



DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, March 6, 2019
Mason City Hall, Maple Room, 10:00 A.M.
201 West Ash Street, Mason MI

AGENDA

- 1. OATH OF OFFICE**
- 2. CALL TO ORDER**
- 3. ROLL CALL**
- 4. ELECTION OF LEADERSHIP**
 - A. Chairperson
 - B. Vice-Chairperson
- 5. PUBLIC COMMENT**
- 6. PRESENTATIONS**
 - A. Presentation and Request by Karen Wilson and Leon Clark for DDA Sponsorship of the Sundried Festival
 - B. Presentation on Mason Library Feasibility Study (Stuart)
- 7. CONSENT CALENDAR**
 - A. Approval of Minutes of Regular DDA Meeting December 5, 2018
 - B. Approval of Financial Report February 28, 2019
- 8. UNFINISHED BUSINESS**
 - A. Discuss Proposed Survey of DDA Property Owners (Stuart)
- 9. NEW BUSINESS**
 - A. Update on Chocolate Walk (Robinson)
 - B. Courthouse Square Music/Sound System, ASCAP (Robinson)
 - C. Chamber Christmas Tree Replacement Update (Robinson/ Whipple)
 - D. Authorize Contract with Mata Brothers Construction for Brick Paver Replacement in the amount of \$99,743.40 (Stuart)
 - E. Approval of City Manager's Recommended Budget 2019-2020 (Stuart)
- 10. LIAISON REPORT** (City Manager's Report, March 1, 2019)
- 11. ADJOURN**

**CITY OF MASON
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – DECEMBER 5, 2018**

Robinson called the meeting to order at 10:00 a.m. in the Sycamore Room at 201 W. Ash Street, Mason, Michigan.

Present: Gaylord, Patterson, Robinson, Whipple, Wren

Absent: Forsberg, Kelsey, Rasdale

Also Present: Deborah S. Stuart, City Administrator

PUBLIC COMMENT

Dillon Rush, LEAP, introduced himself to the DDA and offered assistance if needed.

CONSENT CALENDAR

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

- A. Approve Financial Reports November 30, 2018
- B. Receipt of the Downtown Development Authority State Annual Report June 30, 2018

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

- A. Discuss Infrastructure Improvement Update: Stuart updated the DDA regarding the minimal brick work to address trip hazards. The Board agreed to move forward with replacing the brick with concrete depending on the cost. Stuart will include the work in the City's sidewalk contract and provide numbers to the DDA to determine next steps.

NEW BUSINESS

- A. Discuss Snow Removal Downtown: Stuart noted she has received numerous complaints regarding snow removal and property owners have also noted they would be interested in a joint contract. There was consensus that the DDA would not take any action at this time and DDA members with contracts would reach out to property owners noted to see if they would like to join their contract.
- B. Discuss Wren Project and Updated Request: Stuart updated the DDA on the project and challenges with the increased construction costs of the project. She noted the applicant is requesting a re-evaluation of the local incentive. Staff recommended the following preliminary support:

- Support of the tenant redevelopment liquor license request, allowing for a liquor license to make the tenant viable, as there are no licenses currently in escrow for the City of Mason.
- Support of a DDA redevelopment liquor license loan for the tenant of \$18,000 with 35% or \$6,300 forgivable after 3 years, if applicant's business is still in operation and has made timely payments.
- Execution of the Tax Sharing Agreement allowing for reimbursement of 100% of the DDA capture on the property for the first two years and 50% for years three through seven years estimated at \$15,500. While details will be finalized in the official agreement, the DDA plans to reimburse for eligible activities starting the year following the year the occupancy permit is issued. No maximum amount. Seven years, based on the timing of the balloon for the loan when the project will be refinanced.
- This support would be contingent upon Board approval of the terms of all required agreements. Preliminary support is requested by the MEDC as a sign of local commitment to the project.

MOTION by Gaylord, second by Whipple,
to approve the recommendation of staff.

Yes (4) Gaylord, Patterson, Robinson, Whipple

No (0)

Abstain (1) Wren

MOTION APPROVED

C. Discuss Holiday Lighting/ Survey: Wren noted some concerns with the holiday lighting and Stuart agreed that having volunteers do this project was not having the results we believe the business owners expect. Discussion followed regarding whether the DDA should hire a private entity to light the trees or whether the DDA should consider skyline lighting. IT was suggested that a survey of DDA property owners regarding priorities of the DDA might be helpful. The survey should include infrastructure, facades, flowers, lighting, events, and the park area. Stuart will provide a draft survey at the next meeting for consideration. Robinson noted she would ask the Sundried Festival to present to the DDA at the next meeting to assist with budget planning. Robinson noted that the Chamber may be requesting funding to replace the Christmas tree. Whipple and Robinson will meet with the Chamber to discuss their request for the budget discussion.

