



City Manager's Report: January 21, 2019

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

Project Name	Status
318 W. Kipp - Klavon's 228 W. Kipp - Klavon's	Building permit active for construction of new restaurant.
322 S. Jefferson Commercial Bank – Downtown Mason	Building permit active for interior renovations; restore second entrance doors on Jefferson St.; replace door and add concrete pad at alley entrance. A second building permit will be issued to restore a doorway on the north end of the façade. The Historic District Commission will review the façade change at their next meeting on January 21.
402 S. Jefferson (former Baja Grill)	Bids were received on 10/5/18 and project is on track for grant authorization.
201 W. Ash City Hall	The T-Mobile contract to co-locate on the radio tower has been signed and a building permit has been issued. Anticipate installation of equipment to begin this winter.
Pending Subdivisions: Enclave at Rayner Ponds (19 lots, 1 park) and Rayner Ponds – Phase 4 (16 lots)	Subdivisions require three stages of approval before site plan approval and building permits can be issued – Tentative Preliminary Plat/Final Preliminary Plat/Final Plat. Current stage for both: The City has approved a Tentative Preliminary Plat for both projects (Stage 1) and is waiting to receive an application for Final Preliminary Plat (Stage 2). Staff has received an applicant for a Final Preliminary Plat for Rayner Ponds – Phase 4 and held a public hearing on January 15.
154 W. Maple (former shoe store)	The Planning Commission approved the Final Site Plan on December 11 meeting. Staff is working with the applicant to develop a demolition/construction schedule and maintenance of traffic plan that will minimize impacts to traffic and businesses in the surrounding area.
600 Buhl St. Ingham Animal Shelter	Building permit active for new construction.
118 W Oak Former school administration building	Two applications received - one to re-zone the property to C1 Central Business District, the second for Final Site Plan approval for the use of the property as an entertainment venue with an escape room on the 2 nd floor and arcade on the first floor. The application has been returned due to lack of information. Staff will continue to work with the property owner. A new application may be submitted in the future. Project will be removed in next report.
652 Hull Rd New Goodwill	The City of Mason and Vevay Township Joint Planning Commission will conduct a public hearing on Tues, Feb 12, at 6:30 p.m., at City Hall. The purpose of the hearing is to receive public comment on a request for a special use permit from Goodwill Industries of Central Michigan's Heartland Inc. to construct a new 15,772 square foot commercial building for a Goodwill retail store at 652 Hull Road. The application was previously reviewed and approved in 2017, however, the zoning permit will expire this month and must be re-submitted for approval in order to obtain construction permits.
103 E. Maple St.	Local Farm Alliance (LFA) Farmers Market has submitted building permits for change of occupancy and signs. The sign will be reviewed at the next Historic District Commission meeting on January 21.
400 S. Cedar St Harvey Education Center / Mason Public Schools	State building permit active for construction of new addition as part of the Phase 1 Bond Project. More information available at: http://bondprojects.masonk12.net/ .
MDOT – Ash/Cedar (M-36)	MDOT will be starting the signal upgrade project at the intersection of Ash and Cedar (M-36) next week. The Contractor will only be installing the signal foundations as this time. Duration: 1 Week Traffic Control/Impacts: Periodic daily lane closures on M-36 for the Contractor to perform the work. The intersection will not be closed at any time and traffic will be maintained through the intersection. The signals themselves and the sidewalk work will take place at a later time TBD. This 2nd phase of work will take approximately 1-2 weeks and will have similar traffic impacts as the work next week.

OPERATIONS AND COMMUNITY RELATIONS

- **January 21, 2019** City Hall will be closed to the public while staff receive training on improving customer service, including an outside speaker on the importance of seeing the customer's perspective.
- **February 11, 2019** is tentatively planned for the joint City Council and Planning Commission meeting for the Capital Improvement Plan (CIP) review; please hold the date.
- **March 19-20, 2019** will be the MML- 2019 Capital Conference. Councilmembers, please let Dana Martin know if you wish to attend by February 22nd.
- We have received the Certified Local Government (CLG) evaluation report from the State Historic Preservation Office (SHPO). SHPO reviews implementation practices of local historic districts for compliance with the requirements of CLG designation. The report will be shared with the Historic District Commission at their regular meeting on January 21.
- We have received the preliminary Redevelopment Ready Communities (RRC) audit and expect to receive the final report with some amendments in the next few weeks. Staff will be requesting a City Council/Planning Commission joint workshop in March where the results can be shared by the MEDC.
- The State requires local governments to file Retirement System Annual Reports in accordance with Public Act 202 of 2017. In response to our report, we have received our notice of acceptance confirming that none of our retirement systems are in underfunded status.
- Mason received \$47,350, the 2nd installment of two for fiscal year 2018/2019 from the growth in gas tax and registration fees. The additional money will be used for planned roads in the current year and will reduce the contribution from General Fund.
- Staff meet with representatives from the Drain Commission to discuss their plans for improvements to the Rayner Drain and confirmed that the dredging of the ponds in Rayner Park are included in the scope of the project.
- The City Manager has been appointed Chair of the MML's Municipal Administration & Permitting Committee which will put Mason at the forefront of discussions regarding legislation the MML is working on that impacts communities.
- The City Manager spoke at MML's Power, Privilege and Advantage Pilot Program (targeting Jackson and Battle Creek representatives) on behalf of the 16/50 Project on the importance of gender diversity in leadership roles in local government. The presentation highlighted the strides we have made in Mason in this area.

