



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: September 17, 2020
RE: City Manager's Report – September 21, 2020

City Hall Drop Box – A new drop has been installed in front of City Hall under the notice board. Election materials, utility, and property tax payments can be placed in the drop-box. Cash payments are not allowed.

N. Clark Street Road Project – The first progress meeting for the project was held on Wednesday, September 16th. Meeting minutes are attached for your review.

911 Funding Proposal – The Calhoun County Consolidated Dispatch Authority (Calhoun County 9-1-1) will be seeking a 9-1-1 surcharge during this upcoming November election. For further information, please contact Richard Feole, CCCDA Executive Director at rfeole@calhouncountymi.gov.

City Hall COVID Procedures – City Hall is open to the public 9a-4p Monday-Friday. All guests are required to self-screen using the questionnaire posted on each entry point prior to entering the building. Face masks are required and everyone must maintain a 6 foot separation. Departments other than Finance (main front window) will be available by appointment only. Contact information for all City Departments can be found on the city website.

As we enter cold and flu season, it's important to continue to follow CDC recommendations:

- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose, and mouth
- Avoid close contact, maintain social distancing
- Clean and disinfect frequently touched surfaces

PROGRESS MEETING 1

PROJECT: CLARK STREET IMPROVEMENTS
OWNER: CITY OF ALBION
CONTRACTOR: MEAD BROS. EXCAVATING, INC.
DATE: SEPTEMBER 16, 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 – A	City of Albion	517.630.1007	mlohrke@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 - P	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

Coronavirus Impacts

City of Albion – *No impacts.*

Mead Bros. Exc., Inc. – *No impacts.*

Wightman – *No impacts.*

Schedule

1. Clearing: All tree clearing work is complete. Most tree stump removal (90%) has been completed as well. *Stump grinding was used where gas mains were in proximity.*
2. Trenching: Mead Bros. began trenching operations just north of E. North Street on the east side of the roadway early last week. This work has continued heading north up the east side. One driveway culvert has been installed at 920 N Clark Street. As of this morning, Mead Bros. has completed about 75% of trenching and sand subbase install on the east side. *Mead is held up by SEMCO needing to abandon the old gas main before they can finish the ditching on the east side. Poles on the west side are in the new ditch line and they are waiting for relocation. The native soils encountered have been more clay and full sand subbase installation has been occurring. Trenching will take about 2 more weeks. Contractor will continue to install drive culverts as they perform trenching.*
3. HMA Pulverizing: Existing HMA has been left in place during trenching operations. HMA will be pulverized once trenching is complete. *Pulverizing is tentatively scheduled for October 7.*

PROGRESS MEETING 1

4. Storm Sewer: Storm sewer work is expected to begin shortly after existing HMA is pulverized. There is no start date for this work as of now. *Approximately three days are anticipated for the storm sewer work near North Street. Will need to coordinate the temporary closure with local traffic.*
5. *Mead was hoping all poles would be relocated by now. Consumers Energy tenants need to transfer facilities before the original poles can be removed. WOW or AT&T need to complete their transfers. Contact will be made with utilities by Wightman.*

Other Items

1. Utility Conflict: A conflict was discovered with an existing Semco Energy gas main last week. The existing main is on the east side of N Clark Street and runs from E North Street to about 400' north and serves the home at 920 N Clark Street. The main is currently in the center of the proposed ditch and well above the bottom of ditch grade. Semco Energy met with Mead Bros. on site and there is a plan for relocation of the gas main. This work is expected to begin next week. Semco Energy completed relocation of gas main on the west side of the roadway from E Broadwell Street to B Drive North before the project began.
 - a. *SEMCO was waiting for MISSDIG clearance and would try to complete abandonment and relocation of gas by North Street later this week.*
2. Temporary Mailbox Locations: Contractor has been in contact with the local post office regarding temporary mailbox arrangements. The post office has requested residents temporarily suspend their mail delivery service and arrange for their mail to be picked up directly at the post office. How should residents be notified of this? *Let's pursue putting the mailboxes on gang boxes at Broadwell or B Drive. Flyer to be distributed to residents. Contractor to notify Engineer if Post Office disagrees with this plan.*
3. Utility Pole Relocations: Consumers energy has begun relocation on the east side. Some facilities still exist on old poles so they cannot be removed yet. All poles on west side still need to be relocated.

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. Calhoun County is hosting an annual scrap tire and appliance collection day on October 10. It will be held at Ketchum Field and traffic will be directed to enter from the south (Michigan Avenue). The driveway is on N. Clark Street and accessibility is needed to accommodate the expected traffic.
2. Other:
 - a. Pay Estimate #1 was submitted to Mead Bros. on September 1.
 - i. *Received and forwarded to accounting for payment by City.*
 - b. Contract Modification #1 was submitted to Mead Bros. on September 1. *City has not seen a copy of the contract mod yet. Was mailed from Contractor on September 1.*
 - i. Eliminated guardrail
 - ii. Eliminated planting of new trees outside the City limits.

PROGRESS MEETING 1

3. *Any business or resident complaints or feedback? No feedback received by the City or County.*

The next progress meeting is tentatively scheduled for ~~September 23, 2020~~ at 9:00 am. Should these be held weekly or bi-weekly? *Bi-weekly is preferred by the City and County. The next progress meeting will be held on **September 30, 2020** at 9:00 am.*

The meeting was adjourned at 9:45 am.

