



ELECTION COMMISSION

AGENDA – June 28, 2022

**Mason City Hall, 201 W. Ash Street, Mason MI
Maple Room 2nd Floor, 4:15 p.m.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES – October 7, 2021**
- 5. UNFINISHED BUSINESS**
None
- 6. NEW BUSINESS**
 - A. Motion to Establish Absent Voter Counting Board (AVCB) for the August 2, 2022, Primary Election and to open the AVCB at 7:30 a.m. in the Maple Room – 2nd Floor at Mason City Hall located at 201 W Ash Street, Mason, MI 48854
 - B. Motion to appoint Election Inspectors as presented for the August 2, 2022, Primary Election and to allow the clerk to make staffing changes if needed.
 - C. Motion to appoint Receiving Board Election Inspectors as presented for the August 2, 2022, Primary Election and to allow the clerk to make staffing changes if needed.
 - D. Public Accuracy Test of the Electronic Equipment being used at the August 2, 2022 Primary Election
- 7. LAISON REPORT**
 - A. City Manager's Report (5/16/2022)
- 8. ADJOURNMENT**

**CITY OF MASON
ELECTION COMMISSION MEETING
MINUTES OF OCTOBER 7, 2021**

Jarvis called the meeting to order at 1:00 p.m. in the Maple Room – 2nd Floor at 201 W. Ash Street, Mason, Michigan.

Present:

Caitlin Gillies, (City Attorney's Appointed Representative)
Sarah Jarvis, City Clerk
Jean Spink – Deputy Clerk

Absent: Council Member Rita Vogel

PUBLIC COMMENT

None

APPROVAL OF MINUTES: August 23, 2021

MOTION by Gillies, second by Jarvis
to approve the August 23, 2021 Minutes as presented.

Yes (2) Gillies, Jarvis
No (0)
Absent (1) Vogel

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Public Accuracy Test

The Election Commission conducted the Public Accuracy test for November 2, 2021 Special Election

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 the Mason City Hall located at 201 W. Ash Street, Mason, MI 48854

MOTION by Gillies, second by Jarvis
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 the Mason City Hall located at 201 W. Ash Street, Mason, MI 48854

Yes (2) Gillies, Jarvis
No (0)
Absent (1) Vogel

C. Motion to appoint Election Inspectors as presented for the November 2, 2021 Special Election and the allow the clerk to make staffing changes if needed.

MOTION by Gillies, second by Jarvis
to appoint Election Inspectors as presented for the November 2, 2021 Special Election and the
allow the clerk to make staffing changes if needed.

Yes (2) Gillies, Jarvis

No (0)

Absent (1) Vogel

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.

MOTION by Gillies, second by Jarvis
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.

Yes (2) Gillies, Jarvis

No (0)

Absent (1) Vogel

LIASON REPORT

A. City Manager's Report (9/17/2021)

ADJOURNMENT

The Meeting adjourned at 11:37 a.m.

Sarah J. Jarvis, City Clerk

AVCB ELECTION INSPECTORS AUGUST 2, 2022 – PRIMARY ELECTION

<u>Position</u>	<u>Name</u>	<u>Party Affiliation</u>	<u>Hours</u>
Chair:	JC Christman	Democratic	7:30 a.m. - Complete
Co-Chair	Wanda Stiles	Republican	7:30 a.m. - Complete
AVCB Inspector	Daun Ketcheson	Democratic	7:30 a.m. - Complete
AVCB Inspector	Janice Randolph	Democratic	7:30 a.m. - Complete
AVCB Inspector	Donna Kmiecek	Democratic	7:30 a.m. - Complete
AVCB Inspector	Theresa Hall	Republican	7:30 a.m. - Complete
AVCB Inspector	Shirley Wilcox	Republican	7:30 a.m. - Complete
AVCB Inspector	Doug Klein	Democratic	7:30 a.m. - Complete
AVCB Inspector	Gary Evans	Democratic	7:30 a.m. - Complete
AVCB Inspector	Lori Coe	Republican	7:30 a.m. - Complete
AVCB Inspector	Jill Lapham	Democratic	7:30 a.m. - Complete

