

PUBLIC NOTICE
City Council Meeting
June 22, 2020
7:15pm

Pursuant to the provisions of Executive Order No. 2020-15 issued by Governor Gretchen Whitmer on March 18, 2020, notice is hereby given that the City of Mt. Morris City Council will hold an electronic regular meeting on **Monday, June 22, 2020** beginning at **7:15 p.m.** The reasons for holding an electronic public meeting are to limit the spread of COVID-19 (novel coronavirus) and to remain in compliance with Governor Whitmer's Executive Order 2020-75, which prohibits any public gathering through June 30, 2020.

To participate in a public meeting each person who wishes to participate must do one of the following:

1. Click on the following link to join the meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84849921261?pwd=K2pNcVFyazZMdDd3TzMzRDJlWUN1UT09>

Or:

1. Download the Zoom application onto you cell phone, tablet or computer. This application can be found by opening the "App Store" on your Apple or Android cell phone or Google searching Zoom on your computer.
2. After downloading the Zoom application do the following:
 1. Open the Zoom application.
 2. Select the "Join a Meeting" option highlighted in blue.
 3. Enter the following Meeting ID number: 848 4992 1261 using the phone's pop-up keypad or your computer's keyboard, and then select the "Join" option highlighted in blue.
 4. Enter the following password: 822842
 5. When prompted, select the "Join with video" option.
 6. When prompted, select the "Call using internet audio" option.

You should now be in the meeting. The meeting audio function for speaking purposes may be muted for the general public at times when the Council members are conducting City business that does not include audience participation. The audio hearing function will be in effect at all times during the meeting.

**CITY OF MT. MORRIS
CITY COUNCIL AGENDA
11649 N. Saginaw Street
Mt. Morris, MI 48458
June 22nd, 2020
7:15 P.M.
ZOOM Meeting**

- 1. MEETING CALLED TO ORDER:** Mayor Duane K. Dunckel
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
 - a. Approval of Regular meeting minutes from June 8th, 2020.
- 6. COMMUNICATIONS:**
 - a. None.
- 7. APPROVAL OF WARRANT:** Approval of Warrant #20-12 in the amount of \$45,580.25.
- 8. PUBLIC COMMENT (Agenda Items Only /Five Minute Time Limit).**
- 9. UNFINISHED BUSINESS:**
 - a. None.
- 10. NEW BUSINESS:**
 - a. **RESOLUTION 20-10: Fire Department Compensation.**
 - b. **RESOLUTION 20-11: COVID-19 Preparedness and Response Plan.**
 - c. **RESOLUTION 20-12: 2019-2020 Budget Amendment.**
- 11. PUBLIC COMMENT (Five Minute Time Limit).**
- 12. COUNCIL MEMBER AND STAFF COMMENTS**
- 13. ADJOURNMENT**

PLEASE SILENCE ALL CELL PHONES AND ALL OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING.

CITY OF MT. MORRIS
CITY COUNCIL – REGULAR MEETING
June 8th, 2020
Virtual Meeting - ZOOM

At 7:15 p.m., Mayor Duane K. Dunckel called the Regular Council Meeting to order.

PRESENT: Black, Freeman, Irwin, Roth, Thayer, Sorensen, and Mayor Duane Dunckel.

ABSENT: None.

OTHERS: City Manager/Treasurer Vicki Fishell, DPW Superintendent Paul Zumbach, Police Chief Becker, Fire Chief James Young, Attorney Amanda Doyle, and City Deputy Clerk April Smith.

The Pledge of Allegiance.

ROLL CALL:

None.

APPROVAL OF AGENDA:

A motion was made by Council member Roth, seconded by Council member Freeman to approve the agenda.

All ayes.

Motion carried.

MINUTES:

Council Member Roth stated he would like his council member comments added into the May 26th, 2020 minutes.

A motion was made by Council member Sorensen, seconded by Council member Black to approve the regular meeting minutes from May 26th, 2020 as amended.

All ayes.

Motion carried.

COMMUNICATIONS:

None.

APPROVAL OF WARRANT:

A motion was made by Council member Roth, seconded by Council member Thayer to approve **Warrant #20-11 in the amount of \$24,292.55.**

Roll call: ____7____Ayes ____0____Nays ____0____Absent

Motion Carried.

PUBLIC COMMENT:

None.

UNFINISHED BUSINESS:

a. None.

NEW BUSINESS:

a. RESOLUTION 20-08: Adoption of Fiscal Year 2020/2021 Budget.

A motion was made by Council Member Roth, seconded by Council Member Freeman to approve the adoption of the Fiscal Year Budget for 2020/2021.

