



City Manager's Report: October 1, 2020

COVID-19 UPDATES:

- Staff is now back to full hours and furloughs are no longer in place at this time. However, we are still limiting access to City Hall by the public to Monday- Thursday 9 am-3 pm. Residents are encouraged to make contact-less payments, for all payments, including tax payments, by mail, online, or placing in our drive up drop-box in the City Hall parking lot. We are asking residents to limit the use of cash and prepare checks before you enter City Hall. If a receipt is requested, please provide an email address or enclose a self-addressed, stamped envelope.
- Please see the Continuity of Operations document, as of July 6, 2020, available on the City's website: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of June 3, 2020 available on the City's website: [here](#). This document complies with related Executive Orders and continues to be utilized by other communities as a model.
- In response to COVID-19, Staff is currently preparing recommendations to the Capital Improvements Program (CIP). It is anticipated that this will be presented to the Planning Commission in October (due to revenue estimates being provided by State), followed by consideration by the City Council. Budget amendments will also be necessary to implement any of the capital projects recommended to move forward.

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
118 W. Oak St. – Arcade/Nail Salon PENDING	Two permits pending. 1. Change of Occupancy permit has been filed for Nail Tech in small office space. 2. Change of Occupancy permit has been filed to proceed with opening of the Arcade on the first floor only.
205 S. Cedar - DSN PENDING	Two building permits pending for this address. Both filed after code enforcement violations were noted. 1. Sign permit. 2. Installing door on front of building.
110 W. Oak – Mason Energy Group ACTIVE	Building permit active for siding, fascia, and soffit work.
117 & 119 E. Maple – Fiedler ACTIVE	Building permit is active for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.
124-136 W. Ash St. ACTIVE	Building permit active for 2 nd story interior renovations and replacement of all 2 nd story windows.
125 E. Kipp Rd – Dollar Tree ACTIVE	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
132 S. Cedar– Peak Performance ACTIVE	Ste. 500- Building permit is active for renovating space for physical therapy clinic.
213 N. East St. – ServiceMaster ACTIVE	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
230 Temple St. – Sparrow ACTIVE	Building permit is active for tear off and re-roof of building.
301 Bush – Ingham County ACTIVE	Building permit active for tear off and re-roof of building.
352 W. Columbia St. – Michigan Barn Wood and Salvage ACTIVE	Building permit is active for application of spray foam over 2 sections of roof.
610 N. Cedar – Rite Aid ACTIVE	Building permit is active for removal and installation of new signs on business walls.
700 Buhl – Ingham County Justice Complex ACTIVE	Building permit is active for interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance function. Includes new interior mechanical, plumbing, and electrical work. This work is part of a phased construction project for the new Ingham County Justice Complex.

700 Buhl – Ingham 911 ACTIVE	Building permit is active for installation of antennas, microwave dishes and associated mounts on existing tower. Install unmanned equipment shelter.
801 N. Cedar St.- City Limits ACTIVE	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
1133 S. Cedar – MSU Federal CU ACTIVE	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) ACTIVE	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas. The property owner does not have plans for the site at this time.
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	Remaining work includes the installation of landscaping, repairs to parking lot lighting, and a site plan revision if they intend to include the outdoor flea market.
549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT ISSUED	Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. <i>Parking updates have been delayed until spring.</i>
BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION	
665 Hull Rd. – Cleanlites Recycling PENDING	Building permit is pending after fire.
Private Residence – Center St. ACTIVE	Building permit is active for demolition of garage.
Private Residence – Park St. PENDING	Building permit is pending after fire.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
ZONING AMENDMENT REQUESTS	
117 Mark St. PENDING	Application to rezone property from O-2 to RS-2. City Council adopted the Zoning Amendment Ordinance at their 9/28/2020 meeting. The Ordinance will go into effect Monday, October 5, 2020.
R2F District PENDING	Application to allow 3-unit multiple family residential in the R2F Two-Family zoning district. City Council adopted the Zoning Ordinance Amendment at their 9/28/2020 meeting. The Ordinance will go into effect Monday, October 5, 2020.
OTHER	
840 E. Columbia St. – Masonic Lodge PENDING	Administrative Site Plan Application is being reviewed for changes to the parking lot for one-way traffic, and the addition of a new driveway to accommodate drop-off at the entrance to building where a new elevator is to be installed for ADA access.

OPERATIONS

- We currently have issued 2,705 Absentee Ballots for the November 3, 2020 Election. You may request an absentee ballot to be sent by mail up to Friday, October 30, 2020 by 5:00 p.m. or in person up to 4:00 p.m. on Monday, November 2, 2020. However, any ballot requested in person on Monday, November 2, 2020 must be voted at City Hall and cannot be taken with the voter.
- Chief Hanson and Sergeant Budd attended Michigan State Police Local Agency Security Officer (LASO) Training; a requirement for our police agency to help ensure proper department handling of sensitive and confidential personally identifiable information.
- DNR- Rayner Park Grant Applications: Links to the preliminary scores and supplemental docs have been added to the [grant page](#) for review.
- Repairs to eliminate the infiltration of ground water have been done to the sewer line at Gestamp. Staff has an early estimate of water eliminated from entering our sewer system is approximately 15,000 gallons per day (Approximately 5.5 Million gallons annually).

Staffing Updates:

- The City Manager has implemented a hiring freeze due to COVID-19.

LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S11/ 2017-U19/ 2018-P3	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Final Restoration completed. Pond restoration work is in progress.	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Blower is in the manufacturing phase with an estimated time of arrival of February 2021.	
2017-U24	Study of Sewer Flow on Mason St.	Staff working with Wolverine Engineering to move monitoring equipment to a new area. Staff waiting for next weather event to televise Devon Hills area to identify cause of inflow and infiltration.	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S17	Center Street- Walnut Street to N. Bush Street	Final asphalt layer is scheduled. Recent rain has affected the previously scheduled dates. Anticipated completion November 1, 2020.	
2017-S18	Brookdale Street- W. South St to Willow Street	Completed	August
2017-S19	Cherry- McRoberts Street to Henderson Street	Final asphalt layer is scheduled. Recent rain has affected the previously scheduled dates. Anticipated completion November 1, 2020.	
2017-S21	Eaton Drive- All	Completed	June
2017-S22	W. Elm Street- McRoberts Street to Lansing Street	Final asphalt layer is scheduled. Recent rain has affected the previously scheduled dates. Anticipated completion November 1, 2020.	
2019-S9a	E. Maple– S. Jefferson to S. Barnes	Completed	June
2019-S9b	Signal at E. Maple & S. Jefferson	Delayed traffic study due to COVID-19.	
2019-S5a	Henderson Street– Entire length	Final asphalt layer is scheduled. Recent rain has affected the previously scheduled dates. Anticipated completion November 1, 2020.	
2019-S5b	Alley- W. Columbia Street to W. Sycamore Street	Final asphalt layer is scheduled. Recent rain has affected the previously scheduled dates. Anticipated completion November 1, 2020.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2019-B16b	Clerk: Election Tabulator Machines	Tabulator should be received by mid-October, in time for November election.	