ELECTION INSPECTORS AUGUST 2, 2022 – PRIMARY ELECTION – AT THE POLLS

<u>Precinct 1</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Chair:	Marcia Holmes	Republican	5:45 AM – Close of Polls
Co-Chair:	Amy Neville	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Christa Paul	Republican	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Ian Gray	Democrat	5:45 AM – Close of Polls
Election Inspector	Lexie Caldwell	Republican	5:45 AM – Close of Polls

<u>Precinct 2</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Chair:	Bernie Holmes	Republican	5:45 AM - Close of Polls
Co-Chair:	Karla Lange	Democrat	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Scott Preadmore	Republican	5:45 AM – Close of Polls
Election Inspector	Marlene Ammerman	Democrat	5:45 AM - Close of Polls
Election Inspector	Amelia Rudolph	Democrat	5:45 AM – Close of Polls

<u>Precinct 3</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Chair:	Don Kill	Republican	5:45 AM - Close of Polls
Co-Chair:	Valerie Getter	Democrat	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Theresa (Tess) Layman	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Walter Lucken	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	David Hart	Libertarian	5:45 AM - Close of Polls
Election Inspector	Roy Ketcheson	Democrat	5:45 AM - Close of Polls

<u>Receiving Board</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Receiving Board	Amanda Fisher	Democrat	8:00 p.m. – Finished
Receiving Board	Walter Lucken	Republican	8:00 p.m. – Finished
Receiving Board	Dana Martin	Republican	8:00 p.m. – Finished
Receiving Board	Amelia Rudolph	Democrat	8:00 p.m. – Finished



City Manager's Report: May 13, 2022

OPERATIONS

- **Councilmember Dates to Remember:**
 - **Thursday, May 26, 2022, at 4:00 p.m.** in the Sycamore Room in City Hall; Mark Wriggelsworth will be sworn in as Chief of Police for the City of Mason Police Department. This event is open to the public.
 - **Monday, June 13, 2022, at 5:30 p.m.** in the Sycamore Room in City Hall; the next Joint Recognition Ceremony with Mason Public Schools will be held. Councilmembers should plan to attend.
- **Staff Response to Councilmember questions:**
 - Consumer's Energy Streetlights Tracking:
 - City Councilmembers and public are encouraged to visit the streetlight outages map: <https://streetlights.consumersenergy.com/> use this website to report outages quickly.
 - Staff is tracking the lights on Cedar by Beacon Lakes and Oak/Lansing to seek a credit when repaired.
 - Staff is finalizing a draft of the Purchasing Policy and will be working with the attorney through some questions and will be presenting the policy in the next month.
 - Curtis Street Lift Station: To date we have incurred just over \$11,000 in contracted expenses. We are finalizing an insurance claim for submission related to this issue.
- **Master Plan Public Engagement:** The City has held 15 meetings and engaged nearly 1,500 individuals since the project kick-off in the fall of 2021. We are working through the data so far to determine if we need to do a target campaign to certain groups that we have not heard from.
- **Memorial Bench Donation:** The friends and family of Arek Gustafson (6 year old that passed away in 2021) have requested a bench they provide be placed in Mason in his memory. The bench will be orange as it was his favorite color and in his is favorite park, Rayner Park. They are aware of the changes anticipated in Rayner Park and that it will be placed where it will not be impacted. Staff has been working the family to make this request come to fruition and we have attached some details on the bench to this report.
- **Community Tree:** The County notified us that the replacement Concolor Fir tree on the courthouse lawn will be planted this weekend. We have been working closely with the County and the Chamber on this project and appreciate all their work to get it completed!

Staffing Updates:

- **Current Open Positions (6):**
 - NEW HIRES/TRANSFERS:
 - Stella Emens started on May 12, 2022, doing part-time Custodial work in the Fire Department and occasionally at City Hall.
 - Luis Gomez (Starts May 16th), Colin English (Starts June 16th), Trent Keast (June 13th), and Cameron Etzel June 20th have been selected as Seasonal Temporary Laborers
 - RESIGNATIONS/TERMINATIONS
 - Kendra Coates resigned effective May 9, 2022
 - CLOSED, EVALUATING APPLICANTS:
 - Temporary Part-Time Seasonal Laborer (2)– Background and pre-employment screenings still being conducted.
 - Full-Time Laborer (1) – Applications have been reviewed and first round interviews will be scheduled for the week of May 16, 2022.
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard (1)- Open until filled.
 - PREPARING/ EVALUATION POSTING:
 - Full-Time DPW Mechanic (1)- Evaluating position replacement.

