Alma City Commission
Alma, Michigan
March 24, 2020

Mayor Greg Mapes called a regular meeting of the Alma City Commission to order at 6:00 p.m. in the Alma Municipal Building. The virtual meeting was held via GoToMeetings.com and livestreamed through the City of Alma’s YouTube channel. A quorum of the Commission was present.

Mayor Mapes led those present in a recitation of the Pledge of Allegiance to the United States of America.

Roll Call
Present: Roger Allman, Nick Piccolo, Michelle Pitts, Audra Stahl, Larry Mott, and Roxann Harrington appeared via GoToMeetings.com. Greg Mapes was physically present.
Absent: none.

Approval of Minutes
Motion by Commissioner Piccolo, seconded by Commissioner Allman, to approve minutes of the meeting of March 11, 2020. Motion carried with a roll call vote.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Motion by Commissioner Piccolo, seconded by Commissioner Pitts, to approve the following amendments to the agenda:
J. Resolutions:
Remove:
Item 1. Consideration of a resolution to approve the Alma Highland Festival Committee’s request to operate the entertainment tent for the 53rd Alma Highland Festival and Games from 6:30 p.m. to 1:00 a.m. on Friday, May 22nd, noon to 1:00 a.m. on Saturday, May 23rd, and 1:00 p.m. to 6:00 p.m. on Sunday May 24th, 2020, pursuant to Ordinance No. 695 which allows the City Commission to approve a three-day variance to the noise ordinance. Approve
Add:
Item 1. Consideration of a resolution to approve the Telecommuting Policy. Approve
Item 3. Consideration of a resolution to amend the City of Alma Emergency Operations Plan to include a provision for Emergency Sick Time in the event of a public health crisis. Approve
Item 4. Consideration of a resolution approving the establishment of procedures for employee use of emergency sick time and accrued sick leave for the duration of the state of emergency declared in response to the COVID-19 public health crisis. Approve

Motion carried with a roll call vote.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Hearings
2020-00048 Motion by Commissioner Allman, seconded by Commissioner Piccolo, to approve a resolution to set a public hearing for Tuesday, April 28, 2020 at 6:00 p.m., or as soon after as the agenda allows, to consider a request from Avalon & Tahoe Manufacturing, Inc. for a PA 198 Industrial Facilities Tax Exemption Certificate.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.
The following resolution was offered by Commissioner Pitts and seconded by Commissioner Mott:

BE IT RESOLVED, that in accordance with Section 14.2 of the City Charter, and the Laws of the State of Michigan, the City Commission deems it advisable for the welfare and safety of the people of the City of Alma to vacate, discontinue and abolish the public alley in said City known and described as follows:

The North-South Alley from the South Right-of-Way line of Hastings Street to the North Right-of-Way line of Downie Street ALL in Block 20, Original Town Plat, City of Alma, Gratiot County, Michigan.

reserving however, easements over, under and across the said parcel for public utility purposes with full right and authority to use said parcel and to enter thereon at all times for the purpose of construction, repairing, removing, replacing, improving, enlarging and maintaining such public utilities.

BE IT FURTHER RESOLVED, that April 28, 2020 at 6:00 p.m. at the Commission Chambers in the City Hall of the City of Alma be the time and place when the Commission shall meet to consider any objections to the said vacation proceedings.

BE IT FURTHER RESOLVED, that a copy of this resolution, together with a notice of said meeting, shall be published in a newspaper published in the City of Alma, once each week for four (4) weeks prior to April 28, 2020.

PUBLIC NOTICE
To Whom It May Concern:
Please take notice of the time and place when the City Commission will meet to consider any objections to above vacation proceedings.
Dated: March 24, 2020

Sara Anderson
Alma City Clerk

Publish: (4 weeks)
March 27, 2020  April 3, 2020  April 10, 2020  April 17, 2020

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Motion by Commissioner Piccolo, seconded by Commissioner Allman, to open the public hearing set for 6:00 p.m. to consider an application for an Obsolete Property Rehabilitation Exemption Certificate for TK Bennett, LLC at 110 E. Superior Street. The purpose of the OPRA is to assist with the creation of new commercial space in the downtown. The OPRA District was established January 28, 2020. Motion carried with a roll call vote.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Assistant City Manager, Aeric Ripley, gave a brief summary of the application and description of the property. Todd Bennett was present via GoToMeetings.com and answered questions from Commissioners. Bennett explained he is rehabbing the property for a new photography studio. They are looking forward to being a part of the downtown community.

Commissioner Mapes called for public comment. Comments were taken by telephone and email (information being previously published on the City’s website). No emails were received, and no phone calls were received at the appointed time.
Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to close the public hearing, regarding TKBennett’s OPRA Exemption application, at 6:17 p.m. Motion carried with a roll call vote.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Todd Bennett left the meeting at 6:21 p.m.