Calhoun County Consolidated Dispatch (Calhoun County 9-1-1) Funding FAQs

We are determined to provide you with accurate information on the request to change the way 911 is funded so that you can make an informed decision in November. Here is a Frequently Asked Question list that answers the majority of questions we are asked. However, if you have questions that are not addressed here, please let us know and we will be happy to address them. Please feel free to contact Executive Director Richard Feole at rfeole@calhouncountymi.gov for any further questions or clarifications.

Thank you.

Calhoun County 911 Funding FAQ

Election Date: November 3, 2020

How is Calhoun County currently funded?

Calhoun County 911 is currently funded through a \$.60 local surcharge and a portion of the State 911 \$.25 surcharge. A majority of the funding comes from a Calls for Service formula that was established in 2013. Each city, village, township, Calhoun County and NHBP Tribal government pays a percentage of the remaining funding needed based on the percentage of calls for service required in their jurisdiction.

What is the official ballot language for the November election?

911 SURCHARGE BALLOT PROPOSAL

Shall Calhoun County be authorized to assess a surcharge on all devices capable of accessing the 911 system located in Calhoun County of up to \$3.00 per month for a period of ten (10) years, commencing July 1, 2021 through June 30, 2031, both inclusive, to be used exclusively for the funding of 911 emergency telephone call answering and dispatch services within Calhoun County, including facilities, equipment and maintenance, and operating costs?

Why is 9-1-1 asking for this and how much will it cost per year?

Surcharge funding is the most common method of funding a 9-1-1 center. It is considered the fairest, most equitable way to fund the cost of operating and maintaining an emergency call center. If this proposal is approved, the charges paid by each municipality would be eliminated. This would allow the municipalities to use these dedicated general fund revenues on other valuable services. It is important for a 911 center to have updated, supported equipment and well-trained staff and this funding will ensure that Calhoun County 9-1-1 will have that. The proposal will allow up to \$3 per phone device per month to be collected. The amount is set by the Calhoun County Board of Commissioners each year, based on the budget needs of the 911 Center. It is expected to be approximately \$2.30 initially. Calhoun County 9-1-1 will collect the same amount as currently, just a different method.

Why are we being asked to vote on this issue?

As citizens of Calhoun County, you are the stakeholders of Calhoun County 911. It is our responsibility to give you the facts and answer any questions about why we are requesting the change in funding. At that point, each of you can make an informed decision on this issue. We understand that you are presented with a multitude of requests for money, and that many of them are for good cause. The funding comes out of your pocket, and we need to know if you agree that 911 should be funded in this manner.

What exactly are the 911 charges listed on my telephone bill?

Calhoun County currently collects the \$.60 local surcharge that you see on your telephone bill. The State of Michigan also collects \$.25 per month on each phone. That money funds the State 911 office, provides training funds for Counties that apply for it and distributes some of it amongst all Michigan Counties.

Once approved, how often can the rate be changed?

The rate can only be changed once each May. The amount to be collected is then submitted to all phone carriers and is effective July 1 until the following May 31st. It cannot exceed the amount approved by the County residents. The ballot language is specifically worded to identify an amount “**up to**” \$3.00.

Will this raise my taxes?

No. The telephone surcharge is not part of county property tax dollars. This money is collected by your telephone company and can be used only for 9-1-1. The only change you would see is the amount of the Calhoun County 911 surcharge on your phone bill.

How are cellular telephones charged?

The rates charged are based on the location of the billing address. Cell phones billed to addresses within Calhoun County will be charged the surcharge rate approved by voters. Cell phones billed outside of Calhoun County will be charged whatever rate that county has in place.

I have a pre-paid cellular phone. How does this charge affect me?

Michigan already requires pre-paid cellular providers to collect surcharges. That amount represents an average of all Michigan 911 surcharges, weighted by population. This amount will be sent by the telephone company to the State where it is then passed onto the counties in amounts based upon their local population.

My business (school, etc.) has a Centrex type phone system with multiple lines. Do I have to pay the full rate for each line?

No. The surcharge is applied to each of the first 10 lines on your account. After that you pay one additional fee for the 11th through 20th line, another additional fee for the 21st through the 30th line, etc.

Why do we need a 9-1-1 Central Dispatch?

By having a 9-1-1 central dispatch center we cut costs and increase efficiency. A 9-1-1 Central Dispatch coordinates the response to a single incident or to multiple incidents through a common communications system. Specialized equipment tells dispatchers where you are calling from, even if you are too ill to speak or are not able to talk and can only dial “9-1-1”. In 2010, Calhoun County consolidated the 3 dispatch centers within the county. The sharing of equipment and staff have saved the citizens of Calhoun County money. The

cost of operating the current consolidated dispatch center is still less today than it was operating three dispatch centers over 12 years ago.

What does the word “device” mean?

The Michigan legislature specifically included the wording “all devices” in an attempt to allow for future inventions beyond cellular, land-line and VoIP telephones that may be created and would then be able to use 9-1-1 services. The all device wording allows for the assessing of surcharges on this new technology whenever it is developed. The ballot wording is written to conform to the new laws.

Is every extension in my home considered a “device”?

No. The surcharge is based on a per telephone number basis.