



CITY OF ALBION Office of the City Manager

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MEMO

TO: Honorable Mayor and City Council

FROM: Haley Snyder, Interim City Manager

DATE: October 15, 2020

RE: City Manager's Report – October 19, 2020

Trick-or-Treating – Council adopted Resolution 2019-34 designating October 31st of each year as the official date for trick-or-treating with the time set for 6p-8p.

N. Clark Street Road Project – Third progress meeting was held on Wednesday, October 14th. Meeting minutes are attached for your review.

Director of Public Services Position – The city recently held interviews for the Director of Public Services position. Patrick Miller has formally accepted the position of Director of Public Services. Mr. Miller currently serves as the Foreman of the city's Wastewater Treatment Plant and will officially begin his role as Director on Monday, October 19th.

Recreation Department – Recreation Director, Larry Williams, Marshall Public Schools Superintendent, Dr. Randy Davis and I met on October 5th to discuss recreation programs that will be held at the Marshall Opportunity School. We agreed upon opening the pool for water aerobics and the building for open walking with limited participants. A more detailed plan will be released from the Recreation Department.

2021 Budget Study Session – A 2021 budget study session will be held on either Saturday, November 14th, or Saturday, November 21st.

PROGRESS MEETING 3

PROJECT: CLARK STREET IMPROVEMENTS
OWNER: CITY OF ALBION
CONTRACTOR: MEAD BROS. EXCAVATING, INC.
DATE: OCTOBER 14, 2020

ATTENDEES

<u>Name</u>	<u>Representing</u>	<u>Phone</u>	<u>Email</u>
Haley Snyder -P	City of Albion	517.629.7172	hsnyder@cityofalbionmi.gov
Mike Lohrke - P	City of Albion	517.630.1007	mlohrke@cityofalbionmi.gov
Patrick Miller - P	City of Albion		pmiller@cityofalbionmi.gov
John Midgley - P	Calhoun CRD	269.781.0034	JMidgley@calhouncountymi.gov
Kristine Parsons - P	Calhoun CRD	269.781.0038	kparsons@calhouncountymi.gov
Brad Mead - A	Mead Bros. Exc., Inc.	517.795.9571	meadbrosinc@gmail.com
Jeff Mead- A	Mead Bros. Exc., Inc.	517.937.3049	meadbrosinc@gamil.com
Aaron Neitling -P	Wightman	269.605.9304	aneitling@gowightman.com
Mickey Bittner - P	Wightman	269.266.2159	mbittner@gowightman.com
Kyle Owen -P	Wightman	269.312.4859	kowen@gowightman.com
Brian Kernstock - P	Calhoun CRD		bkernstock@calhouncountymi.gov

Patrick Miller will be new contact for City of Albion utilities.

Coronavirus Impacts

City of Albion – *No changes*

Mead Bros. Exc., Inc. – *No one present*

Wightman – *No changes*

Schedule: *Original completion date schedule of Oct 31 (open to traffic)*

1. Trenching: All trenching and sand subbase installation for this project is complete.
2. HMA Pulverizing: Pulverizing of existing HMA was completed on October 7th and 8th. Pulverized material was temporarily graded and left in place.
3. Storm Sewer: All proposed storm sewer work for this project was completed on Monday of this week. The two proposed cross-culverts north of E Broadwell Street were installed on Tuesday of this week.
4. Hydrant Relocations: City Services is scheduled to install 12" line stop and valve tomorrow (Thursday). Contractor will begin fire hydrant relocations either Thursday (15th) or Friday (16th). This work should be complete by the end of this week.

PROGRESS MEETING 3

5. Concrete Work: Curb and gutter work is complete at the North Street intersection. Curb will be formed and poured at Broadwell Street intersection today. No set time frame for concrete sidewalk and driveway approach work.
6. Final Grading: Contractor has begun final grading of aggregate base at the north end of the project area and is working south. Aggregate base consists of pulverized HMA and additional aggregate brought to site as needed.
7. HMA Paving: Lakeland Asphalt is tentatively scheduled to pave leveling course on October 30th.
8. *Restoration/Trees: Need confirmation from Contractor on schedule, dormancy of trees.*

Other Items

1. Utility Pole Relocations: WOW will complete transfer of their lines to new Consumers poles on the east side of the roadway this week. Consumers will then be able to pull their old poles. Still no update from AT&T regarding utility poles on the west side. *WOW has been on-site. Follow up with AT&T*
2. 12965 29 Mi Rd: Has contact been made with this resident regarding a new driveway approach?
 - a. *County has not received any further information on this will follow up with permit agent. Property owner has not contacted Road Department directly yet.*

General Comments

1. Traffic: Roadway is currently closed to through traffic. Access for local traffic will be maintained for the duration of the project. No issues with traffic control at this time.
 - a. *Contractor received a call from Dennis McMillian (1123 N Clark) about traffic control. Kyle spoke with resident on 10/13, regarding access.*
 - i. *City has not received any phone calls*
 - b. Contractor to provide advance notice to residents when working on driveways and paving.
2. Other:
 - a. Pay Estimate #2 was sent out at the beginning of this month.
 - i. *City received estimate and it has been processed, payment will be going out*
 - b. Pay Estimate #3 will be sent out the first week of November.
3. Trees:
 - a. *Status of property owner notifications?*
 - b. *Distribute letter to residents with draft to City/County for review.*

The next progress meeting is scheduled for October 28, 2020 at 9:00 am.

The meeting was adjourned at 9:27 am.