



DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, March 4, 2020

Mason City Hall, Sycamore Room, 10:00 A.M.

201 West Ash Street, Mason MI

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. CONSENT CALENDAR**
 - A. Approval of Minutes of Regular DDA Meeting, February 5, 2020
 - B. Approval of Finance Reports, February 29, 2020
- 5. UNFINISHED BUSINESS**
 - A. Event Updates
- 6. NEW BUSINESS**
 - A. Approval of DDA Budget for FY 2020-2021(to be provided in advance of meeting)
- 7. LIAISON REPORT (City Manager's Report, 2.28.20)**
- 8. ADJOURN**

**CITY OF MASON
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – February 5, 2020**

CALL TO ORDER

The meeting was called to order at 10:02 a.m. in the Sycamore Room at 201 W. Ash Street, Mason, Michigan.

Present: Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

Absent: Gaylord, Rasdale

Also Present: Deborah S. Stuart, City Manager

ELECTION OF LEADERSHIP

A. Chairperson

MOTION by Robinson to elect Thackery as the DDA Chairperson

Yes (7) Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

No (0)

Absent (2) Gaylord, Rasdale

MOTION APPROVED

B. Vice-Chairperson

MOTION by Wren to elect Patterson as the DDA Vice-Chairperson

Yes (7) Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

No (0)

Absent (2) Gaylord, Rasdale

MOTION APPROVED

PUBLIC COMMENT

None.

CONSENT CALENDAR

MOTION by Whipple, second by Rhodes,
to approve the Consent Calendar as follows:

A. Approval of Minutes of Regular DDA Meeting, December 11, 2019

B. Approval of Finance Reports, January 31, 2020

Yes (7) Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

No (0)

Absent (2) Gaylord, Rasdale

MOTION APPROVED

UNFINISHED BUSINESS

- A. Adoption of Sponsorship Program Community Events Sponsorship Program

MOTION by Whipple, second by Patterson,
to approve the Adoption of Community Events Sponsorship Program

Yes (7) Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

No (0)

Absent (2) Gaylord, Rasdale

MOTION APPROVED

NEW BUSINESS

- A. Discussion: Projects in Capital Improvement Program and Parks/ Recreation Plan that Impact the DDA (documents to be provided after 2/3/20 City Council meeting)

City Manager Stuart gave overview of CIP and Park Plan. DDA suggested that the tree replacement for downtown be added next year to the CIP document.

- B. Consider Recommendation by the Façade Review Committee Regarding 117 and 119 E Maple Street (documents to be provided at meeting, due to Committee meeting on 2/4/20)

MOTION by Whipple, second by Wren,
to approve of the grant as recommended by the Façade Review Committee with noted contingencies

Yes (7) Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

No (0)

Absent (2) Gaylord, Rasdale

MOTION APPROVED

- C. Discussion: Upcoming Events, including the Chocolate Walk

Board members gave update on Chocolate Walk

MOTION by Forsberg, second by Whipple,
to allocate \$750 for bags, chocolates, posters, and advertising of the event

Yes (7) Forsberg, Patterson, Rhodes, Robinson, Thackery, Whipple, Wren

No (0)

Absent (2) Gaylord, Rasdale

MOTION APPROVED

LIAISON REPORT

- A. City Manager's Report 1.31.20

ADJOURN

The meeting adjourned at 11:14 a.m.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.00-001.000	CASH STATEMENT SAVINGS	212,310.97
248-000.00-003.000	CASH CERTIFICATES OF DEPOSIT	20,038.11
248-000.00-020.001	DUE FROM CURRENT TAX-REAL	7,898.30
248-000.00-025.002	DELINQUENT PERS. PROP 2017	295.55
248-000.00-025.003	DELINQUENT PERS. PROP. 2016	209.75
248-000.00-025.004	DELINQUENT PERS. PROP. 2015	1,813.86
248-000.00-025.005	DELINQUENT PERS. PROP. 2014	73.27
Total Assets		242,639.81
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.00-390.000	FUND BALANCE - UNDESIGNATED	162,912.11
Total Fund Balance		162,912.11
Beginning Fund Balance		162,912.11
Net of Revenues VS Expenditures		79,727.70
Ending Fund Balance		242,639.81
Total Liabilities And Fund Balance		242,639.81

