



DOWNTOWN DEVELOPMENT AUTHORITY AGENDA - Monday, April 12, 2021

Electronic Meeting, 10:00 a.m.

In accordance with State Law, which has authorized remote participation in public meetings for a defined reason, it has been determined by the City of Mason that an electronic meeting is necessary to protect the public health. Specifically, Ingham County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, declared that a “state of emergency” exists within our jurisdiction through April 30, 2021 (Resolution 421). Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. CONSENT CALENDAR**
 - A. Approval of Minutes of Regular DDA Meeting March 8, 2021
 - B. Approval of Finance Reports March 31, 2021
- 5. UNFINISHED BUSINESS**
 - A. Update: Annual Chocolate Walk (Robinson)
 - B. Update: Gift Card Program (Stuart/ Robinson)
- 6. NEW BUSINESS**
- 7. LIAISON REPORT (City Manager’s Report, April 1, 2021)**
- 8. ADJOURN**



DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MEETING

ELECTRONIC MEETING INFORMATION

PLEASE TAKE NOTICE that the meeting of the City of Mason Downtown Development Authority scheduled for **April 12, 2021, starting at 10:00 a.m.**, will be conducted virtually (online and/or by phone) due to health concerns surrounding Coronavirus/COVID-19.

The City of Mason will be using Zoom to host this meeting. A free account is required to use Zoom. Please take the time to download and set-up Zoom prior to the meeting. Zoom may be accessed here: <https://zoom.us/>.

MEETING INFORMATION:

Topic: **Downtown Development Authority (DDA) Meeting**

Time: **April 12, 2021 at 10:00 a.m.** Eastern Time

Meeting ID: 871 9928 7916

Passcode: 649569

Video Conference Information: **Link to join online:**

<https://us02web.zoom.us/j/87199287916?pwd=bGNFZm5BaTRWa1Z2SWpWeXBWc013Zz09>

- You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided above.

Phone Information: **Dial 301.715.8592**

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

Resources: More Questions? Please Contact our Customer Service Desk at 517.676.9155.



General Procedures Related to Electronic Meetings

As required under Public Act 228 of 2020, the following procedures outline the accommodation of meetings held, in whole or in part, electronically by City Council or a City Board or City Commission. Additional procedures will be adopted at a later date, by the Council, to accommodate members that are eligible and cannot attend in person for meetings held on or after January 1, 2021.

Electronic Meeting Procedures for City Council, City Board or City Commission Members

- All attendees including City Council, City Board or City Commission Members will enter the meeting with a muted microphone.
- The meeting Chair's microphone will be unmuted to call the meeting to order.
- During initial roll call, each member will announce the physical location they are participating from by stating the county, city, township, or village and state which they are attending the meeting from.
- The meeting Chair will call for a motion and members will signify making a motion by either voice or the "Raise Hand" feature. The same process will be followed for a second to a motion. The meeting Chair will then acknowledge which member made the motion and which member seconded the motion.
- The meeting Chair will then ask if there is any discussion on the motion. Members will indicate a desire to discuss by either voice or the "Raise Hand" feature. The meeting Chair will then acknowledge the particular member granted the floor for discussion by name.
- Votes shall be taken by roll call.

Electronic Meeting Procedures for Public

- All public participants entering the meeting will automatically be muted upon entering.
- All public participants should either turn off or leave off their video camera. Only City Council, City Board or City Commission Members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- Public comment:
 - Public only will be allowed to address the members during Public Comments
 - Public is allowed three (3) minutes to speak.
 - Public must state the name and address slowly and clearly before they start to address the Council.
 - Public comments will be addressed in the following order:
 1. Those provided the day of the meeting and sent to the designated person in the meeting instructions by a certain time will be read during the meeting.
 2. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The meeting Chair will call on individuals to speak and they will be unmuted at that time.
 3. Participants that are available only by phone, after the meeting Chair requests.
- Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- Due to the electronic nature of this type of meeting the meeting Chair, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting, however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation.

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

PHONE INSTRUCTIONS - to join the conference by phone

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** (provide with agenda) when prompted using your touch- tone (DTMF) keypad.

