



ELECTION COMMISSION AGENDA – October 7, 2022

Mason City Hall, 201 W. Ash Street, Mason MI
Oak Room/Sycamore Room 1st Floor, 11:15 a.m.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT**
4. **APPROVAL OF MINUTES – June 28, 2022**
5. **UNFINISHED BUSINESS**
None
6. **NEW BUSINESS**
 - A. Motion to Establish Absent Voter Counting Board (AVCB) for the November 8, 2022, General Election and to open the AVCB at 9:00 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 November 8, 2022, General Election and to allow the clerk to make staffing changes if needed.
 - C. Motion to appoint Receiving Board Election Inspectors as presented for the November 8, 2022, General Election and to allow the clerk to make staffing changes if needed.
 - D. Public Accuracy Test of the Electronic Equipment being used at the November 8, 2022, Primary Election – 11:30 a.m. (Sycamore Room)
7. **LAISON REPORT**
 - A. City Manager’s Report (9/30/2022)
8. **ADJOURNMENT**

**CITY OF MASON
ELECTION COMMISSION MEETING
MINUTES OF JUNE 28, 2022**

Jarvis called the meeting to order at 4:15 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: Mayor Russell Whipple

PUBLIC COMMENT

None

APPROVAL OF MINUTES: October 7, 2021

MOTION by Gillies, second by Jarvis
to approve the October 7, 2021 Minutes with correction to the start time.

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

UNFINISHED BUSINESS

None

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 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 August 2, 2022, Primary Election and to open the AVCB at 7:30 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) Whipple

B. Motion to appoint Election Inspectors as presented for the August 2, 2022, Primary 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 August 2, 2022, Primary Election and the allow the clerk to make staffing changes if needed.

Yes (2) Gillies, Jarvis

No (0)

Absent (1) Whipple

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.

MOTION by Gillies, second by Jarvis

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.

Yes (2) Gillies, Jarvis

No (0)

Absent (1) Whipple

D. Public Accuracy Test

The Election Source in conjunction with the City of Mason Election Commission conducted the Public Accuracy test for August 2, 2022, Primary Election

LIASON REPORT

A. City Manager's Report (5/16/2022)

ADJOURNMENT

The Meeting adjourned at 4:59 p.m.

Sarah J. Jarvis, City Clerk

ELECTION INSPECTORS NOVEMBER 8, 2022 – GENERAL ELECTION – AT THE POLLS

<u>Precinct 1</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Co-Chair – EPB Trained:	Christa Paul	Republican	5:45 AM – Close of Polls
Co-Chair – EPB Trained:	Amy Neville	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Lexie Caldwell	Republican	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Krista Fuerst	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Calvin Lounds	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Paula Krauss	Republican	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Roberta Gubbins	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Tory Jackson	Democrat	5:45 AM – Close of Polls
Election Inspector	Linda Schepis	Democrat	5:45 AM – Close of Polls

<u>Precinct 2</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Co-Chair – EPB Trained:	Angela Madden	Republican	5:45 AM - Close of Polls
Co-Chair – EPB Trained:	Micah Fuerst	Democrat	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Walter Lucken	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Patrick Neville	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Ian Gray	Democrat	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Steven Krauss	Republican	5:45 AM – Close of Polls
Election Inspector – EPB Trained	William Pinches	Democrat	5:45 AM – Close of Polls
Election Inspector	Marlene Ammerman	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
Co-Chair – Shadow	Cindy Wilson	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Theresa (Tess) Layman	Republican	5:45 AM - Close of Polls
Election Inspector – EPB Trained	David Hart	Libertarian	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Mary Jo Lounds	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Sharon Morgan	Democrat	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	Cindy Wilson	Republican	8:00 p.m. – Finished
Receiving Board	Tory Jackson	Democrat	8:00 p.m. – Finished
Receiving Board	Dana Martin	Republican	8:00 p.m. – Finished
Receiving Board	Kerry Neville-Palmateer	Democrat	8:00 p.m. – Finished
	Backup: Walter Lucken	Republican	8:00 p.m. – Finished