Staffing Updates:

- New Hires/ Promotions/ Retirements: None
- Open Positions: DPW Laborer, first round interviews have taken place and second round will be scheduled soon. Police Officer applications are under review and interviews will be scheduled soon. Accountant position has been posted and applications are due January 22, 2019.

LARGE CITY PROJECTS

FY 2018-2019			
Project	Project Name/Description	Status	Completed
STREETS, SIDEWALKS, BRIDGES (S)			
2017-S6	South St - Northbrook to City Limits	Complete	Sep
2017-S7	Avon Street - All	Complete	Sep
2017-S8	Northbrook - South to Carom Circle	Complete	Sep
2017-S9	S. Jefferson - Oak Street to Kipp Road	Cannot begin construction before June 9 per contract. Pre-Con meeting will be held in May.	
2017-S10	Sidewalk Program - Summerwood	Project advertised. Bid opening date is January 29	
2018-S1	MDOT- Temple Street Safety Grant	Project is funded for FY19 (Oct. 1- Sept. 30). Working on revisions for MDOT submittal.	
2018-S32	Columbia - Cedar to US 127	Complete	Sep
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			
2018-U1	Utilities for Properties on Kipp Road	Complete	Sep
2017-U3.2	Waste Water Treatment Plant Upgrades	Complete	Oct
2017-U3.3	Design of the New DPW Facility	After 2017-U3	
2017-U6	Abandon Wells by Airport	Project on hold; filed FAA permit to do work – up to 45-day response period.	

2017-U9	Northbrook - South to Carom Circle	Complete	Sep
2017-U10	S. Jefferson - Oak St to Kipp Road	See 2017-S9	
2017-U12	300,000 G Storage Tank Top Sealing	Delayed until next FY	N/A
2017-U13	Well No. 7 Rebuild	Well work is complete. The motor is on order.	
2017-U15	Replace Two Fire Hydrants Behind Mason Plaza	Work scheduled for spring construction	
2017-U16	Cathodic Protection for Ground Storage Tank	Planning stage.	
2017-U17	High Service Pump No. 1 Rebuild	In progress	
2017-U18	Replace Chlorine Analyzer	Complete	Aug
2018-U35	BS&A Work Order Application	Award of project anticipated in Feb/March to coordinate with other BS&A projects	
2018-U36	Sewer Push Camera Replacement	Complete	Nov
2018-U37	Log Jam Removal Sycamore Creek	Complete	Nov
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)			
2017-P8	Laylin Park Improvements	Staff is evaluating final work priorities for the spring.	
2018-P1	Howell Road - Hayhoe Riverwalk (Dart Trailhead)	Complete	Nov
2018-P2	Howell Road - Hayhoe Riverwalk Trail Extension	Complete	Nov
2018-P3	Planning: 5 yr Parks/Recreation Plan; Bond Park Improvements	In progress	
2018-P5	City Tree Evaluation	Staff reviewing bids.	
MOTOR VEHICLE POOL (MVP)			
2017-MVP6	1/2 Ton 2x4 Pickup Truck	Complete	Sep
2017-MVP7	Mower	Complete	Jul
2017-MVP8	Police Cars	Delivered, starting to build	
2017-MVP9	Large Items (Leaf Vacuum)	Complete	Nov
2017-MVP10	5-yard Dump/Plow Trucks	Cab/Chassis Ordered	
2017-MVP18	Command Vehicle	Complete	Oct
2017-MVP30	Front End Material Loader	Complete	Nov
BUILDING, PROPERTY, EQUIPMENT (B)			
2017-B1	Library- Facility Evaluation	In progress NOTE: Summary of visioning session and facility report attached	
2017-B3.1	Police: Portable Radios	Complete	Oct
2017-B4	City Hall Landscaping and Lighting	Phase 1 completed. Phase 2/3 scheduled for the spring as time and budget allows.	
2017-B6	Fire: Fire Engine 809/Tower 808	Pre-construction meeting scheduled for January 21	
2018-B4	IT: BS&A Timesheet Program	Not started, connection issues with offsite facilities	
2018-B4	IT: BS&A Cemetery and HR Upgrade	Complete	Nov
2018-B6	IT: AV Room Technology Patch	Evaluation is complete; staff are reviewing	
2018-B7	Planning: Cedar/127 Corridor (Transportation and Land Use)	Moved to 2019-2021 – integrate with master plan	
2018-B24	City Hall Rental Space Furniture Replacement	Old rectangle tables have been replaced with plastic ones. New chairs are currently being evaluated.	