Roll call: ____7____Ayes ____0____Nays ____0____Absent

Motion Carried.

b. RESOLUTION 20-09: AT&T Franchise Agreement.

A motion was made by Council Member Roth, seconded by Council Member Thayer to approve the AT&T Franchise agreement.

Council Member Freeman questioned if the fees are going up or down from the last agreement.
City Manager/ Treasurer Vicki Fishell stated that the fees are staying the same.

Roll call: ____7____Ayes ____0____Nays ____0____Absent

Motion Carried.

PUBLIC COMMENT:

None.

COUNCIL MEMBER AND STAFF COMMENTS:

City Manager/ Treasurer Vicki Fishell stated that depending on the weather for the next City Council Meeting it may be in the Fire Hall to help with social distancing.

Council Member Black questioned our contract about Republic having an outside company come pick up the City's garbage for them.

Council Member Irwin wished well for DPW Paul Zumbach's wife.

Council Member Freeman also wished well for DPW Paul Zumbach's wife.

Chief Keith Becker congratulated department heads on staying safe during Covid. Questioned if Mt. Morris Fundays were still going on with fireworks this year?

DPW Superintendent Paul Zumbach stated that he spoke with Gary Hicks from Republic and he said there have a shortage of man power at this time.

Council Member Irwin questioned DPW Superintendent Paul Zumbach if there was still a dumpster at the DPW garage.

Mayor Duane Duncel agreed with Chief Becker and stated everyone did a great job during Covid.

ADJOURNMENT:

With no further business, the Council Meeting was adjourned at **7:26p.m.**

User: Kristina
DB: Mt Morris

EXP CHECK RUN DATES 06/23/2020 - 06/23/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 101G
WARRANT #20-12

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 101 General						
Dept 000	UNDISTRIBUTED FRINGE BEN	BLUE CARE NETWORK	PREMIUM	201610032084	07/01/20	3,044.85
101-000-066.000	UNDISTRIBUTED FRINGE BEN	HUMANA HEALTH PLAN IN	PREMIUM	651483-001	07/01/20	1,167.34
101-000-066.000	UNDISTRIBUTED FRINGE BEN	UNDM LIFE INSURANCE C	LIFE/DISABILITY INS	0150244-001 5	07/01/20	918.43
101-000-066.000			Total For Dept 000			5,130.62
Dept 210 ATTORNEY						
101-210-801.000	PROFESSIONAL SERVICES	AMANDA DOYLE	APRIL/MAY LEGAL FEES	529	07/01/20	2,790.00
			Total For Dept 210 ATTORNEY			2,790.00
Dept 215 ADMINISTRATION						
101-215-740.000	OPERATING EXPENSE	PITNEY BOWES, INC.	RED INK	1015767177	07/01/20	161.48
101-215-740.000	OPERATING EXPENSE	US BANK EQUIPMENT FIN	COPIER	416198067	07/01/20	93.84
101-215-850.000	COMMUNICATIONS	COMCAST	CITY HALL PHONES	101974501	07/01/20	128.88
101-215-850.000	COMMUNICATIONS	COMCAST	CITY HALL	852910006005118	07/01/20	87.18
101-215-874.000	RETIREE INSURANCE BENEFIT	BLUE CARE NETWORK	PREMIUM	201610032084	07/01/20	1,794.49
101-215-874.000	RECEIPT TO 731.00.00.999	GENESEE COUNTY TREASU	LINA FOR THE MONTH OF JUNE 2020	CON4528	07/01/20	18.50
101-215-990.000	COPIER	US BANK EQUIPMENT FIN	COPIER	416198067	07/01/20	67.57
			Total For Dept 215 ADMINISTRATION			2,351.94
Dept 265 CITY HALL & GROUNDS						
101-265-801.000	PROFESSIONAL SERVICES	CURBCO	SWEEEPING OF STREETS	45297	07/01/20	270.00
101-265-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING	7926	07/01/20	81.00
101-265-920.000	PUBLIC UTILITIES	CITY OF MT. MORRIS	CITY HALL UB	SAGI01164900000	06/25/20	30.53
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	CITY HALL (GAS)	100031206228	07/01/20	33.53
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	CITY HALL (ELEC)	100031206095	07/01/20	658.50
			Total For Dept 265 CITY HALL & GROUNDS			1,073.56
Dept 269 OTHER CITY PROPERTY						
101-269-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING	7926	07/01/20	18.00
101-269-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	PARKING LOT	100029740212	07/01/20	51.86
			Total For Dept 269 OTHER CITY PROPERTY			69.86
Dept 276 CEMETERY						
101-276-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING	7926	07/01/20	578.00
			Total For Dept 276 CEMETERY			578.00
Dept 305 POLICE DEPARTMENT						
101-305-740.000	OPERATING EXPENSE	LEASE CORPORATION OF	IT ECITATION	4429456	07/01/20	26.77
101-305-759.000	UNIFORMS	JACOB NEERING	BOOT ALLOWANCE	06142020	07/01/20	98.52
101-305-850.000	COMMUNICATIONS	COMCAST	CITY HALL PHONES	101974501	07/01/20	73.65
101-305-850.000	COMMUNICATIONS	COMCAST	CITY HALL	852910006005118	07/01/20	49.82
101-305-930.000	REPAIR & MAINTENANCE - V	RANDY WISE CHEVROLET	REPAIRS	66094431	07/01/20	78.00
101-305-990.000	DEBT SERVICE - PRIN	LEASE CORPORATION OF	IT ECITATION	4429456	07/01/20	178.45
101-305-990.000	DEBT SERVICE - PRIN	US BANK EQUIPMENT FIN	COPIER	416198067	07/01/20	115.04
			Total For Dept 305 POLICE DEPARTMENT			620.25
Dept 336 FIRE DEPARTMENT						
101-336-714.800	FRINGE BENEFIT-NON PAYRO	LINCOLN NATIONAL LIFE	LIFE INS FD	MESAMOUN-BL-114	07/01/20	54.60
101-336-740.000	OPERATING EXPENSE	I.T. RIGHT	FD COMPUTERS	20164690	07/01/20	1,340.00
101-336-850.000	COMMUNICATIONS	COMCAST	CITY HALL PHONES	101974501	07/01/20	36.82
101-336-850.000	COMMUNICATIONS	COMCAST	CITY HALL	852910006005118	07/01/20	24.91
101-336-930.000	REPAIR & MAINTENANCE - V	FRONTLINE SERVICES IN	REPAIRS	33889	07/01/20	843.00
101-336-930.000	REPAIR & MAINTENANCE - V	RESCUE RESOURCES	ANNUAL MAINTENANCE	20-1271	07/01/20	1,047.50