LIAISON REPORT

A. Administrator's Report 11.30.18: Whipple and Stuart provided an update on City business.

ADJOURN

The meeting adjourned at 10:56 am.

User: MW

Period Ending 02/28/2019

DB: Mason City

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.00-001.000	CASH STATEMENT SAVINGS	201,596.97
248-000.00-003.000	CASH CERTIFICATES OF DEPOSIT	19,595.42
248-000.00-020.001	DUE FROM CURRENT TAX-REAL	13,318.36
248-000.00-025.001	DELINQUENT PERS TAX REC	295.55
248-000.00-025.002	DELINQUENT PERS. PROP 2016	209.75
248-000.00-025.003	DELINQUENT PERS. PROP. 2015	1,813.86
248-000.00-025.004	DELINQUENT PERS. PROP. 2014	424.33
248-000.00-025.005	DELINQUENT PERS. PROP. 2013	11.93
248-000.00-041.000	DOUBTFUL ACCOUNTS RECEIVABLE	970.96
Total Assets		238,237.13
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.00-390.000	FUND BALANCE - UNDESIGNATED	181,131.23
Total Fund Balance		181,131.23
Beginning Fund Balance		181,131.23
Net of Revenues VS Expenditures		57,105.90
Ending Fund Balance		238,237.13
Total Liabilities And Fund Balance		238,237.13

02/28/2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON
 PERIOD ENDING 02/28/2019

ACCOUNT DESCRIPTION	2018-19		ACTIVITY FOR 12/2018-2/2019 INCR (DECR)	YTD BALANCE	AVAILABLE	% BDGT USED
	ORIGINAL BUDGET	2018-19 AMENDED BUDGET		02/28/2019 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
403.000 CURRENT PROPERTY TAX	76,700.00	76,700.00	14,428.50	85,648.07	(8,948.07)	111.67
573.000 LOCAL COMMUNITY STABILIZATION SHARE APPR	5,000.00	5,000.00	0.00	8,521.82	(3,521.82)	170.44
664.000 INVESTMENT INCOME - INTEREST	250.00	250.00	82.36	1,026.01	(776.01)	410.40
675.002 SPECIAL EVENT REVENUE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
730.000 POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
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	40,000.00	40,000.00	750.00	3,090.00	36,910.00	7.73
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	30,000.00	30,000.00	10,000.00	75.00
956.000 MISC. EXPENSES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
FUND TOTALS						
TOTAL REVENUES	83,450.00	83,450.00	0.00	95,195.90	(11,745.90)	114.08
TOTAL EXPENDITURES	119,425.00	119,425.00	0.00	38,090.00	81,335.00	31.89
NET OF REVENUES & EXPENDITURES	(35,975.00)	(35,975.00)	0.00	57,105.90	(93,080.90)	158.74

02/28/2019

GL ACTIVITY REPORT FOR CITY OF MASON
 FROM 248-000.00-001.000 TO 248-000.00-989.000
 TRANSACTIONS FROM 12/01/2018 TO 02/28/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2018			248-000.00-818.010 DOWNTOWN STREETScape	BEG. BALANCE			2,340.00
01/07/2019	AP	INV	BOY SCOUT TROOP 763 2018 SUMMER FLOWER WATERING	2018BSA763	750.00		3,090.00
02/28/2019			248-000.00-818.010	END BALANCE	750.00	0.00	3,090.00
12/01/2018			248-000.00-955.000 FACADE GRANT PROGRAM	BEG. BALANCE			0.00
12/17/2018	AP	INV	WEST MAPLE LLC DDA FACADE GRANT PMT - MAPLE ST MALL	DEC 2018	30,000.00		30,000.00
02/28/2019			248-000.00-955.000	END BALANCE	30,000.00	0.00	30,000.00



Agenda Report: March 6, 2019 DDA Meeting

AGENDA ITEM:

Authorize Contract with Mata Brothers Construction for Brick Paver Replacement in the amount of \$99,743.40

RECOMMENDED ACTION

Authorize Contract with Mata Brothers Construction

HISTORY

The DDA determined last year to seek bids this year for brick removal and concrete replacement for the four corners of Maple/Jefferson and Jefferson/Ash. This project was bid with all other City sidewalk work to get the best price and seven bids were received. Mata Brothers was the low bidder for all projects totaling \$168,415.50 and was selected by the City Council to be the sidewalk contractor for this year.

The City Council authorized the contract that included the sidewalk in downtown, but the DDA will determine how much of that project they will complete this year if any. Anything the board determines to remove will be adjusted through amendments to the contract after it is awarded.

