



ELECTION COMMISSION AGENDA – February 5, 2024

Mason City Hall, 201 W. Ash Street, Mason MI
Oak Room/Maple Room 1st Floor and 2nd Floor, 4:30 p.m.

1. OATH OF OFFICE

2. CALL TO ORDER

3. ROLL CALL

4. PUBLIC COMMENT

5. APPROVAL OF MINUTES – October 7, 2022

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

- A. Motion to Establish Absent Voter Counting Board (AVCB) for the February 27, 2024, Presidential Primary Election, and to open the AVCB on Monday, February 26, 2024, at 10:00 a.m. – 3:00 p.m. for pre-processing and on Tuesday, February 27, 2024, at 12:00 p.m. (noon) until completion, 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 February 27, 2024, Presidential 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 February 27, 2024, Presidential Primary Election and to allow the clerk to make staffing changes if needed.
- D. Public Accuracy Test of the Electronic Equipment being used during Early Voting Site February 17 – 25, 2024. and at the February 27, 2024, Presidential Primary Election – 5:00 p.m. (Maple Room)

8. LAISON REPORT

- A. City Manager's Report (01/12/2024)

9. ADJOURNMENT

**CITY OF MASON
ELECTION COMMISSION MEETING
MINUTES OF OCTOBER 7, 2022**

Jarvis called the meeting to order at 11:15 A.m. in the Oak Room and Sycamore Rooms at 201 W. Ash Street, Mason, Michigan.

Present: Mayor Russell Whipple
Caitlin Gillies, (City Attorney's Appointed Representative)
Sarah Jarvis, City Clerk
Jean Spink – Deputy Clerk

Absent: None

PUBLIC COMMENT

None

APPROVAL OF MINUTES: June 28, 2022 – Election Commission Minutes

MOTION by Gillies, second by Whipple
to approve the June 28, 2022, Election Commission Minutes

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

None

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

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

MOTION APPROVED UNANIMOUSLY

- B. Motion to appoint Election Inspectors as presented for the November 8, 2022, General Election and allow the clerk to make staffing changes if needed.

MOTION by Whipple, second by Gillies
to appoint Election Inspectors as presented for the November 8, 2022, General Election and the allow the clerk to make staffing changes if needed.

MOTION APPROVED UNANIMOUSLY

- 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.

MOTION by Whipple, second by Gillies
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.

MOTION APPROVED UNANIMOUSLY

D. Public Accuracy Test

The Election Source in conjunction with the City of Mason Election Commission conducted the
Public Accuracy test for November 8, 2022, General Election

LIASON REPORT

A. City Manager's Report (09/30/2022)

ADJOURNMENT

The Meeting adjourned at 12:30 p.m.

Sarah J. Jarvis, City Clerk

Early Voting Schedule - February 27, 2024 - Presidential Primary

Position	Saturday - 2-17-2024	Sunday, 2-18-2024	Monday - 2-19-2024	Tuesday, 2-20-2024	Wednesday 2-21-2024	Thursday, 2-22-2024	Friday, 2-23-2024	Saturday 2-24-2024	Sunday, 2-25-2024
Chairperson	Don Kill - R	Micah Fuerst - D	Amy Neville - D	Cindy Wilson - R	Cindy Wilson - R	Amy Neville - D	Cindy Wilson - R	Micah Fuerst - D	Amy Neville - D
Worker	Judy Bell - D	Holly Taylor - L	Robin Cook - R	John Nakfoor - R	Ian Gray - D	John Nakfoor - R	Shirley Wilcox - R	Christa Paul - R	Ian Gray - D
Worker	Christa Paul - R	Cindy Wilson - R	Lexie Caldwell - R	Patrick Neville - D	Doug Klein - D	Robin Cook - R	Bill Pinches - D	Patrick Neville - D	Holly Taylor - L
Worker	Valerie Getter - D	Paulette George -R	Julieanne Tobin - D	Garald Evans - D	Valerie Getter - D	Mary Jo Lounds - D	Amy Neville - D	Valerie Getter - D	John Nakfoor - R
Worker	Doug Klein - D	Calvin Lounds - D	Diane Hall - R	Ian Gray - D	Beth Smith - R	Ian Gray - D	Gerald Evans - D	Calvin Lounds - D	Doug Klein - D
Worker	Patrick Neville - D	Brenda Finch -D						Diane Hall - R	Judy Bell - D

