



## **DOWNTOWN DEVELOPMENT AUTHORITY**

Wednesday, May 1, 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. ELECTION OF LEADERSHIP**
  - A. Vice-Chairperson
- 4. PUBLIC COMMENT**
- 5. CONSENT CALENDAR**
  - A. Approval of Minutes of Regular DDA Meeting, March 6, 2019
  - B. Approval of Financial Reports, April 29, 2019
- 6. UNFINISHED BUSINESS**
  - A. Chocolate Walk Update (Robinson)
  - B. Infrastructure Update (Stuart)
  - C. Communication to Property Owners (Stuart to provide at meeting)
- 7. NEW BUSINESS**
  - A. Downtown Planters (Robinson)
- 8. LIAISON REPORT (City Manager's Report)**
- 9. ADJOURN**

**CITY OF MASON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES – MARCH 6, 2019**

**OATH OF OFFICE**

Brent Forsberg and Kendra Patterson took the Oath of Office by City Clerk Jarvis

**CALL TO ORDER**

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

Present: Forsberg, Patterson, Rasdale, Rhodes, Robinson, Whipple (late), Wren (late)

Absent: Gaylord, Kelsey

Also Present: Deborah S. Stuart, City Manager

**ELECTION OF LEADERSHIP**

A. Chairperson

MOTION by Rasdale to elect Robinson as the DDA Chairperson

Yes (5) Forsberg, Patterson, Rasdale, Rhodes, Robinson

No (0)

Absent: (4) Gaylord, Kelsey, Whipple, Wren

**MOTION APPROVED**

\*\*\*Whipple and Wren joined\*\*\*

B. Vice-Chairperson

MOTION by Rasdale to elect Kelsey as the DDA Vice-Chairperson

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

No (0)

Absent: (2) Gaylord, Kelsey

**MOTION APPROVED**

**PUBLIC COMMENT**

None

**PRESENTATIONS**

A. Presentation and Request by Karen Wilson and Leon Clark for DDA Sponsorship of the Sundried Festival

Representatives from the Sundried Festival spoke about the success of the past years, challenges of the festival, and plans moving forward. They encouraged the DDA to continue their sponsorship.

**B. Presentation on Mason Library Feasibility Study (Stuart)**

City Manager Stuart gave overview of the feasibility study results and renderings for the three phases of the project. DDA members noted that they would like Phase I to complete the entire first floor and including the children's area.

**CONSENT CALENDAR**

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

- A. Approval of Minutes of Regular DDA Meeting December 5, 2018
- B. Approval of Financial Report February 28, 2019

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

**MOTION APPROVED**

**UNFINISHED BUSINESS**

- A. Discuss Proposed Survey of DDA Property Owners (Stuart)  
Consensus of the group was to send a letter to property owners outlining accomplishments and goals for the next year. Stuart will draft a letter for the DDA to review at the next meeting.

**NEW BUSINESS**

- A. Update on Chocolate Walk (Robinson)  
Event will occur on May 9<sup>th</sup> 2p-7p; Consensus to leave price at \$10.00
- B. Courthouse Square Music/Sound System, ASCAP (Robinson)  
Not discussed due to time, staff will address directly with the Chamber
- C. Chamber Christmas Tree Replacement Update (Robinson/ Whipple)  
Robinson noted 100+ Women funded this project at their recent meeting and there is no longer a request of the DDA.
- D. Authorize Contract with Mata Brothers Construction for Brick Paver Replacement with cement in the amount of \$99,743.40 (Stuart)

MOTION by Whipple, second by Rasdale,  
to Authorize the Contract with Mata Brothers Construction for Brick Paver  
Replacement in the amount of \$99,743.40

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

**MOTION APPROVED**

E. Approval of City Manager's Recommended Budget 2019-2020 (Stuart)

MOTION by Whipple, second by Wren,  
to Approve the City Manager's Recommended Budget 2019-2020

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

**MOTION APPROVED**

**LIAISON REPORT**

A. City Manager's Report 03.01.2019  
City Manager Stuart gave update on projects. Mayor Whipple gave an update on the budget process. Wren noted she will hold Kick-off Event for Building 402 on 3/22/19 at 11:00 am and encouraged members to attend.