VIDEOCONFERENCE INSTRUCTIONS – to watch and speak, but not to be seen

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9- digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided above.
2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

**CITY OF MASON
DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES – March 8, 2021**

CALL TO ORDER

Patterson called to order at 10:03 a.m. (via Zoom Teleconference).

Roll Call		Present	Absent	Location
<i>DDA Member</i>	Forsberg	X		Meridian Twp., Michigan
<i>DDA Member</i>	Hinman		X	
<i>DDA Vice-Chairperson</i>	Patterson	X		Mason, Michigan
<i>DDA Member</i>	Rhodes	X		Eaton Rapids, Michigan
<i>DDA Member</i>	Robinson	X		Mason, Michigan
<i>DDA Member</i>	Russell	X		Mason, Michigan
<i>DDA Chairperson</i>	Thackery	X (arrived late)		Mason, Michigan
<i>DDA Member</i>	Wren	X		Mason, Michigan
<i>Mayor</i>	Whipple		X	

Also Present: Deborah S. Stuart, City Manager; Sarah Jarvis, City Clerk present for Oath of Office only

PUBLIC COMMENT

None

CONSENT CALENDAR

MOTION by Robinson, second by Forsberg,
to approve the Consent Calendar as follows:

- A. Minutes:
 - 1. Approval of Minutes of Regular DDA Meeting, February 8, 2021
- 1. Financials:
 - 1. Approval of Finance Report/s, February 28, 2021

Yes (6) Forsberg, Patterson, Rhodes, Robinson, Russell, Wren

MOTION APPROVED

UNFINISHED BUSINESS

- A. Update: Annual Chocolate Walk (Robinson)

Robinson, Patterson, Wren updated group. Consensus was to have 2 days Friday, May 7, 2021 and Saturday, May 8, 2021.

- B. Update: Gift Card Program (Stuart)

Stuart gave update on status of proposed plan. Scheduled for March 19, 2021.

NEW BUSINESS

A. Approval of FY 21/22 Recommended Budget

Stuart gave overview of budget and discussed increase in streetscape to \$25,000 to allow for trees.

MOTION by Robinson, second by Russell,
to approve the FY 21/22 Recommended Budget with amendment

Yes (6) Forsberg, Patterson, Rhodes, Robinson, Russell, Wren

MOTION APPROVED

B. Discussion: Use of Public Space/ Parking in Alleys

Board discussed the use of public space. The group agreed alleys should be for deliveries and not parking. The DDA agreed they recommended providing signage in that way.

Board expressed concerns about public events like the proposed race when asked. Requested protocols be put in place to limit attendees gathering in one place.

LIAISON REPORT

A. City Manager's Report 2.26.21

The City Manager gave an update on City business.

ADJOURN

The meeting adjourned at 10:55 a.m.

