worked with USPS to coordinate the use of temporary mailbox system to help prevent mail delivery service interruptions from inaccessible street side mailboxes due to construction. Two mailbox cluster units have been located just south of the construction site on Vanderveen for residents on Hall Blvd.	
2017-S26	Columbia St – Park St to Jefferson St	Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson	DDA reviewed, acquiring quotes for Council	

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U15	Replace Hydrants and Mason Plaza		City Council to consider reduced scope.
2017-U34	Well No. 5 Rebuild		Expected to start mid- September
2019-U3a	Wastewater Treatment Plant – Design		Staff conducting final review of RFP
2021-U1	WTP- High-Pressure Pump VFD		Staff developing RFP
2021-U2	WTP- Replacement of Valves		Staff developing RFP
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Grant submitted
2020-P6, 2020-P12, 2020-P13, 2020-P14	Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design		Wolverine selected; to be completed by 3 rd quarter
2020-P11	Rayner Park- Phase 1 Construction		Awaiting DNR funding response in 3 rd quarter
MOTOR VEHICLE POOL (MVP)			
2017-MVP22	Vehicle No. 83	Police	Anticipated third quarter of FY 21-22
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
2017-MVP27	Vehicle No. 86	Police	Anticipate delivery in December.
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Anticipated 2nd quarter of FY 21-22
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1		Grant Agreement approved, plan to bid in Sept
2017-B7	Building: Parking Lot Repairs		Working on addressing punch list.
2017-B10	Fire: Furnace/AC, Office & Training Area		Anticipated 2nd quarter of FY 21-22
2017-B11	Fire: Washing Machine		Anticipated 2nd quarter of FY 21-22
2018-B15	Fire: Sprinkler System in Truck Bay		Anticipated 2nd quarter of FY 21-22
2018-B16	Fire: Station 1- Rear Approach		Working on addressing punch list.
2018-B21	Police: Interview Rm Recording System		Anticipated 3rd quarter of FY 21-22
2018-B23	Planning: Master Plan/Zoning Update		Finalizing contract with consultant
2018-B24	Building: Rental Furniture Replacement		Anticipated 3rd quarter of FY 21-22
2019-B2b	Building: City Hall Renovations		Anticipated 3rd quarter of FY 21-22
2019-B3	Clerk: Laserfiche Avante Upgrade		Anticipated 2nd quarter of FY 21-22
2020-B4b	Public Works Facility Construction		Need to complete CIP: 2020-B4a



Agenda Report: September 20, 2021 City Council Meeting

AGENDA ITEM:

Update from Staff Regarding Resuming Water Shut Offs

RECOMMENDED ACTION

No action is required at this time

HISTORY

On March 18, 2020, Governor Whitmer issued Executive Order 2020-28 which restored water service to occupied residences during the COVID-19 pandemic.

The restriction on turning off water was eliminated when the Governor's Executive Orders were determined no longer effective as of November (30 days following the ruling). This means that utility shut-offs could resume with the January 2021 water bills. At the Council's December 21, 2020 meeting, staff provided an update noting that we intended to halt all utility shut-offs until at least July 2021 but would resume late fees.

We reviewed the status of water accounts this last month and we currently have 190 customers that would be in shut-off status. Outstanding debt on average for 2021 has been \$23,000 per month compared to \$15,000 in 2020. The total number of accounts over \$200 is 38 of the delinquent accounts, many are held by tenants. If they do not pay, the landlord will be responsible as the bill will be converted to a tax collection. By continuing to not shut off water, this has impacted the timeliness of collections, provides no incentive for a consumer to pay on time, allows accounts to get extremely high balances that may put some in jeopardy of tax foreclosure and creates a delinquency a landlord or new owner would eventually be responsible for if account is left unpaid.

The shut off notice process includes sending a past due notice to all residents the day after bills are due with a due date 10 days later. The day after past due notices are due, we send a shut off notice giving them another 10 days on balances greater than the penalty amount. If a balance greater than the penalty amount still exists after both notices, staff proceeds to physically hang a notice on a property, if bill is not paid within 24-48 hours water would be shut off.

Shut offs are allowed by ordinance, but staff has the flexibility on policy related to when this occurs. Staff plans to move forward with a hybrid approach to allow some flexibility within the existing pandemic. We plan to resume utility shut offs in November 2021 that would trigger accounts to be shutdown when their bill passes \$200 past due. In the future, we will be recommending an increase of new tenant deposits to \$250.

By moving in this direction, we are providing some flexibility to residents that are struggling paycheck to paycheck, limiting staff time for shut offs and gives staff ability to shut off those that move into complete non-payment or make no effort to establish a payment plan. Staff would continue the same shut off notice process but only physically hang a notice on properties with accounts that have balances over \$200.

Staff is providing this update as you may hear from residents impacted by this change.

SUMMARY

Authority:

- **City Charter: Sec. 82-242. Payment for service required.** No free service shall be furnished by the system to any person or to any public agency or instrumentality, but service so furnished by the system shall be paid for in accordance with the schedule of rates, or any revision of such schedule, in compliance with the provisions of this article.

- **City Charter: Sec. 82-246. Collection of charges, enforcement of lien.** (b) In addition to all the rights and methods of collection, the city shall have the right to shut off and discontinue the supply of water to any premises or to disconnect any premises from the public sewer for the nonpayment, when due, of water or sewer service charges, or for the refusal to allow reasonable access to the premises for service or repair to city water meters. All disconnection charges and fees, as established by city council resolution, shall be paid prior to turning on the water to or reconnecting such premises to the POTW and all previous utility bills shall be paid in full. Before utility service may be disconnected for nonpayment, the Authority shall first provide written notice by first-class mail to the owner of the premises served as shown on the city's most recent tax bill, to occupants of the premises, and to any tenants of the premises as shown on the city's personal property tax roll and provide the owner and/or tenants an opportunity for an informal hearing for the Authority to review any factual disputes.

Urgency: This will start addressing our outstanding debt within the utility fund.

Relation to Other Actions: None

FISCAL IMPACT

Current/ Future Budgets: Accounts Receivable will be collected timelier with ability to shut off past due utility accounts.

ADDITIONAL MATERIAL

None