



## City Manager's Report: October 29, 2020

### COVID-19 UPDATES:

- City Hall is open to the public Monday through Friday 9 a.m. to 3 p.m. Customer Service phones will be answered Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Please see the Continuity of Operations document, as of October 26, 2020, available: [here](#).
- Please see the COVID-19 Preparedness and Response Plan, as of October 15, 2020 available: [here](#).

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

Project Name	Status
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
118 W. Oak St. – Arcade/Nail Salon <b>PENDING</b>	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 <b>PENDING</b>	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.
790 E. Columbia <b>PENDING</b>	Building permit is pending for interior renovations.
1155 Temple St. – Paul Davis Restoration <b>PENDING</b>	Building permit is in review for the construction of a new 22,500 square foot building that will be used as warehouse and office space.
110 W. Oak – Mason Energy Group <b>ACTIVE</b>	Building permit active for siding, fascia, and soffit work.
117 & 119 E. Maple – Fiedler <b>ACTIVE</b>	Building permit is active for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.
124-136 W. Ash St. <b>ACTIVE</b>	Building permit active for 2 <sup>nd</sup> story interior renovations and replacement of all 2 <sup>nd</sup> story windows.
125 E. Kipp Rd – Dollar Tree <b>ACTIVE</b>	Building permit is active for a 5,460 sq. ft. addition to accommodate up to four new retailers.
202 N. Mason St. – Doberman Technologies <b>ACTIVE</b>	Building permit is active for demolition of 3 residential structures. A temporary fence will be installed to prevent anyone from using the space.
213 N. East St. – ServiceMaster <b>ACTIVE</b>	Building permit active to add overhead door, open doorways to meet ADA code and build necessary ramps.
230 S. Cedar – Outpost <b>ACTIVE</b>	Building permit is active for change of occupancy of commercial space from laundromat to tack shop.
230 Temple St. – Sparrow <b>ACTIVE</b>	Building permit is active for tear off and re-roof of building.
301 Bush – Ingham County <b>ACTIVE</b>	Building permit active for tear off and re-roof of building.
440 S. Jefferson – Bad Brewing <b>ACTIVE</b>	Building permit is active to set up two tents over current patio.
600 Buhl – Ingham Animal Control <b>ACTIVE</b>	Building permit is active to construct a 14' x 24' pre-fabricated mini-barn.
610 N. Cedar – Rite Aid <b>ACTIVE</b>	Building permit is active for removal and installation of new signs on business walls.
700 Buhl – Ingham County Justice Complex <b>ACTIVE</b>	Building permit is active for interior remodeling of existing storage facility to accommodate relocation of vehicle maintenance function. Part of a phased construction project for the new Ingham County Justice Complex.
700 Buhl – Ingham 911 <b>ACTIVE</b>	Building permit is active for installation of antennas, microwave dishes and associated mounts on existing tower. Install unmanned equipment shelter.
1000 E. Columbia – Mason Community Church <b>ACTIVE</b>	Building permit is active for tear off and replacement of roof.

1133 S. Cedar – MSU Federal CU <b>ACTIVE</b>	Building permit is active for interior renovations.
1154 S. Jefferson – (former Hart Well Drilling) <b>ACTIVE</b>	Building permit is active for demolition of building, removal of debris, and restoration of disturbed areas.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT</b>	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 <b>TEMPORARY OCCUPANCY PERMIT</b>	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>
801 N. Cedar St.- City Limits <b>COMPLETED</b>	Final building inspection approved for a 4,828 sq. ft. addition along with additional parking. Certificate of Occupancy issued.
<b>BUILDING PERMITS – DANGEROUS BUILDINGS/FIRE RESTORATION</b>	
665 Hull Rd. – Cleanlites Recycling <b>PENDING</b>	Building permit is pending after fire.
Private Residence – Park St. <b>PENDING</b>	Building permit is pending after fire.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
<b>OTHER</b>	
840 E. Columbia St. – Masonic Lodge <b>PENDING</b>	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.
1155 Temple St. – Paul Davis Restoration <b>APPROVED</b>	Application to amend previously approved Site Plan to reduce building square footage, modify parking and driveway. The application was approved at a Special Meeting of the Planning Commission held October 27.

## OPERATIONS

- As of October 28, 2020, we have issued 3,053 Absentee Ballots for the November 3, 2020 Election and received 2,408 back. 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.
- Leaf collection program is in progress. Detailed information is available on the website: [here](#).
- A field team from Michigan State University will be taking tick samples in Rayner Park in the next couple of weeks. They will provide the City with a summary of their findings.

## Staffing Updates:

- Open Positions – Seasonal Crossing Guard position posted and is open until filled.
- Additional part-time positions will be posted soon. There is still a hiring freeze on any full-time positions.

## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
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.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
2017-U11	Turbine Aeration Blower at POTW	Blower is in the manufacturing phase with an estimated time of arrival of April 2021.	
2017-U24	Study of Sewer Flow on Mason St.	Staff has removed flow monitoring equipment from the Devon Hill Drive area, due to unsuccessful televising caused by roots in the sewer pipes. Roots will be removed and staff will monitor again.	

**FY 2020-2021**

Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, SIGNALS(S)</b>			
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 2020-U2	Cherry- McRoberts St to Henderson St	Completed	October
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	Delayed traffic study due to COVID-19.	
2019-S5a	Henderson Street– Entire length	Completed	October
2019-S5b	Alley- W. Columbia to W. Sycamore	Completed	October
2018-S1	Temple Street Pedestrian Crossing	Confirming with MPS still priority project.	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
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	Staff collecting proposals	
2018-U32	South Water Tower Repair	Inspection completed Oct. 19; waiting for report to determine necessary maintenance/ repair	
2019-U1	Wastewater Treatment Plant - Design	Staff is drafting Request for Proposal for work.	
2019-U4	Study - Wastewater Solids System	Staff is drafting Request for Proposal for work.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>			
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	Pending Council’s approval for railroad work.	
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.	
<b>MOTOR VEHICLE POOL (MVP)</b>			
2017-MVP15	Vehicle No. 16 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP16	Mower No. 77 Replacement	Anticipated purchase date Spring of 2021.	
2017-MVP17	Vehicle No. 85 Replacement	Vehicle has been ordered; expected Spring 21	
2017-MVP20	Vehicle No. 18 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP21	Mower No. 66 Replacement	Anticipated purchase Spring of 2021.	
2017-MVP29	Mower No. 69 Replacement	Anticipated purchase Spring of 2021.	
2018-MVP1	Vehicle No. 22 Replacement	Anticipated purchase Spring of 2021.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
2017-B12	IT New Servers	Anticipated start date Spring of 2021	
2017-B17	Fire SCBA units	Anticipated purchase Spring of 2021.	
2018-B14	Fire Rehab 815 Replacement	Anticipated purchase Spring of 2021.	
2018-B22	Police Body Worn Cameras	Pending City Council’s approval	
2018-B23	Masterplan/Zoning Update	Staff is drafting Request for Proposal for work	
2019-B16b	Election Tabulator Machines	Completed	October
2019-B2a	City Hall - Phase I Design and Security	Security approved. Design is still pending.	
2020-B4a	DPW- Design	Staff is working on refining design.	