INTRODUCTION

On November 8, 2018, MAYOTTEgroup Architects facilitated a Visioning Town Hall Session that included Mason Library and CATL faculty and members of the public. A list of attendees can be found below (pages 20-21).

VISIONING SESSION EXECUTIVE SUMMARY

The information gathered during the Town Hall Meeting will be used throughout the project planning and design process. The Town Hall meeting consisted of two exercises: a Building Character Vision Exercise and a Functional / Dream List Discussion.

Building Character Vision Exercise

The Building Character Vision Exercise consisted of participants indicating their "likes" and "dislikes" of various library images placed throughout the room. Participants were given green dots to indicate their "likes" and red dots to indicate their "dislikes" which were to be placed on the individual pictures. This exercise is used to establish a common goal and develop a vocabulary of the likes and dislikes of the participants.

The images were arranged into similar groupings which included: Collection, Children's Area, Activity Room, Group Study / Tutoring, Reading Room, Bookstore / Cafe, and Computers / Technology. The group collectively discussed many of the images and the reasoning for the green and red dots. The following pages (page 2-18) record all of the noted images and the related comments discussed regarding the pictures.

Overall, the group discussed the need for highly functional, organized spaces that are bright and cheery. Flexibility was noted on several occasions, recognizing that the Mason Library has a fixed amount of space and the need for multiple programs. The group identified that environments with style / character were preferred versus more sterile / traditional settings.

Functional / Dream List Discussion

The Functional / Dream List Discussion provided several key areas of consideration. This discussion was an open, less directed conversation as compared to the Building Character Exercise. Individuals were encouraged to introduce any library / building improvement considerations and a group discussion followed. Several of the key discussions are summarized below. The entire Functional / Dream List can be found below on page 19.

Accessibility:

This issue was noted by several persons as problematic. Adjustments to the building entrance, restroom facilities, and access to the upper / lower floors need to be made for the building to be accessible by all in the future.

Functional / Flexible Spaces:

The group discussed the need for functional and flexible spaces. This included spaces that would serve the library patrons, such as the children's area, periodical reading, and study areas, as well as staff areas. The traffic flow through the spaces / collection and circulation desk location was noted as needing improvement.

Building Upgrades:

While a separate building assessment is being conducted, several comments included improvement of the existing building systems to seem less primitive.

BUILDING CHARACTER VISION EXERCISE

Collection



FEEDBACK

(4) Green
(0) Red



FEEDBACK

(0) Green
(2) Red



(6) Green
(0) Red



(4) Green
(2) Red



(2) Green
(0) Red



(2) Green
(0) Red



(4) Green (0) Red

- Not a practical use of space
- Light flow is blocked if shelves are raised
- Style is bland and industrial

BUILDING CHARACTER VISION EXERCISE



FEEDBACK

(5) Green
(0) Red



FEEDBACK

(2) Green
(0) Red



(1) Green (4) Red

- Layout feels unorganized and unhelpful
- Looks very busy
- No low shelving is hard to reach
- Looks too "cookie-cutter" typical



(8) Green (1) Red

- Provides outreach to the community
- Easily accessible
- Creates a connection to the walking neighborhood

BUILDING CHARACTER VISION EXERCISE

Children's Area



FEEDBACK

(2) Green
(0) Red



FEEDBACK

(1) Green
(1) Red



(5) Green
(0) Red



(0) Green
(1) Red



(2) Green
(0) Red



(2) Green
(0) Red



(3) Green
(1) Red



(1) Green
(0) Red

BUILDING CHARACTER VISION EXERCISE



FEEDBACK

- (1) Green
- (1) Red



FEEDBACK

- (1) Green
- (2) Red



- (0) Green
- (2) Red



- (3) Green (1) Red

- Too much yellow
- Not a practical use of space
- Openness creates a lot of wasted space
- Will be dated quickly



