



225 S Camburn St
Stanton, MI, 48888
Phone (989) 831.4440
Fax (989) 831.5756
www.StantonOnline.com

STANTON CITY COMMISSION
Regular Meeting Agenda
May 26, 2020
7:00 PM

According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540). According to the US Attorney for Eastern Michigan, Federal charges may include disrupting a public meeting, computer intrusion, using a computer to commit a crime, hate crimes, fraud, or transmitting threatening communications. Public meetings are being monitored and violations of statutes will be prosecuted.

1. Call to Order

2. Pledge of Allegiance

3. Roll Call:

Mayor Lori Williams
Mayor Pro Tem
Vladimir Edelman
Commissioner Jane Basom

Commissioner Ray Holloway
Commissioner Michael Mazzola
Commissioner Charles Miel
Commissioner Mary Thomas

4. Approval of Agenda

5. Public Comments and/or Questions (Public Comments shall be limited to 3 minutes per person. A person wishing to address the Commission shall state their name and address for the official record. The Commission may at their discretion respond to comments and/or questions after all have been received.)

6. Standing Items

- a. Approval of commission meeting minutes of May 12, 2020.
- b. Approval of bill payments for the month of May 2020 in the total amount of \$22,253.79.

7. Monthly Reports

- a. Stanton Police Department
- b. Stanton Public Works
- c. Clerk/Treasurer Report
- d. City Manager
 - i. Mid Michigan Health Department COVID-19 Workplace Re-Opening Toolkit

8. New Business

- a. Consideration by City Commission to approve a resolution to set the 2020 millage rate at 13.58 mills and adopt the Fiscal Year 2020-2021 Operating Budget for the City of Stanton.
- b. Consideration by the City Commission to approve the 2020 Fee Schedule.
- c. Consideration by City Commission to accept the MML property and liability pool renewal proposal for the annual premium amount of \$23,081.
- d. Consideration by City Commission to approve contracting with the Road Commission for Montcalm County to complete the 2020 Major and Local Street Maintenance Projects.
- e. Consideration by City Commission to approve the COVID-19 Economic Impact Vacation Bank Cash Out Proposal.

9. Committee Reports

- a. **Report by Planning Commission on zoning for marihuana facilities and events.**

10. Public Comments

11. Commission Comments

- a. In-person board and commission meetings in June.

12. Adjournment

City of Stanton
Regular Meeting Minutes
May 12, 2020

1. **Call to Order: Pledge of Allegiance** – The City of Stanton regular meeting was called to order via zoom conference video at 7:01p.m. by Mayor Lori Williams with the Pledge of Allegiance.
2. **Roll Call:** Mayor Lori Williams, Jane Basom, Vladimir Edelman, Ray Holloway, Mike Mazzola, Chuck Miel, Mary Thomas
Absent: None
3. **Approval of Agenda**
Motion made by Edelman second by Mazzola to approve the agenda with the addition in New Business letter d. Consideration by the City Commission to approve the attached quote from Peerless Midwest, Inc. of Ionia, Michigan to repair wastewater pump #1 for a fee in the amount of \$8,537.76. Motion carried on a voice vote.
4. **Public Comments:** None
5. **Standing Items**
 - a. Motion made by Thomas second by Edelman to approve the Regular Meeting Minutes of April 28, 2020. Motion carried on a voice vote.
 - b. Motion made by Basom second by Mazzola to approve the bills for April 2020 in the amount of \$18,077.47. Motion carried on a voice vote.
 - c. Motion made by Edelman second by Holloway to accept the Revenue/Expenditure Report for the month of April 2020. Motion carried on voice vote.
6. **Monthly Reports**
 - a. Stanton Police Department
 - b. DPW Report
 - c. Clerk/Treasurer Financial Report
 - i. City Manager – The Brickyard was awarded a \$5,000 grant to save 3 jobs during the Coronavirus (COVID-19), he also gave an update on the \$30,000 home improvement/park improvement grant, that it was changed to only home improvement grant to help fix up exterior of homes in the City of Stanton.
7. **Public Hearing**
Mayor Williams opened the public hearing at 7:10p.m. to receive comments on the proposed budget for fiscal year 2020-2021, there were no public comments, so Mayor Williams closed the public hearing at 7:11p.m.
8. **New Business:**
 - a. Motion made by Holloway to table this item and revisit it after everything opens back up from the Coronavirus (COVID 19) there was no second. Motion failed.

Motion made by Mazzola second by Edelman to adjust the City of Stanton water and sewer utility rates for FY 2020-2021. Motion carried on a voice vote with Commissioner Holloway voting no.

- b. Motion made by Miel second by Mazzola to accept the proposal from Prein & Newhof to provide professional services for the submission of a United States Department of Agriculture (USDA) Rural Development Application. Motion carried on a voice vote.
- c. Motion made by Miel second by Holloway to have a 1-year contract with Hometown Decorations to install and remove streetlight pole decorations for 2020-2021 holiday season. Motion carried on a voice vote.
- d. Motion made by Edelman second by Mazzola to approve the attached quote from Peerless Midwest, Inc. of Ionia, Michigan to repair wastewater pump #1 for a fee in the amount of \$8,537.76. Motion carried on a voice vote.

9. Committee Reports:

DDA - Mayor Williams told the commission about the new adopt a pole program for holiday decorations and a new fundraiser they are working on that will bring the stand together now logo and a shop local logo.

10. Commission Comments:

Commissioner Basom asked if the final budget presented would show the new sewer and water rate increases?

Commissioner Holloway stated that the literature that was given on the sewer/water rates was for two years he thought.

11. Adjournment

Motion made by Basom second by Thomas to adjourn meeting at 7:39p.m.
Motion carried on a voice vote.

Lori Williams, Mayor
Lori Braman, Clerk

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/11/2020	STANT	9222	AMERITAS LIFE INSURANCE	INSURANCE	710.000	850	648.11
05/11/2020	STANT	9223*#	CONSUMERS ENERGY	100 CEMETERY ST.	920.000	448	38.49
				225 S. CAMBURN ST.	920.000	448	232.83
				300 S. MILL ST.	920.000	448	320.53
				119 W. MAIN ST. #WTR	920.000	448	25.62
				119 S. COURT ST.	920.000	448	137.20
				117 S. LINCOLN ST.	920.000	448	83.10
				320 S LINCOLN ST	920.000	448	29.82
				421 E. MAIN ST.	920.000	448	60.56
				125 S. CAMBURN ST.	920.000	448	27.67
				CHECK STANT 9223 TOTAL FOR FUND 101:			<u>955.82</u>
05/11/2020	STANT	9226#	MICHIGAN FLEET FUELING SOLUTIONS	GAS	736.000	301	47.34
				GAS	736.000	441	152.87
				CHECK STANT 9226 TOTAL FOR FUND 101:			<u>200.21</u>
05/11/2020	STANT	9227	MICHIGAN OFFICE SOLUTIONS, INC	CONTRACTUAL SERVICES	806.000	172	78.29
05/11/2020	STANT	9228#	REPUBLIC SERVICES #239	REFUNDS & REBATES	687.000	101	1,031.00
				REPAIR, MAINTENANCE	775.000	441	200.70
				CHECK STANT 9228 TOTAL FOR FUND 101:			<u>1,231.70</u>
05/19/2020	STANT	9230*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	11,467.91
05/19/2020	STANT	9231	CITY OF STANTON	WATER/SEWER	921.000	448	101.82
05/19/2020	STANT	9232	DAN'S DIRT WORKS	CONTRACTUAL SERVICES	806.000	441	345.00
05/19/2020	STANT	9234	FIRST BANKCARD	CONTRACTUAL SERVICES	806.000	172	58.29
05/19/2020	STANT	9236	EVANS REPAIR	REPAIR, MAINTENANCE	775.000	441	79.92
05/19/2020	STANT	9237	STANTON HARDWARE CORP	REPAIR, MAINTENANCE	775.000	441	9.49
				Total for fund 101 GENERAL FUND			15,176.56

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User: LBRAMAN
DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
CHECK DATE FROM 05/06/2020 - 05/19/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
05/19/2020	STANT	9230*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	597.98
Total for fund 202 MAJOR STREET FUND							597.98

05/19/2020 01:39 PM
User: LBRAMAN
DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
CHECK DATE FROM 05/06/2020 - 05/19/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
05/19/2020	STANT	9230*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	597.97
Total for fund 203 LOCAL STREET FUND							597.97

