



## City Manager's Report: August 13, 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 contactless 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.
- Due to COVID-19, CADL will not be presenting their Annual Report at a City Council meeting this year. The report may be found: [here](#).
- 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 September, followed by consideration by the City Council. Budget amendments will also be necessary to implement any of the capital projects recommended to move forward.
- The City submitted a CESF Grant (COVID-19 related) to the Michigan State Police in the amount of \$4,476.52. The grant is to recover funds spent on PPE and other equipment due to COVID-19 prevention, preparedness and response by law enforcement.

### 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.
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.
132 S. Cedar– Peak Performance <b>ACTIVE</b>	Ste. 500- Building permit is active for renovating space for physical therapy clinic.
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 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.
402 S. Jefferson (former Baja Grill) <b>ACTIVE</b>	Building permit is active for interior and exterior renovations.
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.

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.
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.
1133 S. Cedar – MSU Federal CU <b>ACTIVE</b>	Building permit is active for interior renovations.
525 N. Cedar- Timeless Treasures <b>TEMPORARY OCCUPANCY PERMIT ISSUED</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 ISSUED</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>
<b>BUILDING PERMITS – FIRE RESTORATION</b>	
Private Residence – Park St. <b>PENDING</b>	Building permit is pending after fire.
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.
<b>ZONING AMENDMENT REQUESTS</b>	
117 Mark St. <b>PENDING</b>	Application to rezone property from O-2 to RS-2. Public hearing to be held at 9/15/2020 Planning Commission meeting via Zoom.
R2F District <b>PENDING</b>	Application to allow 3-unit multiple family residential in the R2F Two-Family zoning district. Public hearing to be held at 9/15/2020 Planning Commission meeting via Zoom.
<b>ZONING PERMITS</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 for ADA access.
1155 Temple – Paul Davis Restoration <b>PENDING</b>	Application to amend previously approved Site Plan to reduce building square footage, modify parking and driveway. The application is scheduled for review at the 9/15/2020 Planning Commission meeting via Zoom.

## OPERATIONS

- **CITY COUNCIL SPECIAL MEETING** required **on August 31, 2020 at 7:30 p.m.** for a public hearing and required document approval for the Michigan Department of Natural Resources (MDNR) grant submission related to Rayner Park Playground Improvements. Please hold the date.
- MML Annual Convention will be held virtually, Sept. 30- Oct. 2. Please indicate your interest in attending as soon as possible. [Convention Agenda](#)
- The August 4, 2020 Primary Election saw 515 voters at the polls and 1,741 Absentee Ballots for a total of 2,256 voter turnout (36.6%). As of Monday, August 10, 2020, we have 2,308 Absentee Ballot Applications for the November 3, 2020 General Election.

## 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
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S11/ 2017-U19/ 2018-P3</b>	Kerns Road- Cedar Street to Howell Rd./ Hayhoe Riverwalk Trail Extension	Final restoration to be completed within the next couple of weeks. Pond restoration on Kinder property to be begin week of Aug. 17 (with approval of change order).	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>			
<b>2017-U11</b>	Turbine Aeration Blower at POTW	Awaiting written installation plans by mid-August for City review and approval.	
<b>2017-U24</b>	Study of Sewer Flow on Mason St.	Evaluating data week of Aug. 17	

FY 2020-2021			
Project	Project Name/Description	Status	Completed
<b>STREETS, SIDEWALKS, BRIDGES (S)</b>			
<b>2017-S17</b>	Center Street- Walnut Street to N. Bush Street	Adjustment of structures week of Aug. 17.	
<b>2017-S18</b>	Brookdale Street- W. South St to Willow Street	Completed	August
<b>2017-S19</b>	Cherry- McRoberts Street to Henderson Street	Final grading scheduled for week of Aug. 17.	
<b>2017-S21</b>	Eaton Drive - All	Completed	June
<b>2017-S22</b>	W. Elm Street - McRoberts Street to Lansing Street	Concrete work scheduled for week of Aug. 17.	
<b>2019-S9a</b>	E. Maple – S. Jefferson to S. Barnes	Completed	June
<b>2019-S9b</b>	Signal at E. Maple & S. Jefferson	Delayed traffic study due to COVID-19.	
<b>2019-S5a</b>	Henderson Street – Entire length	Concrete work to be finished week of Aug. 17.	
<b>2019-S5b</b>	Alley- W. Columbia Street to W. Sycamore Street	Final grading scheduled for week of Aug. 24.	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>			
<b>2019-B16b</b>	Clerk: Election Tabulator Machines	Council approved July 20; in process	