



City Manager's Report: July 16, 2020

COVID-19 UPDATES:

- Please see the Continuity of Operations document, as of June 11, 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 Executive Order 2020-59.

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

Project Name	Status
BUILDING PERMITS – COMMERCIAL PROJECTS UNDER CITY REVIEW	
118 W. Oak St. PENDING	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.
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 Insurance 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. *Historic District Commission approved a Certificate of Appropriateness for replacement of windows on June 22, 2020.
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, Ste. 500 – Peak Performance ACTIVE	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 Medical Services 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.
402 S. Jefferson (former Baja Grill) ACTIVE	Building permit is active for interior and exterior renovations.
652 Hull Rd- New Goodwill ACTIVE	Building permit application is active and construction of a new 15,772 square foot commercial building for a Goodwill retail store.
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.
525 N. Cedar- Timeless Treasures TEMPORARY OCCUPANCY PERMIT ISSUED	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.

549 W. Ash- Dog Groomer TEMPORARY OCCUPANCY PERMIT ISSUED	A Temporary Certificate of Occupancy has been issued to assist in opening the business. Staff is working with owner on a revised parking plan to address safety requirements and pre-existing, non-conforming layout. Once the new parking area is complete, a final Certificate of Occupancy will be issued. <i>Parking updates have been delayed until spring.</i>
BUILDING PERMITS – FIRE RESTORATION	
Private Residence – Park St. PENDING	Building permit is pending after fire.
Private Residence – Hall Blvd. ACTIVE	Building permit is active for reconstruction of residence.
111 Mason St. – Mason Depot ACTIVE	Building permit is active for reconstruction after fire.
575 N. Cedar St. – Heb’s Inn COMPLETED	Final inspection approved and Certificate of Occupancy issued.
ZONING PERMITS	
882 Stag Thicket PENDING	Zoning permit under Administrative Review for minor grading, patio, retaining wall, and hot tub. Building permit pending for hot tub.

OPERATIONS

- 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.
- The City has issued 1,839 Absentee Ballots for the August 4, 2020 election as of Tuesday, July 14, 2020. Voters may request an Absentee Ballot up to July 31, 2020 for the ballot to be mailed. Voters also can request an Absentee Ballot in person on Saturday, August 1, 2020 8:00 AM – 4:00 PM or Monday, August 3, 2020 from 8:00 AM – 4:00 PM.
- The City contracted for an outside audit of the Police Department Property and Evidence Room and of our processes to ensure we are meeting the best practices. The Audit identified some areas for improvements related to documenting policies, increased monitoring, and disposal of evidence. Overall, the audit showed proper tracking of all evidence. The recommendations will be addressed in policies to ensure we are in compliance if and when we receive a formal audit.
- The Governor signed Senate Bill 690 July, 1 2020. This bill includes funding to reimburse local units of government for their public safety and/or public health payroll expenses for the months of April and May 2020 and grants for the payment or reimbursement of first responder hazard pay premiums. The City is submitting the applications requesting reimbursement for public safety and public health payroll expenses for April and May of \$174,639.22 and \$44,000 for first responder hazard pay.

Staffing Updates:

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

Traffic Updates:

- For speed complaints, officers will be assigned targeted enforcement for new complaints, but the speed trailer will remain in storage for now and complaints related to school traffic will be re-evaluated in the fall.

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	Kerns Road was graded and base course for the road to put down week of July 13.	

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Pre-construction meeting is set for July 21	
2017-U24	Study of Sewer Flow on Mason St.	Data collection underway	
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B5	Library Improvements, Phase 1	Contractor has completed final design/construction documents. Staff has submitted documents to SHPO for review and begin preparation of the CLG grant submittal.	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S17	Center Street- Walnut Street to N. Bush Street	Concrete work completed. Base course of asphalt to be laid the week of July 20th. Wear course asphalt to be completed by end of July.	
2017-S18	Brookdale Street- W. South St to Willow Street	Concrete work completed. Base course has been laid. Wear course asphalt to be completed by end of July.	
2017-S19	Cherry- McRoberts Street to Henderson Street	Road has been marked. Pulverizing to start the week of July 20 th .	
2017-S21	Eaton Drive - All	Completed	June
2017-S22	W. Elm Street - McRoberts Street to Lansing Street	Road has been marked. Pulverizing to start the week of July 20 th .	
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-S5	Henderson Street – Entire length	PROPOSED: Seeking Council approval, July 20. Moving up from CIP FY 2023-24.	
To be assigned	Alley- W. Columbia Street to W. Sycamore Street	PROPOSED: Seeking Council approval, July 20. New addition due to poor condition.	