- (7) Green (0) Red

- Colorful elements
- Has a lot of empty space
- Holds fewer books

BUILDING CHARACTER VISION EXERCISE

FEEDBACK

(10) Green (0) Red

- Feels happy, fun, and imaginative
- Has a playground atmosphere
- House creates space for children to read



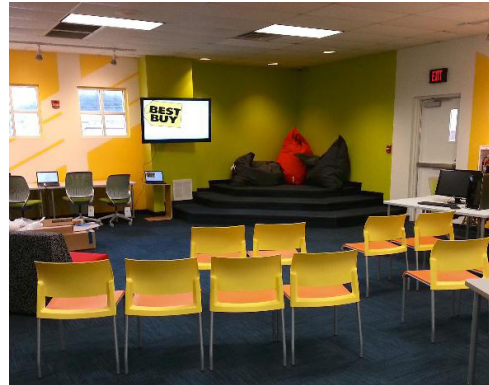
BUILDING CHARACTER VISION EXERCISE

Activity Room



FEEDBACK

(2) Green
(1) Red



FEEDBACK

(3) Green
(0) Red



(4) Green
(0) Red



(0) Green
(2) Red



(0) Green
(5) Red



(3) Green
(2) Red



(4) Green
(1) Red



(4) Green
(0) Red

BUILDING CHARACTER VISION EXERCISE

FEEDBACK



(0) Green
(4) Red



(3) Green (0) Red

- Space is flexible
- There is seating within the books
- Spacious for a large turnout



(0) Green (6) Red

- Has a cold, sterile atmosphere
- Feels too industrial

BUILDING CHARACTER VISION EXERCISE

Group Study - Tutoring



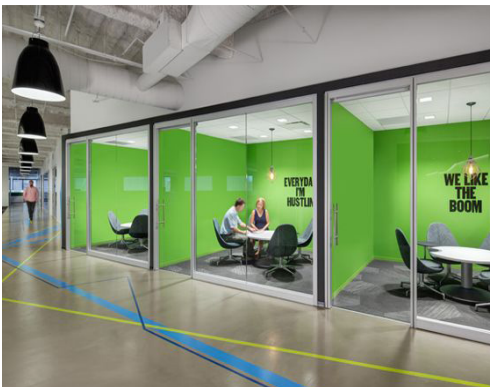
FEEDBACK

(4) Green
(0) Red



FEEDBACK

(3) Green
(1) Red



(1) Green
(2) Red



(0) Green
(1) Red



(5) Green
(0) Red



(4) Green
(1) Red



(10) Green (0) Red

- Has enclosed spaces for privacy
- Colors are bright and cheerful
- Glass allows for supervision
- Could include white board, tv, and projector

BUILDING CHARACTER VISION EXERCISE



FEEDBACK

(1) Green
(1) Red

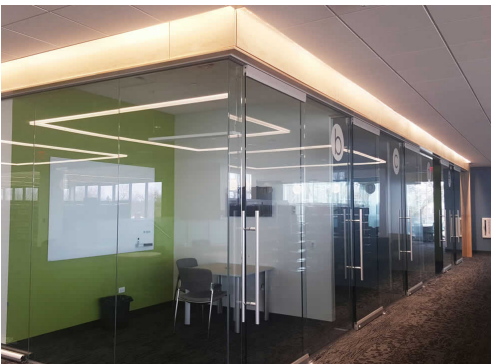


FEEDBACK

(1) Green
(3) Red



(4) Green
(0) Red



(1) Green (4) Red

- Spaces are too exposed
- Units are like fish bowls

BUILDING CHARACTER VISION EXERCISE

Reading Room



FEEDBACK

(6) Green
(1) Red



FEEDBACK

(0) Green
(1) Red



(11) Green
(3) Red



(2) Green
(2) Red



(4) Green
(3) Red



(0) Green
(1) Red



(14) Green (1) Red

- Feels cozy, warm, and inviting
- Not much style to the space
- Layout is crowded