Traffic Updates:

- Corbin Street- A resident on Corbin Street complained of speeding vehicles, specifically Ash St. to Columbia. Officers have been assigned to the area for targeted enforcement. **Status is closed as of 5/12/2022.**
- Columbia Road- A resident on Columbia Road complained of speeding vehicles, specifically East city limits. Officers have been assigned to the area for target enforcement. **Status is closed as of 5/12/2022.**

LARGE CITY PROJECTS

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		Completed	November
2017-S25	Hall Blvd – Ash St to South St		Completed	November
2017-S26	Columbia St – Park St to Jefferson St		Completed	July
2019-S9b	Signal at E. Maple & S. Jefferson		Traffic Signals have transitioned to flashing red and temporary stop signs deployed. Full implementation will be after July 4.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U15	Replace Hydrants and Mason Plaza		Completed	November
2017-U34	Well No. 5 Rebuild		Completed	December
2019-U3a	Wastewater Treatment Plant – Design		In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD		Anticipated completion in December 2022 (equipment is 6 months out)	
2021-U2	WTP- Replacement of Valves		Placing project on hold to do another CIP project that has recently become a priority.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2017-P8	Laylin Park - Phase II		Contract Awarded	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Grant submitted, preparing bid documents	
2020-P6, 2020-P8, 2020-P12, 2020-P13, 2020-P14	Rayner Park- Plan/ Design Lee Austin Park- Plan/Design Bond Park - Plan/Design Griffin Park - Plan/Design Hayes Park - Plan/Design		In progress, anticipated drafts to Council in May/ June.	
2020-P11	Rayner Park- Phase 1 Construction		Awaiting DNR grant funding agreement.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Moved to Next FY, in updated CIP	MOVED
2017-MVP23	Vehicle No. 21	Cemetery/ Parks	Vehicle ordered; anticipated arrival in June.	
2017-MVP27	Vehicle No. 86	Police	Completed	March
2017-MVP24	Vehicle No. 59	Cemetery/ Parks	Completed	February
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire Rehab 815 Replacement		Anticipate 4 th quarter of FY 21-22	
2019-B2a	City Hall – Phase I Design and Security		Security complete- work space eval consultant selected and work to begin in the next few months.	
2020-B4a	DPW- Design		Staff finalizing concepts	
2017-B5b	Building: Library Phase 1, Part 1		Staff has identified a contractor willing to provide estimates for the project.	
2017-B7	Building: Parking Lot Repairs		Completed	December

2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipated 4 th quarter of FY 21-22	
2017-B11	Fire: Washing Machine	Completed	March
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipated 4 th quarter of FY 21-22	
2018-B16	Fire: Station 1- Rear Approach	Completed	December
2018-B21	Police: Interview Rm Recording System	Ordered, expected installation in June	
2018-B23	Planning: Master Plan/Zoning Update	Beginning Focus Group meetings	
2018-B24	Building: Rental Furniture Replacement	Completed	April
2019-B2b	Building: City Hall Renovations	Moved to Next FY, in updated CIP	MOVED
2019-B3	Clerk: Laserfiche Avante Upgrade	Training is in process.	
2020-B4b	Public Works Facility Construction	Moved to Next FY, in updated CIP	MOVED

FY 2022-2023

STREETS, SIDEWALKS, SIGNALS(S)

2017-S15	S. Barnes Street – Ash to Kipp	Milling of old asphalt week of May 16. Street Construction Notification attached.	
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)

2017-U28	S. Barnes Street Utilities – Ash to Kipp	Utilities expected start in June.	
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ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