User: EB

DB: Mason City

PERIOD ENDING 02/29/2020

ACCOUNT DESCRIPTION	2019-20	2019-20	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BGD USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 02/29/20 INCR (DECR)	02/29/2020 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
403.000 CURRENT PROPERTY TAX	86,935.00	86,935.00	0.00	87,988.22	(1,053.22)	101.21
573.000 LOCAL COMMUNITY STABILIZATION SHARE A:	5,000.00	5,000.00	0.00	10,617.10	(5,617.10)	212.34
664.000 INVESTMENT INCOME - INTEREST	500.00	500.00	0.00	999.77	(499.77)	199.95
730.000 POSTAGE	100.00	100.00	0.00	41.00	59.00	41.00
757.000 OPERATING SUPPLIES	500.00	500.00	0.00	53.50	446.50	10.70
807.000 AUDIT FEES	800.00	800.00	0.00	800.00	0.00	100.00
818.000 CONTRACT SERVICES	25.00	25.00	0.00	0.00	25.00	0.00
818.010 DOWNTOWN STREETScape	20,000.00	20,000.00	0.00	13,000.00	7,000.00	65.00
880.000 COMMUNITY PROMOTION	8,000.00	8,000.00	0.00	5,000.00	3,000.00	62.50
955.000 FACADE GRANT PROGRAM	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
956.000 MISC. EXPENSES	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00
963.011 PRIOR YEAR TAX/MTT/BOR	0.00	0.00	982.89	982.89	(982.89)	100.00
FUND TOTALS						
TOTAL REVENUES	92,435.00	92,435.00	0.00	99,605.09	(7,170.09)	107.76
TOTAL EXPENDITURES	107,425.00	107,425.00	982.89	19,877.39	87,547.61	18.50
NET OF REVENUES & EXPENDITURES	(14,990.00)	(14,990.00)	(982.89)	79,727.70	(94,717.70)	531.87

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2020			248-000.00-730.000 POSTAGE		BEG. BALANCE		41.00
02/29/2020			248-000.00-730.000	END BALANCE	0.00	0.00	41.00
01/01/2020			248-000.00-757.000 OPERATING SUPPLIES		BEG. BALANCE		53.50
02/29/2020			248-000.00-757.000	END BALANCE	0.00	0.00	53.50
01/01/2020			248-000.00-807.000 AUDIT FEES		BEG. BALANCE		800.00
02/29/2020			248-000.00-807.000	END BALANCE	0.00	0.00	800.00
01/01/2020			248-000.00-818.010 DOWNTOWN STREETScape		BEG. BALANCE		13,000.00
02/29/2020			248-000.00-818.010	END BALANCE	0.00	0.00	13,000.00
01/01/2020			248-000.00-880.000 COMMUNITY PROMOTION		BEG. BALANCE		5,000.00
02/29/2020			248-000.00-880.000	END BALANCE	0.00	0.00	5,000.00
01/01/2020			248-000.00-963.011 PRIOR YEAR TAX/MTT/BOR		BEG. BALANCE		0.00
02/03/2020	GJ	JE	2006 DELQ PPT WRITE-OFF	21351	549.77		549.77
02/03/2020	GJ	JE	2007 DELQ PPT WRITE-OFF	21351	420.39		970.16
02/03/2020	GJ	JE	2012 DELQ PPT WRITE-OFF	21351	0.80		970.96
02/03/2020	GJ	JE	2013 DELQ PPT WRITE-OFF	21351	11.93		982.89
02/29/2020			248-000.00-963.011	END BALANCE	982.89	0.00	982.89



City Manager's Report: February 28, 2020

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

Project Name	Status
LAND DIVISIONS/COMBINATIONS	
Coppersmith Drive (formerly Enclave at Rayner Ponds) PENDING	Staff is administratively processing a land division request by Giguere Realty and Development to create five (5) buildable lots approximately 1-acre each and one remaining 8.60-acre parcel with frontage along Coppersmith Drive, an existing public roadway.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
110 W. Oak – Mason Energy Group ACTIVE	Building permit active for siding, fascia, and soffit work.
210 State St. – My Smart Homes COMPLETED	Certificate of Occupancy has been issued for the new owner and the permit has been finalized.
213 N. East St. – ServiceMaster ACTIVE	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
205 S. Cedar - DSN PENDING	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
118 W. Oak St. PENDING	Two permits pending for this address. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
652 Hull Rd- New Goodwill ACTIVE	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
801 N. Cedar St.- City Limits ACTIVE	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
402 S. Jefferson (former Baja Grill) ACTIVE	Building permit is active for interior and exterior renovations.
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. <i>Parking updates have been delayed until spring.</i>
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. Remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.
BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Hall Blvd. ACTIVE	Building permit is active for reconstruction of residence.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb's Inn ACTIVE	Building permit is active for reconstruction after fire.

ZONING BOARD OF APPEALS

513-515 W. South St.
PENDING

Crockett Law Offices filed a petition for a variance from the City ordinances Chapter 94 Article X, Chapter 100 Tables 1, 2 related to a non-conforming structure, non-conforming uses and dimensional requirements, parking in the front yard and deed restrictions on property located at 513 - 515 W. South St. A public hearing was held on Wednesday, February 12, 2020 at City Hall. The ZBA issued a denial for the variances based on there being no practical difficulty related to a unique physical feature of the land and the denial does not render the property to be unusable.