ELECTION INSPECTORS FEBRUARY 27, 2024 – PRESIDENTIAL PRIMARY ELECTION IN THE POLLS

Precinct 1

<u>Precinct 1</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Co-Chair – EPB Trained:	Don Kill	Republican	5:45 AM – Close of Polls
Co-Chair:	Valerie Getter	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Lexie Caldwell	Republican	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Calvin Lounds	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Amy Neville	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Holly Taylor	Libertarian	5:45 AM – Close of Polls
Alternate:			
Election Inspector – EPB Trained	Bill Pinches	Democrat	5:45 AM – Close of Polls

Precinct 2

<u>Precinct 2</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Co-Chair – EPB Trained:	Cindy Wilson	Republican	5:45 AM - Close of Polls
Co-Chair – EPB Trained:	Micah Fuerst	Democrat	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Mary Jo Lounds	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Ian Gray	Democrat	5:45 AM - Close of Polls
Election Inspector – EPB Trained	Patrick Neville	Democrat	5:45 AM – Close of Polls
Election Inspector – EPB Trained	Ryan Madden	Republican	5:45 AM – Close of Polls

Receiving Board

<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	Emily Powless	Republican	8:00 p.m. - Finished
Receiving Board	Dana Martin	Republican	8:00 p.m. – Finished
Receiving Board	Judy Bell	Democrat	8:00 p.m. – Finished

Early Voting Close Out Team

<u>Early Voting Close Out Team</u>	<u>Name</u>	<u>Political Party</u>	<u>Hours</u>
Early Voting Close Out Team	Amy Neville	Democrat	8:00 PM – Finished
Early Voting Close Out Team	Ryan Madden	Republican	8:00 PM – Finished

AVCB ELECTION INSPECTORS FEBRUARY 27, 2024 – PRESIDENTIAL PRIMARY

Monday – February 26, 2024 – 10:00 a.m. – 3:00 p.m.

<u>Position</u>	<u>Name</u>	<u>Party Affiliation</u>
Chair:	JC Christman	Democrat
Co-Chair	Wanda Stiles	Republican
AVCB Inspector	Daun Ketcheson	Democrat
AVCB Inspector	Roy Ketcheson	Democrat
AVCB Inspector	Donna Kmiecek	Democrat
AVCB Inspector	Shirley Wilcox	Republican
AVCB Inspector	John Nakfoor	Republican
AVCB Inspector	Beata Gailitis	Democrat
AVCB Inspector	Doug Klein	Democrat

Tuesday– February 27, 2024 – 12:00 p.m. – FINISHED

<u>Position</u>	<u>Name</u>	<u>Party Affiliation</u>
Chair:	JC Christman	Democrat
Co-Chair	Wanda Stiles	Republican
AVCB Inspector	Daun Ketcheson	Democrat
AVCB Inspector	Roy Ketcheson	Democrat
AVCB Inspector	Donna Kmiecek	Democrat
AVCB Inspector	Shirley Wilcox	Republican
AVCB Inspector	John Nakfoor	Republican
AVCB Inspector	Theresa Hall	Republican
AVCB Inspector	Garold Evans	Democrat



City Manager's Report: January 12, 2024

IMPORTANT DATES

- Thursday, January 18, 2024, absentee ballots for the February 27, 2024, Presidential Primary will be mailed.
- Monday, February 5, 2024, 6:30 PM – Joint City of Mason & Mason Public Schools Recognition Ceremony, Sycamore Room, City Hall
- Monday, February 12, 2024, 6:00 PM – Joint City Council & Planning Commission CIP Workshop, Sycamore Room, City Hall
- Saturday, February 17-25, 2024, various times- Early voting available for Presidential Primary.
- Tuesday, February 27, 2024, Election Day for the Presidential Primary.
- Monday, April 8, 2024, 6:30 PM- City Council Budget, Maple Room, City Hall
- Tuesday, April 23, 2024, 4:00 PM- Deadline to file City Council filing packets for 2024 election. They are available now for pick up from the City Clerk.