User: Kristina
DB: Mt Morris

EXP CHECK RUN DATES 06/23/2020 - 06/23/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: 101G
WARRANT #20-12

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 101 General						
Dept 336 FIRE DEPARTMENT						
Total For Dept 336 FIRE DEPARTMENT				3,346.83		
Dept 400 PLANNING COMMISSION						
101-400-801.000 PROFESSIONAL SERVICES				SPICER GROUP	MASTER PLAN	201860
						07/01/20
				Total For Dept 400 PLANNING COMMISSION		735.00
Dept 441 PUBLIC WORKS						
101-441-920.000 PUBLIC UTILITIES				CITY OF MT. MORRIS	DPW UB	HUGH00072000000
101-441-920.000 PUBLIC UTILITIES						06/25/20
101-441-922.000 STREET LIGHTING				CONSUMERS ENERGY	DPW GARAGE	100031076589
101-441-922.000 STREET LIGHTING				CONSUMERS ENERGY	STREET LIGHTS	100000307718
101-441-922.000 STREET LIGHTING				CONSUMERS ENERGY	LED LIGHTS	103034777534
101-441-990.000 DEBT SERVICE - PRIN				JOHN DEERE CREDIT	LEASE	2342646
101-441-995.000 DEBT INTEREST				JOHN DEERE CREDIT	LEASE	2342646
				Total For Dept 441 PUBLIC WORKS		4,098.64
Dept 738 LIBRARY						
101-738-801.000 PROFESSIONAL SERVICES				TAMMY'S LANDSCAPING	MOWING	7926
101-738-920.000 PUBLIC UTILITIES				CITY OF MT. MORRIS	LIBRARY UB	VANB00068500000
101-738-920.000 PUBLIC UTILITIES				CONSUMERS ENERGY	LIBRARY	100029689898
				Total For Dept 738 LIBRARY		345.54
				Total For Fund 101 General		21,140.24
Fund 202 Major Street						
Dept 463 STREET ROUTINE MAINTENANCE						
202-463-801.000 PROFESSIONAL SERVICES				CURBCO	SWEEPING OF STREETS	45297
						07/01/20
				Total For Dept 463 STREET ROUTINE MAINTENANCE		1,437.00
Dept 474 TRAFFIC SERVICES						
202-474-801.000 PROFESSIONAL SERVICES				GENESEE COUNTY ROAD C	SIGNAL MTCE 504 (48)	28142
202-474-920.000 PUBLIC UTILITIES				CONSUMERS ENERGY	TRAFFIC LIGHTS	100000307585
				Total For Dept 474 TRAFFIC SERVICES		621.19
				Total For Fund 202 Major Street		2,058.19
Fund 203 Local Street						
Dept 463 STREET ROUTINE MAINTENANCE						
203-463-801.000 PROFESSIONAL SERVICES				CURBCO	SWEEPING OF STREETS	45297
						07/01/20
				Total For Dept 463 STREET ROUTINE MAINTENANCE		1,060.00
				Total For Fund 203 Local Street		1,060.00
Fund 591 Water Fund						
Dept 215 ADMINISTRATION						
591-215-850.000 COMMUNICATIONS				COMCAST	CITY HALL PHONES	101974501
591-215-850.000 COMMUNICATIONS				COMCAST	CITY HALL	852910006005118
591-215-874.000 RETIREE INSURANCE BENEFIT				BLUE CARE NETWORK	PREMIUM	201610032084
591-215-874.000 ATTN: KRISTIE PRIMEAU				GENESEE COUNTY TREASURY	LINA FOR THE MONTH OF JUNE 2020	CON4528
591-215-990.000 COPIER				US BANK EQUIPMENT FIN	COPIER	416198067
				Total For Dept 215 ADMINISTRATION		628.18
Dept 537 WATER DISTRIBUTION						
591-537-740.000 OPERATING EXPENSE				GENESEE COUNTY DRAIN	DRINKING WATER SAMPLES	2020-00000038
591-537-740.000 OPERATING EXPENSE				MICHIGAN PIPE & VALVE	BUFFALO BOX KIT	G003852
591-537-920.000 PUBLIC UTILITIES				CONSUMERS ENERGY	MEYER PIT 310 W. MT MORRIS	100030078313
						07/01/20
						07/01/20
						32.02

