



Memorandum

Office of the City Manager

TO: Honorable Mayor Atchison and Albion City Council
FROM: Darwin D. P. McClary, City Manager
DATE: July 6, 2020
RE: **CITY MANAGER'S REPORT**

COVID-19 UPDATE

City facilities will remain closed through at least July 15 due to the difficulties in maintaining social distancing, health screening, work-at-home, and other requirements of the governor's executive orders. After July 15, we will implement a phased opening of city hall and public facilities as may be permitted with the governor's orders and current local health conditions. The city will continue to conduct public meetings remotely through at least July 31.

City departments are preparing operation and facility re-opening plans.

The city is operating under the following Governor Executive Orders:

- 2020-26 – Income tax filing deadline extensions
- 2020-28 – Restoration of water service
- 2020-36 – Protecting workers who stay home, stay safe when they or their close contacts are sick
- 2020-76 -Temporary expansions in unemployment eligibility and cost-sharing
- 2020-87 - Temporary Extension of Deadlines for Boards of Review, County Equalization, and Tax Tribunal Jurisdiction
- 2020-110 - Temporary restrictions on certain events, gatherings, and businesses
- 2020-114 - Safeguards to protect Michigan's workers from COVID-19
- 2020-115 - Temporary restrictions on certain events, gatherings, and businesses
- 2020-129 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards
- 2020-131 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic
- 2020-141 - Providing alternative notice of public hearings under Michigan's tax abatement statutes

Attached is the memorandum I issued today regarding the current status of city operations under COVID-19 restrictions.

We continue to urge our citizens to stay home and stay safe to the greatest extent possible to help prevent the spread of COVID-19.

IRWIN AVENUE RECONSTRUCTION PROJECT

Attached is the minutes from the July 2 project progress meeting for the Irwin Avenue Reconstruction Project.

ADMINISTRATIVE STAFFING UPDATE

Administration recently completed the hiring or promotional processes for the following positions:

- Assistant City Manager/Human Resources Coordinator
- Superintendent of Public Utilities
- Superintendent of Public Works
- Public Safety Officers (4)
- Code Enforcement Officer
- W-3 Maintenance Worker-Streets
- W-5 Meter Reader
- W-6 Maintenance Worker/Operator-Sewer

Interviews have been completed and offers of employment for the positions of Director of Public Services and Deputy Clerk/Treasurer are in process.





Memorandum

Office of the City Manager

TO: Albion City Council and City Staff
FROM: Darwin D. P. McClary, City Manager
DATE: July 6, 2020
RE: **COVID-19 RESTRICTIONS AND CITY OPERATIONS UPDATE**

Please be advised that the City of Albion continues to operate within the guidelines and restrictions of Michigan Governor Gretchen Whitmer's executive orders. Below is a summary of the current status of city operations:

ESSENTIAL SERVICES

The following operations are deemed essential services:

- Department of Public Safety – the department should be operating normally with all employees reporting for in-person work while adhering to CDC and state guidelines for social distancing, masks, and personal hygiene; employees should complete the daily health self-screening and report adverse results to their supervisors immediately
- Department of Public Services – the department should be operating normally with all employees reporting for in-person work while adhering to CDC and state guidelines for social distancing, masks, and personal hygiene; employees should complete the daily health self-screening and report adverse results to their supervisors immediately
- Department of Finance – the department should be operating on staggered in-person work schedules for all employees; employees should be adhering to CDC and state guidelines for social distancing, masks, and personal hygiene; employees should complete the daily health self-screening and report adverse results to their supervisors immediately
- Department of Building, Planning, and Code Enforcement – the department should be operating normally with all employees reporting for in-person work while adhering to CDC and state guidelines for social distancing, masks, and personal hygiene; employees should complete the daily health self-screening and report adverse results to their supervisors immediately
- Department of Assessing – the department should be operating normally with contracted staff performing in-person work while adhering to the CDC and state guidelines for social distancing, masks, and personal hygiene; employees should complete the daily health self-screening and report adverse results to their supervisors immediately
- Office of the City Clerk – the department should be performing elections and other essential services through in-person work to the extent that any such work cannot be performed remotely; employees performing in-person work should be adhering to CDC and state guidelines for social distancing, masks, and personal hygiene; employees should

complete the daily health self-screening and report adverse results to their supervisors immediately