**ADJOURN**

The meeting adjourned at 11:44 a.m.

04/29/2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON  
 PERIOD ENDING 04/30/2019

ACCOUNT DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/19 INCR (DECR)	YTD BALANCE 04/30/2019 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
403.000 CURRENT PROPERTY TAX	76,700.00	76,700.00	0.00	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	0.00	1,586.40	(1,336.40)	634.56
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	22,365.58	25,455.58	14,544.42	63.64
880.000 COMMUNITY PROMOTION	8,000.00	8,000.00	359.64	5,359.64	2,640.36	67.00
955.000 FACADE GRANT PROGRAM	40,000.00	40,000.00	0.00	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	95,756.29	(12,306.29)	114.75
TOTAL EXPENDITURES	119,425.00	119,425.00	22,725.22	60,815.22	58,609.78	50.92
NET OF REVENUES & EXPENDITURES	(35,975.00)	(35,975.00)	(22,725.22)	34,941.07	(70,916.07)	97.13

04/29/2019

GL ACTIVITY REPORT FOR CITY OF MASON  
 FROM 248-000.00-001.000 TO 248-000.00-989.000  
 TRANSACTIONS FROM 03/01/2019 TO 04/30/2019

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/01/2019			248-000.00-818.010 DOWNTOWN STREETScape	BEG. BALANCE			3,090.00
04/15/2019	AP	INV	MATA BROTHERS CONSTRUCTION SIDEWALK IMPROVEMENTS - PAY EST 1	PAY EST 1	24,850.65		27,940.65
04/15/2019	AP	INV	MATA BROTHERS CONSTRUCTION SIDEWALK IMPROVEMENTS - RETAINAGE	PAY EST 1 RETAINAGE		2,485.07	25,455.58
04/30/2019			248-000.00-818.010	END BALANCE	24,850.65	2,485.07	25,455.58
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
03/01/2019			248-000.00-880.000 COMMUNITY PROMOTION	BEG. BALANCE			5,000.00
04/02/2019	AP	INV	ASCAP DDA LICENSE FEE ADJUSTMENT	APRIL 2019	2.63		5,002.63
04/02/2019	AP	INV	ASCAP DDA LICENSE FEE 4/15-12/31/19	APRIL 2019	252.88		5,255.51
04/02/2019	AP	INV	ASCAP DDA LICENSE FEE 1/1-4/14/20	APRIL 2019	104.13		5,359.64
04/30/2019			248-000.00-880.000	END BALANCE	359.64	0.00	5,359.64

User: MW

Period Ending 04/30/2019

DB: Mason City

## Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.00-001.000	CASH STATEMENT SAVINGS	188,831.52
248-000.00-003.000	CASH CERTIFICATES OF DEPOSIT	19,676.57
248-000.00-020.001	DUE FROM CURRENT TAX-REAL	3,837.83
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
<b>Total Assets</b>		<b>216,072.30</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000.00-390.000	FUND BALANCE - UNDESIGNATED	181,131.23
<b>Total Fund Balance</b>		<b>181,131.23</b>
<b>Beginning Fund Balance</b>		<b>181,131.23</b>
<b>Net of Revenues VS Expenditures</b>		<b>34,941.07</b>
<b>Ending Fund Balance</b>		<b>216,072.30</b>
<b>Total Liabilities And Fund Balance</b>		<b>216,072.30</b>



