



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** July 20, 2020  
**RE:** **CITY MANAGER'S REPORT**

## COVID-19 UPDATE

City facilities will remain closed through at least July 31 due to the difficulties in maintaining social distancing, health screening, work-at-home, and other requirements of the governor's executive orders. After July 31, 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 as long as the governor's executive orders require them.

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
- 2020-36 – 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
- 2020-115 - Temporary restrictions on certain events, gatherings, and businesses
- 2020-131 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic
- 2020-144 - Restoring water service to occupied residences during the COVID-19 pandemic
- 2020-145 - Safeguards to protect Michigan's workers from COVID-19
- 2020-151 - Declaration of state of emergency and state of disaster related to the COVID-19 pandemic
- 2020-153 – Masks
- 2020-154 - Alternative means to conduct government business during the COVID-19 pandemic

We continue to urge our citizens to stay home, stay safe, wear masks in enclosed public spaces, socially distance, and use hand sanitizer to the greatest extent possible to help prevent the spread of COVID-19.

#### IRWIN AVENUE RECONSTRUCTION PROJECT

Attached is the minutes from the July 17 project progress meeting for the Irwin Avenue Reconstruction Project.

#### CODE ENFORCEMENT OFFICER

The city's new code enforcement officer, Liz Loomis, has started work and is in the process of training on enforcement processes, procedures, and documentation. We are so pleased to have Liz join our team and look forward to working closely with her on code enforcement priorities!

#### DIRECTOR OF PUBLIC SERVICES POSITION

I have made an offer of employment to an individual for the public services director position, and contract discussions are underway.

#### PURCHASE ORDER SYSTEM

The city has completed the installation of the new purchase order software, and employees received training last week. We will be completing the implementation process over the next few weeks.

#### CARES ACT FUNDING APPLICATION

The city has submitted its application for the first round of funding under the CARES Act to seek reimbursement for public safety payroll costs for the period of April-May 2020 in the amount of \$237,000. If awarded funding, we expect the funds to be disbursed by September 18. If additional funding is available, round 2 applications will be due in early September.

#### CITY MANAGER LEAVE

I will be on leave on Monday, July 27, and during the entire week of August 3-7, 2020.



# PROGRESS MEETING 21

PROJECT: IRWIN AVENUE IMPROVEMENTS  
OWNER: CITY OF ALBION  
CONTRACTOR: MEAD BROS. EXCAVATING, INC.  
DATE: July 17, 2020

## **ATTENDEES**

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
Darwin McClary	City of Albion	517.629.7172	dmccclary@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
<b>Brad Mead</b>	Mead Bros. Exc., Inc.	517.795.9571	meadbrosinc@gmail.com
<b>Mickey Bittner</b>	Wightman	269.266.2159	mbittner@gowightman.com
<b>Kyle Owen</b>	Wightman	269.312.4859	kowen@gowightman.com

## Coronavirus Impacts

City of Albion – *No attendees present.*

Mead Bros. Exc., Inc. – *No changes.*

Wightman – *No changes.*

## Schedule

1. General: No workdays missed so far this week due to weather. Saturday work is not currently scheduled.
2. Road Grading / Building: Roadway finish grading was completed on Thursday of this past week. Aggregate base grades have been checked and the road is ready for pavement from Woodlawn Blvd. to Superior Street. *Roadway grader will make final passes to prepare for paving.*
3. Concrete Work: Martin J was on site Monday of this week to complete curb and gutter at Superior Street and all flatwork from Adams Street to Superior Street. All concrete work for the project is now complete.
4. HMA Paving: Lakeland Asphalt is currently scheduled for Monday, July 20. Lakeland was originally scheduled to pave leveling course from Woodlawn to Superior today. They called early on Thursday morning to push the paving date back to Monday. *The top course is tentatively scheduled for July 27.*
5. Restoration: Mead Bros. will work on restoration behind the curb line for a few days since paving was pushed back. Topsoil placement is complete from Woodlawn Blvd. to Adams Street.

# PROGRESS MEETING 21

## General Comments

1. 105 Irwin: Resident had concerns about settlement near her home where new water service pipe was connected. Issue was discussed briefly at the progress meeting last week and was addressed by Mead Bros. personnel on site that same day. Mead Bros. still needs a few bags of mulch to replace homeowner's landscaping.
2. Traffic –
  - a. Roadway remains closed to through traffic. All areas are currently accessible to residents.
  - b. New concrete drive approaches from Adams Street to Superior Street will be accessible by the end of the day today.
3. Other Items:
  - a. Pay Estimate #8 will be sent out the first week of August.
4. *Mead will investigate a potential drainage connection for Caring Community Church prior to paving the top course.*

The next progress meeting is scheduled for Friday, July 24 at 11:00 a.m.

The meeting was adjourned at 11:25 a.m.