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248		DOWNTOWN	DEVELOPMENT AUTHORITY				
07/01/2020			248-000.00-730.000 POSTAGE		BEG. BALANCE		0.00
08/10/2020	AP	INV	MASON PUBLIC SCHOOLS POSTAGE - 261 PIECES	21001	261.00		261.00
06/30/2021			248-000.00-730.000	END BALANCE	261.00	0.00	261.00
07/01/2020			248-000.00-807.000 AUDIT FEES		BEG. BALANCE		0.00
09/14/2020	AP	INV	MANER COSTERISAN AUDIT SERVICES FISCAL Y/E 6/30/20	8684	800.00		800.00
06/30/2021			248-000.00-807.000	END BALANCE	800.00	0.00	800.00
07/01/2020			248-000.00-818.010 DOWNTOWN STREETScape		BEG. BALANCE		0.00
08/18/2020	AP	INV	MASON SYCAMORE CREEK GARDEN CLUB DDA PLANTINGS	AUG 2020	1,000.00		1,000.00
11/01/2020	AP	INV	ZOROS CHRISTMAS LIGHTS INSTALL DDA CHRISTMAS LIGHTS	90	7,500.00		8,500.00
01/12/2021	AP	INV	BOY SCOUT TROOP 763 2020 SUMMER FLOWER WATERING	2020BSA763	750.00		9,250.00
06/30/2021			248-000.00-818.010	END BALANCE	9,250.00	0.00	9,250.00
07/01/2020			248-000.00-880.000 COMMUNITY PROMOTION		BEG. BALANCE		0.00
09/21/2020	AP	INV	DART BANK AD FOR DDA GIFT CARDS	SEPT 2020-STUART	10.00		10.00
06/30/2021			248-000.00-880.000	END BALANCE	10.00	0.00	10.00
07/01/2020			248-000.00-955.000 FACADE GRANT PROGRAM		BEG. BALANCE		0.00
11/12/2020	AP	INV	FIEDLER, ALAN & KATHLEEN FACADE GRANT - 117-119 E MAPLE	NOV 2020	30,000.00		30,000.00
06/30/2021			248-000.00-955.000	END BALANCE	30,000.00	0.00	30,000.00
07/01/2020			248-000.00-956.000 MISC. EXPENSES		BEG. BALANCE		0.00
07/21/2020	AP	INV	5S CLEANING 5 - \$35 GIFT CARDS - COVID 19	7212020	175.00		175.00
07/21/2020	AP	INV	BAD BREWING COMPANY, LLC 157 - \$35 GIFT CARDS - COVID 19	7212020	5,495.00		5,670.00
07/21/2020	AP	INV	BAD BREWING COMPANY, LLC 1 - \$25 GIFT CARD - COVID 19	7212020	25.00		5,695.00
07/21/2020	AP	INV	BENEDICT AUTO 8 - \$35 GIFT CARDS - COVID 19	7212020	280.00		5,975.00
07/21/2020	AP	INV	BESTSELLERS 109 - \$35 GIFT CARDS - COVID 19	7212020	3,815.00		9,790.00
07/21/2020	AP	INV	BESTSELLERS 1 - \$25 GIFT CARDS - COVID 19	7212020	25.00		9,815.00
07/21/2020	AP	INV	DAILY SCOOP 80 - \$35 GIFT CARDS - COVID 19	7212020	2,800.00		12,615.00
07/21/2020	AP	INV	HAIR & COMPANY ON ASH 34 - \$35 GIFT CARDS - COVID 19	7212020	1,190.00		13,805.00
07/21/2020	AP	INV	KEAN'S STORE COMPANY, LLC 161 - \$35 GIFT CARDS - COVID 19	7212020	5,635.00		19,440.00
07/21/2020	AP	INV	KEAN'S STORE COMPANY, LLC 6 - \$25 GIFT CARDS - COVID 19	7212020	150.00		19,590.00
07/21/2020	AP	INV	LFA FARMERS MARKET 85 - \$35 GIFT CARDS - COVID 19	7212020	2,975.00		22,565.00
07/21/2020	AP	INV	LIVE LONG CROSS FIT 10 - \$35 GIFT CARDS - COVID 19	7212020	350.00		22,915.00
07/21/2020	AP	INV	LIVE LONG CROSS FIT 8 - \$25 GIFT CARDS - COVID 19	7212020	200.00		23,115.00
07/21/2020	AP	INV	MAPLE STREET MALL 25 - \$35 GIFT CARDS - COVID 19	7212020	875.00		23,990.00
07/21/2020	AP	INV	MARGARET ROSS 17 - \$35 GIFT CARDS - COVID 19	7212020	595.00		24,585.00
07/21/2020	AP	INV	MASON FLORAL & GIFTS, INC 14 - \$35 GIFT CARDS - COVID 19	7212020	490.00		25,075.00
07/21/2020	AP	INV	SALON 130 66 - \$35 GIFT CARDS - COVID 19	7212020	2,310.00		27,385.00
07/21/2020	AP	INV	SIMPLY VINTAGE MARKETPLACE 5 - \$35 GIFT CARDS - COVID 19	7212020	175.00		27,560.00