BUILDING CHARACTER VISION EXERCISE



FEEDBACK

(1) Green
(2) Red



FEEDBACK

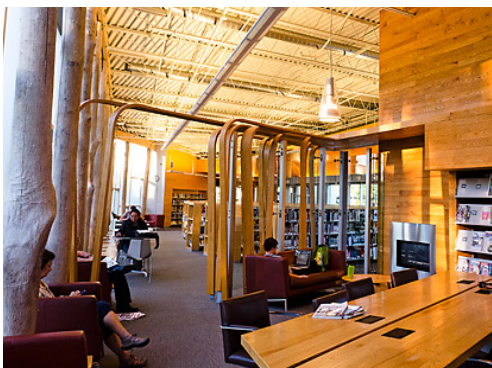
(7) Green
(0) Red



(1) Green
(2) Red



(2) Green
(1) Red



(1) Green
(0) Red



(0) Green
(1) Red



(1) Green
(2) Red



(3) Green
(0) Red

BUILDING CHARACTER VISION EXERCISE

FEEDBACK

(8) Green (0) Red

- Tiling image is appealing
- Room is open and spacious



BUILDING CHARACTER VISION EXERCISE

Bookstore / Cafe



FEEDBACK

(1) Green
(3) Red



FEEDBACK

(3) Green
(0) Red



(2) Green
(2) Red



(1) Green
(4) Red



(8) Green (3) Red

- Books within reaching distance yet still open
- Similar to a little coffee bar
- Very stimulating, in a good way
- "Seating in a place where seating can't be"

BUILDING CHARACTER VISION EXERCISE

Circulation Desk



FEEDBACK

(1) Green
(0) Red



FEEDBACK

(4) Green
(0) Red



(5) Green
(0) Red



(2) Green
(0) Red



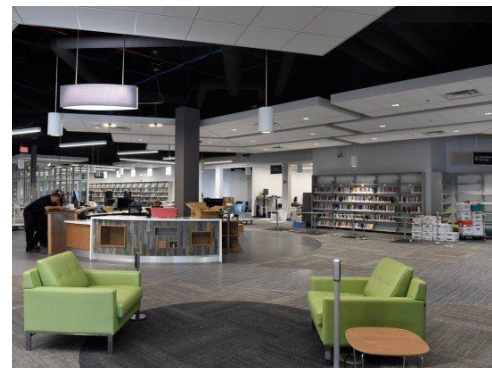
(1) Green
(1) Red



(0) Green
(3) Red



(5) Green
(1) Red



(1) Green
(2) Red

BUILDING CHARACTER VISION EXERCISE

FEEDBACK



(8) Green (0) Red

- Strategic placement is beneficial
- Desk is child height
- Arc of desk is nice



(1) Green (4) Red

- Looks like an auto-parts store
- Font is bad

BUILDING CHARACTER VISION EXERCISE

Technology / Computers



FEEDBACK

(3) Green
(3) Red



FEEDBACK

(1) Green
(4) Red



(3) Green
(1) Red



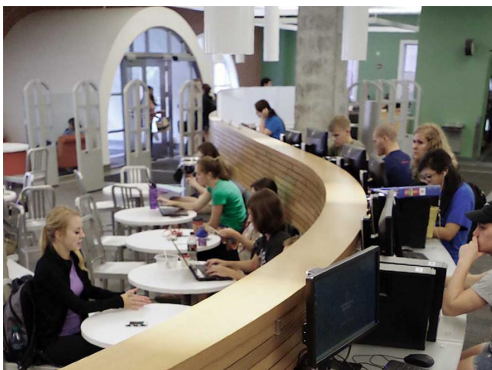
(3) Green
(1) Red



(7) Green
(2) Red



(2) Green
(0) Red



(7) Green
(1) Red

BUILDING CHARACTER VISION EXERCISE

Technology / Computers

FEEDBACK



(3) Green (5) Red

- A picnic table that never ends
- Space seems cluttered and dated
- Cables are all exposed



(7) Green (3) Red

- Neat and spacious
- No creativity
- Feels too traditional

FUNCTIONAL / DREAM LIST DISCUSSION

During this exercise, the group discussed several key improvement areas for consideration. The discussion was open for any participant to introduce considerations to the library function or building and a group discussion followed.

Makerspace (Flexible Space)

- Has equipment one would use on occasion (would not purchase themselves)
- A/V; video production, sewing machines, etc.
- Space can take on many different forms
- Allows for classes: arts and crafts, skills, bike repair

Functional Circulation Desk

- Currently in poor location
- Create a new connection to public spaces
- Definitive separation between public and private
- Safety and privacy a priority

Good Traffic Flow

- New connection to public spaces
- Wheelchair / stroller travel through public areas
- Multiple entries make circulation difficult / confusing
- Ramp entrance not visible / near main entrance

Accessibility (Handicap)

- Ramp entry has no ADA push button
- No ADA restroom available

Elevator

- Make basement and second floor more accessible / usable
- Necessity
- Cost is an issue

Ergonomic Shelving

- Books too close to the floor, difficult to reach

We Love the way the Collection Works!

