



City Manager's Report: July 31, 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.
- Full zoning services have resumed. We will begin accepting applications for review and placement on the September Planning Commission agenda.
- 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 Executive Order 2020-59.
- 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.

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.
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	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 – 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.
ZONING AMENDMENT REQUESTS	
117 Mark St. PENDING	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 PENDING	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.

OPERATIONS

The City has issued 2,023 Absentee Ballots and received 65.87% for the August 4, 2020 election as of July 30, 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.

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	Trail completed. Final asphalt layer to be completed week of August 2 nd .	
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2017-U11	Turbine Aeration Blower at POTW	Awaiting written installation plans by mid-August for City review and approval.	
2017-U24	Study of Sewer Flow on Mason St.	Data has been collected and data analyzing will take place week of Aug. 10th.	

FY 2020-2021

Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S17	Center Street- Walnut Street to N. Bush Street	Schedule was pushed back due to Consumers Energy's contractor. Base course of asphalt to be laid the week of Aug 3 rd .	
2017-S18	Brookdale Street- W. South St to Willow Street	Final asphalt layer to be laid the week of Aug 2 nd .	
2017-S19	Cherry- McRoberts Street to Henderson Street	Lead Water Services replacement completed. Concrete work to begin week of Aug 3 rd .	
2017-S21	Eaton Drive - All	Completed	June
2017-S22	W. Elm Street - McRoberts Street to Lansing Street	Lead service line replacements to be performed week of Aug 3 rd . Concrete work to begin week of Aug. 3 rd .	
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	Concrete work to begin week of Aug. 3 rd .	
2019-S5b	Alley- W. Columbia Street to W. Sycamore Street	Has been pulverized. Paving to line up with the other streets.	
BUILDING, PROPERTY, EQUIPMENT (B)			
2019-B16b	Clerk: Election Tabulator Machines	Council approved July 20; in process	