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 591 Water Fund						
Dept 537 WATER DISTRIBUTION	PUBLIC UTILITIES	CONSUMERS ENERGY	METER PIT 321 LINCOLN	100030078438	07/01/20	33.38
591-537-920.000			TIRE	38998	07/01/20	185.00
591-537-930.000	REPAIR & MAINTENANCE - V	JENKINS' SUNOCO SERVI				
			Total For Dept 537 WATER DISTRIBUTION			370.40
			Total For Fund 591 Water Fund			998.58
Fund 592 Sewer Fund						
Dept 215 ADMINISTRATION						
592-215-850.000	COMMUNICATIONS	COMCAST	CITY HALL PHONES	101974501	07/01/20	55.25
592-215-850.000	COMMUNICATIONS	COMCAST	CITY HALL	852910006005118	07/01/20	37.37
592-215-874.000	RETIREE INSURANCE BENEFIT	BLUE CARE NETWORK	PREMIUM	201610032084	07/01/20	427.89
592-215-874.000	810-257-3857	GENESEE COUNTY TREASU	LINA FOR THE MONTH OF JUNE 2020	CON4528	07/01/20	9.25
592-215-990.000	COPIER	US BANK EQUIPMENT FIN	COPIER	416198067	07/01/20	67.58
			Total For Dept 215 ADMINISTRATION			597.34
Dept 536 SEWER DISTRIBUTION						
592-536-921.000	COST OF SEWER	GENESEE COUNTY DRAIN	APRIL SEWER	W57CP0620	07/01/20	19,120.90
			Total For Dept 536 SEWER DISTRIBUTION			19,120.90
Dept 538 SEWER REPAIR						
592-538-801.000	PROFESSIONAL SERVICES	MID-STATE SEWER SERVI	SEWER CLEAN OUT 387 WALNUT	54	07/01/20	125.00
592-538-801.000	PROFESSIONAL SERVICES	WALDORF & SONS, INC.	JET SANITARY ON MT MORRIS WITH ROO	38227	07/01/20	480.00
			Total For Dept 538 SEWER REPAIR			605.00
			Total For Fund 592 Sewer Fund			20,323.24

L Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
		Fund 101 General				21,140.24
		Fund 202 Major Street				2,058.19
		Fund 203 Local Street				1,060.00
		Fund 591 Water Fund				998.58
		Fund 592 Sewer Fund				20,323.24
Total For All Funds:						45,580.25

This Warrant is hereby approved and directed for payment.