## City Manager's Report: April 12, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	A Temporary Certificate of Occupancy has been issued. They are open for business! Staff anticipates a Special Use/Site Plan Application for the development of the overflow parking lot in the near future.
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)	Grant Agreement has been signed. The building permit is under review.
201 W. Ash City Hall	Anticipate installation of T-Mobile equipment to begin this spring
154 W. Maple (former shoe store)	Building permit has been issued. A Right of Way Permit is expected to be submitted next which will include 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	Staff anticipates a building permit application once supplemental permits from the State and County have been obtained.
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: <a href="http://bondprojects.masonk12.net/">http://bondprojects.masonk12.net/</a> .
801 N. Cedar St. (City Limits)	City Limits, has requested final site plan approval to construct a 4,828 square foot addition along with additional parking. The project is expected to be reviewed by the Planning Commission at their regular meeting on May 14.
Ash/Cedar (M-36) - MDOT	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.
Howell/Okemos Rd intersection – Ingham County Road Department	ICRD is installing a four-way stop with flashers at this intersection.
<b>SUBDIVISIONS</b>	<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.

### OPERATIONS AND COMMUNITY RELATIONS

- Mason is celebrating Arbor Day and recognizing Doug Klein as the 2019 Arbor Day Honoree on Friday, April 26, 2019 at 12pm, noon, at Griffin Park. Public is invited to attend.
- Sgt. Budd began course work for a First-Line Supervisor Course he has been enrolled in through MSU. A grant was submitted to MMRMA for reimbursement up 50% of the tuition cost.



### Staffing Updates:

- New Hires/Promotions: Kerry Neville-Palmateer was promoted on April 8, 2019 to full-time Project Specialist in the Administration/Finance departments. Billie O’Berry started on April 9, 2019 as the Code Enforcement/Community Resource Officer in the Community Development department.
- Open Positions: Seasonal Laborer applications are under review. Full-Time Laborer position has been posted externally with applications due by April 17, 2019.

### LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
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 – Downtown and Summerwood	Construction has begun; ramps on courthouse side nearly completed.	
2018-S1	MDOT- Temple Street Safety Grant	MDOT Grade Inspection has been completed. Revised plans to be re-submitted to MDOT week of April 8 <sup>th</sup>	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
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 (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	Well work is complete. Motor drive is on order.	
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	Award of project anticipated in May	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
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	Proposals from consultants are being reviewed with award anticipated by May	
2018-P5	City Tree Evaluation	Notice to Proceed & Contract signed; Pre-Evaluation Meeting to be scheduled	

<b>MOTOR VEHICLE POOL (MVP)</b>			
<b>2017-MVP6</b>	1/2 Ton 2x4 Pickup Truck	Complete	Sep
<b>2017-MVP7</b>	Mower	Complete	Jul
<b>2017-MVP8</b>	Police Cars	Complete	Jan
<b>2017-MVP9</b>	Large Items (Leaf Vacuum)	Complete	Nov
<b>2017-MVP10</b>	5-yard Dump/Plow Truck	Cab/Chassis Ordered; anticipated late April	
<b>2017-MVP18</b>	Command Vehicle	Complete	Oct
<b>2017-MVP30</b>	Front End Material Loader	Complete	Nov
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2017-B1</b>	Library- Facility Evaluation	A public open house was held on March 12 to gain feedback on the initial results	
<b>2017-B3.1</b>	Police: Portable Radios	Complete	Oct
<b>2017-B4</b>	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
<b>2017-B6</b>	Fire: Fire Engine 809/Tower 808	Truck is on order; completion anticipated 2020	
<b>2018-B4</b>	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
<b>2018-B4</b>	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
<b>2018-B6</b>	IT: AV Room Technology Patch	RFP sent out; bids due 4/17/19	
<b>2018-B7</b>	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	N/A
<b>2018-B24</b>	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

<b>FY 2019-2020</b>			
<b>Project</b>	<b>Project Name/Description</b>	<b>Status</b>	<b>Completed</b>
	2019 Local Streets	Bonds and Insurances in hand; Pre-Construction Meeting to be set, Contract and Notice of Award to be signed. Anticipate May 1st start of construction.	