



**LOCAL DEVELOPMENT FINANCE AUTHORITY
INFORMATIONAL AND REGULAR MEETING**

Friday, July 12, 2019

Mason City Hall, Maple Room, **7:30 am**
201 West Ash Street, Mason MI

AMENDED AGENDA

1. **OATH OF OFFICE**
2. **CALL TO ORDER**
3. **ROLL CALL**
4. **ELECTION OF LEADERSHIP**
 - A. Nominations and Election of Chairperson for 2019
 - B. Nominations and Election of Vice-Chairperson for 2019
5. **PUBLIC COMMENT**
6. **CONSENT CALENDAR**
 - A. Minutes:
 1. Approve Minutes of Regular LDFA Meeting March 2, 2018
 - B. Correspondence:
 1. Receipt of Revenue and Expenditure Report Dated June 30, 2019
 2. Receipt of Balance Sheet Dated June 30, 2019
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
 - A. Approval of LDFA Budget for FY 2019-2020
 - B. Discussion on LDFA Activities for FY 2018-19
9. **LIAISON REPORT**
 - A. City Manager's Report 6.28.19
10. **ADJOURN**

**CITY OF MASON
LOCAL DEVELOPMENT FINANCE AUTHORITY MEETING
MINUTES OF MARCH 2, 2018**

Chairman Hayhoe called the meeting to order at 7:30 am in the Training Room at 201 W. Ash Street, Mason, Michigan.

Present: Board Members: Ayres, Hayhoe, Howe, Naeyaert (G), Ramey, Stroud, Wald
Absent: Board Members: Naeyaert (R), Smith, Whipple
Also Present: Deborah Stuart, City Administrator

PUBLIC COMMENT

None.

CONSENT CALENDAR

A. & B. Motion – Approval of Minutes (September 8, 2017) and Financial Statements

MOTION by Howe, second by Wald,
to approve the Consent Calendar.

MOTION APPROVED UNANIMOUSLY

UNFINISHED BUSINESS

A. Update on Capital Area District Library's Decision to Opt Out of Contribution to the LDFA

Stuart explained that after several meetings with Capital Area District Library staff, the Mason Public Library decided to opt out of their TIF contribution to the LDFA, amounting to about \$15,000 - \$20,000 annually. The DDA would lose around \$5,000 with the opt out but they are working with the Library since it is in DDA's jurisdiction. Ramey wondered what services the City offered to the Library and Stuart explained that the City does provide services to keep the building maintained. The City is presently involved in a Feasibility Study to ascertain what is needed to update the building. Results are expected this summer. If the City does relinquish the deed, it would go to the County and if the County is not interested in it, the Mason Public Schools could take it over. Stuart explained that the current deed restriction for the building is unusual in that the building must always house a library.

B. Update on Waste Water Treatment Plant

Stuart reported that when bids came in for the design of the expansion of the Waste Water Treatment Plant, the bids were so diverse it became evident the work had to occur through a two-stage process: the first would be selection of the treatment process and the second would be the design of the process. Stuart reminded the group that the headworks today can facilitate almost 6 MGDs but on the recent heavy rainfall that amount was raised to 7.5 MGDs which caused water to breach over a tank, thus compromising the system.

C. Approval of LDFA Budget for FY 2018/2019

Stuart explained that all revenues are going to the Waste Water Treatment Plant, there will be an allocation for EDC/LEAP. She reminded members that all revenues within a Fiscal Year will carry over to the following Year.

MOTION was made by Howe, second by G. Naeyaert to approve recommended budget for FY 2018/2019.

MOTION PASSED UNANIMOUSLY

NEW BUSINESS

A. Nominations and Election of Chair, Vice Chair for 2018

MOTION was made by Stroud, second by Howe, to nominate Hayhoe for Chairman.

MOTION PASSED UNANIMOUSLY

MOTION was made by Stroud, second by G. Naeyaert, to nominate Howe for Vice Chairman.

MOTION PASSED UNANIMOUSLY

LIAISON REPORT

None.

ADMINISTRATOR'S REPORT

Stuart passed out copies of the February 23, 2018 Administrator's Report that has become a permanent addition to the City Council meeting packets. The report gives updates on community private investments, operational activities, and staffing openings/offers accepted. Stuart also updated the members on the Laylin Park dredging/park renovations and the bids for street work on Columbia Street from Cedar Street to the bridge over US127.

ADJOURNMENT

The meeting adjourned at 7:56 am.