Duane Dunckel, Mayor

Kristina K. Somers, City Clerk

CITY OF MT. MORRIS

RESOLUTION 20-10

WHEREAS: The Manager has met with representatives of the Fire Department and as the result thereof the Manager has issued recommendations for wage rates and other terms and conditions for compensation of firefighters; and

WHEREAS: This Council has reviewed the Manager's proposal and finds it to be acceptable;

NOW THEREFORE, BE IT RESOLVED:

That wages and terms and conditions for compensation shall be as follows:

- a. State of Michigan certified Firefighters who are fire department employees will be compensated at the rate of \$14.00 per hour with uncertified personnel compensated at the rate of \$10.00 per hour. Time worked in excess of an hour will be compensated in one half hour increments at these rates. This rate will apply to any person, including officers, responding to a call for service.
- b. Fire department personnel will be compensated at the above specified hourly rate for time actually spent in court pursuant to a duly issued subpoena. The following terms and conditions shall apply:
 - i. Upon receipt of a subpoena the firefighter shall report the same to the Chief who will report, then, to the City Attorney who will make appropriate determinations as to whether attendance is actually necessary. Compensation will be paid only after the City Attorney has been afforded the opportunity to make appropriate inquiries as to whether attendance can be avoided but nothing herein shall be construed as placing the firefighter in the position of subjecting himself to sanctions for failing to appear pursuant to a validly issued subpoena.
 - ii. In all cases where compensation is paid on the above basis, the employee shall return to the City the check received from the County (in the case of a criminal case) and from the subpoenaing party's attorney (in the case of a civil case).
- c. Fire department personnel will be compensated at the above specified hourly rate for all department trainings, not to exceed 10 hours per month. Any training or classes held outside of the department shall be authorized by the City Manager beforehand. Fire department personnel who have prior authorization will be compensated at the above specified hourly rate for those trainings.
- d. Fire department personnel will be compensated at one and a half times the above specified hourly rate if required to work on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, or New Year's Eve.
- e. Officer Pay
 - i. Fire department officers will be compensated, in addition thereto their hourly wage and training pay, an officer stipend for their required administrative duties.

- ii. Fire Chief - \$7,000.00 per year
- iii. Assistant Fire Chief - \$4,000.00 per year
- iv. Fire Captain - \$2,500.00 per year
- v. Fire Lieutenant - \$1,500.00 per year
- vi. In the event that the Assistant Chief position is vacant the compensation designated for the Assistant Chief will be split equally between the Fire Captains.

f. The Fire Chief or Assistant Fire Chief shall design appropriate procedures for attendance verification and shall designate an officer to keep records to justify payments as above specified.

g. If requested, in writing, by the Manager, to perform parade, crowd control, traffic control, physical security, set-up/tear-down of equipment, firefighters shall be paid at the rate and on the basis set forth in subparagraph a. The Manager shall specify the number of persons required and only such number of persons shall be compensated. It is understood that compensation will not be made for participation in an event which is not authorized in writing, as above set forth.

h. The provisions of this resolution shall be effective July 1, 2020.

Moved by Council member _____ seconded by Council member _____ and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, June 22, 2020 at 7:15 p.m.

_____ Yea

_____ Nay

_____ Absent

Duane K. Dunckel, Mayor

Kristina Somers, City Clerk

CITY OF MT. MORRIS

RESOLUTION 20-11

WHEREAS: The novel coronavirus (“COVID-19”) pandemic is a respiratory infection that has spread throughout the United States, including Michigan, bringing thousands of deaths, resulting in tens of thousands of confirmed cases, and deeply disrupting this state’s economy, homes, educational, civic, social, and religious institutions;¹ and

WHEREAS: Executive Orders issued by the Governor require governmental agencies that are open for in-person work to develop a COVID-19 preparedness and response plan consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”);² and

WHEREAS: The Department of Labor (“DOL”) and OSHA have stated that it is important to plan now for potential COVID-19 outbreaks in order to reduce the impact of these outbreaks at the workplace.

NOW THEREFORE BE IT RESOLVED:

That, pursuant to Executive Order 2020-114, this Council hereby adopts the attached Preparedness and Response Plan to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

Moved by Council member _____ seconded by Council member _____, and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, June 22, 2020 at 7:15 p.m.

_____ Yea

_____ Nay

_____ Absent

Duane K. Dunckel, Mayor

Kristina Somers, City Clerk

¹ EO 2020-77.

² EO 2020-77. See paragraph 11(a).

City of Mt. Morris COVID-19
Preparedness and Response Plan
June 22, 2020

Introduction

Pursuant to Executive Order 2020-114, the City of Mt. Morris has adopted this Preparedness and Response Plan ("Plan") to promote the health, safety and general welfare of its employees and public offices in order to reduce the impact of COVID-19 infections at the workplace.

