



Memorandum

Office of the City Manager

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

COVID-19 UPDATE

Public Safety, Finance and Treasury, Building/Planning/Code Enforcement, and Public Services employees are reporting to work to perform critical infrastructure tasks in accordance with EO 2020-42 and CISA guidelines. The City Clerk is working from home and periodically going into the office to perform essential work. I have asked department directors to identify ways in which recreation employees can assist with essential services administrative duties, if possible. Otherwise, I will need to consider layoffs for recreation employees. I am stopping by city hall at least twice per week to check mail, process invoices, and sign leave slips and other documents. The rest of my work is able to be performed from home through the cloud, virtual meetings, E-mail, or phone.

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
- 2020-38 – Temporary extension of certain FOIA deadlines
- 2020-41 – Electronic signatures and remote notarization
- 2020-42 - Temporary requirement to suspend activities that are not necessary to sustain or protect life
- 2020-48 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards

We continue to urge our citizens to stay home and stay safe. Only go out in public when you need to take care of essential household needs, such as grocery shopping, medical appointments, or pharmacy visits. The governor has extended the stay home order until April 30.

STATUS OF CITY STAFFING

- Assistant City Manager/HR Coordinator – offer made; finalizing employment agreement

- Public Utilities Superintendent – offer made; finalizing employment agreement
- Public Works Superintendent – offer made; finalizing employment agreement
- Public Services Director – position advertisement extended to April 17 and expanded advertisement to MRWA; one application received; may need to re-advertise
- Code Enforcement Officer – position advertisement closed March 20; 5 applications received; director reviewing applications and preparing to hold remote interviews; physicals on hold until May
- Chief WWTP Operator and Public Works Foreman positions will open due to promotions
- Sewer Collection Assistant/WWTP Operator, Meter Reader, Maintenance Worker-Parks and Maintenance Worker-WWTP positions opening soon due to pending retirements

Internal promotions and lateral transfers could result in openings in other positions.

STREETS DIVISION BUILDING BREAK-IN

On Sunday, the streets division building was broken into. Public Works Superintendent Riddle happened to stop by and found the perpetrators on site. They fled once they were seen, but the county sheriff department, aided by our public safety officers, was able to apprehend two of the three men. An inventory of equipment is being performed to determine items stolen.

DAMAGED SIDEWALK AT 604 SYCAMORE STREET

A council member informed me of a damaged and hazardous sidewalk at this location, apparently the result of underground utility work, and DPS is placing barricades at the site. The sidewalk and property restoration will be completed as soon as possible.

DAMAGED PAVEMENT AT CATCH BASIN – SOUTH DALRYMPLE AND MECHANIC STREETS

A council member informed me of a section of undermined street adjacent to a catch basin at this location. DPS is placing barricades at the site and will repair the street as soon as possible.

IRWIN AVENUE RECONSTRUCTION PROJECT

Mead Brothers continues to remove existing pavement and install new water main along Irwin Avenue from Superior to Adams. Flatwork on the west end of the project is expected to be completed next week, and restoration work on the west end is also being completed. The project remains on schedule.

NORTH CLARK STREET RECONSTRUCTION PROJECT

The city's engineering firm and I held a virtual public informational meeting with several residents on North Clark Street to discuss the reconstruction project, timing, scope of work, and other issues. Engineer Bittner will be meeting on site with residents to discuss property-specific issues.



The project design is expected to be done by the end of April. Project bidding should be completed by the end of May, and project completion is expected by mid-November. The project involves pulverizing the existing roadway, widening the roadway to provide paved shoulders to accommodate large trucks, constructing ditches and other drainage improvements, and surfacing the roadway. The city received a \$340,000 MTEDF Category A grant for this project.

HAVEN ROAD UTILITY EXTENSIONS

Engineer Bittner and I are working on the Haven Road utility extension project. This project involves the extension of sanitary sewer to the south side of the road in anticipation of improvements to Haven Road in 2023. Water main will be extended down 29 Mile Road near the driveway to the equestrian center. We are working to obtain an easement from Albion College and to submit the water and sewer permit applications to the state. The bid process will then be completed. This project is being funded using MEDC grant funds left over from another project that must be expended or forfeited at the end of this year.

OTHER PROJECTS

I will be meeting with the engineers later this week to discuss several other capital projects, including:

- Transportation Asset Management Plan
- USDA Water System Improvements
- Waste Water Treatment Plant Improvements
- Community-Wide Asset Management Plan

WEB SITE REDESIGN

I met with the city's web site designer, Revize, last week to review a demo and discuss the redesign of the city's web site this year. Revize will be providing me with additional information and the proposed contract extension this week.

SIDEWALK PROGRAM FUND REVIEW AND CODE ENFORCEMENT REVIEW COMMITTEES

I will be scheduling virtual meetings of these committees for next week so that we can continue our work on preparing recommendations for the city council.