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2019	MONTH 06/30/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 250 - LOCAL DEV. FINANCE AUTHORITY						
Revenues						
Dept 000.00						
250-000.00-403.000	CURRENT PROPERTY TAX	542,000.00	541,049.46	(510,465.56)	950.54	99.82
250-000.00-403.002	STATE REFUND - TIFA REPORT	0.00	0.00	0.00	0.00	0.00
250-000.00-403.003	PRIOR YEAR TAX COLLECTIONS	0.00	0.00	0.00	0.00	0.00
250-000.00-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	82,750.00	82,747.73	0.00	2.27	100.00
250-000.00-664.000	INVESTMENT INCOME - INTEREST	10,500.00	10,500.48	0.00	(0.48)	100.00
250-000.00-692.000	SUNDRY	0.00	0.00	0.00	0.00	0.00
250-000.00-699.000	SURPLUS-FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 000.00		635,250.00	634,297.67	(510,465.56)	952.33	99.85
TOTAL REVENUES		635,250.00	634,297.67	(510,465.56)	952.33	99.85
Expenditures						
Dept 691.00 - L.D.F.A.						
250-691.00-807.000	AUDIT FEES	1,800.00	0.00	0.00	1,800.00	0.00
250-691.00-818.000	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00
250-691.00-956.000	MISC. EXPENSES	10,000.00	7,520.88	0.00	2,479.12	75.21
250-691.00-963.011	PRIOR YEAR TAX REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
250-691.00-965.000	ADMINISTRATIVE CONTRIBUTIONS	9,810.00	9,810.00	0.00	0.00	100.00
250-691.00-965.101	CONTRIBUTION TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
250-691.00-965.353	CONTRIBUTION TO 1992 LDFA BOND	0.00	0.00	0.00	0.00	0.00
250-691.00-965.401	CONTRIB. TO CAP. IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
250-691.00-965.592	CONTRIB. TO WATER & SEWER FUND	15,000.00	14,579.40	0.00	420.60	97.20
250-691.00-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
250-691.00-989.000	SURPLUS-TO FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 691.00 - L.D.F.A.		36,610.00	31,910.28	0.00	4,699.72	87.16
Dept 692.00 - MICH. PACKAGING						
250-692.00-965.354	CONTRIB. TO 1994 LDFA BOND	0.00	0.00	0.00	0.00	0.00
Total Dept 692.00 - MICH. PACKAGING		0.00	0.00	0.00	0.00	0.00
Dept 693.00 - S.S.A.B. HARDTECH						
250-693.00-965.355	CONTRIB. TO 1998 LDFA-MI JOBS	0.00	0.00	0.00	0.00	0.00
250-693.00-965.356	CONTRIB. TO 1998 LDFA-TO SSAB	0.00	0.00	0.00	0.00	0.00
Total Dept 693.00 - S.S.A.B. HARDTECH		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		36,610.00	31,910.28	0.00	4,699.72	87.16
Fund 250 - LOCAL DEV. FINANCE AUTHORITY:						
TOTAL REVENUES		635,250.00	634,297.67	(510,465.56)	952.33	99.85
TOTAL EXPENDITURES		36,610.00	31,910.28	0.00	4,699.72	87.16
NET OF REVENUES & EXPENDITURES		598,640.00	602,387.39	(510,465.56)	(3,747.39)	100.63

Fund 250 LOCAL DEV. FINANCE AUTHORITY

GL Number	Description	Balance
*** Assets ***		
250-000.00-001.000	CASH STATEMENT SAVINGS	996,780.29
250-000.00-003.000	CASH CERTIFICATES OF DEPOSIT	0.00
250-000.00-020.001	DUE FROM CURRENT TAX-REAL	0.00
250-000.00-020.002	DUE FROM CURRENT TAX-IFT	0.00
250-000.00-020.003	DUE FROM CURRENT TAX-PERSONAL	0.00
250-000.00-025.000	DELINQUENT REAL TAX REC	0.00
250-000.00-025.001	DELINQUENT PERS TAX REC	0.00
250-000.00-025.003	DELINQUENT PERS. PROP.	0.00
250-000.00-025.004	DELINQUENT PERS. PROP.	0.00
250-000.00-025.006	DELINQUENT PERS. PROP.	0.00
250-000.00-040.000	ACCOUNTS RECEIVABLE	0.00
250-000.00-054.000	REIMBURSEMENT RECEIVABLE	0.00
250-000.00-056.000	ACCRUED INTEREST RECEIVABLE	0.00
250-000.00-084.101	DUE FROM GENERAL FUND	0.00
250-000.00-084.248	DUE FROM D.D.A	0.00
250-000.00-084.353	DUE FROM L.D.F.A. BOND	0.00
250-000.00-084.401	DUE FROM CAPITAL IMPROVEMENT	0.00
250-000.00-084.592	DUE FROM WATER AND SEWER	0.00
250-000.00-084.701	DUE FROM DELINQUENT TAX	0.00
250-000.00-084.705	DUE FROM TAX ESCROW	0.00
250-000.00-084.707	DUE FROM COMMON CASH	0.00
250-000.00-120.001	INVESTMENT- LONG TERM CD	0.00
Total Assets		996,780.29
*** Liabilities ***		
250-000.00-202.000	ACCOUNTS PAYABLE	0.00
250-000.00-202.001	BEG. YEAR ACCOUNTS PAYABLE	0.00
250-000.00-214.101	DUE TO GENERAL FUND	0.00
250-000.00-214.248	DUE TO D.D.A	0.00
250-000.00-214.356	DUE TO BOND FUND SSAB	0.00
250-000.00-214.401	DUE TO CAPITAL IMPROVEMENT	0.00
250-000.00-214.592	DUE TO WATER & SEWER	0.00
250-000.00-214.701	DUE TO DELINQUENT TAX	0.00
250-000.00-214.703	DUE TO CURRENT TAX	0.00
250-000.00-214.705	DUE TO TAX ESCROW	0.00
250-000.00-214.707	DUE TO MSB COMMON CASH	0.00
250-000.00-230.000	DUE TO OTHER UNITS OF GOVT	0.00
Total Liabilities		0.00
*** Fund Balance ***		
250-000.00-365.000	RESERVE FOR OUTSTANDING ENCUMB	0.00
250-000.00-390.000	FUND BALANCE - UNDESIGNATED	394,392.90
250-000.00-399.000	CHANGE IN FUND BALANCE	0.00
Total Fund Balance		394,392.90
Beginning Fund Balance		394,392.90
Net of Revenues VS Expenditures		602,387.39
Ending Fund Balance		996,780.29
Total Liabilities And Fund Balance		996,780.29