This Plan designates Vicki Fishell as the City's WORKPLACE COORDINATOR to oversee and implement the policies of this Plan. Paul Zumbach is designated as back-up workplace coordinator in the event that Vicki Fishell is absent, sick or otherwise unavailable to oversee and implement the policies of this Plan.

1. EMPLOYEES: Symptoms of COVID-19:

Employees of the City should familiarize themselves with the symptoms for COVID-19 for self-monitoring purposes. Any employee experiencing COVID-19 symptoms should immediately inform the Workplace Coordinator and go home. The Centers for Disease Control and Prevention ("CDC") describes symptoms for COVID-19 to include:

- Cough
- Shortness of breath or difficult breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- nausea, vomiting, or diarrhea

2. Preventative Measures

Daily screening for workers

Employees who are sick are encouraged to stay home. Employees who do not have a temperature over 100.4 degrees shall monitor themselves for any COVID-19 symptoms.¹ Pursuant to Executive Order 2020-114, anyone entering the workplace is required to answer a questionnaire covering the symptoms and suspected or confirmed exposure to people with possible COVID-19 contact or infections. The Workplace Coordinator is responsible for observing any COVID-19 symptoms before the employee's shift begins and ensuring questionnaire is completed.

The Workplace Coordinator shall ask every worker entering City Offices the following questions:

1. Are you feeling sick?
2. Are you experiencing any COVID-19 symptoms?
3. In the past 72 hours did you have a fever?
4. Have you been exposed anyone who is a suspected case or confirmed case of COVID-19?

Any employee or worker entering a City Office who answers "yes" any of these questions shall be sent home and may not return to work until the provisions of Section 4, "Sick Employees Returning to Work" are satisfied.

Self-Monitoring

Employees must monitor themselves and self-report if they are exposed to COVID-19 and/or are experiencing any symptoms. Employees experiencing COVID-19 symptoms shall leave work immediately. Employees shall immediately disclose to the Workplace Coordinator if s/he was exposed to COVID-19. Any employee who knowingly comes in contact with COVID-19 or is experiencing COVID-19 symptoms must inform his/her employer immediately.

¹"CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F (38° C) or greater, or feels warm to the touch, or gives a history of feeling feverish." See, <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>.

Social Distancing

Employees shall comply with social distancing standards defined by the Centers for Disease Control and Prevention (“CDC”). The CDC defines “social distancing” to mean keeping space between yourself and other people outside your home.² Employees are required to stay at least six (6) feet away from other people and shall not gather in groups where social distancing standards cannot be satisfied.

Increased Facility Cleaning and Disinfection

The spread of COVID-19 occurs most frequently between people who are in close proximity to each other (less than 6 feet).³ The City shall provide and ensure sufficient hand cleaners, disinfecting supplies and sanitizers. Employees are required to clean and disinfect their workspaces daily. Employees shall clean their work spaces with soap and water if disinfectant cleaners are not available.

Proper Workplace Hygiene Etiquette

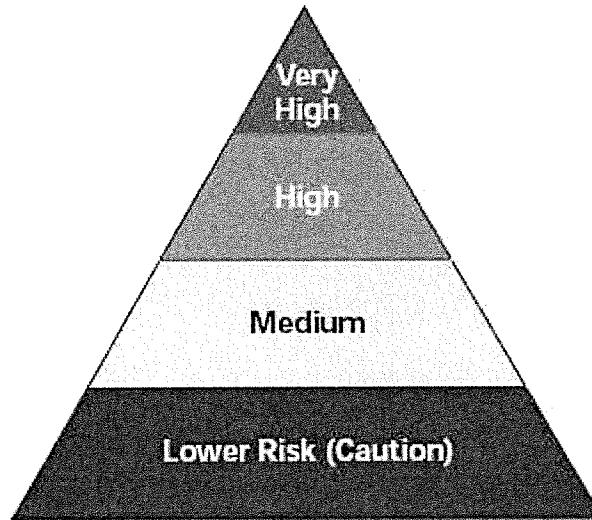
Employees should wash hands regularly with soap and water for at least 20 seconds and use alcohol-based hand sanitizers when available. Employees should not use co-workers’ telephones, workspaces or other personal items. Employees should disinfect their workspaces daily.

Classifying Department Risks

The City Council shall examine every department and employee’s job description according to the worker exposure risk to COVID-19 pursuant to the Occupation Risk Pyramid developed by OSHA:

² <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

³ https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html



The City will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk.

Personal Protection Equipment (“PPE”)

Employees are encouraged to wear PPE to prevent exposure to contaminated surfaces. PPE includes gloves, protective eyewear, face shields, masks and respirators. PPE will be provided to workers who are at greater risk to exposure. Executive Order 2020-114 states that employees are required to wear masks where the work environment is such that they cannot consistently maintain six (6) feet of separation from other people.