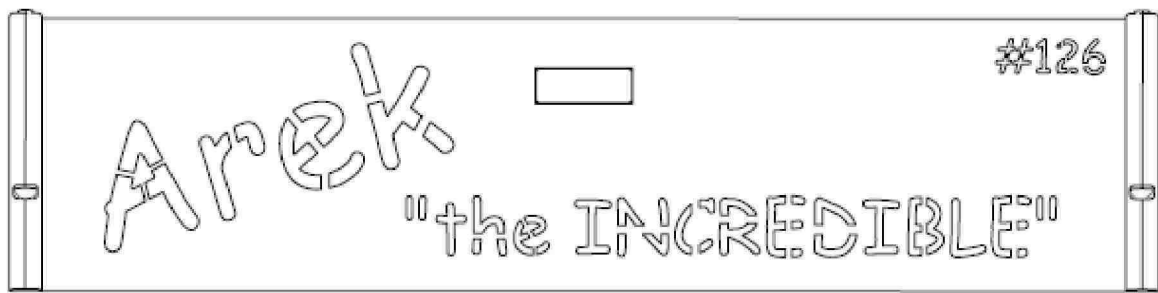
Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
124 W. Maple – Mason Floral Active	Building permit is active to tear off and redo roof.
201 E. Ash – Mason 1 st . United Methodist Church Active	Building permit is active to recover flat roof.
6300 Trillium – Mark Dutkiewicz, B & M Ashman, Inc. Approved	B&M Ashman, Inc., has submitted a request for concurrent approval of a Preliminary and Final Site Plan to place a temporary 10 x 40 office trailer behind the existing building and to construct a gravel lot to store communication cables and conduit on property located at 6300 Trillium Drive. Planning Commission approved the project at the May 10 meeting.

Arek Gustafson's Memorial Bench

This is a picture of the style of bench we would like to purchase:



This is what the back of the bench would look like:



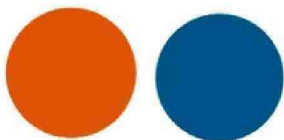
Arek the Incredible is his nickname and #126 is his motocross number.

The rectangle in the drawing above is a plaque which will look like this:



Arek Gustafson
Our Buddy

The bench seat and back will be bright orange and the arms/frame will be blue (2 of Arek's favorite colors):





CONSTRUCTION NOTICE








2022 Street Construction: **Directly Impacted Property Owners**






Work Details

S Barnes St. E Ash St to Kipp Road	<p>Work will include street reconstruction, concrete work, sidewalk replacement as needed, and ensuring sidewalk ramps are compliant with the Americans with Disabilities Act (ADA).</p> <p>Road construction of S. Barnes St. will be broken into two phases. However, work to curbs and sidewalks will occur along the length of Barnes (Ash to Kipp), beginning mid-May and continuing for the duration of the project.</p> <p>Phase 1 – S. Barnes St. (Ash to Bond): Anticipated to start mid-May. Includes utility and road work.</p> <p>Phase 2 – S. Barnes St. (Bond to Kipp): (Note milling will occur in mid-May) Anticipated to start late summer. Includes road work.</p>
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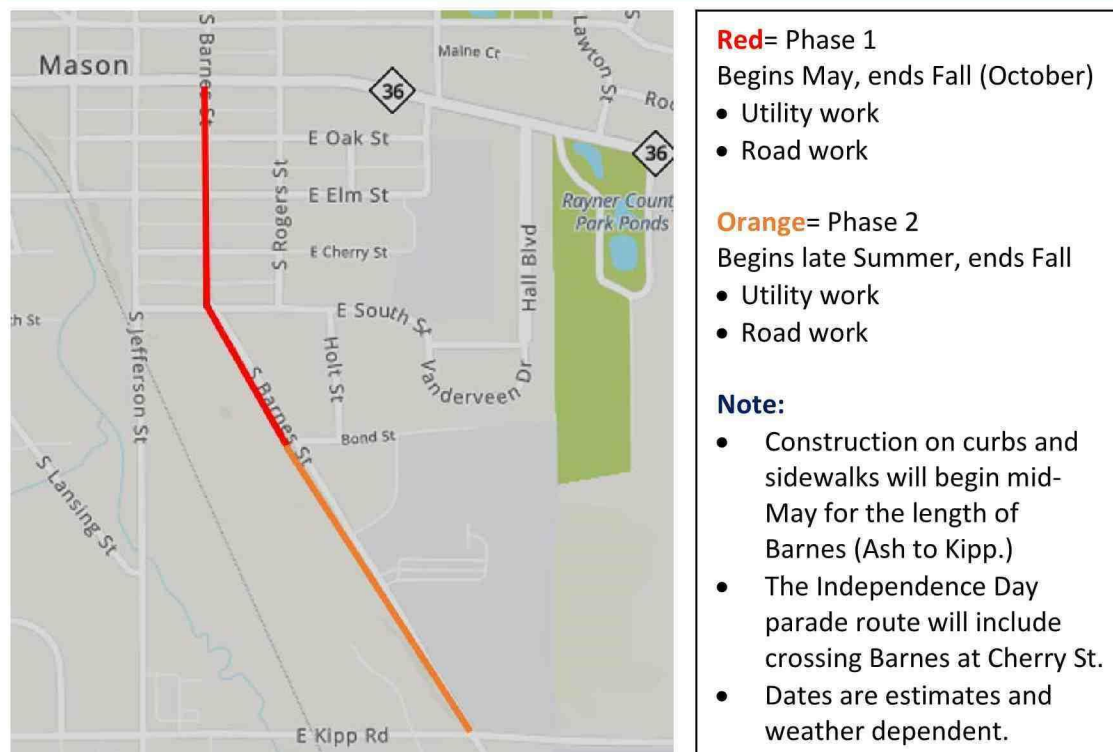
IMPORTANT: If you have a desire to have additional work on private property performed (at your own expense), like having a wider driveway approach, replace a water or sewer lead on your private property, etc., please contact the City to obtain a list of approved contractors that can work in coordination with our contractor during this construction time. There may be cost savings to coordinate the project at this time. Please contact us today without delay! Customer Service may be reached at 517-676-9155, info@mason.mi.us, or visit City Hall at 201 W. Ash St., M-F 8:30am – 4:30pm.