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
05/11/2020	STANT	9223*#	CONSUMERS ENERGY	1100 S, CAMBURN ST.	920.000	536	197.21
				300 W. WALNUT ST.	920.000	536	27.10
				507 W. MAIN	920.000	536	17.35
				507 W. MAIN ST.	920.000	536	214.39
				900 S. CAMBURN ST.	920.000	536	1,808.17
				717 N. CAMBURN ST.	920.000	536	50.74
				301 S. MILL	920.000	536	16.72
				301 S. MILL ST.	920.000	536	307.47
				CHECK STANT 9223 TOTAL FOR FUND 590:			<u>2,639.15</u>
05/19/2020	STANT	9230*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	948.00
05/19/2020	STANT	9235	MID MICHIGAN DISTRICT HEALTH DEPT	MISCELLANEOUS	956.000	536	260.00
				Total for fund 590 SEWER FUND			3,847.15

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 DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
 CHECK DATE FROM 05/06/2020 - 05/19/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
05/11/2020	STANT	9223*#	CONSUMERS ENERGY	319 N. MILL ST.	920.000	536	26.57
				601 N. NEW ST.	920.000	536	852.17
				721 N. CAMBURN ST.	920.000	536	78.52
				CHECK STANT 9223 TOTAL FOR FUND 591:			<u>957.26</u>
05/19/2020	STANT	9230*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	947.87
05/19/2020	STANT	9233	ELHORN ENGINEERING	REPAIR, MAINTENANCE	775.000	536	129.00
				Total for fund 591 WATER FUND			2,034.13
			TOTAL - ALL FUNDS				<u>22,253.79</u>

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



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APRIL 2020 HIGHLIGHTS

April 2

Assisted MSP with a car accident just west of town on 522.

April 4

Assisted MSP with a domestic disturbance E. Of Stanton.

April 8

Assisted MSP Home Invasion in progress Home Township.

April 10

Assisted MSP personal injury car accident Home Township.

April 30

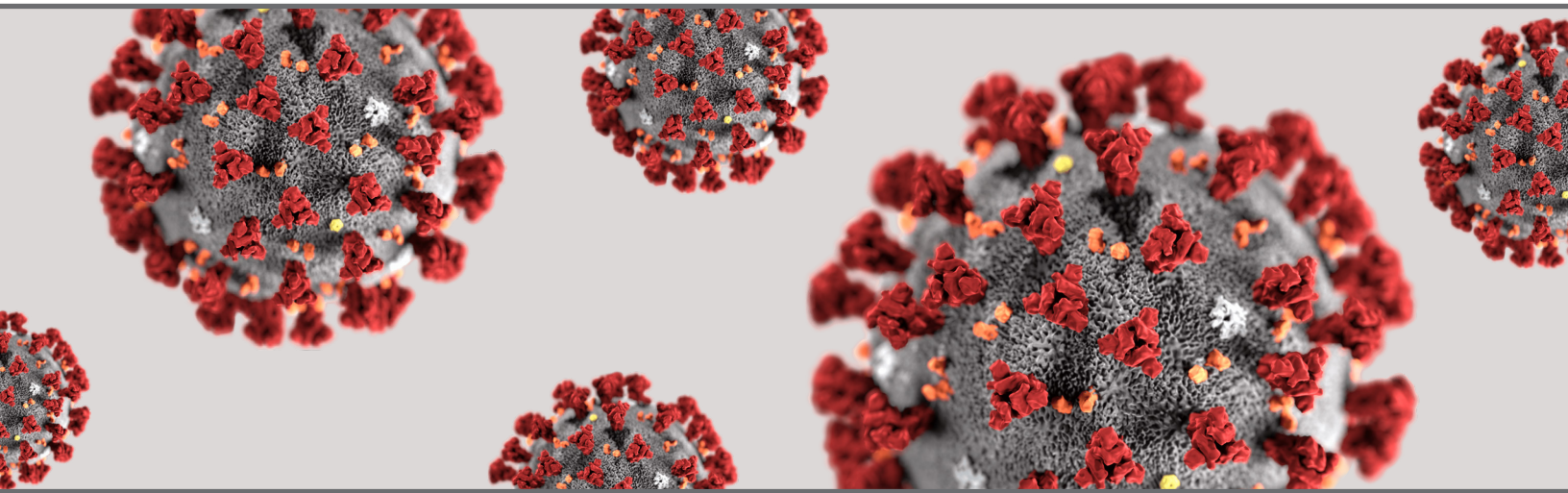
Assisted MSP with a domestic disturbance in Crystal Township.

Of the five civil complaints three of them were Executive Order violations.

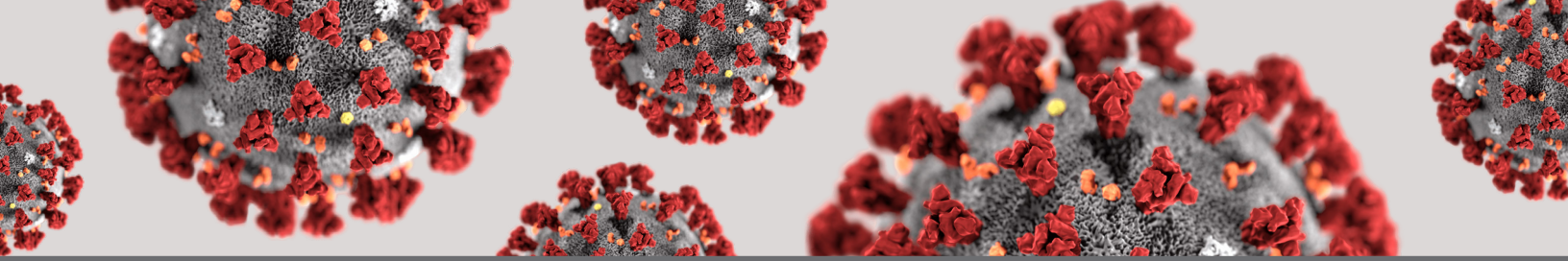
Respectfully submitted,

Chief Joe Patino

COVID-19 WORKPLACE TOOLKIT



A guide to re-engaging or expanding current services to ensure
the safety of employees and the public



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Page 3.....Why Must Business Respond to COVID-19?

Page 4.....COVID-19 Workplace Checklist

Page 6.....COVID-19 Workplace Health Screening Tool

Page 10.....Frequently Asked Questions

Page 13.....Additional resources

Return to Work Plans

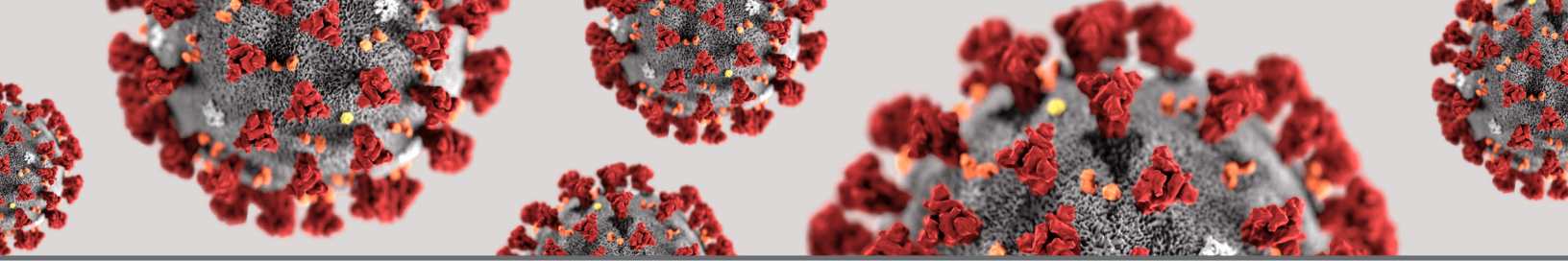
- MI Safe Start Plan
- Business Best Practices

Website Links

- Mid-Michigan District Health Department (MMDHD)
- Michigan Department of Health and Human Services (MDHHS)
- Centers for Disease Control and Prevention (CDC)

Handouts

- Guide for Reopening Business
- Guidance for Cleaning and Disinfecting
- Understanding COVID-19 Precautions
- MDHHS- When is it Safe to Leave home?
- MDHHS- COVID-19 Testing Process
- Frequently Asked Questions: Face Coverings
- How to Wear a Mask
- SIGN: Face Masks Must Be Worn in Building
- SIGN: Germs Are All Around You
- SIGN: Employer Poster-Feeling Sick?
- How to Protect Yourself and Others
- SIGN: Stop the Spread of Germs
- SIGN: Wash Your Hands



WHY MUST BUSINESS RESPOND TO COVID-19?