Below is a summary of the bids related to the Downtown portion:

Bidder	Location	Amount
Engineer Estimates		\$152,590.00
Mata Brothers Construction	Jackson, MI	\$99,743.40
The Isabella Corporation	Mt. Pleasant, MI	\$119,270.00
Rieth-Riley Const. Company Inc.	Lansing, MI	\$120,958.30
Lopez Concrete Const. LLC	Lansing, MI	\$127,990.00
C & D Hughes, Inc.	Charlotte, MI	\$150,000.00
E.T. MacKenzie Company	Grand Ledge, MI	\$167,252.50
MooreTrosper	Holt, MI	\$182,065.00

This project received a favorable bid. Staff is recommending authorizing the entire project by either:

1. Completing the project this summer and limiting other projects for the year.
2. Asking the contractor to consider honoring the bid over the course of two years with half the project completed this year and half completed next year. The DDA should anticipate an inflation increase for this option.

SUMMARY

Authority: Tax Increment Financing allowed for this expense under Section 3.1(a) Streets and Sides of the adopted TIF Plan.

Urgency: Projects will be authorized to start as soon as the weather allows.

Relation to Other Actions: None

FISCAL IMPACT

Current/ Future Budget: Downtown infrastructure was budgeted at \$40,000 over the next three years. This action as recommend would require the budget to be amended.

ADDITIONAL MATERIAL

None

BUDGET REPORT FOR CITY OF MASON							
FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
		2018-19	2018-19	2018-19	2019-20	2020-21	2021-22
ACCOUNT					REQUESTED	REQUESTED	REQUESTED
CLASSIFICATION	DESCRIPTION	BUDGET	ACTIVITY	PROJECTED	BUDGET	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000.00							
	TAX REVENUE	76,700	85,648	85,648	86,933	88,237	89,560
	STATE AID REVENUE	5,000	8,522	8,522	5,000	5,000	5,000
	DONATION	1,500		0	0	0	0
	INTEREST INCOME	250	1,026	1,300	500	500	500
Totals for dept 000.00-		83,450	95,196	95,470	92,433	93,737	95,060
TOTAL ESTIMATED REVENUES		83,450	95,196	95,470	92,433	93,737	95,060
APPROPRIATIONS							
Dept 000.00							
	OPERATING SUPPLIES						
	Postage	100	0	100	100	100	100
	Operating Supplies	500	0	100	500	500	500
	CONTRACT SERVICES						
	Audit	800	0	800	800	800	800
	Contract Services	25	0	0	25	25	25
	Downtown Streetscape	40,000	2,340	143,090	20,000	20,000	20,000
	SUNDRY						
	Misc Expenses	30,000	0	0	20,000	20,000	20,000
	CHARGES FOR SERVICES						
	Community Promotion	8,000	5,000	8,000	8,000	8,000	8,000
	GRANT EXPENSE						
	Façade Grant Program	40,000	30,000	45,000	40,000	40,000	40,000
	Liquor License				18,000		
Totals for dept 000.00-		119,425	37,340	197,090	107,425	89,425	89,425
TOTAL APPROPRIATIONS		119,425		197,090	107,425	89,425	89,425
NET OF REVENUES/APPROPRIATIONS - FUND 248		(35,975)	95,196	(101,620)	(14,992)	4,312	5,635
BEGINNING FUND BALANCE		181,131	181,131	181,131	79,511	64,519	68,831
ENDING FUND BALANCE		145,156	276,327	79,511	64,519	68,831	74,466



City Manager's Report: March 1, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Two building permits are active for interior and exterior renovations to restore two entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance.
402 S. Jefferson (former Baja Grill)	Project is on track for grant authorization.
201 W. Ash City Hall	Anticipate installation of equipment to begin this winter.
	<i>Subdivisions require three stages of approval before site plan approval and building permits can be issued: (1) Tentative Preliminary Plat, (2) Final Preliminary Plat, (3) Final Plat.</i>
Enclave at Rayner Ponds Subdivision (19 lots, 1 park)	The City has approved a Tentative Preliminary Plat (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2).
Rayner Ponds – Phase 4 Subdivision (16 lots)	The City approved a Tentative Preliminary Plat in January of 2018 (Stage 1). Staff received an application for Final Preliminary Plat (Stage 2) in December of 2018. A public hearing was held by the Planning Commission on January 15 resulting in a recommendation for approval to City Council. City Council approved the Final Preliminary Plat on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.
154 W. Maple (former shoe store)	Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
652 Hull Rd New Goodwill	The City of Mason and Vevay Township Joint Planning Commission met on 2/12/2019 and approved Resolution 2019-01, approving a preliminary site plan, final site plan, and special use permit for Goodwill Industries of Central Michigan's Heartland, Inc. to construct a new 15,772 square foot commercial building located at 652 Hull Road.
400 S. Cedar St Harvey Education Center / Mason Public Schools	State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: http://bondprojects.masonk12.net/ .
MDOT – Ash/Cedar (M-36)	MDOT has started the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor completed installation of the signal foundations. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have the following traffic impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection.
801 N. Cedar St. (City Limits)	City Limits, has requested a preliminary/final site plan approval to construct a 4,828 square foot addition along with additional parking. The project will be reviewed at the March 12, 2019 Planning Commission meeting.
118 W. Oak St. (Old MPS Admin. Bldg.)	The Planning Commission will hold a public hearing on March 12, 2019 to consider a request from applicant, David Meredith, WCH, LLC, to rezone the property from an O-1: General office district to a C-1: Central business district.