- Office of the City Manager – the department should be performing work in-person only to the extent that such work cannot be performed remotely; employees performing in-person work should be adhering to CDC and state guidelines for social distancing, masks, and personal hygiene; employees should complete the daily health self-screening and report adverse results to their supervisors immediately

NON-ESSENTIAL SERVICES

The following operations are deemed non-essential:

- Department of Recreation – all indoor activities remain suspended; outdoor activities may be resumed only to the extent that the department can assure employee and public adherence to CDC and state guidelines for social distancing, masks, and personal hygiene; employees performing in-person work should complete the daily health self-screening and report adverse results to their supervisors immediately
- Office of the City Clerk – all operations and work that can be performed remotely must be performed remotely
- Office of the City Manager – all operations and work that can be performed remotely must be performed remotely

CITY FACILITIES

The following city facilities remain closed to the public:

- City Hall – all areas except public safety
- Public Services facilities – the Water Treatment Plant, Wastewater Treatment Plant, and service garages
- Parks – restroom facilities and playground equipment

PUBLIC MEETINGS

- Board and commission meetings – all meetings shall be conducted remotely in accordance with the governor's executive orders through at least July 31, 2020
- Administrative meetings – all meetings shall be conducted remotely to the greatest extent possible; any necessary in-person meetings shall adhere to the CDC and state guidelines for social distancing, masks, and personal hygiene

I will continue to update city council and employees on the status of city operations as important changes occur. Please do not hesitate to contact me if you have questions or need clarification or assistance.

PROGRESS MEETING 19

PROJECT: IRWIN AVENUE IMPROVEMENTS
OWNER: CITY OF ALBION
CONTRACTOR: MEAD BROS. EXCAVATING, INC.
DATE: July 1, 2020

ATTENDEES

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email</u>
Darwin McClary	City of Albion	517.629.7172	dmcclary@cityofalbionmi.gov
Mike Lohrke	City of Albion	517.990.4814	mlohrke@cityofalbionmi.gov
Scott Kipp	City of Albion	517.740.3573	skipp@cityofalbionmi.gov
Mike Riddle	City of Albion	517.204.8963	mriddle@cityofalbionmi.gov
Brad Mead	Mead Bros. Exc., Inc.	517.795.9571	meadbrosinc@gmail.com
Mickey Bittner	Wightman	269.266.2159	mbittner@gowightman.com
Kyle Owen	Wightman	269.312.4859	kowen@gowightman.com

Coronavirus Impacts

City of Albion –

Mead Bros. Exc., Inc. –

Wightman –

Schedule

1. General: Contractor worked Monday through Thursday this week. No work on site Friday (4th of July holiday). Work will resume on site Monday, July 6th.
2. Road Grading / Building: Existing roadway has been graded and replaced with new sand subbase / aggregate base for the entire length of the project area. Contractor worked this week to grade curb and gutter and sidewalk ramp areas in preparation for concrete work.
3. Concrete Work: Martin J is scheduled to be on site Tuesday, July 7th to complete concrete curb and gutter work from Adams Street to Superior Street. Concrete flatwork in this area will be completed the following day, Wednesday, July 8th. This will complete all concrete work for the project.
4. Final Grading / Paving: Contractor will need 3-5 days after the completion of concrete work to complete final grading of the roadway and preparation for paving. Paving of leveling course from Woodlawn Blvd. to Superior Street is tentatively scheduled for July 15th.
5. Extension of Time: Mead Bros. submitted an extension of time request for delays caused by rain, COVID-19 and a broken water main. Records have been reviewed and all delays have been substantiated. The time extension will be formally added to the Contract Modification.

PROGRESS MEETING 19

General Comments

1. Traffic –
 - a. No traffic issues to report currently. Entire roadway will be accessible for 4th of July holiday weekend.
 - b. Concrete work will take place after the holiday and temporarily close some driveway approaches. Residents will be notified prior to this work and street parking will be available for them. This will only effect four homes from Adams Street to Superior Street.

2. Other Items:
 - a. Construction of a new driveway approach on Irwin Ave. for address 1010 S. Superior Street was approved yesterday by Mike Lohrke. New approach will be laid out in the field prior to concrete work. Homeowner will be consulted during layout and Mike Lohrke will be asked to approve the final layout.
 - b. Pay Estimate #7 will be sent out late this week or early next week.

No formal meeting was held this week due to the 4th of July holiday. Agenda sent out for information only.

The next progress meeting is scheduled for Friday, July 10, 2020 at 11:00 a.m.