COVID-19 is a grave threat to health

In only a matter of months COVID-19 has become the leading cause of death in the United States. Business must respond to this challenge, because wherever people mingle the disease can spread. Just trying to "return to normal" will not work. We have already seen numerous examples of people abandoning businesses they think are affected by COVID-19, and employees leaving workplaces they think are unsafe.

Employers must take precautions because it is likely people with the disease will enter your workplace

We now know that more than 25% of COVID-19 cases are spread by people without symptoms. A similar percentage of time COVID tests fail to detect the fact that someone is sick. Therefore, the precautions described here make the assumption that no matter how good your screening is, you still must assume people at work could be sick. Precautions like social distancing, using personal protective equipment and sanitation reduce the chance that someone with COVID will spread the disease before they are detected.

Liability

If an employer knows there is a risk to the safety of their employees or customers and does nothing to prevent it, they could be liable for negligence.

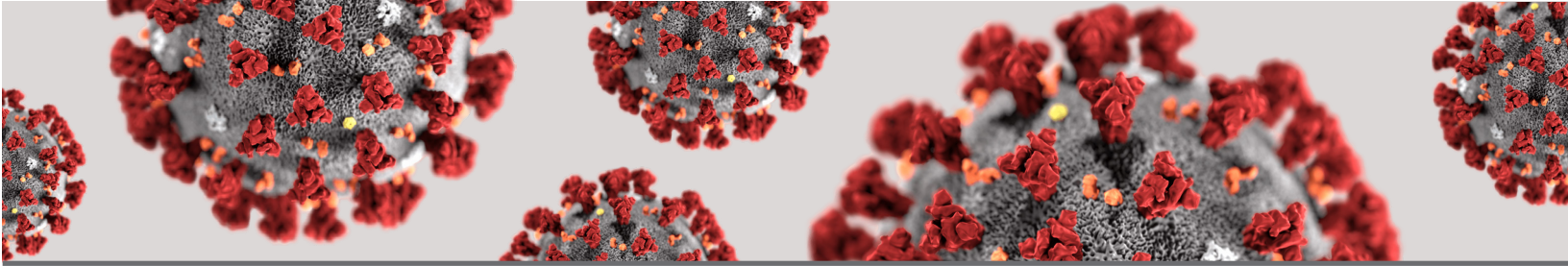
The purpose of this guide is to make it as easy as possible to do the right thing. It includes simple checklists that make it simple to document you are following all the recommended practices. This means if someone gets sick you can rest assured you did what you could to avoid that.

If you have questions about the information in this packet, please contact the Mid-Michigan District Health Department:

→ Visit our website: www.mmdhd.org

→ Call our office:

Clinton County: 989-224-2195 Gratiot County: 989-875-3681 Montcalm County: 989-831-5237



COVID-19 WORKPLACE CHECKLIST

Mid-Michigan businesses and other organizations may need this guidance to “reopen” or expand current services. Under the recent guidance, Mid-Michigan District Health Department strongly encourages businesses and entities to take the following actions to ensure the safety of employees and customers. This guidance covers universal screening, social distancing practices, and what to do if an employee gets sick. This is basic guidance. The Governor’s Office along with the Michigan Economic Recovery Council ([MERC](#)) and industry associations may provide additional, more detailed, and industry-specific guidance.

Provide COVID-19 training to staff

Document that every employee was trained. Documentation enables you to prove you discharged your responsibility to keep employees and customers safe.

Training should, at a minimum, include a statement about the seriousness of COVID-19, plus the items in this packet.

Provide employees with clear communication of new processes and expectations.

[Business and workplace guidance from the CDC](#)

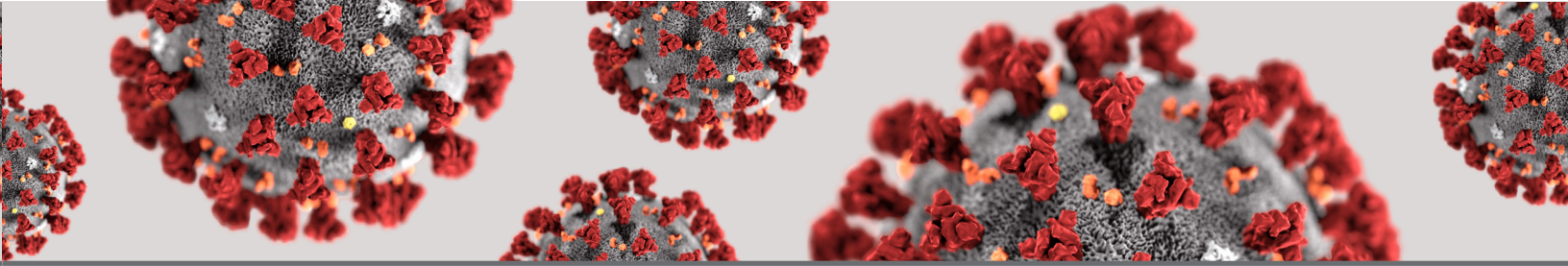
Develop facility entry and health screening protocols

Create and implement a screening plan that will work best for your facility and communicate to employees the screening process and requirements in advance of implementation.

Determine where and how this screening will take place. You can use the form in this packet to record answers or employees can do it themselves. The important thing is to document screening to show you followed the best practices to protect employee safety and health.

You are not required to record employee temperature results, but we recommend it as it helps identify early onset. If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F (recently lowered) or above.

Advise vulnerable workers and people with underlying health conditions of their right to continue to quarantine and to apply for [Unemployment Insurance Benefits](#) instead of returning to work.



For information regarding vulnerable groups and underlying health conditions, refer to [this guidance](#).

Arrange for staff to answer these questions when they report for work for each shift:

1. Do you have symptoms of fever, chills, cough, shortness of breath, sore throat, loss of smell or taste, muscle aches or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled internationally or taken a cruise in the last 14 days? If so, refer to [this guidance](#).

If an employee answers YES to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home until the following is completed:

1. Call a medical provider to be evaluated. If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
2. If symptoms are present, a minimum of 10 days must pass since symptoms first appeared before they can return to work, plus they must have 3 days without fevers and improvement in respiratory symptoms.
3. The employee should isolate for 14 days if they had close contact with an individual diagnosed with COVID-19.
4. Isolate for 14 days following international or domestic travel via airplane.

CLOSE CONTACT: Someone has had a “close contact” with an individual with COVID-19 if they were within 6 feet of the ill person for longer than 10 minutes while the ill person had symptoms (fever, cough, difficulty breathing) of COVID-19.

QUARANTINE: This is for individuals who have been exposed to COVID-19 but are not sick. Quarantine lasts for 14 days. Individuals who are quarantined should not leave their home. Critical infrastructure and healthcare employees do not need to be in quarantine, even after exposure.

ISOLATION: This is for individuals who have tested positive or are suspected to be sick with COVID-19. Individuals in isolation should not leave their home and should avoid all members of their household. Isolation lasts for 7 days since the onset of symptoms and they are now 3 days fever-free (lower than 100.4°F) without medicine.

Note: The 14 day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).