**Recommendation on Bids**

2020-00050 Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to approve a resolution to receive and award the bid for Alma’s 2020 Library Parking Lot Project to the recommended bidder and authorize the corresponding request for purchase. The following bids were received on March 18, 2020:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Bid Security</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>***D&amp;D Asphalt Specialists LLC Midland, MI</td>
<td>Yes</td>
<td>$6,604.00</td>
</tr>
<tr>
<td>Yeager Asphalt Carrollton, MI</td>
<td>Yes</td>
<td>$8,600.00</td>
</tr>
</tbody>
</table>

***Recommended Bidder

Resolution declared adopted.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

**Resolutions**

2020-00051 Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to adopt a resolution approving the City of Alma Telecommuting Policy and Agreement, attached hereto as Attachment A.

Resolution declared adopted.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

2020-00052 Resolution to Approve OPRA Exemption for 110 East Superior Street

The following preamble and resolution were offered by Vice-Mayor Harrington, seconded by Commissioner Piccolo:

WHEREAS, the City of Alma has been deemed a Qualified Local Governmental Unit, according to Section 2(k) of PA 146 of 2000; and

WHEREAS, pursuant to PA 146 of 2000, after a duly noticed public hearing held on January 28, 2020, the City Commission by resolution established the Alma Renaissance Obsolete Property Rehabilitation District, as requested by TKBennett, LLC and said district has been deemed an obsolete property according to PA 146 of 2000; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and is situated within an Obsolete Property Rehabilitation District established in the City of Alma under Public Act 146 of 2000 to establish such a district; and
WHEREAS, TKBennett, LLC has filed an application for an Obsolete Property Rehabilitation Certificate with respect to the rehabilitation of facilities located in the TKBennett, LLC Obsolete Property Rehabilitation District; and
WHEREAS, before acting on said application the City Commission held a public hearing on March 24, 2020 at 6:00 p.m. at the City Commission Chambers, 525 E. Superior Street, at which hearing the applicant, the Assessor and a representative of the affected taxing units, having been given written notice, were afforded an opportunity to be heard on said application; and
WHEREAS, the property located at 110 East Superior Street Alma, Michigan is found to be obsolete property for the following reasons:

a) It is functionally obsolete for the reasons that the mechanical systems, such as plumbing, heating and electrical need complete replacement, as well as poor condition of walls, floors, ceiling, windows, and doors.
b) The layout and barrier free access is inadequate for the highest and best use of the property. The interior portion of the building will need to undergo extensive renovation to accommodate any business.

WHEREAS, the rehabilitation of the facility had not occurred before the establishment of the TKBennett, LLC Obsolete Property Rehabilitation District on January 28, 2020; and
WHEREAS, the aggregate taxable value of real and personal property exempt from ad valorem taxes within the City of Alma, after granting this certificate, will exceed 5% of an amount equal to the sum of the taxable value of the unit, plus the taxable value of personal and real property thus exempted; and
WHEREAS, said applicant TKBennett, LLC is not delinquent in any taxes related to the facility; and
WHEREAS, the City of Alma has been supplied with the following: a general description of the obsolete facility; a description of the proposed use; a work-plan for the rehabilitation; a list of the fixed building equipment that will be a part of the rehabilitated facility; a time schedule for the rehabilitation; and a statement of the economic advantages of the rehabilitation of the facility; and
WHEREAS, the scope of rehabilitation as stated in the above documents includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation; and
WHEREAS, upon completion of said rehabilitation there is a reasonable likelihood that one of the following will: increase commercial activity, create employment, retain employment, prevent loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated; and
WHEREAS, this Obsolete Property Rehabilitation Certificate shall not exceed twelve (12) years.

Now Therefore Be It Resolved by the City Commission of the City of Alma:
1. The City Commission finds and determines that the granting of the Obsolete Property Rehabilitation Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 146 of 2000 shall not have the effect of substantially impeding the operation of the City of Alma, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Alma.
2. The application of TKBennett, LLC for an Obsolete Property Rehabilitation Certificate with respect to the rehabilitation of facilities located on the following described parcel of real property situated within the TKBennett, LLC Obsolete property Rehabilitation District at 110 East Superior Street, Alma, Michigan, to wit:

OT COM 87' E OF NW COR OF BLK 22, TH S 70' E 27' N 4' W 1' N 66' W 26' TO POB.
(110 E Superior Street.)

The Obsolete Property Rehabilitation Certificate when issued shall be and remain in force and effect for a period of twelve (12) years after completion. The rehabilitation project shall be completed by November 2020.
Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Piccolo, Pitts, and Stahl.
No: none.
Abstained: Mott.