OPERATIONS AND COMMUNITY RELATIONS

- **March 9, 2019 at 8:30 am (Saturday)** Planning Commission and Councilmember Tour of Large Capital Projects proposed in CIP. If you would like to attend, you must contact Dana Martin by Wednesday, March 6th so we can coordinate the agenda and determine if the meeting needs to be posted. Those that have confirmed their attendance will receive more information directly.
- **March 12, 2019 at 6:30 pm**, the Mason Planning Commission will conduct a public hearing in the Sycamore Room at City Hall. The purpose of the hearing is to take public comment on the Capital Improvements Program (CIP) for the fiscal years of 2019-2025.
- **March 18, 2019 at 11:00 am, Representative Kara Hope** will be at Bestsellers Bookstore and Coffee for a community outreach event. She will be there to meet the public and talk about issues affecting our community and State.
- **The MML- 2019 Capital Conference in Lansing will be March 19 and 20, 2019.** The representatives from Mason will be City Manager Stuart, Mayor Whipple, and Councilmembers Brown, Ferris, and Schaffer.
- **April 13, 2019 (Saturday)** is tentatively planned for the 2019 Budget meeting; please hold the date.
- The City of Mason received a Certificate of Achievement from the State of Michigan to acknowledge the receipt of a perfect score on its 2018 AMAR Review and its continued efforts to provide fair and equitable assessing.
- In February, due to a database error, Invoice Cloud did not properly provide billing information to approximately 200 paperless or ACH customers. Customers are being notified of the issue and will be provided with alternate payment methods.
- Staff is in the process of turning off comments to the City of Mason Facebook Page. This change will allow for posts to be shared, liked/disliked, but would not allow individual comments. We have determined the use of this platform is best used to provide factual information regarding the City operations and one-way communication on the site will do that. While we know the disadvantage of this change is lack of immediate feedback, we have not been able to monitor that as fast as many users expect. We will encourage our visitors to use our website customer inquiry request if they have questions or concerns, as that form is directed to a general email that is monitored by multiple individuals to ensure the fastest response.

Staffing Updates:

- New Hires/ Promotions/ Retirements: Michael Parisian was hired on 2-20-2019 as a DPW Laborer
- Open Positions: Police Officer position has been offered and accepted, background check is in process; Project Specialist has been posted externally with applications due 3-8-2019; Part-Time Code Enforcement/Community Resource Officer position is open until filled.

LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S6	South St - Northbrook to City Limits	Complete	Sep
2017-S7	Avon Street - All	Complete	Sep
2017-S8	Northbrook - South to Carom Circle	Complete	Sep
2017-S9	S. Jefferson - Oak Street to Kipp Road	Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May.	
2017-S10	Sidewalk Program - Summerwood	Notice of Award sent to Contractor – Awaiting return of bonds and insurances	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection has been completed	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U1	Utilities for Properties on Kipp Road	Complete	Sep
2017-U3.2	Waste Water Treatment Plant Upgrades	Complete	Oct
2017-U3.3	Design of the New DPW Facility	Delayed until future FY	N/A
2017-U6	Abandon Wells by Airport	Delayed until future FY	N/A
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until future FY	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. The motor is on order.	

2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until future FY	N/A
2017-U16	Cathodic Protection for Ground Storage Tank	Planning stage	
2017-U17	High Service Pump No. 1 Rebuild	In progress	
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in May	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
2018-P3	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
2018-P5	City Tree Evaluation	Notice of Award Sent to Contractor – Awaiting return of Insurances	
MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep
2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	Complete	Jan
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Truck	Cab/Chassis Ordered	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	A public open house will be held on Tuesday, March 12, 2019 to gain feedback on the results of the library feasibility study	
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
2017-B6	Fire: Fire Engine 809/Tower 808	City Council Approved Change Order, Feb 18	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
2018-B24	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

FY 2019-2020

Project	Project Name/Description	Status	Completed
	2019 Local Streets	Seeking City Council Approval of Award, Mar 4, 2019	