COVID-19 WORKPLACE HEALTH SCREENING

Company Name: _____

Employee: _____ Date: _____

Time In: _____

In the last 14 days, have you had any of these symptoms develop or worsen with no other known cause:

Fever or felt feverish:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>If you answer "yes" to any of these symptoms, or your temperature is 100.4°F or higher (100° if working as a health care provider), do not go into work. Self-isolate (stay) at home and contact your health care provider for direction.</p> <p>You should self-isolate (stay) at home as directed by your health care provider or health department. This is typically for 10 days after your symptoms started and after you have gone 3 days without a fever and 3 days with improving respiratory symptoms.</p>
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Current Temperature:			

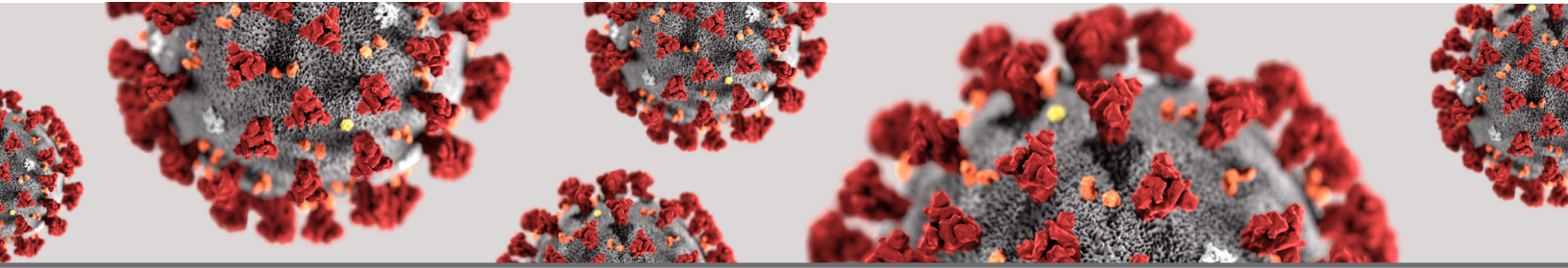
If you are diagnosed as a probable COVID-19 or test positive you should call your local health department and make them aware of the diagnosis or testing status.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled internationally or taken a cruise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer "yes" to either of these questions, do not go into work. Self-quarantine at home for 14 days or as directed by the health department.

For questions, visit www.mmdhd.org or contact Mid-Michigan District Health Department at:
 Clinton County: 989-224-2195 Gratiot County: 989-875-3681 Montcalm County: 989-831-5237.



Limit access to your facilities

The best way to keep employees and customers from getting sick is to keep them from mingling with each other.

- Allow everyone who can do so to work from home.
- Keep non-essential employees out of the building by finding alternative ways for them to contribute.
- Stagger shift-starting times so employees do not arrive at the same time.
- Use the fewest possible people on production lines.
- Limit the number of customers allowed in the building at one time. Consider shifting to an appointment-based system for customer contact.
- Consider having customers wait in their cars to be buzzed in. Apps are available for this.
- Deliver products to customers or deliver curbside rather than having them come in the building.
- Post a sign letting employees and customers know that they should not enter the building if they have a fever, cough or any signs of illness.

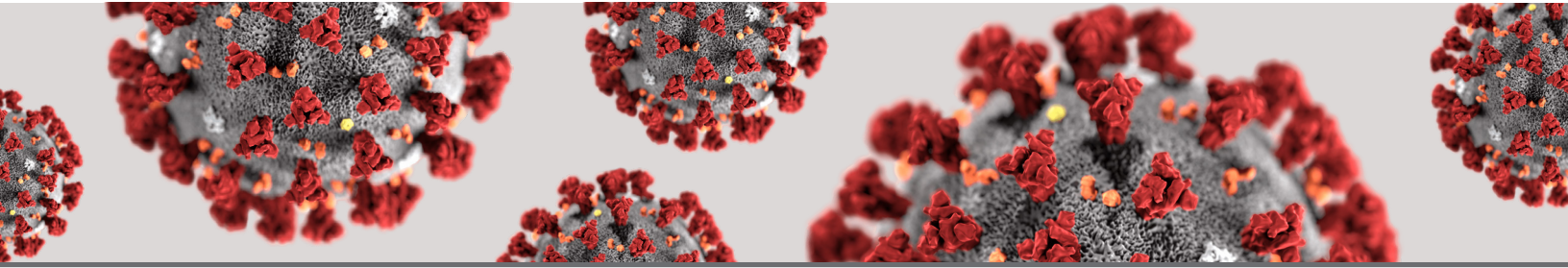
For additional guidance, refer to [MI Safe Start Plan](#).

Determine personal protective equipment (PPE) needs for your facility

Require facial coverings for all employees and customers except those alone in offices. Some people cannot tolerate facial coverings for medical reasons or suffer low oxygen levels and are exempted.

- Appropriate facial coverings include homemade cloth masks, bandannas, or a scarves. Surgical masks can be worn once there is not a shortage for health care workers.
- Post signs outside your building, notifying people that masks must be worn and provide masks, if you can afford it, so customers and employees are not discouraged.
- Train employees how to correctly wear face coverings and how to properly put them on and take them off. Workers in high-risk fields, like law enforcement should consider other PPE like face shields or gloves.
- Dirty face coverings could be a source of germs and infection. Your face covering should be washed and dried routinely, depending on the frequency of use. Use a bag or bin to store cloth face coverings until they can be laundered. Use the appropriate washer and dryer settings and detergents for the materials your face covering is made of. The cloth face covering should be washed right away if you were around someone with COVID-19 or if the covering is visibly dirty. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Over time, washing and drying your cloth face covering will decrease its ability to filter out particles from your breath (Neupane, et al, 2019). Consider replacing your cloth face covering after four or five washes.

[How to Wear a Face Covering](#)



Develop and implement a social distancing plan

Determine how you will maintain six feet of distance between people. This six foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business.

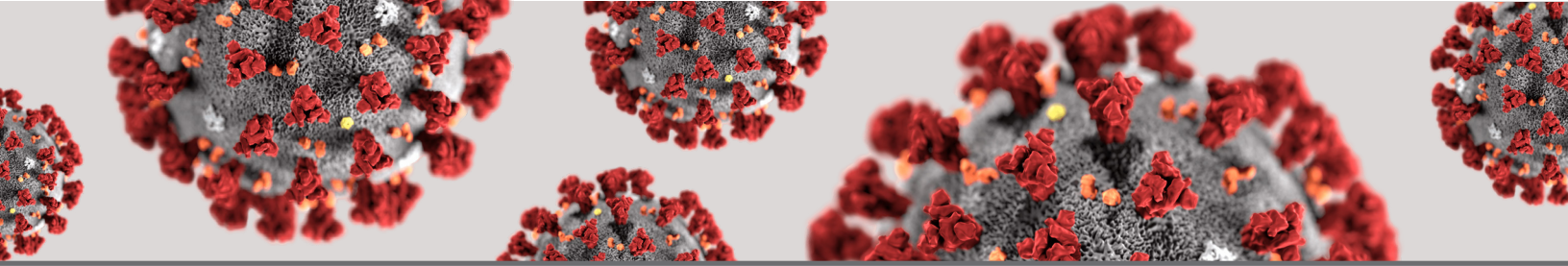
Options include:

- Post signs at your entrance reminding people to keep six feet apart.
- Implement guidance and physical barriers to keep people apart. Consider ropes, arrows showing people where to walk, indicators about where to stand, etc.
- Modify layout of break rooms to reduce number of tables or number of chairs per table.
- Eliminate self-serve stations in cafeterias.
- Avoid face-to-face meetings or limit them to the fewest number of people possible.
- Whenever possible communicate by phone, email, text, etc.

Develop and implement sanitation and hygiene practices

- Clean and disinfect high touch surfaces. This includes cafeterias, door handles, restrooms, shared spaces, keyboards, point of sale equipment, among other frequently touched surfaces.
- Establish and follow a regular schedule of disinfecting and keep records.
- Make cleaning supplies available to employees.
- Ensure supplies are frequently replenished.
- Make cleaning supplies easily accessible, such as around entrances, workstations, and around the facility.
- Use EPA registered disinfectants or a solution of diluted chlorine (four teaspoons per quart of water) if appropriate for the surface.
- Set up portable hand-washing stations or provide alcohol-based hand sanitizer. Ask employees to wash or disinfect frequently.
- Train workers in proper hygiene practices (proper hand washing, hygiene etiquette, avoid touching face, etc.)
- Remind workers to avoid touching common objects, like light switches, doors, microwaves and vending machines with dirty hands. If you must touch these objects, make sure your hands are clean.
- Encourage employees to report safety and health concerns to the employer.
- Stores should encourage customers to make non-cash payments.
- Retail stores should provide hand sanitizer or sanitizing wipes at entrances and exits.

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes \(CDC\)](#)



Plan for positives

Establish a response plan for employees going home sick and/or confirmed cases. This could include:

- Sending symptomatic employees home and temporarily closing appropriate locations in building for deep cleaning.

Notify the Mid-Michigan District Health Department (or your local health department) when you send an employee home with symptoms by calling 989-831-5237. They will help by determining whether it is a case of COVID-19, identifying all the contacts of the sick person and educating them about what to do.

