



DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, November 6, 2019
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, October 2, 2019
 - B. Approval of Finance Reports, October 31, 2019
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
 - A. December Meeting, Consideration of a New Date and Holding at Taxing Jurisdiction Informational Meeting (New Legislation Requirement)
 - B. Consideration of Tree Lighting Contract (information to be provided at meeting)
- 7. LIAISON REPORT** (City Manager's Report, November 1, 2019)
- 8. ADJOURN**

**CITY OF MASON
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – OCTOBER 2, 2019**

CALL TO ORDER

Robinson called the meeting to order at 10:03 a.m. in the Sycamore Room at 201 W. Ash Street, Mason, Michigan.

Present: Gaylord, Patterson, Rasdale, Rhodes, Robinson, Thackery, Whipple
Absent: Forsberg, Wren
Also Present: Deborah S. Stuart, City Manager

PUBLIC COMMENT

Sarah Russell, New Chamber of Commerce Director- Introduced herself to the DDA Members and noted she looked forward to working with them in the future.

CONSENT CALENDAR

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

- A. Approval of Minutes of Regular DDA Meeting, August 7, 2019
- B. Approval of Financial Reports, September 30, 2019

Yes (7) Gaylord, Patterson, Rasdale, Rhodes, Robinson, Thackery, Whipple
No (0)
Absent (2) Forsberg, Wren

MOTION APPROVED

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Downtown Parking Concerns (Stuart):

Summary: Stuart noted that some property owners have expressed some concerns about the timing of enforcement, whether enforcement overnight is needed, and permits. Staff has reviewed the issue and if the DDA would like to recommend changes. After future discussion, consensus of the Board was as follows:

- Move to movable permits asap.
- These permits should clearly state the time they purchased for, but can be moved from car to car. This is to address vehicle changes and/or short-term rentals.
- Update parking information, provide a parking information packet to property owners, including information on how to properly sign their private lots.
- Test promoting City Hall parking lot as a lot they can park in, on the weekend and for overnight for free, prior to any TO change.
- Enforcement change to 2:30 am but no ordinance change.

B. Discussion: Summer Event Debrief:

The Board discussed summer events and there were no major concerns.

C. Discussion: Upcoming Events:

Patterson discussed some potential new events and changes to her existing ones. She was encouraged to complete City Special Event application and come back to DDA if requesting sponsorship.

The Board discussed upcoming events. They expressed concerns that the Holiday parade does not have porta-johns and the lights on the trees should be the same color this year.

D. Discussion and DDA Recommendation: Ordinance 227 (Stuart):

Stuart gave an overview of the proposed ordinance and asked for a recommendation from the DDA to share with the City Council.

MOTION by Rhodes, second by Whipple,
to recommend adoption of the Ordinance 227 by City Council

Yes (6) Gaylord, Patterson, Rasdale, Rhodes, Thackery, Whipple

No (0)

Absent (2) Forsberg, Wren

Abstain (1) Robinson (due to the Ordinance change being related to her property)

MOTION APPROVED

LIAISON REPORT

A. City Manager's Report 08.02.2019

City Manager Stuart gave update on downtown infrastructure and noted the final costs were approximately \$25,000 under budget.

ADJOURN

The meeting adjourned at 11:20 a.m.

10/29/2019

GL ACTIVITY REPORT FOR CITY OF MASON
FROM 248-000.00-001.000 TO 248-000.00-989.000
TRANSACTIONS FROM 10/01/2019 TO 10/31/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
10/01/2019			248-000.00-730.000 POSTAGE	BEG. BALANCE			41.00
10/31/2019			248-000.00-730.000	END BALANCE	0.00	0.00	41.00

10/29/2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
PERIOD ENDING 10/31/2019

ACCOUNT DESCRIPTION	2019-20		ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	YTD BALANCE 10/31/2019 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	
	ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
403.000	CURRENT PROPERTY TAX	86,935.00	86,935.00	(25.30)	73,165.38	13,769.62	84.16
573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	5,000.00	5,000.00	10,617.10	10,617.10	(5,617.10)	212.34
664.000	INVESTMENT INCOME - INTEREST	500.00	500.00	0.00	484.64	15.36	96.93
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	0.00	500.00	0.00
807.000	AUDIT FEES	800.00	800.00	0.00	0.00	800.00	0.00
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	0.00	20,000.00	0.00
880.000	COMMUNITY PROMOTION	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
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
FUND TOTALS							
TOTAL REVENUES		92,435.00	92,435.00	10,591.80	84,267.12	8,167.88	91.16
TOTAL EXPENDITURES		107,425.00	107,425.00	0.00	41.00	107,384.00	0.04
NET OF REVENUES & EXPENDITURES		(14,990.00)	(14,990.00)	10,591.80	84,226.12	(99,216.12)	561.88

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.00-001.000	CASH STATEMENT SAVINGS	225,525.28
248-000.00-003.000	CASH CERTIFICATES OF DEPOSIT	19,912.18
248-000.00-020.001	DUE FROM CURRENT TAX-REAL	5,941.80
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
248-000.00-041.000	DOUBTFUL ACCOUNTS RECEIVABLE	982.89
Total Assets		254,754.58
*** Liabilities ***		
248-000.00-211.000	RETAINERS PAYABLE	7,616.35
Total Liabilities		7,616.35
*** Fund Balance ***		
248-000.00-390.000	FUND BALANCE - UNDESIGNATED	181,131.23
Total Fund Balance		181,131.23
Beginning Fund Balance - 18-19		181,131.23
Net of Revenues VS Expenditures - 18-19		(18,219.12)
*18-19 End FB/19-20 Beg FB		162,912.11
Net of Revenues VS Expenditures - Current Year		84,226.12
Ending Fund Balance		247,138.23
Total Liabilities And Fund Balance		254,754.58

