



# Memorandum

Office of the City Manager

**TO:** Honorable Mayor Atchison and Albion City Council  
**FROM:** Darwin D. P. McClary, City Manager  
**DATE:** May 18, 2020  
**RE:** **CITY MANAGER'S REPORT**

## COVID-19 UPDATE

City facilities will remain closed through at least May 28 in accordance with the Governor's Executive Order 2020-92. After May 28, we will implement a phased opening of city hall and public facilities in accordance with the Governor's orders and current local health conditions that may extend beyond June 30.

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
- 2020-38 – Temporary extension of certain FOIA deadlines
- 2020-74 - Encouraging the use of electronic signatures and remote notarization, witnessing, and visitation during the COVID-19 pandemic
- 2020-75 - Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards
- 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
- 2020-91 - Safeguards to protect Michigan's workers from COVID-19
- 2020-92 - Temporary requirement to suspend activities that are not necessary to sustain or protect life

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 May 15. She has extended the emergency declaration until May 28.

## IRWIN AVENUE RECONSTRUCTION PROJECT

Attached is the minutes from the May 15 project progress meeting for the Irwin Avenue Reconstruction Project.

## NORTH CLARK STREET RECONSTRUCTION PROJECT

The project is currently out for bid. Bids are due at the end of the month. Council will consider awarding a contract after the city and MDOT have approved the Local Agency/MDOT Project Agreement, which is expected on May 18. The project is expected to be completed by October 31.

## SIDEWALK PROGRAM FUND REVIEW AND CODE ENFORCEMENT REVIEW COMMITTEES

The Sidewalk Program Fund Review Committee met last week and is scheduled to meet again on May 26. It is possible that we will finalize our recommendations at that time.

## TREE MAINTENANCE CONTRACT AND TREE DUMP OPERATIONS INVESTIGATIONS

This internal investigation continues. The City Attorney will issue a report and findings when the investigative work is concluded.

## LEGISLATIVE MANAGEMENT SYSTEM

We expect to be able to go live with the iCompass legislative management system for the June 1 council meeting. City Clerk Domingo should be reaching out to council members to arrange for training soon.



PROJECT: IRWIN AVENUE IMPROVEMENTS  
OWNER: CITY OF ALBION  
CONTRACTOR: MEAD BROS. EXCAVATING, INC.  
DATE: May 15, 2020

## **ATTENDEES**

<b><u>Name</u></b>	<b><u>Representing</u></b>	<b><u>Phone</u></b>	<b><u>Email</u></b>
<b>Darwin McClary</b>	City of Albion	517.629.7172	dmccrary@cityofalbionmi.gov
<b>Mike Lohrke</b>	City of Albion	517.990.4814	mlohrke@cityofalbionmi.gov
<b>Scott Kipp</b>	City of Albion	517.206.3507	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 updates.*

Mead Bros. Exc., Inc. – *No updates.*

Wightman – *No updates.*

## **Schedule**

1. Water Main: 12" water main is complete from Superior Street to Woodlawn Blvd. Pressure test on water main installed from Adams Street to Woodlawn Blvd. expected early next week. 12" water main from Superior Street to Adams Street is live and house service connections have begun. *Mead is chlorinating today and the pressure test between Adams and Woodlawn is scheduled for Saturday. The first bacti test will be taken on Monday.*
2. House Service Connections: Service connections have begun near Adams Street. Two connections were completed by Wednesday evening. 318 Irwin Ave. was discovered to be existing steel pipe from curb stop to house and will have to be replaced. This connection will be complete once a licensed plumber is on site. Mead Bros. plans to use *Tradition* Plumbing as their licensed plumber. Mead will coordinate access with the property owners ahead of the connection time.
3. Restoration: Restoration will be completed in phase I construction area within the next two weeks. At this time, all resident concerns regarding missed topsoil / seeding and improperly installed mailboxes will be addressed.
4. 316 Irwin Ave.: Repair to the siding / trim at 316 Irwin Ave. was completed this week Tuesday. Mead Bros. would like to have homeowner sign off on this repair. *The contractor provided the property owner with an extra piece of matching siding and she was appreciative of the repair. Mead considers the repair complete.*

# PROGRESS MEETING 12

## General Comments

1. Traffic –
  - a. All residents in Phase I construction are have access to their driveways. No further disturbances expected for these residents.
  - b. All driveways to the Animal Hospital and churches are accessible at this time.
  - c. Roadway between Superior Street and Woodlawn Blvd. where pavement has been removed is being graded and compacted as necessary to keep the roadway accessible. Temporary gravel is used where the existing soil is poor.
2. Other Items:
  - a. Pay Estimate #6 will be sent out the first week of June.
  - b. *318 Irwin had a service leak and galvanized pipe was identified on both sides. This service was not identified during the inventory and will need to be added to the contract.*
  - c. *Mead will continue with new water services next week. They plan to begin working on Saturdays until the job is completed. However, they will not be working next Saturday due to the Memorial Day Weekend.*
  - d. *Chief Kipp will look into the need for a Traffic Control Order (TCO) for the western half of the project. Chief Kipp shared that he did not believe a TCO was issued when the speed limit was changed from 35 to 25 mph about 15 years ago.*

The next progress meeting is scheduled for Friday, May 22 at 11:00 a.m.

The meeting was adjourned at 11:30 am.