07/21/2020	AP	INV	SWEETLEES BOUTIQUE 74 - \$35 GIFT CARDS - COVID 19	7212020	2,590.00		30,150.00
07/21/2020	AP	INV	SWEETLEES BOUTIQUE 4 - \$25 GIFT CARDS - COVID 19	7212020	100.00		30,250.00
07/21/2020	AP	INV	VAULT DELICATESSEN 102 - \$35 GIFT CARDS - COVID 19	7212020	3,570.00		33,820.00
07/21/2020	AP	INV	WARE'S DRUG STORE 25 - \$35 GIFT CARDS - COVID 19	7212020	875.00		34,695.00
07/21/2020	AP	INV	WHEATON'S DECORATING AND 22 - \$35 GIFT CARDS - COVID 19	7212020	770.00		35,465.00
03/23/2021	AP	INV	5S CLEANING 10 - \$35 GIFT CARDS - COVID 19	3222021	350.00		35,815.00
03/23/2021	AP	INV	BAD BREWING COMPANY, LLC 132 - \$35 GIFT CARDS - COVID 19	3222021	4,620.00		40,435.00
03/23/2021	AP	INV	BAD BREWING COMPANY, LLC 4 - \$25 GIFT CARDS - COVID 19	3222021	100.00		40,535.00
03/23/2021	AP	INV	BESTSELLERS 64 - \$35 GIFT CARDS - COVID 19	3222021	2,240.00		42,775.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			248-000.00-956.000 MISC. EXPENSES				
						(Continued)	
03/23/2021	AP	INV	BESTSELLERS	3222021	150.00		42,925.00
			6 - \$25 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	COURTHOUSE PUB & GRILL	3222021	1,680.00		44,605.00
			48 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	DAILY SCOOP	3222021	2,100.00		46,705.00
			60 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	HAIR & COMPANY ON ASH	3222021	1,715.00		48,420.00
			49 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	HAVEN SALON & SPA	3222021	175.00		48,595.00
			5 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	KEAN'S STORE COMPANY, LLC	3222021	3,815.00		52,410.00
			109 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	KEAN'S STORE COMPANY, LLC	3222021	75.00		52,485.00
			3 - \$25 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	LFA FARMERS MARKET	3222021	1,960.00		54,445.00
			56 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	MAPLE STREET MALL	3222021	945.00		55,390.00
			27 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	MARGARET ROSS	3222021	175.00		55,565.00
			5 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	MASON FLORAL & GIFTS, INC	3222021	315.00		55,880.00
			9 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	MICHIGAN BARNWOOD & SALVAGE	3222021	5,180.00		61,060.00
			148 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	MICHIGAN BARNWOOD & SALVAGE	3222021	25.00		61,085.00
			1 - \$25 GIFT CARD - COVID 19				
03/23/2021	AP	INV	SALON 130	3222021	2,275.00		63,360.00
			65 - \$35 GIFT CARDS				
03/23/2021	AP	INV	SIMPLY VINTAGE MARKETPLACE	3222021	665.00		64,025.00
			19 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	SPORTS STOP	3222021	630.00		64,655.00
			18 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	SWEETLEES BOUTIQUE	3222021	3,080.00		67,735.00
			88 - \$35 GIFT CARDS				
03/23/2021	AP	INV	VAULT DELICATESSEN	3222021	2,520.00		70,255.00
			72 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	VAULT DELICATESSEN	3222021	25.00		70,280.00
			1 - \$25 GIFT CARD - COVID 19				
03/23/2021	AP	INV	WARE'S DRUG STORE	3222021	315.00		70,595.00
			9 - \$35 GIFT CARDS - COVID 19				
03/23/2021	AP	INV	WHEATON'S DECORATING AND	3222021	245.00		70,840.00
			7 - \$35 GIFT CARDS - COVID 19				
06/30/2021			248-000.00-956.000	END BALANCE	70,840.00	0.00	70,840.00