AVCB ELECTION INSPECTORS NOVEMBER 8, 2022 – GENERAL ELECTION

<u>Position</u>	<u>Name</u>	<u>Party Affiliation</u>	<u>Hours</u>
Chair:	JC Christman	Democrat	9:00 a.m. - Complete
Co-Chair	Wanda Stiles	Republican	9:00 a.m. - Complete
AVCB Inspector	Daun Ketcheson	Democrat	9:00 a.m. - Complete
AVCB Inspector	Janice Randolph	Democrat	9:00 a.m. - Complete
AVCB Inspector	Donna Kmiecek	Democrat	9:00 a.m. - Complete
AVCB Inspector	Theresa Hall	Republican	9:00 a.m. - Complete
AVCB Inspector	Shirley Wilcox	Republican	9:00 a.m. - Complete
AVCB Inspector	Gary Evans	Democrat	9:00 a.m. - Complete
AVCB Inspector	Lori Coe	Republican	9:00 a.m. - Complete
AVCB Inspector	Jill Lapham	Democrat	9:00 a.m. - Complete
AVCB Inspector	Doug Klein	Democrat	9:00 a.m. - Complete
AVCB Inspector	John Nakfoor	Republican	9:00 a.m. - Complete
AVCB Inspector	Holly Taylor	Working Class	9:00 a.m. - Complete
AVCB Inspector	Beata Gailitis	Democrat	9:00 a.m. - Complete



City Manager's Report: September 30, 2022

OPERATIONS

- **Emergency Medical Services (Lansing Mason Service Area):** Staff executed an agreement with Medical Response Ambulance Service beginning October 1, 2022. The initial term is until December 31, 2023 and requires a 180 days' notice to terminate on or after that date. Service started on September 30th with Lansing Mason staff to ensure the transition was smooth for our residents. Other jurisdictions that participated and made this possible included Aurelius Township, City of Leslie, Leslie Township, Onodaga Township and Vevay Township. Alaedon Township, Village of Dansville, and Ingham Township are still evaluating providers.
- **Union Negotiations** with Technical, Professional, and Office workers Association of Michigan (TPOAM) reached a tentative agreement on September 30, 2022. City Council will authorize any final contract proposal if the union member votes to support the agreement.
- The City of Mason was informed by the Bureau of Justice Assistance (BJA) that we will receive an award of \$1,750 as part of the Patrick Leahy Bulletproof Vest Partnership. This will cover the cost of five vests.
- **Training:** On September 13, 2022, Officer Thompson attended a Glock Armorer's Course at Lansing Police Department. On September 27, 2022, Stella Emens, Sgt. Budd, and Sgt. Fairbotham attended the Statewide Records Management System Conference.
- **Staffing Updates:** Current Open Positions (6)
 - NEW HIRES:
 - Kathryn Schinkel was hired as a Temporary Election Assistant effective September 28, 2022
 - APPLICANTS:
 - Part-Time Administrative Assistant – Community Development (1) – Offer has been made and accepted and pre-employment screenings are taking place.
 - Part-Time Custodian (1) – Offer has been made and accepted and pre-employment screenings are taking place
 - Full-Time Laborer (2) – Applications are under review and first round interviews to take place soon.
 - OPEN, EXTERNALLY:
 - Seasonal Part-time Crossing Guard (1) - Open until filled.
- **Traffic Updates:**
 - S. Barnes St. and Kipp intersection- Reopened due to the commencement of school. Evaluation is continuing. **Status is open.**

LARGE CITY PROJECTS

FY 2021-2022			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023	
2021-U1	WTP- High-Pressure Pump VFD	Supply Chain Issues: anticipated January 2023	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Waiting for Consumers work to be completed	
2020-P6, P8, P12, P13, P14	Plan/ Design-Rayner Park, Lee Austin Park, Bond Park, Griffin Park, Hayes Park	In progress, anticipated drafts to Council delayed to October due to priority shift to finding ambulance provider.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2018-B23	Planning: Master Plan/Zoning Update	Staff anticipates that the draft master plan being delayed to October due to priority shift due to staffing constraints.	