- Only 25% requests in Mason
- Most patrons browse / select from stacks

Convenient Book Drop-Off (For Staff and Patrons)

- After hours return that is connected to the building
- Don't have to get out of the car

Right Space for the Right Collection

- Less graphic novels / young adult books

Restrooms Available to the Public

- Exterior entrance to restrooms
- Needed in the downtown

Youth Programs Critical

- Functional, flexible spaces
- Stroller parking
- Enjoy holding children's events surrounded by books
- Need seating for adults within the children's space
- After-school activities

Lower Level not to be so Primitive

- More efficiently use the space we have
- Create a less scary space for children
- Renovate restrooms

Community Group Spaces

- Currently use city hall
- CATL requires a library card to reserve a room
- Meetings / Activities at all hours
- Over-nighters (for kids and adults)

Public Meeting: City of Mason and Capital Area District Libraries
Participant Sign-in Form

November 8, 2018

Name	Address	Phone #	Email
Lindsay Anderson	4507 Don St. Holt, MI 48842	517-899-2725	andersonl@cadl.org
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Diane Bishop	1414 N. Every Rd. Mason 48854	517-676-7140	tdbishop1415@gmail.com
John Szilagyi	2110 N. Rogers St. Mason 48854	517-525-3581	szilagyi4@aol.com
Alex Schultz	228 Lawton St. Mason 48854	517-525-0933	schultzac68@gmail.com
David Haywood	1633 Hagadorn Rd. Mason	517-366-1496	plannerguy47@gmail.com
PAT TAYLOR	5974 Hemlock DR Holt	517 449-8258	taylorp@cadl.org
Dorothy Stebbins	6 Cedarwoods, Mason	517 604-6105	dstebbins@yahoo.com
Nancy Walls	122 Hartwell Terr. Mason	517-281-6584	nancywalls317@gmail.com
Karen Oswald	839 Miami Dr. MASON	517 676 4389	lakehead1@yahoo
Deb Stuart	201 Ash, Mason	517.977.7135	deborahs@mason.mi.us
Deb Bloomquist	4973 Deer Run Lane Holt	517 694-7276	_____
Sandy Drake	1462 Wilshire Hills Dr	517-339-9387	_____
Reece Cole	788 E Maple St	517-293-0592	cole reec@mru.edu
CAROL WALLACE	539 E South St	517-676 4847	

Public Meeting: City of Mason and Capital Area District Libraries
Participant Sign-in Form

November 8, 2018

Name	Address	Phone #	Email
Roxanne Stark	915 Evergreen Ln	517-883-3657	
Cheryl Lindemann	1552 Winchell Ct. ELMI 48820	(517) 455-6833	
Scott Dwinstra	1269 Wildflower Dr., Holt MI 48855	517-367-0813	
Barbara Spottke	3559 W. Harper Rd. Mason	517-676-5401	
Crystal Noecker	516 CAROM Cir Mason	517 388 1876	
Heather Badder	500 E Ash St ^{Mason} 48834		hbadder@hotmail.com
DALE LINDEMANN	1552 WINCHELL CT ^{EAST} LANS.	517 604-0343	
Jerry Schaffer	300 Washington St	517 525 2457	S. Laffer. JHCP@gmail.com
Joann DeFeel	927 Fields	517-525-3600	
CURT LIEDEL	408 E. Columbia St.	517-881-2993	curtis.liedel@gmail.com
Laurie Rotta	308 W. Columbia St.	517-833-0231	
Michael Stebleton	6 Cedarwoods MASON	6046105	
Opnet Robson	120 Hartwell Lane	643-0386	
Liz Hamm	2300 Lamb Rd		hammle@yahoo.com
David Gums	722 E. Columbia	676-3354	
Elaine Fenn	417 W Sycamore St.	676 4175	ejfenn@toast.net
Sheryl May	417 E Elm St	3 676 4195	olliefan7@cadl.org

INTRODUCTION

On December 6, 2018, MAYOTTEgroup Architects conducted a facility assessment of the Mason Library building. The purpose of the visit was to evaluate the conditions and functionality of the building structure, finishes, systems (including mechanical, electrical, plumbing, and I.T.), and site work.

FACILITY ASSESSMENT



SLATE ROOF

- The slate tiles are weathered and irregular, but overall appear to be in good condition.
- The copper flashing at the wall / roof connections appears to be in good condition.