BUDGET REPORT FOR CITY OF MASON							
FUND: 250 LOCAL DEVELOPMENT FINANCE 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	538,700	1,051,515	538,700	614,000	614,000	614,000
	STATE AID REVENUE	1,385	82,748	82,750	30,000	30,000	30,000
	INTEREST INCOME	2,000	6,695	8,000	3,000	1,500	1,000
Totals for dept 000.00-		542,085	1,140,958	629,450	647,000	645,500	645,000
TOTAL ESTIMATED REVENUES		542,085	1,140,958	629,450	647,000	645,500	645,000
APPROPRIATIONS							
Dept 000.00							
CONTRACT SERVICES							
	Audit	1,800	0	1,800	1,800	1,800	1,800
	Contract Services	10,000	0	0	0	0	0
SUNDRY							
	Misc Expenses	0	7,521	7,525	10,000	10,000	10,000
CONTRIBUTIONS TO OTHER FUNDS							
	Administrative Contributions	9,810	9,810	9,810	9,910	10,010	10,110
	Contribution to General Fund	0	0	0	0	0	15,000
	Contribution to Water & Sewer Fund	833,645	14,579	15,000	1,614,995	623,690	608,090
Totals for dept 000.00-		855,255	31,910	34,135	1,636,705	645,500	645,000
TOTAL APPROPRIATIONS		855,255	31,910	34,135	1,636,705	645,500	645,000
NET OF REVENUES/APPROPRIATIONS - FUND 250		(313,170)	1,109,048	595,315	(989,705)	0	0
BEGINNING FUND BALANCE		394,393	394,393	394,393	989,708	3	3
ENDING FUND BALANCE		81,223	1,503,441	989,708	3	3	3



City Manager's Report: June 28, 2019

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

Project Name	Status
322 S. Jefferson Commercial Bank – Mural	Staff has received an application for a Sign and Certificate of Appropriateness from the Historic District Commission (HDC) to paint a mural and the installation of 5 display boxes on the south façade of Commercial Bank facing Ingham Court. The HDC will review the request at their regular meeting on July 15.
700 Eden Road Michigan Packaging	A request has been received from Michigan Packaging for final site plan approval to construct a 160 sq. ft. addition to serve as a truck driver entrance on the south side of the existing office facility. Staff is working to coordinate a meeting for the joint Vevay and Mason Planning Commission to review the request in July as the site is located in a 425 District.
125 E. Kipp Rd Dollar Tree	Pacifica companies is seeking approval of a final site plan amending a previously approved site plan to build an addition that will accommodate up to four new retailers. The Planning Commission is expected to consider the request at their regular meeting on July 9.
213 East Street	A request has been received from Service Master, Inc. for joint preliminary and final site plan approval related to a change of use and construction of an 11-space parking lot. The Planning Commission will review the request at their regular meeting on July 9.
202 & 206 Mason Street, 332 Center Street	Staff is currently waiting for information to complete the land combination application; a building permit application is expected in the near future.
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	A Certificate of Occupancy is being evaluated. Staff has met with and continues to work with property owners toward a Special Use/Site Plan Application for the development of the overflow parking lot at 228 W. Kipp.
322 S. Jefferson Commercial Bank	Building permits are active for interior renovation of offices on the second floor.
402 S. Jefferson (former Baja Grill)	The building permit is active for interior and exterior renovations.
201 W. Ash City Hall	Anticipate installation of T-Mobile equipment to begin when time permits for company.
154 W. Maple (former shoe store)	Building permit has been issued. A Letter of Intent is being issued for support of the project at a lower amount than requested. Developer is evaluating the feasibility of the project.
600 Buhl St. Ingham Animal Shelter	Certificate of Occupancy has been issued. Demolition of old structure in progress.
652 Hull Rd Goodwill	Building permit application is under review.
400 S. Cedar St Harvey Education Center	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/ .
801 N. Cedar St. (City Limits)	Building permit application is under review to construct a 4,828 sq ft addition along with additional parking.
525 N. Cedar	Building permit is active for Timeless Treasures, for the renovation of an existing building to be used as an antique mall with vendor spaces.
SUBDIVISIONS	<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). City Council approved the Final Preliminary Plat (Stage 2) on January 21, 2019. The applicant will submit a Final Plat for approval (Stage 3) next.