FY 2022-2023

Project	Project Name/Description	Status	Completed	
STREETS, SIDEWALKS, SIGNALS(S)				
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	All lead water service lines have been replaced, anticipated completion of paving by end of October.		
2019-S1	Walnut Ct. – Columbia to Ash	Moved to Next FY by Council Action	MOVED	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2018-U39	Well No. 9 (Temple St.) Rebuild	Well No. 8 has become a higher priority, staff evaluating a change in well rebuild.		
2022-U1	Headworks Huber Screen	Anticipated 2 nd quarter of FY 22-23		
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P11	Rayner Park- Phase 1 Construction	City Council considering executing Project Agreement, Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P1	Columbia Street Bridge: Non-Motorized Connection	County Approved Grant as a Late Award, Awaiting Grant Documents, Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P15	Jefferson Trailhead/ Cemetery/ Community Garden	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P17	Non-motorized Program: Southeast Quadrant of the City	Anticipate Bidding 3 rd quarter of FY 22-23		
2020-P1	Maple Grove Cemetery: Columbarium (3)	Anticipate Bidding 3 rd quarter of FY 22-23		
MOTOR VEHICLE POOL (MVP)				
2017-MVP22	Vehicle No. 83	Police	Approved by Council	
2017-MVP18a	Vehicle No. 24	Dump/Plow Truck	Being considered by Council	
2022-MVP1		Concrete Grinder	Completed	September
2022-MVP2	Trailer No. 53	Public Works	Under Council threshold on quotes, anticipate receiving in October	
2022-MVP3	Trailer No. 55	Public Works	Completed	September
2022-MVP4	Mower Attach No. 39	Public Works	Completed	September
BUILDING, PROPERTY, EQUIPMENT (B)				
2018-B14	Fire: Rehab 815 Replacement	Anticipate 2 nd quarter of FY 22-23		
2020-B4a	DPW: Facility Design	Staff finalizing concepts, Anticipate bidding 2 nd quarter of FY 22-23		
2017-B5b	Building: Library Phase 1, Part 1	Staff reviewing estimates from contractor, amending scope of SHPO grant for essential items, and awaiting grant consideration from MEDC to fill gap (anticipate announcement Sept)		
2017-B10	Fire: Furnace/AC, Office & Training Area	Anticipate 3 rd quarter of FY 22-23		
2018-B15	Fire: Sprinkler System in Truck Bay	Anticipate 3 rd quarter of FY 22-23		
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate 3 rd quarter of FY 22-23		
2018-B25	Police: In-Car Digital Recording System	Anticipate 3 rd quarter of FY 22-23		
2018-B23a	Cedar/127 Corridor Sub-area Plan	Anticipate 4 th quarter of FY 22-23		
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	Underway through County grant, met with consultants to confirm outstanding items.		

2019-B2b	City Hall Renovations: Phase 1 /Carpet	Anticipate Bidding 2 nd quarter of FY 22-23	
2020-B4b	Public Works: Facility Construction	Anticipate Bidding 3 rd quarter of FY 22-23	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	Anticipate 2 nd quarter of FY 22-23	

ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)

Project Name	Status
PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
CorrChoice, 700 Eden Rd Preliminary and Final Site Plan PENDING	Mallory Building Contractors, LLC, on behalf of CorrChoice, has requested concurrent approval of a preliminary and final site plan for the addition of an 800 s.f. air compressor room on property located at 700 Eden Rd, parcel 33-19-10-16-400-026. The Planning Commission will consider approval at a Special Meeting on October 25, 2022 at 6:30 p.m.
Reinstatement of Short-term Rentals in the C1 Central Business District PENDING	Consideration to reinstate Ch 1, Sec. 1-2; Ch 94 Section 94-141(D); and Ch 94, Section 192 allowing Short-term Rentals in the C1 Central Business District will take place at City Council meetings October 17 and November 7 (Introduction, First, and Second Readings) and the Planning Commission will conduct a public hearing at a Special Meeting on October 25, 2022 at 6:30 p.m.