Notify employees who had close contact with someone who became ill or tested positive.

Provide documentation of positive or probable cases to appropriate parties. This could include labor unions, health services, health insurance. Record confirmed cases using [OSHA guidance](#).

Determine travel restrictions

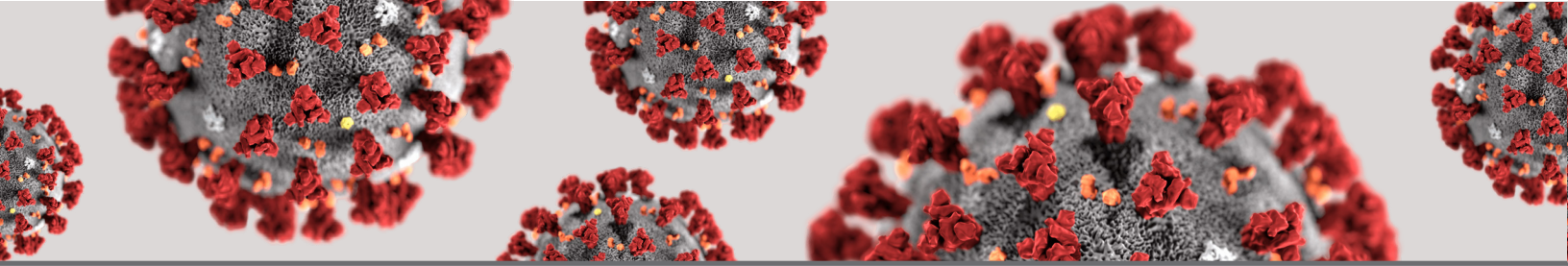
Restrict travel by employees to the extent possible. A good rule of thumb is to not travel out of state, not share vehicles and avoid air travel.

Consider asking employees who travel out of state to isolate for 14 days. Provide paid time off for them to do this.

Post requirements

Post signs at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.

- Checklists or reminders about daily employee screenings.
- Requirement to wear face coverings.
- Instructions about how to enter your buildings.



FREQUENTLY ASKED QUESTIONS ABOUT MANAGING COVID-19 IN THE WORKPLACE

What do I do when my employee shows up to work ill?

If an employee comes to work ill, or becomes ill while at work, or fails the daily health screening, they should be directed to go home immediately—even if their symptoms are mild. Direct them to contact their provider or call a testing site to get tested, if possible.

If they are having trouble breathing or cannot keep fluids down, have them contact their doctor right away.

If you need further guidance, please contact the health department.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

You are not required to serve someone who is ill.

You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms.

If someone must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible.

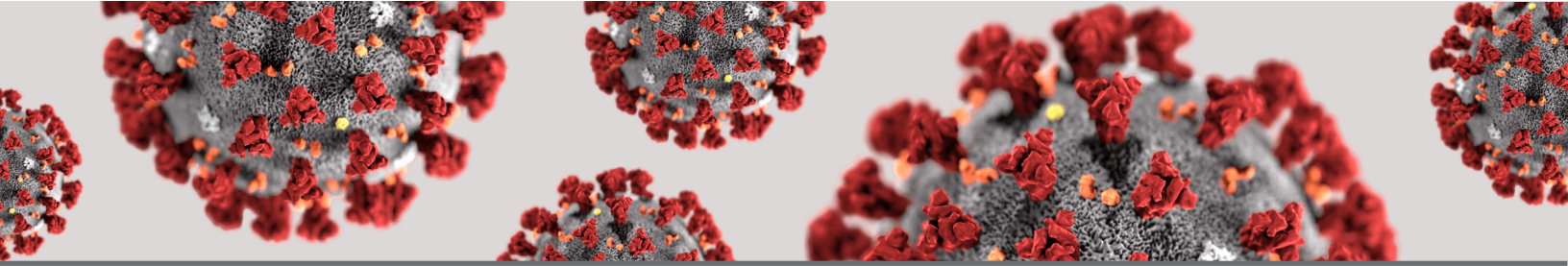
Be sure to provide the public with tissues and trash receptacles.

Have hand washing stations or a no-touch hand sanitizer dispenser near customer entrances, if possible.

One of our employees just tested positive for COVID-19. What should I do?

Instruct the employee to stay home and self-isolate. They should not return to work for at least 10 days after symptoms first started, three days after fever has resolved without the use of fever-reducing medicines, and symptoms have improved—whichever is longer.

Employees who are self isolating and do not have symptoms may work from home. Some people who have COVID-19 become very ill after one to two weeks and the reason is unknown. Therefore the health department does not advise letting people work from home while recuperating from COVID.



You should contact the local health department to ensure they know the person is positive or a probable positive. There can be delays in reporting to local health departments and they will work with you to identify who else in your business might be at risk.

If the employee had been working while ill, identify co-workers and/or individuals that the employee may have had close contact with and advise them to self-quarantine at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The local health department can help walk through the process of contact tracing.

In most cases, you do not need to shut down your facility. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2external icon, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

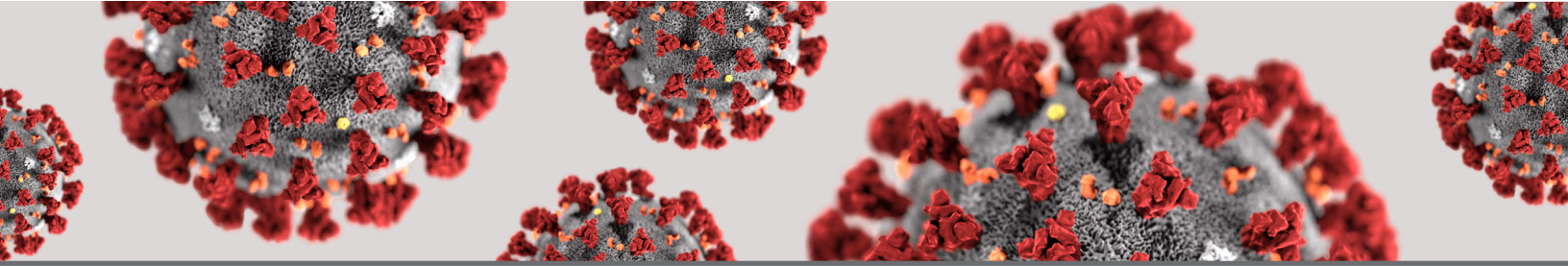
In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:

- Most workplaces should follow the Public Health Recommendations for Community-Related Exposure.
- Critical infrastructure workplaces should follow the guidance Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).

One of our employee's family members has a "suspected" (but unconfirmed) case of COVID-19. What should we do?



Employees who have been close contacts to a suspect or known case of COVID-19 should be in self-quarantine at home for 14 days. If they develop symptoms while in quarantine, then they should follow the return to work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

One of our employees has a “suspected” (but unconfirmed) case of COVID-19. Should I send everyone home?

You would follow all the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill and advise them to self-quarantine at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.

One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work if feasible.

One of our employees just found out that they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work, if feasible. Check to see if other employees may also have had similar exposure to the ill individual. If so, they should self-quarantine at home for 14 days, as well.

When can my employee come back to work if they have been ill or had an exposure?

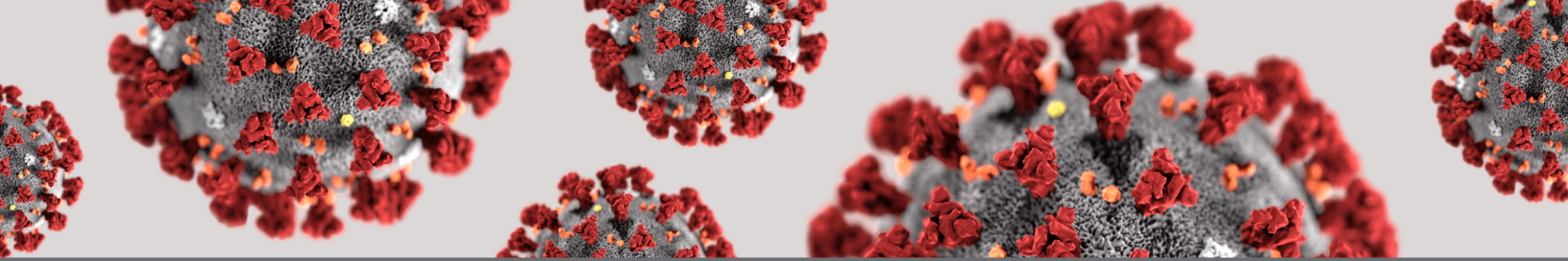
Employees who have been ill with symptoms of an upper respiratory illness* can return to work 7 days after symptoms started and 72 hours after fevers have resolved without the use of fever reducing medications and symptoms improved—whichever is longer.