2020-00053 Motion by Commissioner Piccolo, seconded by Commissioner Allman, to adopt a resolution approving the following amendment to the City of Alma Emergency Operations Plan:

Section VII. Continuity of Government
2. Emergency Sick Time: In the event the State of Michigan declares a state of emergency due to a public health crisis, the City of Alma may, at the discretion of the City Commission, allow for changes in the way sick time can be utilized by employees. Such changes shall be brought to the Commission by the City Manager for approval as a resolution, to remain in force only so long as the declared state of emergency remains in effect.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

2020-00054 Resolution for Employee Emergency Sick Time

The following preamble and resolution were offered by Vice-Mayor Harrington and seconded by Commissioner Allman.
WHEREAS, the City of Alma has adopted an emergency sick time provision as a part of the City of Alma Emergency Operations Plan, Continuity of Government, and
WHEREAS, on March 10, 2020 Michigan Governor Gretchen Whitmer declared a State of Emergency under Executive Order 2020-4 in response to the COVID-19 public health crisis, and
WHEREAS, the City of Alma understands the needs of their employees during this declared crisis, and
NOW THEREFORE BE IT RESOLVED that the Alma City Commission adopts the following provisions for the use of emergency sick time during the state of emergency due to the COVID-19 public health crisis, to take effect immediately and to remain in force for so long as the state of emergency stays in effect:
1. The City of Alma shall allow the use of employee accrued sick time upon the occurrence of any of the following:
   a) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
   b) The employee is advised by a health care provider to self-quarantine due to COVID-19;
   c) The employee is experiencing COVID-19 symptoms and seeking medical diagnosis;
   d) The employee is caring for an individual (not limited to family) subject to a federal, state, or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
   e) The employee is caring for their child if the child’s school or place of care is closed or the child’s care provider is unavailable due to public health emergency.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.
Motion by Vice-Mayor Harrington, seconded by Commissioner Allman, to approve a resolution to receive the following reports: Alma Police Department February 2020 Report, Alma Board of Review meeting minutes of March 3, March 17, and March 18, 2020, and the City Manager’s Report.

City Manager, Matt Schooley, offered a brief summary of his report explaining the many decisions and changes faced by the city in the past few weeks. All Alma public buildings are closed to the public, essential services will continue. The Library was working to offer curbside service, but that has stopped with the latest order from the Governor. Transit services were reduced to medical only, but they are beginning to offer services for pickup of prescriptions from local pharmacies and groceries as needed. Holding commission meetings is also a challenge but staff is working diligently to make sure the meetings remain available to the public. He will continue to keep the public updated as much as possible throughout the course of the next few weeks.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Motion by Commissioner Piccolo, seconded by Commissioner Mott, to adopt a resolution approving Warrant No. 20-18 and authorizing the City Treasurer to issue checks in payment of all claims.

Resolution declared adopted.
Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Commissioner Comments
Commissioners offered thanks to city leadership, city staff and the community for working together to get through this crisis. Several reminded everyone to support local businesses, check on their family and friends, and stay home and stay safe.

Schooley offered thanks to staff. He said no one was prepared for this, but we are all working hard to get through. He thanked volunteers and suggested agencies and volunteers keep in touch with the Gratiot County Emergency Operations Center to aid in support coordination.

Invitation to the Public
No phone calls or emails were received.

Motion by Vice-Mayor Harrington, seconded by Commissioner Piccolo, to adjourn the meeting at 6:55 p.m.
Motion carried with a roll call vote.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts, and Stahl.
No: none.

Gregory S. Mapes, Mayor, City of Alma
Sara Anderson, City Clerk, City of Alma
Date of Approval
CITY OF ALMA

Telecommuting Policy and Agreement

City of Alma
Matt Schooley, City Manager
City Manager's Office
525 East Superior St
Alma, MI 48801
Phone: 989-463-9501

POLICY

Summary
This Telecommuting Policy is designed to help to ensure the business continuity of the City when normal business operations are not feasible. In uncertain times where getting to City Hall to work may be difficult for employees, this alternative temporary arrangement is prudent.

This document provides the policies and guidelines supervisors and employees need to comply with gain remote access to the City's network. These requirements apply to all departments using remote access services. They also apply to both City-owned and personal devices used for telecommuting. Some positions require the employee to be at specific work area or require equipment and information not easily taken to an alternate location. Those jobs are just not suited for an alternative work location.

Departments may include additional technical requirements based on their business and data needs but cannot waive any of the base requirements stated in this policy and agreement. Employees should check with their department head regarding additional department policy or requirements.

Remote Access
Each department has been asked to identify employees that have are responsible, productive, highly motivated, and skilled in their jobs. Departments whose employees require access to the City network will need to identify all applications required when requesting remote access. Some applications or modules cannot be accessed remotely, and department heads can discuss that with employees individually.

Guidelines
1. Telecommuting is not a substitute for child or elder care. The Employee must provide child or dependent care in a manner that allows job responsibilities to be successfully met.