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.00-001.000	CASH STATEMENT SAVINGS	254,984.14
248-000.00-003.000	CASH CERTIFICATES OF DEPOSIT	20,143.31
248-000.00-020.001	DUE FROM CURRENT TAX-REAL	22,589.28
248-000.00-025.001	DELINQUENT PERS TAX REC	2,070.74
248-000.00-025.003	DELINQUENT PERS. PROP. 2017	295.55
248-000.00-025.004	DELINQUENT PERS. PROP. 2016	209.75
248-000.00-041.000	DOUBTFUL ACCOUNTS RECEIVABLE	138.53
Total Assets		300,431.30
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.00-390.000	FUND BALANCE - UNDESIGNATED	231,354.25
Total Fund Balance		231,354.25
Beginning Fund Balance		231,354.25
Net of Revenues VS Expenditures		69,077.05
Ending Fund Balance		300,431.30
Total Liabilities And Fund Balance		300,431.30

REVENUE AND EXPENDITURE REPORT FOR CITY OF MASON

PERIOD ENDING 03/31/2021

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	YTD BALANCE 03/31/2021 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
403.000 CURRENT PROPERTY TAX	105,500.00	105,500.00	0.00	119,748.86	(14,248.86)	113.51
573.000 LOCAL COMMUNITY STABILIZATION SHARE A	5,000.00	5,000.00	0.00	9,447.29	(4,447.29)	188.95
664.000 INVESTMENT INCOME - INTEREST	1,000.00	1,000.00	0.00	242.37	757.63	24.24
675.002 SPECIAL EVENT REVENUE	0.00	0.00	25,349.63	50,799.53	(50,799.53)	100.00
TOTAL REVENUES	111,500.00	111,500.00	25,349.63	180,238.05	(68,738.05)	161.65
Expenditures						
730.000 POSTAGE	100.00	100.00	0.00	261.00	(161.00)	261.00
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	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	9,250.00	10,750.00	46.25
880.000 COMMUNITY PROMOTION	8,000.00	8,000.00	0.00	10.00	7,990.00	0.13
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	20,000.00	20,000.00	35,375.00	70,840.00	(50,840.00)	354.20
TOTAL EXPENDITURES	89,425.00	89,425.00	35,375.00	111,161.00	(21,736.00)	124.31
FUND TOTALS						
TOTAL REVENUES	111,500.00	111,500.00	25,349.63	180,238.05	(68,738.05)	161.65
TOTAL EXPENDITURES	89,425.00	89,425.00	35,375.00	111,161.00	(21,736.00)	124.31
NET OF REVENUES & EXPENDITURES	22,075.00	22,075.00	(10,025.37)	69,077.05	(47,002.05)	312.92



City Manager's Report: April 1, 2021

COVID-19 UPDATES

- City Hall is currently open to the public Monday through Friday, 9:00 a.m. to 4:00 p.m. The Customer Service line is answered Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Please see the Continuity of Operations document, as of February 1, 2021, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of January 12, 2021 available: [here](#).

OPERATIONS

- **Councilmembers:** Please mark your calendar for **May 10, 2021 at 5:30pm** for the Mason Public Schools and City of Mason Joint Recognition Ceremony to be held virtually. If you wish to nominate someone or group, let Sarah Jarvis know.
- Board of Ethics approved the Complaint and Advisory Opinion Forms at their March 24, 2021 meeting and they have been added to the City website here: https://www.mason.mi.us/your_government/board_of_ethics/index.php
- Tree Commission/Cemetery Board has decided at their March 25, 2021 meeting that instead of honoring a specific person or group for Arbor Day that a tree will be planted in honor of the indomitable spirit of the citizens of Mason during this last year. Details are still in the works regarding the location and type of tree that will be planted. There will be no in-person ceremony, but an official announcement will be made on the City's Facebook and Website along with the Mayor's Proclamation on Arbor Day April 30, 2021.

Staffing Updates:

- New Hires/Promotions: Randy Auge was appointed on March 22, 2021 as a Volunteer Firefighter in the Fire Department.
- Open Positions: Full-time Police Officer- first interviews and second interviews have been conducted. Seasonal Temporary Laborer- position has been posted and closes on April 16. Seasonal Crossing Guard- posted and is open until filled.

Traffic Updates:

- A Mason resident contacted staff with concerns about the intersection of Jefferson Street (S/B) at Okemos Street. The drivers on Okemos Street always have R-O-W. But as the drivers are traveling S/W on Okemos Street towards the intersection, the citizen believed they see the stop sign intended for S/B Jefferson Street and stop causing some traffic issues and confusion. Initial research of traffic crash data from 2017 until March 23, 2021 was done. None involved S/W drivers on Okemos entering the intersection and being the cause of the crash. All were other drivers who failed to yield R-O-W. **Status is open.**

LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Blower has been set. Contractor finishing up wiring.	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, SIGNALS(S)			
2017-S17	Center Street-Walnut St to N. Bush St	Completed	October
2017-S18	Brookdale St- W. South St to Willow St	Completed	August
2017-S19	Cherry- McRoberts St to Henderson St	Completed	October

2020-U2				
2017-S21	Eaton Drive- All	Completed	June	
2017-S22	W. Elm St- McRoberts St to Lansing St	Completed	October	
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June	
2019-S9b	Signal at E. Maple & S. Jefferson	Traffic study tentatively scheduled for April.		
2019-S5a	Henderson Street– Entire length	Completed	October	
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October	
2018-S1	Temple Street Pedestrian Crossing	Anticipated start date Summer of 2021		
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				
2017-U8	Replace PLCs on 3 Wells	Anticipated start date Spring of 2021		
2017-U23	Well No. 6 Rebuild	Anticipated start date Spring of 2021		
2017-U25	Gutters for Water Treatment Plant	Completion of project set for week of April 5 th .		
2018-U32	South Water Tower Repair	Preparing documents for bid advertising.		
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.		
2019-U4	Study - Wastewater Solids System	Study Completed and Reviewed by Staff.	March	
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)				
2017-P8	Laylin Park - Phase II	Anticipated start date Spring of 2021		
2020-P2	Columbia St Bridge Ped. Crossing Design	Anticipated Spring of 2021		
2020-P5	Jefferson St – RR Pedestrian Crossing	Railroad Company confirming rail work date, start Spring 2021		
2020-P6	Lee Austin Park- Plan/Design	Staff is drafting Request for Proposal for work.		
2020-P7	Non- Motorized Prog: NE Quadrant	Completed	October	
2020-P8	Rayner Park- Master Park Plan	Staff is drafting Request for Proposal for work.		
MOTOR VEHICLE POOL (MVP)				
2017-MVP15	Vehicle No. 16 Replacement	Facilities, Code Enforcement	Vehicle has been ordered, expected delivery at the end of May.	
2017-MVP16	Mower No. 77 Replacement	Cemetery, Parks, Forestry	Delivered	March
2017-MVP17	Vehicle No. 85 Replacement	Police	Vehicle has been delivered, waiting for equipment and decals to be outfitted.	
2017-MVP20	Vehicle No. 18 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered, expected delivery at the end of May.	
2017-MVP21	Mower No. 66 Replacement	Cemetery, Parks, Forestry	Delivered	March
2017-MVP29	Mower No. 69 Replacement	Cemetery, Parks, Forestry	Delivered	March
2018-MVP1	Vehicle No. 22 Replacement	Cemetery, Parks, Forestry	Vehicle has been ordered, expected delivery at the end of May.	
BUILDING, PROPERTY, EQUIPMENT (B)				
2017-B12	IT New Servers		Purchase has been approved; working with IT on server build and schedule for replacement	
2017-B17	Fire SCBA units		Authorization by City Council to purchase	
2018-B14	Fire Rehab 815 Replacement		Anticipated purchase Spring of 2021	
2018-B22	Police Body Worn Cameras		Complete	March
2018-B23	Masterplan/Zoning Update		Webpage has been created on City website under How Do I → Learn About →Master Plan which included current documents, draft of Request for Proposal (RFP) and option to sign up for email updates on the project. On February 22, 2021 at 7:30 pm via Zoom, City Council and Planning Commission are planning	

		to meet jointly to confirm the expected outcomes for the plan. Meeting information will be posted on both groups meeting pages.	
2019-B16b	Election Tabulator Machines	Completed	October
2019-B2a	City Hall - Phase I Design and Security	Installation is in progress; anticipated completion February/March.	
2020-B4a	DPW- Design	Staff is working on refining design.	

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS (listed only once when active)	
124 W. Maple – Mason Floral ACTIVE	Building permit is active for water mitigation – removal of drywall, flooring and drop ceiling from water damage.
ZONING (listed when pending and once when approved)	
1041 & 1123 S. Jefferson PENDING	George Hayhoe, Capex Land, Inc., has requested a zoning ordinance amendment to rezone 1041 Jefferson St. and 1123 Jefferson St. from M-1: Light Manufacturing District to C-2: General Commercial District. A public hearing will take place at the 4/13/2021 Planning Commission Meeting.