* Defined as new onset of fever (subjective or temperature of $\geq 100.4^{\circ}\text{F}$ or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)

Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days. If they develop symptoms while in quarantine, they should follow the return-to-work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved—whichever is longer).

For the most up-to-date guidance for COVID-19, including detailed instructions on self-isolation and self-quarantine, visit the following sources of official information:

- MMDHD: www.mmdhd.org
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19



ADDITIONAL RESOURCES

“Return to Work” Plans

- [MI Safe Start Plan](#)
- [Business Best Practices \(COVID-19 Business Response Center\)](#)

Website links

- [Mid-Michigan District Health Department](#)
- [Michigan Department of Health and Human Services](#)
- [Centers for Disease Control and Prevention](#)

Handouts

Michigan Association of Public Health (MALPH) Prevention and Response
Guidance for Cleaning and Disinfecting
Understanding COVID-19 Precautions
Self-Isolation
When is it safe to leave home?
COVID-19 testing process
Face covering frequently asked questions
How to wear a face covering
How to wear a face covering graphic
Face covering required sign
Germs are all around you
Feeling sick?
How to protect yourself and others
Stop the spread of germs
Wash your hands poster

COVID-19 PREVENTION & RESPONSE

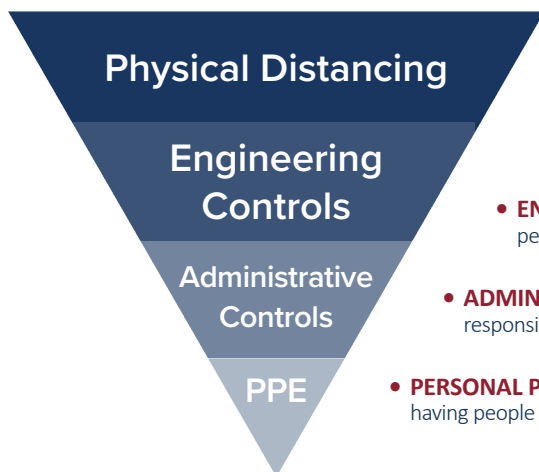
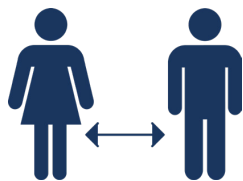


PREVENTION

Identify, Exclude, Protect



1. Identify and exclude contagious employee(s) from contact with others.
2. Exclude exposed employee(s) from contact with others.
3. Protect workers from exposure to asymptomatic or symptomatic customers or co-workers.
4. Protect customers from exposure to asymptomatic or symptomatic workers or other customers.



Conduct an Assessment

1. Who are the staff and employees at high risk?
2. Is our business participating in activities that promote transmission?
3. Does our business have existing cleaning procedures?
4. Can we quickly communicate with our employees?
5. Do we have employees and customers that need resources in multiple languages?
6. Are there locations where employees routinely congregate?
7. Do we frequently use tools or equipment shared by staff members?
8. Does our customer flow allow for social distancing?
9. Are there areas in our business that would not allow customers and or staff to distance?

- **PHYSICAL DISTANCING** wherever possible having people work or access the business from home; restructure responsibilities to minimize the numbers of workers that need to be physically present.

- **ENGINEERING CONTROLS** creating physical barriers between people, such as plexiglass dividers or taping off seating.

- **ADMINISTRATIVE CONTROLS** redistributing responsibilities to reduce contact between individuals.

- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** having people wear nonmedical cloth face coverings.

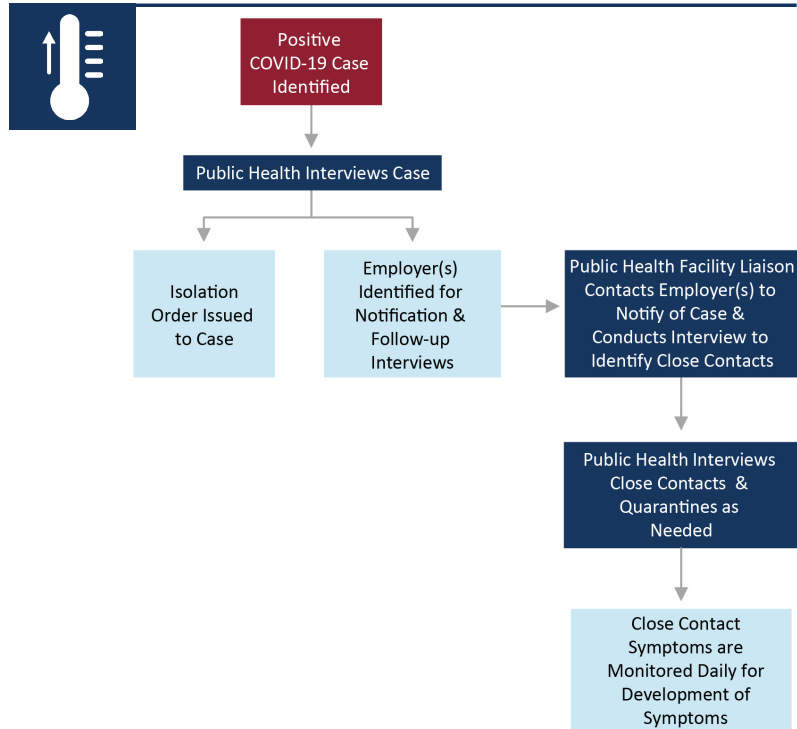


ISOLATION is for people who are already sick. Isolation separates and restricts the movement of sick people so they can't spread the disease to healthy people.

QUARANTINE is for people who are not sick but may have been exposed. Quarantined people may or may not become sick.

RESPONSE

What if an employee becomes a case?



Critical Infrastructure Workers/Essential Employees

who are identified as close contacts who are not experiencing symptoms before they start work. Ideally, temperature checks should happen before the individual enters the facility.

- **Pre-Screen:** Employers must measure the employee's temperature and assess symptoms before they start work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor daily under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace
- **Social Distance:** The employee should maintain a distance of 6 feet or more from others and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely.

If the employee becomes sick during the day, send them home immediately. Clean and disinfect surfaces in their workspace. Compile information on people who had contact with the ill employee during the time the employee had symptoms and two days before symptoms to share with public health. Others at the facility with close contact (within 6 feet of the employee during this time) could be considered exposed.

Non-Critical Infrastructure Workers/ Non-essential Employees



who are identified as close contacts will be required to quarantine until released by public health to return to work. Employers should implement the recommendations in the CDC's Interim

Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace.



RESOURCES

- CDC:** Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes
- CDC:** Plan, Prepare and Respond to COVID-2019
- CDC:** Meat and Poultry Processing Workers and Employers
- CDC:** What Grocery and Food Retail Workers Need to Know
- CDC:** Get Your Mass Gatherings or Large Events Ready
- CDC:** Print Resources (Signs and Posters)
- CDC:** Crisis & Emergency Risk Communication Training and Tools
- MDHHS:** Executive Order 2020-59: Guidance for Business
- MDHHS:** Michigan COVID-19 Business Response Center
- MDHHS:** MI Saft Start Plan to Re-engage Michigan's Economy
- OSHA:** Guidance on Preparing Workplaces
- Toolkit:** Lakeshore Advantage
- Toolkit:** West Coast Chamber of Commerce

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE

DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND

EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES

WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use

an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS

ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent

handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying

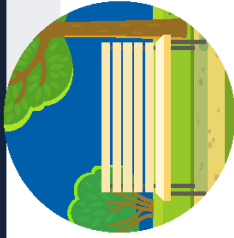
six feet away from others. Reduce sharing of common spaces and frequently touched objects.



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

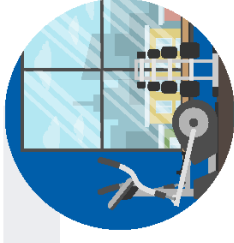
YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.



Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.
The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.
Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Soft and porous materials like carpet, rugs, or material in seating areas.

Visibly dirty surfaces should be cleaned prior to disinfection.

Thoroughly clean or launder materials.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

UNDERSTANDING COVID-19 PRECAUTIONS:

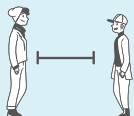
Social Distancing, Self-monitoring, Quarantine, Isolation, and Actions everyone should take

What do these terms mean? What actions do I take if asked?



ACTIONS FOR EVERYONE

- **Wash your hands frequently with soap and water for at least 20 seconds.** This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have soap and water nearby, use a hand sanitizer with 60-95% alcohol.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Cover your coughs and sneezes** with a disposable tissue or upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces include phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops, and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- **Monitor yourself daily for symptoms of COVID-19.**
- **Stay home when feeling sick.**
- **Wear a face covering whenever in enclosed public spaces.** This can be a homemade cloth mask, bandana, or scarf.
- **If you need medical care, call your doctor.**



SOCIAL DISTANCING

We should ALL be practicing social distancing. It helps protect everyone in our community, especially those who are most vulnerable, from illness. What does this look like?

Individuals can:

- Keep six feet between people as much as possible.
- Get curbside pick up for groceries or restaurant orders instead of going inside.
- Use online or drive-through services at the bank.
- Avoid public places at their busiest times.
- Avoid getting together in large social groups.

Businesses & organizations can:

- Have employees tele-work.
- Limit in-person meetings and travel.
- Modify operations to provide more online options and restrict people from gathering.



SELF-MONITORING

Who should do it?

People without symptoms.

Actions to take

- Practice social distancing.
- Record your temperature and watch for symptoms, daily.
- If symptoms develop, **CALL** your doctor to explain symptoms and possible exposure before going in.
- If symptoms develop, you may move into self-isolation.



SELF-QUARANTINE

Who should do it?

People without symptoms, but who have a higher potential of becoming sick because of where they traveled or having had contact with someone being tested for COVID-19.

Actions to take

- Stay home and self-monitor for 14 days.
- Under no circumstances should you go to work or leave your home during this time.
- Household members should practice social distancing.
- Report your daily temperature and symptoms to the Health Department during your quarantine.



SELF-ISOLATION

Who should do it?

People sick with symptoms of COVID-19, test positive for COVID-19, or diagnosed as a probable for COVID-19. Not sick enough to be hospitalized.

Actions to take

- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
 - Avoid using public transportation to get to your medical provider or emergency department.
 - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- **Avoid handling pets or other animals** while you are sick.
- **Cover your coughs and sneezes** with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- **Wash your hands frequently** with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
- **Avoid touching your eyes, nose and mouth**
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops, and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- **Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.**
- **Make sure your home has good airflow.** Open windows if weather permits or use the air conditioner.

If you live with others:

- Separate yourself from other household members and pets whenever possible.
 - You should stay in a specific room and away from other household members.
 - Use a separate bathroom if possible.
 - If you must share a bathroom wipe down all surfaces after the patient uses it. Separate toothbrushes.
 - If you share a shower, do not share razors, washcloths or body sponges/poufs.
 - If you must enter a shared space put a mask over your nose and mouth before leaving your room.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Household members should practice self-quarantine.

If you live alone:

- Do not open your door to anyone. If someone is dropping off groceries or other items for you, have them leave it at your doorstep and wait until they leave to open the door.
- Do not cook food for anyone other than yourself.

When seeking care at a healthcare facility:

- Call ahead to get direction from your health care provider. They may ask you to meet them outside or usher you into a different entrance than the general public uses.
- Avoid using public transportation to get to your medical provider or emergency department.
 - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
 - If someone is giving you a ride, wear a mask that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask that covers your mouth and nose before exiting your vehicle.

When is it safe to leave home

if you have symptoms of COVID-19 or live with someone who does?

STAY HOME.
STAY SAFE. SAVE LIVES.
MICHIGAN.GOV/CORONAVIRUS

Employers can't retaliate against workers for taking time away from work under these circumstances.

File a complaint with MIOSHA . Learn more at Michigan.gov/MIOSHAcomplaint.

For Me

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

Stay home for 7 days after you were tested or developed symptoms.

After staying home for 7 days, have you been **symptom-free for 3 days**?

YES

You may leave if you are symptom-free.

NO

Stay home until 3 days have passed after all symptoms have stopped.

Close Contacts

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

Stay home for 14 days after your **last contact** with the sick person.
Monitor yourself for symptoms.

You may leave if you are symptom-free.

How do I monitor myself?



Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of breath**

If you are concerned about your health or develop symptoms, contact your health care provider or urgent care.



Should I wear a mask?

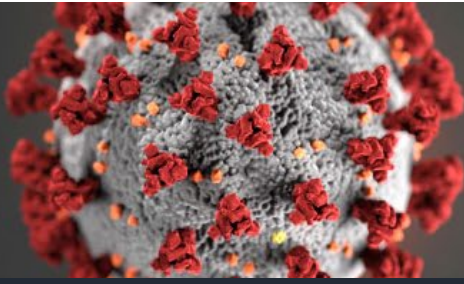
If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.

COVID-19 TESTING PROCESS*



*Testing process for general public, does not specifically apply to health care workers.



Face Coverings: Frequently Asked Questions

Michigan.gov/Coronavirus

Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?

- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?

Cloth face coverings **should not** be placed on:

- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings **should** be worn by:

- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?

- **If you are sick**, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- **If you are not sick**, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- **Essential workers** should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.

Do I need to wear a face covering when I am exercising?

No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?

Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don't yet know how long the virus remains in a person's body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19 **and**
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen **and**
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?

As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don't know it yet.

How often do I need to wash my face covering?

If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?

- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not

available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

Is it possible to make your own face covering?

Yes! A face covering can be a scarf, bandana or other cloth. [Watch this video from the U.S. Surgeon General](#) to see ideas about creating a face covering with household items.

What is the best fabric for a mask?

Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?

Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.

HOW TO WEAR A MASK?

Use surgical masks instead of N95 masks.



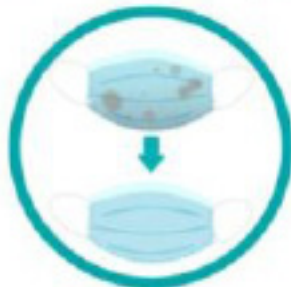
It should **COVER YOUR MOUTH, NOSE AND CHIN**, with the coloured side facing outwards.



PINCH THE METAL EDGE OF THE MASK so that it presses gently on your nose bridge.



Remove a used mask **HOLDING ONLY THE EAR LOOPS**.



To be effective, **CHANGE YOUR MASKS REGULARLY OR IF SOILED OR WET**.



WASH YOUR HANDS WITH SOAP AND WATER after disposing the soiled mask properly into a bin.



**Face coverings must be worn in
our building.**

Thank you for helping us fight COVID-19.

GERMS

are all around you.



Stay healthy.
Wash your hands.





Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



CORONA-4. JUNE 23, 2020/SHH

cdc.gov/CORONAVIRUS

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

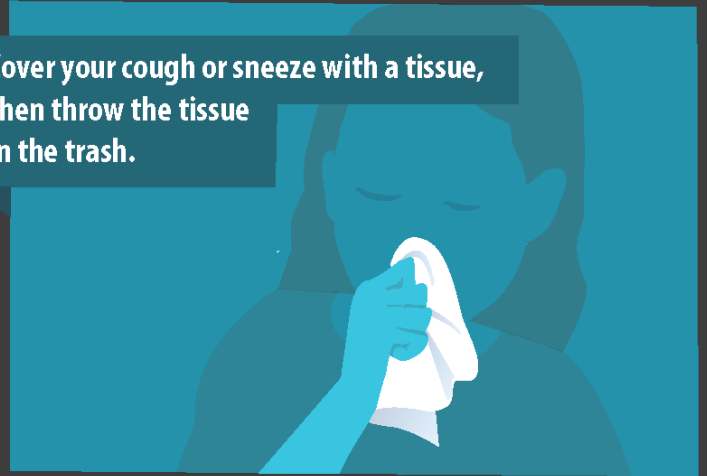
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