3. Suspected or Confirmed COVID-19 Cases.

“Suspected COVID-19 Case” means an employee who experiences COVID-19 symptoms or was exposed to COVID-19.

- An employee who experiences COVID-19 symptoms or has been exposed to an infected person shall immediately notify the Workplace Coordinator.
- The infected employee’s name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.

- Employees who experience COVID-19 symptoms or become sick must go home immediately.
- The Workplace Coordinator shall ensure the infected employee's workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a "Suspected of COVID-19 Case" may return to work once the provisions of Section 4 of this Plan are satisfied.

"Confirmed COVID-19 Cases" means an employee who has tested positive for COVID-19.

- Any employee who tests positive for COVID-19 shall inform the Workplace Coordinator immediately and must go home immediately.
- An employee who is a "Confirmed COVID-19 Case" shall immediately disclose the names of other employees or workers s/he came in contact with during the past 14 days to the Workplace Coordinator.
- The infected employee's name shall remain confidential and the Workplace Coordinator shall inform all employees or workers who came in contact with the infected person that they might have been exposed to COVID-19.
- The Workplace Coordinator shall ensure the infected employee's workspace and any other area s/he came in contact with is thoroughly disinfected and cleaned.
- An employee who is a "Confirmed COVID-19 Case" may return to work once the provisions of Section 4 of this Plan are satisfied.

4. Sick Employees Returning to Work.

This Plan adopts recommendations from the CDC regarding when an employee may return to work if s/he is a suspected or confirmed case of COVID-19. The CDC has developed two acceptable strategies to help determine when an employee with a suspected or confirmed of case COVID-19 may return to work⁴:

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

Symptom-based Strategy: Employee will be excluded from work until: at least three (3) days or seventy-two (72 hours) have passed since the employee has recovered, defined by resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms such as cough or shortness of breath; and, at least 10 days have passed since symptoms first appeared.⁵

Test-Based Strategy: Employee will be excluded from work until: resolution of fever without the use of fever-reducing medications, and improvement in respiratory symptoms such as cough or shortness of breath; and a Negative result of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart.⁶

5. Families First Coronavirus Response Act (“FFCRA”): Employee Paid Leave Rights.

The FFCRA requires the City to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19.⁷ Employees are entitled to the following benefits provided by the FFCRA:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona*

⁵ *Id.*

⁶ *Id.*

⁷ <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

vide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.”⁸

An employee may choose to substitute any accrued vacation leave, personal leave or medical/sick leave for the first two weeks of partial paid leave.⁹ Although notice of leave is not required, employees are encouraged to inform the Workplace Coordinator if leave is foreseeable.

A. Qualified Reasons for Leave.

The FFCRA provides the following qualifying reasons for leave:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.¹⁰

B. Duration of Leave.

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.¹¹

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.¹²

⁸ *Id.*

⁹ *Id.* See also, FFCRA, Section 110. Public Health Emergency Leave, sub-section (b)(1)(B).

¹⁰ <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#>; see also, FFCRA Section 5102(a)-(6).

¹¹ *Id.* See also, FFCRA Section 5102(b) Duration of Sick Paid Sick Time, sub-paragraphs (2)(A) and (B).

¹² *Id.*

C. Calculation of Pay.

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).¹³

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).¹⁴

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).¹⁵

¹³ *Id.*

¹⁴ *Id.*

¹⁵ *Id.*

**City of Mt Morris
Resolution 20-12**

A Resolution to amend and re-adopt the Annual City Budget for FY 19-20 which was heretofore, to wit: on May 28, 2019, duly adopted.

WHEREAS: The City needs to amend and readopt the FY 19-20 budget to reflect the changes in expenditures; and to provide amplification for more adequate public understanding of both revenues and expenditures; and

NOW THEREFORE BE IT RESOLVED: To set the levels of appropriations, estimated revenues and uses of fund balance shall be as follows:

Amounts and Source of Monies Appropriated

GENERAL FUND

Estimated Revenues (By Source):

Property Taxes, Fees, and Interest	\$ 566,000
Licenses and Permits	6,880
Federal Grants	29,990
State Grants	388,921
Charges for Services	232,355
Fines and Forfeitures	70,022
Interest and Rents	43,309
Other Revenue	91,331
Operating Transfers	148,050
Fund Balance	0
Total	\$1,576,858

Expenditures:

City Council	\$ 14,645
Elections	4,636
Assessor	12,367
Attorney	32,000
Auditor	43,510
Administration	119,017
Treasurer	49,216
City Hall	51,400
Other City Property	9,344
Cemetery	13,050
Police Department	607,906
Fire Department	106,003
Codes & Enforcement	12,846
Planning	4,800
Public Works	104,117
Sidewalks	0
Trash Collection	171,154
Weed Collection	18,000
Library	16,600
Capital Outlay	34,502
Transfer to Other Funds	0
Amount Appropriated	\$1,425,113

MAJOR STREETS

Estimated Revenues (By Source):

Act 51	\$ 250,000
State – PA 252	0
Interest	1,400
Other Revenue	30,000
Fund Balance	0
Total	\$ 281,400

Expenditures:

Sidewalks	\$ 1,600
Street Construction	8,864
Routine Maintenance	57,700
Traffic Services	34,098
Winter Maintenance	34,812
Transfers	46,000
Amount Appropriated	\$ 183,074

LOCAL STREETS

Estimated Revenues (By Source):

Act 51	\$ 84,000
State – PA 252	0
Interest	600
Reimbursement from Major	21,000
Other Revenue	300
Fund Balance	0
Total	\$ 105,900

Expenditures:

Sidewalks	\$ 1,500
Construction	0
Routine Maintenance	37,500
Traffic Services	10,500
Winter Maintenance	20,348
Amount Appropriated	\$ 69,848

HOUSING DEVELOPMENT FUND

Estimated Revenues (By Source):

Grant Revenue	\$ 0
Fund Balance	55,550
Total	\$ 55,550

Expenditures:

Operating	\$ 0
Transfers	55,550
Amount Appropriated	\$ 55,550

DDA**Estimated Revenues (By Source):**

Current Property Taxes	\$ 14,340
Current Property Tax Penalty	36
Interest	0
DDA Banner Donations	0
Other Revenue	75
Fund Balance	0
Total	\$ 14,451

Expenditures:

Salary & Wages	\$ 1,700
Fringe Benefits	650
Operating	1,504
Professional Services	0
Community Promotions	500
Rental	325
Capital Outlay	0
Amount Appropriated	\$ 4,679

WATER FUND**Estimated Revenues (By Source):**

Grant Revenue	\$ 13,500
Fees	5,750
Sale of Water	1,230,000
Fines & Forfeits	34,000
Interest	80
Rental	28,021
Other Revenue	2,000
Fund Balance	0
Total	\$1,313,351

Expenditures:

Administration	\$ 149,903
Water Distribution	855,457
Water Repair	31,800
Transfers Out	33,750
Amount Appropriated	\$1,070,910

SEWER FUND**Estimated Revenues (By Source):**

Fees	\$ 3,500
Sale of Treatment	455,000
Fines & Forfeits	11,000
Interest	450
Rental	10,341
Other Revenue	0
Fund Balance	0
Total	\$ 480,291

Expenditures:

Administration	\$ 97,652
Sewer Distribution	266,031
Sewer Repair	29,000
Transfers Out	33,750
Amount Appropriated	\$ 426,433

CEMETERY PERPETUAL CARE**Estimated Revenues (By Source):**

Sales	\$ 330
Interest	200
Total	\$ 530

Expenditures:

Reimbursement to Funds	\$ 0
Amount Appropriated	\$ 0

Constituting, in its entirety, the total of \$3,235,607 the budget is hereby amended and readopted.

BE IT FURTHER RESOLVED, that the City Manager may make transfers in the amount of \$5,000 between departments/activities without approval of the City Council.

The amended, amplified and readopted Budget by virtue hereof shall constitute to the extent applicable as required by law, an appropriations measure or act within which the City Manager may execute transfers between appropriations with stated limits. Public funds shall be disbursed or made available pursuant to this appropriations act in accordance with said statute, other applicable laws of the State of Michigan, rules and regulations promulgated by the Michigan Department of Treasury and the Charter of the City of Mt. Morris.

BE IT FURTHER RESOLVED THAT:

The tax rate (millage) is hereby reaffirmed as follows:

- a. 20.0000 mills for General Operating Expenditures: Fund 101
- b. 1.7066 mills for Downtown Development Authority, and;

BE IT FURTHER RESOLVED THAT:

1. Any grants received will automatically authorize the City Manager to amend the budget to reflect the changes in revenues and appropriations.
2. Where encumbrances are outstanding at year-end they will be reported as reservations of fund balance to be used for the subsequent year's expenditures.

Moved by Council member _____, seconded by Council member _____, and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, June 22, 2020 at 7:15 p.m.

_____ Yeas

_____ Nays

_____ Absent

Duane K. Dunckel, Mayor

Kristina K. Somers, City Clerk