



Memorandum

Office of the City Manager

TO: Honorable Mayor Atchison and Albion City Council
FROM: Darwin D. P. McClary, City Manager
DATE: March 2, 2020
RE: **CITY MANAGER'S REPORT**

NORTH ALBION STREET BRIDGE

The city's Traffic Engineer, Public Safety Chief Kipp, has issued a temporary Traffic Control Order (TCO) to place barricades and signage at the North Albion Street Bridge to reduce the lanes in each direction by six feet. This action was taken as a result of recommendations from the city's bridge inspection engineer and permits the city to maintain the current load limits of 24/27/31 tons on the bridge. However, the lane reduction causes some traffic to have to yield to oncoming vehicles before crossing the bridge, depending on the size of the vehicles. The alternative was to keep the lanes open but reduce the bridge load limits to 4 tons, thereby eliminating larger pickup and other truck traffic across the bridge. The city council will consider adopting a permanent TCO at its March 2 regular meeting.

I have received proposals from our bridge inspection engineering firm and the city engineer to prepare the 2023 Local Bridge Program grant application, and this contract will be on the city council agenda for the March 16 meeting.

SOLID WASTE COLLECTION SERVICES CONTRACT

Granger Waste Services has submitted its pricing proposal for solid waste collection services for 3-, 5-, and 10-year contract terms. The proposal includes offerings of new services, including curbside recycling collection either weekly or bi-weekly, bulk item collection once per month, and expanded yard waste collection options. Administration will coordinate with council to schedule a work session to receive a presentation of the proposal from Granger, review the available options and pricing, and receive public input prior to consideration of a contract at council's March 16 regular meeting.

SIDEWALK PROGRAM FUND REVIEW COMMITTEE

The Sidewalk Program Fund Review Committee will hold its first meeting on Thursday, March 5, at 6:00 PM, in the Mayor's office.

CODE ENFORCEMENT REVIEW COMMITTEE

The Code Enforcement Review Committee was established by consensus at city council's February 18 regular meeting to work with the City Manager to (1) bring a resolution to council for code enforcement priorities; and (2) work with the Mayor and City Manager to find funding for data research so data driven decisions can be made. The committee met on February 27 to review code enforcement activities. The committee requested additional information from the Building, Code Enforcement, and Planning Department and will meet again to review the data and continue discussions.

RENTAL INSPECTION PROGRAM STUDY COMMITTEE

At its February 18 meeting, the city council took no action regarding the Rental Inspection Program Study Committee.

ANDERSON'S ETHANOL WASTE WATER DISCHARGE

As council is aware, administration is working with Anderson's Ethanol in Sheridan Township to bring the company into compliance with its city permit for discharges to the city's sanitary sewer system. While this work is ongoing, I have been informed that there has been no adverse environmental impact as a result of any company discharge to the city's system. I have requested more information from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to confirm this finding. This matter will come to council as an action item in the near future, and administration will be able to provide more information and answer questions from the public or council at that time.

CITY STAFFING

I conducted interviews for the Public Works Superintendent and Public Utilities Superintendent positions on February 26 and will be making a decision on filling those positions this week. I will be working with the Department of Public Services to begin the recruitment and filling of lower level department positions shortly.

Chief Kipp has received twelve applications for the four open public safety officer positions and is moving forward with filling those positions.

I made an offer for the position of Assistant City Manager/Human Resources Director and hope to finalize the terms of an employment agreement and appointment later this week.

The Code Enforcement Officer position in the Building, Code Enforcement, and Planning Department is currently open, and Director Tracy hopes to have this position filled within the next few weeks.



2019 AUDIT PREPARATION WORK

The city's auditors will begin preliminary work on the 2019 audit on March 3 and 4 and will complete the audit work during the week of April 6. The auditors will be working out of the Mayor's office due to its close proximity to the Finance Department.

BRICK STREET LOFTS PROJECT

On February 25, I traveled to Lansing to speak before the Board of Trustees for the Michigan Strategic Fund to express the city's support for the Brick Street Lofts project and the request for \$934,000 in funding under the Michigan Community Revitalization Program and \$217,000 in state tax capture under the Brownfield Act 381 Work Plan to assist the project. An additional \$365,000 in local tax capture under the Work Plan will also support the project. This project will result in \$3 million in additional capital investment in the city's downtown, with enhanced commercial spaces, eight loft apartments, and a new building façade. The MSF Board approved the grant funding and the Work Plan. Congratulations to Brick Street Lofts, LLC, on this exciting project!

CHAMBER EGGS & ISSUES MEETING

I attended the Chamber of Commerce Eggs & Issues breakfast on February 21. It is amazing to see so many people turn out for this important event. I want to express my sincere appreciation to Councilor Reid for inviting and hosting me for the breakfast.

CITY MANAGER EXTENDED OFFICE HOURS

To provide greater opportunity for citizens, business owners, and organizations to be able to meet with me and discuss their important ideas and concerns, I am scheduling extended office hours so that the public can meet with me after regular city hall business hours. My extended office hours will be held every Thursday from 5:00 PM to 7:00 PM by appointment. Anyone wishing to meet with me after hours can call my office at 517-629-7172 or e-mail me at dmclary@cityofalbionmi.gov to schedule a time. Please contact my office by noon the day before so that we can make sure to accommodate requests.

UPCOMING AGENDA ITEMS

For the information of city council, the following items are in the queue for city council consideration over the next few council meetings (this is not an exhaustive list):

- Michigan Transportation Economic Development Category A grant agreement
- Rental Registration and Inspection Ordinance and Program
- Solid Waste Collection Contract
- IT Services Contract
- Sidewalk Program Fund Utilization



- Holland Park Sidewalk Improvement Project
- City Hall Closures for Document Management/Purge
- Betty Butterfield Request to Purchase City Property
- Code Enforcement Priorities
- Anderson's Ethanol Waste Water Discharge Permit and Fees
- Adult Use Recreational Marihuana Facilities
- 2023 Local Bridge Program Grant Preparation and Approval