OPERATIONS AND COMMUNITY RELATIONS

- **Budget Workshop Reminder: Saturday, March 28, 2020 at 9:00 am.**
- An open house to share information on the 2020 Street Construction will be held on March 17, 2020 from 4:00 pm to 6:00 pm in the Sycamore Room at City Hall. Attached is the construction notice that is being sent to directly impacted property owners.
- Officer Flores, who is assigned to Investigations, Basic Investigator School hosted by the Michigan State Police.
- The Park Study came in under the contracted budget, so staff has asked the consultant to complete the signage specifications, anticipated to be completed next fiscal year, as part of their existing contract. No contract or budget amendment is required.
- ISO's rating system goes from a one to a ten, with a one being the highest rating a fire department could achieve. In our most recent ISO evaluation, the Fire Department's ISO rating has decreased from a four to a three. In addition, within five miles of the fire station the rating has dropped from a 6 to a five. Both of these ratings are effective March 1, 2020. Please see the attached press release.

For comparison, an ISO rating of a three is the same rating provided to Meridian Township and Lansing Township. East Lansing and Eaton Rapids currently hold an ISO rating of a four. St. Johns on the other hand has an ISO rating of a five. Only 17 fire departments out of a total 1,538 evaluated in the State of Michigan have achieved lower than a class 3. For citizens of Mason that live within the City, with the new rating they can anticipate approximately a \$30.00 dollar reduction on their home insurance annually. For citizens that live outside of the City but within five miles of the fire department they can anticipate an annual \$15.00 dollar reduction on their home insurance.

Staffing Updates:

- Open Positions: Laborer – interviews will be conducted soon; Assistant City Manager/DPW Director – interviews are being conducted; Reserve Officer- started training on February 24; Crossing Guard, substitute seasonal- open until filled.

Traffic Updates:

- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students
Officers assigned to targeted enforcement. Staff has partnered with Sycamore Village Management to add a conspicuous school bus warning sign for W/B traffic to notify drivers of the bus stop. Received sign & will be installed.
- Maple Street between Columbia Street and Steele Street -Speed Complaint.
This concern is related to the Mason Middle School drop-off and pick-up times in the AM and PM. Officers assigned to targeted enforcement; speed trailer will be placed in the area when available, after winter.
- W. Ash between Kiwanis Drive and Cedar St. – Traffic Flow Complaint
This concern is being re-opened as there is a need to continue to monitor traffic issues around the Harvey Education Center during school days, including pedestrian safety, vehicular travel and parking.
- M-36 (S Cedar St) and W Columbia St- Traffic Flow Complaint
Left Turn/Intersection Complaint for cross traffic left turns. This intersection is MDOT controlled. Officers will be conducting targeted enforcement. The matter remains open.

LARGE CITY PROJECTS

FY 2018-2019 – CONTINUING PROJECTS			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2018-S1	MDOT- Temple Street Safety Grant	MPS has decided to support a smaller scope and also recommends not moving forward with the grant. City will contribute \$20,000 (previously committed match) and they will contribute \$10,000. MDOT has been notified.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B6	Fire: Fire Engine 809/Tower 808	Final inspection took place 2/21/2020 – 2/22/2020. Tower 808 arrived the week of 2/26/2020.	February 2020

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Final cleanup and restoration as applicable remain.	October
2017-S10	Sidewalk Program- NW Quadrant	Anticipated bid process beginning Spring 2020	
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Contractor in place. Plans and permit request submitted to ICRD for Howell Road crossing. Project is on hold until Spring 2020	
2017-S12/ 2017-U20	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Complete	November
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Re-bid March 18, 2020	
2017-U15	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring.	
2017-U23	Well No. 6 Rebuild	Moved to FY 2020-2021	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway	
2017-U25	Gutters for Water Treatment Plant	Moved to FY 2020-2021	
2019-U1	WWTP- Design	RFQP planned for Spring	
2019-U2	DPW- Design	Discussed with school and will be getting feedback within next month or two regarding if they are able to move forward	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Working on pathways for bidding. Evaluation of Pavilion may lead to a recommendation for demo and replacement in building requiring less maintenance.	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	Received; outfitting is underway	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Received; outfitting is underway	
2019-MVP1	Vehicle No. 25 Equipping	Received and is in service - Complete	January
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Awarded the contract for the Mason Library Renovation Phase 1 project to East Arbor Architects.	
2017-B7 2018-B16	City Hall Parking Lot Repairs Station 1 Rear Approach	Projects will be combined with 2017-B7 for efficiency and budgeting. Estimated construction costs have been estimated and planning is in process.	
2017-B10	Fire Station 1- Furnace/AC	Not started	
2017-B11	Fire Station 1- Washer/ Dryer	Not started	

2017-B12	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement expected June 2020.	
2018-B10	BS&A Module for Online Permitting	Beta testing of module will begin in 2020 with roof/siding permits.	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	All items have been received.	February
2018-B15	Sprinkler System in Truck Bay	Setting up as a design build process.	
2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes.	
2019-B1	Election Tabulator Machines	Tabulator Machine has been ordered; anticipated receipt is now April 2020 so we will not have the new tabulator in time for the March 2020 election.	
2019-B2	City Hall- Phase 1	Not started	