What to Expect During Construction

	Work Hours: Work will take place from 7:00am to 7:00pm Monday – Saturday. Please note that work may extend past 7:00pm in special circumstances. Work will not take place on Holidays.
	Noise: You may experience intermittent noise and vibration during construction. We will do our best to keep the inconvenience of construction including noise and dust to a minimum.
	Road and Sidewalk: To complete the work in a safe manner, there will be road and sidewalk closures within the construction work area. Access for emergency vehicles will be maintained. <i>Residents that require accommodation must contact Customer Service to arrange for access during the construction period (contact information is found below under resources).</i>
	Property Access: Access on your property by the contractor is not anticipated to be needed. If access is required in special circumstances, you will be contacted directly by the contractor to arrange for that access. At times, the City may be working within the right of way.
	Mobility Access: If you or any household member has mobility provisions that need to be taken into consideration, please let us know in advance so we can make accommodations to minimize the impact.
	Water Service: There may be a water main shut-off for a portion of this work. Most disruptions take no more than 6 to 8 hours. A notice will be distributed 24-hours prior to the water shut-off unless an emergency occurs.
	Private Sprinkler Systems: Owners with sprinkler systems located within the right of way must have the sprinkler heads and lines marked by the homeowner, prior to the start of construction. Sprinkler systems that are not marked at the time of construction and are damaged during construction will not be repaired by the contractor. The repair or replacement of damaged unmarked sprinkler systems will be the responsibility of the property owner.

	Private Water Service Lines: During the course of construction, if you haven't already been inspected the City will be confirming that lead is not present. If lead is discovered, the City will also be replacing those water service lines as required by state law. Letters will be sent to residents directly in the next few weeks regarding this process, if you are impacted.
	Recycling and Waste Removal: Please follow your normal routine. If required, your recycling and waste bins will be moved to an appropriate location for pick-up and returned to your home following pick-up. <i>Please ensure that you label your bins with your address.</i>
	Street Parking: Parking in the active work zone is not permitted due to space requirement for construction equipment and materials. Please be sure to park your vehicle off the road and away from the work area. Please be neighborly and allow others to share your driveway if needed.
	School Bus Pick-up/Drop-off/Routes: The City will be working with the Mason Public Schools to ensure changes to routes and pick-up/drop-off locations are communicated.
	Restoration: The construction work area will be restored with topsoil and seed and/or asphalt where required. This may not occur until the following season depending on weather conditions and will require the property owner to water the area for best results.
Thank you!	Thank you for your patience and understanding! Building and maintaining a great city takes time. We hope you believe that better infrastructure for Mason is worth the inconvenience.

Map of Work Area



Resources / Contacts

If you have questions about the upcoming work or have any issues during construction, please contact us.

Customer Service:	517.676.9155 or info@mason.mi.us
Website:	www.mason.mi.us