OPERATIONS

General:

- Staff met with the Ingham County Drain Commission to get updated on the projects planned for Franklin Farms and Rayner Park. Franklin Farms is ready to bid and expected to take place this summer. The City will be notified throughout the process regarding the assessment. While there is not a timeline for Rayner Park, they hope to start in Fall of 2024.
- Staff met with Ingham County GIS staff to determine if there may be a partnership opportunity in preparation of next year's GIS project. Currently, they are able to be a resource for the RFP process but do not have the capacity to assist on a contract basis.
- Manager Stuart represented the City in a promotional video for MDOT regarding their projects in 2023 featuring the Columbia Street Bridge and 127 project. It has been released; the link to view is: <https://youtu.be/VtBbkdKICbc>

Community Outreach:

- The Mason Police Department donated \$540 to the Mason Food Bank for No Shave November and December.

Personnel:

- **Staffing Updates**

RESIGNATIONS

- Cindy Wilson, part-time Administrative Assistant, resigning effective January 17, 2024.

OPEN POSITIONS - 5

- Election Assistant (1): Position has been offered and pre-employment screenings are being conducted.
- Laborer (1) – Posted externally and closed January 26, 2024.
- Utility Operator (1) – Closed externally January 9, 2024, and interviews will be scheduled soon.
- Administrative Assistant – DPW – Part-Time (1) – Posting under review.
- Seasonal Part-time Crossing Guard (1) - open until filled.

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Removed after one notice of complete.

FY 2023-2024				
Project	Project Name/Description		Status	Completed
STREETS, BRIDGES, SIGNALS(S)				
2017-S16	Maple Street Bridge: Replacement		3Q project (rebidding), considering moving back to coordinate with Maple Street work under the recommendation of DDA.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2019-U3b	WWTP Plant Construction		Pay Application 1 for \$2,108,440.80 has been submitted.	
2022-U1	WWTP Headworks Huber Screen		3Q Project for Feb bid.	
2023-U4	South Water Tower Chlorine Analyzer		Complete	December
2023-U40	WWTP: Curtis Street Lift Station Replacement		Curtis Street Lift station is having new failures that will require two pumps to be replaced. These were part of the original proposal that the County agreed to pay.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding		4Q Project may delay further due to available grant funding.	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Council to consider adoption at their January 15, 2024 meeting.	
2020-P9	DDA: Downtown Wayfinding Signage		DDA established a sub-committee that is meeting to prepare RFP.	
2020-P11	Rayner Park- Phase 1 Construction		Site plan and play equipment options are available for review - here . Documents are being prepared for winter bidding to be submitted for DNR approval. Staff is working on board removal process for community.	
2020-P15	Jefferson Trailhead/ Comm Garden		Under construction, due to supply chain issues, project is requiring an extension to March.	
2020-P21	Hayes Park: Capital Improvements		3Q Project, will request Council prioritization at their January 15, 2024 meeting	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement		Awarded, Spring installation.	
MOTOR VEHICLE POOL (MVP)				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order in Feb.	
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered	
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by Feb.	

BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5b	Building: Library Phase 1, Part 1	Interior work expected to be finished by March. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for a grant to fill the gap and CADL is launching a local fundraising campaign. Meeting with MEDC for potential crowd funding grant opportunity. Council is considering authorizing grant application at January 15, 2024 meeting.	
2018-B23	Planning: Master Plan/Zoning Update	Zoning updates are in progress, Zoning Ordinance Review Committee mtg is meeting monthly, but hasn't scheduled their Jan meeting.	
2018-B23a	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by February	
2019-B2b	City Hall Renovations: Phase 1 /Carpet	3Q Project	
2019-B8	Police: Car Port (7-Car Unit)	3Q Project	
2020-B4	DPW: Facility Design Build	Staff is meeting in Jan with bond experts and MPS to discuss recommended structure and agreements	
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
2023-B1	City Hall: HVAC Controls Replacement	In progress	
2023-B4	Planning: Public Participation Plan & Communication Strategy	3Q Project	

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

None.