WOOD TRIM

- The wood fascia and rake at the roof edge are in poor condition. There is evidence of the wood rotting, spitting, and paint peeling. In some instances, there are pieces of quarter round or trim missing. It is recommended to remove existing, install new flashing, and provide new, maintenance-free material.
- The wood trim at the cupola and various other locations around the building is in poor condition. There is evidence of rotting and peeling paint. It is recommended to remove and replace the rotted pieces and clean and repaint the remaining wood trim.



FLASHING

- The flashing at the dormer on the north side near the bookstore is either nonexistent or improperly installed and is causing water damage / staining to the brick, wood trim, and interior. It is recommended to remove existing add new flashing, and reinstall existing finishes.

GUTTER SYSTEM

- The gutter system appears to be updated and is in good condition. It is recommended to add baffles in the locations where water damage is created from runoff.



CHIMNEY

- The brick / slate finish on the chimney appears to be in good condition. Further investigation is required to the workability of the fireplace.
- The chimney cap is weathered and improperly maintained. It is recommended that the cap needs to be repaired or replaced. Further investigation is required.



BRICK

- Overall, the Flemish-bond brick and mortar is in generally good condition. There are a few locations where water damage is evident and it is recommended that the damaged mortar joints be cut out and re-tuckpoint with mortar to match existing.
- There is spalling brick at grade near the main entrance and damage to the mortar joints. This is most likely caused by salting entrances during the winter months, allowing moisture into the brick and freeze / thaw cycles. Also, the mortar joints are damaged. It is recommended to replace badly damaged brick and cut out damaged mortar joints and re-tuckpoint with mortar to match existing.
- Inside brick corners at roof valleys have black stains and brick and mortar damage from regularly getting wet. This needs to be avoided to prevent further water damage. It is recommended to install valley baffles to prevent further water damage, clean brick, and re-tuckpoint where needed.
- At the northeast corner of the garage, there are some damaged bricks, probably caused by a collision. It is a non-structural issue.



LIMESTONE SILL

- The limestone sills below window openings are weathered and have black stains. A few throughout the exterior are damaged / chipped. It is recommended to clean the stains and repair the damaged parts with an epoxy material to match existing.



STEEL LINTELS ABOVE OPENINGS

- The steel lintels are rusting because of water damage / exposure and therefore have swelled, causing lifting brick. This caused mortar joints to spall off at the bearing points. To slow down the rusting, it is recommended to clean the steel lintels and repaint or to replace the steel lintel in its entirety and replace with hot dipped galvanized steel lintels of the same size with stainless steel drip through wall flashing then reinstall brick and install weep holes.



CONCRETE MASONRY UNITS

- The CMU wall on the south is in good condition. There are some hairline cracks, but no structural issues. It is recommended to clean off the dirt and flaking paint and repaint.

SHINGLES ON SOUTH WALL



- The asphalt shingles on the south wall are not intended to be used on a vertical surface. It is recommended to remove the shingles and replace with wood cedar shakes.

SIDEWALK



- The sidewalk near the main entry door is in poor condition. It has visible cracks and damage from salt and uplift.
- There are instances where the concrete slopes toward the building, which allows water to collect at the base of the building, causing water damage on the exterior and interior face of the foundation wall. It is recommended to lift existing concrete sidewalk to allow water to drain away from the building or to remove and replace concrete to slope away from the building and prevent further damage to the foundation.
- At the exit door in the Children's Area, there is no concrete landing prior to the step down to the sidewalk

RAMP



- The ramp is in good condition and is compliant with ADA standards. It is recommended to remove existing non-slip finish that is showing signs of wear and replace with a new non-slip finish.
- The ramp leads to a non-ADA compliant door. It is recommended to add an ADA push plate (and additional necessary door hardware changes) on the interior and exterior or to remove and rebuild the landing to provide the appropriate amount of space to allow for accessible access.

GRADING

- The grading around the base of the building has a gradual slope towards the base of the building and is causing water to collect. It is recommended to regrade to slope away from the building.

EXTERIOR STAIRS



- The concrete stairs at the main entrance are in fair condition and meet code requirements. There is evidence of salt damage and rust stains at the base of the metal handrails. It is recommended to clean the stairs to remove rust stains.
- The metal handrails are in good condition.



CASEMENT WINDOWS

- The casement windows are in overall poor condition. There is peeling paint and evidence of improper flashing installation that is causing water damage. It is recommended that the windows be removed and replaced with units that replicate the existing.
- The casement windows in the Children's Area appear to have recently been replaced and are in good condition.