* Year Not Closed



City Manager's Report: November 1, 2019

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

Project Name	Status
ZONING PERMITS	
366-368 S. Jefferson St., Apartment SPECIAL USE PERMIT PENDING	Robinson Realty is requesting a Special Use Permit and Joint Preliminary and Final Site Plan Approval to convert a single residential unit into a commercial short-term rental use. A public hearing will be held at the Planning Commission Meeting, Tuesday, November 12 at 6:30 p.m. or shortly thereafter.
LAND DIVISIONS/COMBINATIONS	
1926, 1966 W. Dansville Rd PENDING	Staff is administratively processing a land division request to reconfigure lots. A portion of the land is within a 425 agreement with Vevay Township.
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
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.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit under review 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.
322 S. Jefferson- Commercial Bank ACTIVE	Building permit is active for interior renovation of offices on the second floor. Preparing to issue Certificate of Occupancy.
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 due to operators strike.</i>
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. The interior renovation is complete and new parking spaces have been striped on the lot. The 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.

OPERATIONS AND COMMUNITY RELATIONS

- Officer Hayden Wildfong is in Step 2 of the Field Training Program and is assigned to the day shift.
- On October 25, 2019, Sgt. Fairbotham assisted the Mason High School Football Team with an escort from the city limits back to the Mason High School after their game at Eaton Rapids High School
- With the passing of Proposal 18-3 in November 2018, any registered voter can vote absentee without having a reason. If an effort to determine how many City of Mason voters would want to vote absentee the City Clerk's office sent out a notice to all registered voters in the City of Mason who were not already on the Permanent Absentee Voter list asking them to reply if they would like to be added to this list. At this point we have received back 790 requests taking our Permanent Absent Voter list to 1632 which is 26% of the registered voters in the City of Mason.
- The City will be posting the Farm Lease Bid in early November to solicit bids for lease of the City owned property along Temple Street and the corner of Dexter Trail and Kipp Road for the purpose of planting and harvesting crops.

Staffing Updates:

- New Hires/Promotions: Catherine Bush started as the new Part-Time Custodian on Thursday, October 31, 2019.
- Open Positions: Public Works Director – Position has been posted and will close on Friday, November 14, 2019. Crossing Guard – Position has been posted and will close on Friday, November 8, 2019

Traffic Updates:

- Center Street between Bush Street and Walnut Street - Speed Complaint
Officers assigned to targeted enforcement; speed trailer will be placed in the area when available.
- Columbia Street near the Sycamore Village Mobile Home Park (Bus Stop) - Speed Complaint/Concern for Students
Officers assigned to targeted enforcement; speed trailer is currently in the area. Staff is partnering with Sycamore Village Management to add a conspicuous school bus warning sign for W/B traffic to notify drivers of the bus stop.
- Columbia Street between Cedar Street and the US 127 Overpass - Speed Complaint
Officers assigned to targeted enforcement; speed trailer was placed in the area.
- 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.

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	Rejected the bids due to the cost. May rebid in January.	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Building permits are active for the repair of the bridges within the park.	
2018-P2b	Planning: 5-year Parks Plan	Technical work is underway. Community engagement began at the City Open House. The materials displayed are now available on the City's website under Community Development → 2019 Update - Parks, Recreation, and Non-Motorized Plan . There is a link on the webpage to an online survey as well. Additional promotion of the survey and announcement of future public meetings will begin in early November.	

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S5	Walnut- Columbia St. to North End	Top Course placed on October 28. Final cleanup and restoration as applicable remain.	
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.	Anticipated completion late October. Elm St. east of the railroad track anticipated to be topped on October 28; west of railroad track will be completed later with a larger paver.	
2017-S13/ 2017-U21	Park St.- Elm Street to Oak St.	Park St planned to be paved with Elm St. Anticipated to be topped on October 28.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Bid Opening has been cancelled pending equipment procurement review with Manager and staff.	

2017-U15	Replace Hydrants at Mason Plaza	Easement from 1980 for the utilities has been located. Discussions with Owner about relocations is underway.	
2017-U23	Well No. 6 Rebuild	Not started	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway with Wolverine Engineering & Surveyors	
2017-U25	Gutters for Water Treatment Plant	Not started	
2019-U1	WWTP- Design	Not started	
2019-U2	DPW- Design	Not started	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Not started	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	On order; anticipated delivery mid-December	
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	On order; anticipated delivery mid-December	
2019-MVP1	Vehicle No. 25 Equipping	Outfitting beginning the end of September; anticipated completion January 2020	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Request for Proposals will be issued in November to solicit contractor for the final design and construction of Phase 1 improvements. Staff and CADL are evaluating fundraising options including grant resources.	
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 conversion to Office 365 scheduled early December	
2018-B10	BS&A Module for Online Permitting	Not started	
2018-B12	City Hall Carpet Replacement	Not started	
2018-B13	Extrication Tools Replacement	Requesting Council take action at October 7 th meeting. Additional purchase anticipated to complete this project and is in process.	
2018-B15	Sprinkler System in Truck Bay	Preparing bid documents for project.	
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	Not started	
2019-B2	City Hall- Phase 1	Not started	