OPERATIONS AND COMMUNITY RELATIONS

- Clarification to the amended budget SAR from June 17, 2019 – The ending 18/19 fiscal year budgeted unassigned general fund balance is estimated at 33.42%. The projected ending unassigned general fund balance for 19/20 fiscal year is 20.2%. Cash being used in 19/20 equates to \$849,250.
- Officer Bradley and Officer Demo attended Standard Field Sobriety Testing (SFST) training from OSHP which is utilized in driving under the influence investigations, report writing and court testimony.
- Officer Flores and Officer Croley attended a personal and professional development seminar called “Bullet Proof Mind” taught by U.S. Army Lt. Col. Dave Grossman (Ret.) who is a nationally known expert, author, speaker and former professor about causes of mass violence and violence by our youth.
- The Central Michigan Amateur Radio Club (CMARC) who were set-up over the weekend in Rayner Park for their Field Day.
- The Ingham County Drain Commissioner will be attending the July 15, 2019 City Council meeting to discuss the proposed Rayner Drain project impacting Rayner Park.
- The Mayor and Mayor Pro Tem have requested an MML facilitated discussion on how the Council can operate even more effectively. The MML has provided the following dates. September 28, October 5, October 19 and October 26. There will be an action item on the next agenda to finalize a date and anything Councilmembers would like added to the agenda.
- The City received notice that Gestamp Mason LLC filed a Property Tax Petition to the Michigan Tax Tribunal for Parcel #33-19-10-16-100-024 for 2019. The amount of assessed value in contention is \$5,395,780.

Staffing Updates:

- New Hires/Promotions: None
- Open Positions: Part-time Administrative Assistant- Community Development – has been posted and closes July 12. Full-time Police Officer – 2nd Interviews have been conducted.

LARGE CITY PROJECTS

Fiscal Year 2019-2020 projects will appear on the next City Manager’s Report.

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	Work is in progress. Underground work in first two blocks is complete.	
2017-S10	Sidewalk Program – Downtown and Summerwood	Work downtown completed. Working in Summerwood.	
2018-S1	MDOT- Temple Street Safety Grant	Awaiting SHPO approval.	
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 Study	Complete	Oct
2017-U3.3	Design of the New DPW Facility	Delayed until future FY (2019-2020)	N/A
2017-U6	Abandon Wells by Airport	Delayed until future FY (2021-2022)	N/A
2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9 above	
2017-U12	300,000 G Storage Tank Top Sealing	Removed, included with WWTP Upgrade Project	N/A
2017-U13	Well No. 7 Rebuild	Complete	May
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Delayed until future FY (2019-2020)	N/A
2017-U16	Cathodic Protection for Ground Storage Tank	Delayed until future FY (2020-2021)	N/A
2017-U17	High Service Pump No. 1 Rebuild	Complete	Mar
2017-U18	Replace Chlorine Analyzer	Complete	Aug

2018-U35	BS&A Work Order Application	Awarded May 20, 2019; Installation anticipated first quarter of FY 2019-2020	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 finishing up improvement, rain has caused delays	
2018-P1	Howell Road - (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk	Complete	Nov
2018-P3	Planning: 5-year Parks/Recreation Plan; Bond Park Improvements	Technical work is underway and will continue, along with public engagement, through the summer.	
2018-P5	City Tree Evaluation	Evaluation is completed and reports delivered.	Jun
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	Complete (Build Out with Equipment Next Year)	May
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	The evaluation has concluded.	Jun
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 progressing, upper LED lights on front of City Hall and perimeter wall pack lights have been replaced. Parking lot pole lights are ready to be installed.	
2017-B6	Fire: Fire Engine 809/Tower 808	Truck is on order; completion anticipated 2020	Jun
2018-B4	IT: BS&A Timesheet Program	Delayed until future FY (2020-2021)	N/A
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Installation complete, testing and training in process.	Jul
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	Completed	June