BASEMENT WINDOWS / WINDOW WELLS

- The window wells on the north side near the ramp entrance have been improperly covered. It is recommended to remove and replace with proper window well covers.
- The window wells on the west side in the Activity Room have peeling paint and show evidence of water damage. They also collect trash because of the lack of a well cover. It is recommended to clean, repaint, and install well covers.
- The window well cover on the west side near the mechanical equipment has been damaged. It is recommended to remove and replace with a new cover.
- The basement windows are in poor condition. The paint finish is peeling and there is evidence of water damage on windows as well as the interior due to broken sealant joints, allowing water to penetrate. It is recommended to remove and replace all basement windows.



A/C WINDOW UNITS

- The air conditioning window unit in Cheryl's office was improperly installed. The window and the brick on one side of the opening were removed to make room for the window unit and the remaining space was filled in with plywood. Doing this leaves the steel lintel unsupported on one side. It is recommended to remove the A/C unit, reinstall the brick removed and fill the opening.
- The units installed at the dormer in the bookstore were improperly installed, similar to the unit in Cheryl's office. There is evidence of water damage on the interior and it is recommended to remove the units and the surrounding plywood and fill the opening properly with a window similar to the original.
- A/C window units are not ideal for the space. It is recommended to remove all window units and replace with a ground mounted system.



EXTERIOR DOORS



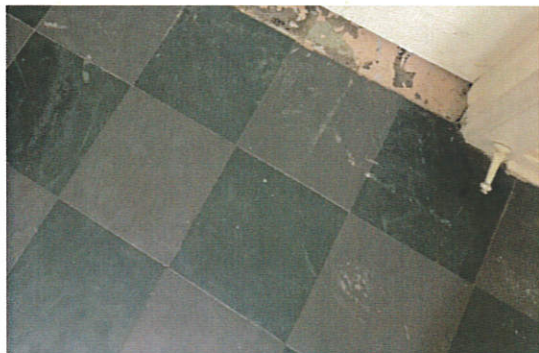
- The door at the main entrance is showing signs of water and salt damage at the base of the door, frame, and side lites due to lack of proper protective measures. It is recommended to remove and replace the door and the side lites.
- The half round window above the main entrance door has peeling paint, but is otherwise in good condition. It is recommended to leave the window in place and clean and repaint.
- The remaining exterior doors have peeling paint and show signs of water / weather damage, but are otherwise in good condition. It is recommended to clean and repaint.
- The garage door has visible signs of water damage at the base due to standing water. It is recommended to remove the door and replace.



FOUNDATION / FLOOR FRAMING

- The concrete slab is in good condition. There are minor visible cracks that should be sealed.
- The concrete I-beams are in good condition.
- The masonry foundation walls are in good condition. There are some visible cracking / stair-stepping, but no structural issues. It is recommended to clean and repaint.

FLOOR FINISHES



- The VCT tile found in various locations throughout the basement and first floor has the potential to contain hazardous materials. It is recommended to have a hazardous materials assessment report conducted on the building in its entirety.

CEILING FINISHES



- The ceiling tiles near the Staff Break Room are sagging. Further investigation is needed to discover the cause. It is recommended to remove the ceiling tiles in its entirety and replace with new grid and acoustic ceiling tiles.
- The ceiling tiles in the second floor Bookstore are also sagging with visual signs of water damage. Further investigation is needed to determine the cause of the water damage. It is recommended to remove the ceiling in its entirety and replace with a drywall finish similar to the sloped ceiling.



STAIRS

- The stairs leading to Cheryl's Office are too narrow and not compliant with the current code. It is recommended to remove the stairs.
- The stairs near the main entrance are not compliant with the current code. The landing is too narrow and the handrails do not meet the current standard.
- The landing at the base of the stairs in the Children's Area is too small and does not meet current code standards.
- The stairs to the second floor Bookstore are in good condition and meet current code requirements.

RESTROOMS



- The public restrooms in the basement are inaccessible and are not up to ADA standards. There is no accessible way to get to the restrooms. There is a need to walk up steps and go down a narrow hallway to access the restrooms.
- In both the men's and women's restroom, there are no grab bars.
- The men's restroom is too narrow to provide proper clearances for maneuvering the space.
- It is recommended to renovate the existing restrooms by cleaning and repainting the walls, installing grab bars, provide an accessible route to the restrooms or relocate the restrooms to another location within the building.



PIPING

- There is abandoned piping throughout the lower level. It is recommended that the piping be removed and the holes in the wall patched.

ELECTRICAL CONDUIT

- There is electrical conduit on the interior and exterior of the building that has been abandoned and empty. It is recommended to remove the conduit and patch the holes in the wall.