



## City Manager's Report: June 11, 2020

### COVID-19 UPDATES:

- Please see the Continuity of Operations document, as of June 11, 2020, available on the City's website: [here](#).
  - City Hall will be open to public wearing masks starting June 15, 2020
  - Building Permits - Service has resumed for applications and inspections. Permits can be submitted through the online application or by drop off in the drop box at City Hall.
- 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 Executive Order 2020-59.

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

Project Name	Status
<b>HISTORIC DISTRICT COMMISSION</b>	
<b>124-136 W. Ash St. PENDING</b>	Historic District Commission will be meeting in June to review a Certificate of Appropriateness request for window replacement.
<b>BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW</b>	
1133 S. Cedar – MSU Federal CU <b>PENDING</b>	Building permit application in review for interior renovations.
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.
118 W. Oak St. <b>PENDING</b>	Two permits pending for this address. 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.
117 & 119 E. Maple – Fiedler insurance <b>ACTIVE</b>	Building permit is active for replacement storm doors, replacement windows, exterior painting, and brick exterior re-pointing.
301 Bush – Ingham County <b>ACTIVE</b>	Building permit active for tear off and re-roof of building.
110 W. Oak – Mason Energy Group <b>ACTIVE</b>	Building permit active for siding, fascia, and soffit work. *Historic District Commission approved a Certificate of Appropriateness for new metal gable siding and gutters on May 26, 2020.
706 S. Cedar – State Farm Insurance <b>ACTIVE</b>	Building permit active for tear off and re-roof of building.
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.
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.
652 Hull Rd- New Goodwill <b>ACTIVE</b>	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
801 N. Cedar St.- City Limits <b>ACTIVE</b>	Building permit is active to construct a 4,828 sq. ft. addition along with additional parking.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
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.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</b>	A Temporary Certificate of Occupancy has been issued for Timeless Treasures. Remaining work includes the installation of the approved landscaping, repairs to parking lot lighting, and a site plan revision if the owner intends to include the outdoor flea market.

BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Hall Blvd. <b>ACTIVE</b>	Building permit is active for reconstruction of residence.
111 Mason St. – Mason Depot <b>ACTIVE</b>	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb’s Inn <b>ACTIVE</b>	Building permit is active for reconstruction after fire.

## OPERATIONS

- Staff will disconnect a few decorative street lights in the downtown due to water getting into the fixtures and causing lights to flicker. Parts have been ordered and repairs will be made after we receive the parts (expected delivery end of June).
- Since going live in May, the City has received nearly 60 permits online, primarily for roof and siding. We believe this alone has resulted in a savings of nearly 30 hours of Customer Service time for data entry. Special thanks to Marcia Holmes, Community Development Administrative Assistant and our Customer Service Team for making this happen. We are limited to taking only roof and siding permits online now but with a goal shifting the administrative intake of 100% of our permit types online over the next few months.

## Staffing Updates:

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

## Traffic Updates:

- Traffic and speed evaluations in certain areas have become a lower priority to limit contact.

## LARGE CITY PROJECTS

FY 2019-2020			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2018-S1 (FY 18/19)</b>	MDOT- Temple Street Safety Grant <i>MPS/ City support smaller scope and rejecting grant due to costs.</i>	City will contribute \$20,000 (previously committed match) and MPS will contribute \$10,000. Plans are being revised for review. <b>Delaying due to COVID-19</b>	
<b>2017-S5</b>	Walnut- Columbia St. to North End	Final cleanup and restoration as applicable remain.	October
<b>2017-S10</b>	Sidewalk Program- NW Quadrant	Bid Opening April 1; five bids were received, <b>delaying award due to COVID-19</b>	
<b>2017-S11/ 2017-U19/ 2018-P3</b>	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	All underground work is completed. Main line curb is done. The radii at Howell and Cedar will be completed within a week or so. Next step will be base course of asphalt, then pathway work.	
<b>2017-S12/ 2017-U20</b>	W. Elm St.- Henderson St. to Jefferson St.	Restoration and final clean up as applicable.	November
<b>2017-S13/ 2017-U21</b>	Park St.- Elm Street to Oak St.	Complete	November
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U11</b>	Turbine Aeration Blower at POTW	Recommendation awaiting City Council approval	
<b>2017-U15</b>	Replace Hydrants at Mason Plaza	Discussions with owner about relocations occurring. <b>Delaying due to COVID-19</b>	
<b>2017-U23</b>	Well No. 6 Rebuild	Moved to FY 2020-2021	
<b>2017-U24</b>	Study of Sewer Flow on Mason St.	Data collection underway	
<b>2017-U25</b>	Gutters for Water Treatment Plant	Moved to FY 2020-2021	
<b>2019-U1</b>	WWTP- Design	RFQP planned for Spring, <b>delaying due to COVID-19</b>	
<b>2019-U2</b>	DPW- Design	<b>Delaying due to COVID-19</b>	

PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park - Phase II	Delaying due to COVID-19	
MOTOR VEHICLE POOL (MVP)			
2017-MVP11	Vehicle No. 13 Replacement	Complete	March
2017-MVP12	Mower No. 75 Replacement	Complete	July
2017-MVP13	Vehicle No. 6 Replacement	Complete	March
2019-MVP1	Vehicle No. 25 Equipping	Complete	January
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Contractor has begun work preparing final design/construction documents.	
2017-B7 2018-B16	City Hall Parking Lot Repairs Station 1 Rear Approach	Bids received, <b>delaying due to COVID-19</b>	
2017-B10	Fire Station 1- Furnace/AC	<b>Delaying due to COVID-19</b>	
2017-B11	Fire Station 1- Washer/ Dryer	Dryer has been received and installed (May 2020); <b>delaying washer due to COVID-19</b>	
2017-B12	City Hall New Servers	Email Server to Office 365 Complete. City Hall server replacement <b>delaying due to COVID-19</b>	
2018-B10	BS&A Module for Online Permitting	This service is live and we are accepting applications.	May
2018-B12	City Hall Carpet Replacement	<b>Delaying due to COVID-19</b>	
2018-B13	Extrication Tools Replacement	All items have been received.	February
2018-B15	Sprinkler System in Truck Bay	<b>Delaying due to COVID-19</b>	
2018-B19	Wireless Connectivity- City Hall to Jefferson St (DPW and POTW)	Previous account manager no longer with ACD. Working on new estimates with alternate routes. <b>Delaying due to COVID-19</b>	
2019-B1	Election Tabulator Machines	Tabulator Machine has been ordered; manufacturer has been delayed; anticipated receipt June 2020. State of Michigan Grant has been approved to fund 50% of the tabulator cost.	
2019-B2	City Hall- Phase 1	Received bid for design, <b>delaying due to COVID-19</b>	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
	2020 Local Streets	Base course of asphalt placed on Eaton and Maple. Structure adjustment next and then final asphalt placed. Work will progress to Center Street and Brookdale.	