



CITY OF ALMA, MICHIGAN

525 E. Superior, Alma, MI 48801
www.myalma.org

City Manager
989-463-8336

March 29, 2020

Good Afternoon,

As we continue navigating the impact the COVID-19 crisis is having on all of us everyday, I wanted to take a moment to update the community on what the City of Alma operations look like at the moment. The City of Alma is making attempts on a daily basis to analyze available information and make adjustments as directives and recommendations are received. I want to ensure you that every decision made that impacts this community or our employees is taken seriously and properly vetted. There is no play book for this crisis. We are all learning as we go and managing to the best of our abilities. With that in mind I would like to update you on a number of the changes to City services that have occurred or are being planned.

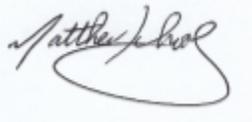
- **Municipal Building:** At this time the building is closed to the public. We have limited the number of employees in the administrative building to no more than 5. This allows us to control the environment and to maintain social spacing. The majority of the administrative staff, including assessing, finance, human resources, city clerk, and engineering will be working from home. I will be working from the office everyday along with the Assistant City Manager (planning and zoning) and the Public Services Director. There will be times others need access to their offices and we will plan that internally.
 - Staff will be utilizing voicemail, email and call forwarding to continue service. Please utilize the city directory on our website: <https://myalma.org/staff-directory.php> Due to the changes in workspaces and responsibilities the response from staff may be delayed.
- **Department of Public Services:** Currently staff in water, wastewater, and public works are staggering shifts as best they can to limit exposures. Water and wastewater will continue their operations with only slight modifications. Employees will not be doubled up riding in the same vehicle. Provisions have been made to have employees drive in separate vehicles should the need arise.
 - **Public Works: High Priority Tasks** that will be continued during the next two week operational period (March 30- April 10):
 - Yard Waste: Collection of yard waste will begin on April 6th as normal
 - Street Sweeping: Necessary to keep leaves and other debris out of the roadway to prevent road surface flooding and storm sewer backups.
 - Sanitary Sewer Flushing and Cleaning
 - Sanitary and storm sewer break repair
 - Cemetery Burials
 - Road Cold Patching
 - **Public Works: Tasks** that will be discontinued or delayed over the next two week operations period (March 30 – April 10):
 - Parks and cemetery mowing
 - Airport maintenance that is non-emergency
 - City owned building maintenance that is non-emergency

- Tree maintenance
 - String Trimming
- Residential Solid Waste and Recycling: A reminder that Republic Services, our solid waste provider has made changes to their services:
 - The Isabella County Recycling Center has shut down. All recycling is to be contained in garbage bags or containers. The items will be picked up with trash and taken to the land fill at this time.
 - Due to the increase in the volume of residential waste, Republic must temporarily suspend large bulk item disposal. This includes disposal of mattresses, furniture, carpets and appliances. Bagged items and trash containers only.
- Police and Fire: 24 hour operations continue as normal. Police will make an attempt to handle more complaints and issues by phone when applicable. The clerk is not working from the office at this time. Delays in non-emergency response should be expected.
 - Should you have questions about whether or not a business is considered essential or not, please do not call 911. The Gratiot County Emergency Operations Center has set the following protocol: Contact Gratiot Central Dispatch at the non-emergency number 875-7505 – Information will be forwarded to Gratiot County Emergency Management who will then forward to the appropriate law enforcement agency.
- Library: The Alma Public Library is closed to the public. The library staff is working hard to continue to offer virtual programming online. We understand there are a lot of families at home and we will continue to be creative and look for new ways to bring services to the community. Please follow the library on facebook at: <https://www.facebook.com/AlmaPublicLibraryMI> to get up to date information.
- Transit: The Alma Transportation Center has currently reduced their service to only non-emergency medical rides that have been scheduled through dialysis, the hospital, or directly from a physician's office. Transit is offering grocery, prescription, and take out pick up. Please call their dispatch at 463-6016 for further information.
- City Parks and Trails: The city parks and trail system remain open to the public. As per the governor's order, we believe it is important for our citizens to have the opportunity to get outside and get some exercise or relieve some stress. We remind you of the importance of social distancing: Remember to limit your contact to at least 6 feet from others. The parks bathrooms will not be open during this crisis. It would be impossible for us to ensure they are sanitized and cleaned. To that point, we also recommend that parents do not allow their young children to play on the equipment at the various parks during this time. The park equipment is not sanitized. Gathering in pavilions is also prohibited.
- Emergency Management Operations: The City Emergency Operations Plan has been in use since March 4th. The City of Alma is a part of the Gratiot County Emergency Operations Center and many of the decisions and communications must go through the Gratiot EOC. Be advised we have a fantastic relationship with the EOC and look forward to their guidance and direction during this time.

These are unprecedented times and we are all sailing in uncharted waters. We can get through this as a community if we continue to follow the instructions to stay safe and stay home. The employees of the

City of Alma are here to provide you with the best possible service we can during this very difficult time. Thank you for your patience and understanding as we sort through new directives and regulations on a daily basis. Information will be shared on our facebook page <https://www.facebook.com/CityofAlma/> or our website <https://myalma.org/index.php> on a regular basis. Just a reminder that we generally do not have the staffing resource to respond on facebook. Emails are still he best way to make contact with staff.

Very Truly Yours,

A handwritten signature in black ink, appearing to read "Matthew Schooley", is centered on a light blue rectangular background.

Matthew Schooley
City Manager