2. The telecommuting employee remains obligated to comply with all rules, policies, practices, and instructions.

3. Violation may result in being removed from telecommuting and/or disciplinary action, up to and including termination of employment.

Pay and Attendance
1. All pay will be based on the employee's official department.

2. Employee's salary, retirement, benefits, and insurance coverage remain unchanged.

3. The employee's time and attendance will be recorded as if they were working at the office. Employees will only be paid for the time they are working.
4. The City will not be responsible for time spent attending to tasks not assigned by the supervisor.

5. The employee must provide 3 days advance notice of any change in schedule.

6. Work hours, overtime compensation, and vacation schedule will conform to the City policy, Federal, State and local laws.

7. No overtime will be paid without prior written approval by the supervisor.

8. No employee shall work more hours per week as a result of telecommuting.

9. Employee agrees not to engage in employment activities other than assignments during telecommuting hours.

10. The employee is covered by workers' compensation if injured in the course of performing their job at the remote location.

Responsibilities

1. An agreed schedule of hours, locations, conference calls, email check-ins or video chat sessions will be included in the agreement and must be followed to ensure that the supervisor is monitoring the progress of the employee.

2. Expectations must be clearly defined between Employees and supervisors regarding assignments and deadlines when they need to be completed.

3. Office supplies needed by the Employee will be provided by the department. All requests for equipment and supplies must be approved by the responsible supervisor. Use of those supplies and equipment is limited to the employee for purposes relating to city business.

4. The City will not be responsible for any household costs associated with the employee being home (ex utility bills, software, hardware or supplies the employee purchases for their home office use). If the employee used their own equipment, the City will not be responsible for maintenance and repair of equipment.

5. Employee must designate a workspace at home that is maintained in safe condition, free from hazards.

6. Worker's compensation liability for job-related accidents will continue to exist during the employee's telecommuting work hours.

7. The employer will not be liable for damages to the employee's property.

8. The employee will apply safeguards which are approved by to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the office.

9. The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor.
Method of communication while telecommuting:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Phone</td>
<td>Phone number:</td>
</tr>
<tr>
<td>☐ Email</td>
<td>Email address:</td>
</tr>
<tr>
<td>☐ Text</td>
<td>Phone number:</td>
</tr>
<tr>
<td>☐ Other (please specify):</td>
<td></td>
</tr>
</tbody>
</table>

How many times will you check your email each day? 

How often will you check your voicemail on your work phone each day? 

How often will you check-in with your supervisor each day? 

How do you plan to check in with your supervisor? 

Equipment
1. Employees may or may not be provided equipment.

2. The employee is responsible for ensuring that equipment is used properly and will take all precautions necessary to secure information and equipment and prevent unauthorized access to any system or information.

3. The supervisor and the employee must agree that the employee will use city owned equipment or the employee's own equipment.

4. Equipment provided by the employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the employer.

5. Equipment provided by the employee will be at no cost to the employer and will be maintained by the employee.

<table>
<thead>
<tr>
<th>Required Equipment and Supplies</th>
<th>City Owned</th>
<th>Employee Owned</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technical Requirements
The employee will take all necessary precautions to secure information accessed.

1. If employees need to access the City's network, they are required to
2. Employees must have high-speed broadband internet to connect to the City network using the VPN
3. Employees need a device with an operating system of Windows Pro.
4. The supervisor will make arrangements for the employee to get the VPN installed and configured on the employee's computer.
5. Employees will test the connection and make sure they can successfully connect prior to attempting to work from home

<table>
<thead>
<tr>
<th>Required Software/Systems</th>
<th>Modules Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AGREEMENT

This is an agreement between the City of Alma and ________________

Duration
This agreement covers a period time starting ________________ and ending ___________. Or

This agreement will be valid until canceled by either party. ________________

Work Hours, Locations and Tasks
Work hours, location and tasks must be specified in this agreement. If additional days, times or tasks are assigned, an additional matrix can be included as an addendum to this agreement. Both the supervisor and employee must sign and date the addendum.

<table>
<thead>
<tr>
<th></th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Assigned Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Signatures

By signing this document, you agree that you understand and will abide by the terms and conditions in this agreement.

I understand and agree that telecommuting is a privilege, not a right, and is not subject to the grievance process.

I understand and agree that I am responsible for maintaining the safety and security of City equipment, supplies, and information while telecommuting.

I understand and agree that I must comply with all procedures designed to protect sensitive City information, including information that is confidential, private, personal, or otherwise sensitive while telecommuting.

I understand and agree that telecommuting is not a substitute for dependent care.

I have discussed this application and agreement with my supervisor.

I agree to comply with all terms and conditions in this telecommute application and agreement.

City Manager ___________________________ ___________________________

Signature Date

Department Head ___________________________

Signature Date

Employee ___________________________

Signature Date
<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Assigned Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Head</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>