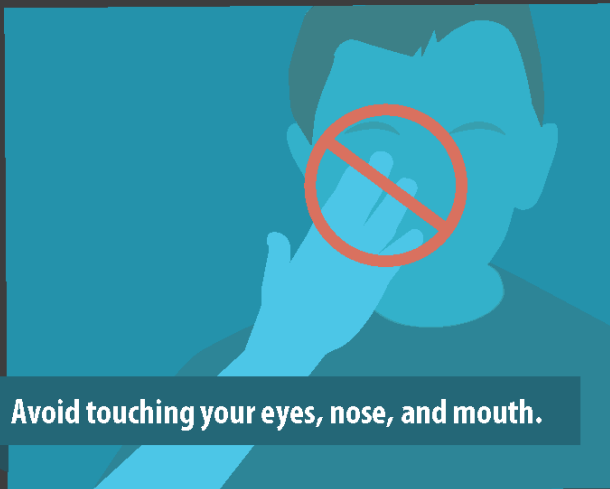
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/COVID19



1 Wet



2 Get Soap



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



3 Scrub



4 Rinse



5 Dry

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

**CITY OF STANTON
COUNTY OF MONTCALM, MICHIGAN
RESOLUTION #**

A RESOLUTION TO ADOPT THE FY 2020/2021 BUDGET

WHEREAS, in accordance with the provisions of the City Charter, the City manager on May 12, 2020 submitted to this City Commission a recommended budget for the City of Stanton, Michigan for the fiscal year commencing July 1, 2020 and ending June 30, 2021; and,

WHEREAS, this Commission has considered the financial needs of the City of Stanton for efficient operations during the coming fiscal year and has reviewed the recommended budget submitted by the City Manager; and,

WHEREAS, in accordance with state statute, the Commission did after proper notice, conduct public hearings on the proposed budget on May 12, 2020, at which public hearing all objections and comments on the proposed budget were considered; and,

THEREFORE, BE IT RESOLVED, that the expenditures and expenses for the fiscal year commencing July 1, 2020 and ending June 30, 2021 are as follows:

REVENUES

Fund #	Fund Name	Total
101	General Fund	\$649,050
	Taxes	\$315,000
	Licenses & Permits	\$2,000
	State Revenue Sharing	\$125,000
	Operating Transfers	\$85,000
	Other Revenues	\$122,050
202	Major Street Fund	\$120,000
203	Local Street Fund	\$88,500
248	Downtown Development	\$5,000
590	Sewer Fund	\$286,200
591	Water Fund	\$282,200
Total Revenues		\$1,430,950

EXPENDITURES

Fund #	Fund Name	Total
101	General Fund	\$649,050
	General Government	\$218,175
	Police	\$119,700

	Public Works	\$93,600	
	Parks & Recreation	\$24,500	
	Other Expenditures	\$193,075	
202	Major Street Fund		\$120,000
203	Local Street Fund		\$88,500
248	Downtown Development		\$5,000
590	Sewer Fund		\$286,200
591	Water Fund		\$282,200
Total Expenditures			\$1,430,950

AND BE IT FURTHER RESOLVED, that 13.58 mills be levied on the taxable valuation as equalized for general operating requirements of the City of Stanton; and,

AND BE IT FURTHER RESOLVED, that all taxes levied on the City tax roll be assessed 1% property tax administration fee; and,

AND BE IT FURTHER RESOLVED, that the City Manager be authorized to grant wage increases for all employees within the budget appropriations; and,

AND BE IT FINALLY RESOLVED, that the City manager is hereby authorized to make budgetary transfers with a Fund or between funding centers with a Fund, if they exist, and that all other transfers be approved only by further action of the City Commission, pursuant to the provisions of the Michigan Uniform Budget Act.

PRESENT: COMMISSIONERS:

NAYS: COMMISSIONERS:

YEAS: COMMISSIONERS:

ABSENT: COMMISSIONERS

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I HEREBY CERTIFY, that they foregoing is a Resolution duly made and passed by the Commission of the City of Stanton at their regular meeting held on May 26, 2020 at 7:00PM in Stanton City Hall, with a quorum present.

Lori Braman, City Clerk
City of Stanton

Date

City of Stanton - Fee schedule For Fiscal Year 2020-21			
Fund/Department/Description	FY 2019-20		Recommended FY 2020-21
GENERAL FUND			
City Clerk			
Notary Services	\$10		\$10
Copies (FOIA Rate)	\$.11 per copy		\$.11 per copy
Peddler's Permit			
One full week or less	\$50		\$50
Per month	\$200		\$200
Treasury			
Non-sufficient charge	\$30		\$30
Trash Bags (per roll of 12 bags)	\$20.76		\$21.48
Cemetery	Resident	Non-Resident	Resident Non-Resident
Cemetery Lot	\$200	\$400	\$200 \$400
Grave opening	\$350	\$500	\$350 \$500
Cremation or Infant burial	\$150	\$250	\$150 \$250
Winter burials (Nov. 1 to Apr. 1) additional cost	\$50	\$50	\$50 \$50
Saturday funerals additional cost			\$100 \$100
Foundations for Monuments	\$.15/sq.in		\$.15/sq.in
Zoning			
Zoning Permit	\$25		\$25
Zoning Permit w/ required site plan review	\$200		\$200
Fence Permit	\$25		\$25
Sign Permit	\$25		\$25
Special Use Permit	\$200		\$200
Lot Split Review	\$25		\$25
Zoning Appeal	\$125		\$125
Re-Zoning Request	\$200		\$200
Variance Request	\$100		\$100
House Moving Permit	\$0		\$0

Rental Housing		
Rental housing registration - per unit	\$20	\$20
Rental registration late fee per property -if payment and property is not registered by August 1.	\$25	\$25
Rental reinspection or no show fee	\$50	\$50
Police/Fire		
Police report (UD-10 form only)	\$10	\$10
Abandoned vehicle processing	\$50	\$50
False Aarm fees		
Fourth fire alarm	\$25	\$25
Fifth fire and subsequent	\$100	\$100
Fourth burgular alarm	\$25	\$25
Fifth burgular and subsequent	\$100	\$100
Fire Call	\$500	\$500
Downed wire (first hour)	\$250	\$250
Downed wire (each additional hour)	\$500	\$500
Public Works		
Stage Rental per 4'X8' section, per day w/ nodelivery or set-up	\$45	\$45
Whole Stage (16'x32')	\$720	\$720
Mowing Lawns	\$75	\$75
Right of Way Permit	\$25	\$25
Right of Way Permit - street opening	\$50	\$50
Hydrant Use	\$100	\$100
Community Room		
One Day rental	\$25	\$25
Cleaning deposit	\$50	\$50
CITY SEWER FUND		
Late fee penalty (after due date)	10 % of bill	10 % of bill
	Monthly	Monthly
Ready to serve	\$20.92	\$23.92
Each additional unit	\$14.45	\$16.52

Sewer consumption rate (per 1,000 gal.)	\$3.43	\$3.93
Flat Rate Fee (monthly)	\$31.99	\$36.58
Sewer tap fee (per unit)	\$3,085	\$3,085
Sewer inspection	\$50	\$50
After Hours (water or sewer) after three hours	\$50	\$50
CITY WATER FUND		
Late fee (after due date)	10 % of bill	10 % of bill
Turn off/on charge	\$20	\$20
Turn off/on charge after 3:30 PM & weekends	\$70	\$70
	Monthly	Monthly
Ready to serve	\$19.25	\$19.83
Each additional unit	\$13.28	\$13.68
Water consumption rate (per 1,000 gal.)	\$3.73	\$3.84
Water Service Installation Fees:		
Flat fee for hookup	\$125	\$125
3/4" meter	Time and materials	Time and materials
1" service (incl. meter cost)	Time and materials	Time and materials
1-1/4" service (add'l meter cost)	Time and materials	Time and materials
1-1/2"(add'l meter cost)	Time and materials	Time and materials
2" (add'l meter cost)	Time and materials	Time and materials
Additional labor (as needed)	\$30/Hr.	\$30/Hr.



225 S Camburn St
Stanton, MI, 48888
Phone (989) 831.4440
Fax (989) 831.5756
www.StantonOnline.com

MEMORANDUM

To: Mayor Williams & Stanton City Commission
From: Vester Davis, Jr., City Manager
Date: May 19, 2020
Subject: MML Liability & Property Pool Coverage Renewal for 2020

OVERVIEW

The City of Stanton is in need of liability and property insurance coverage for the next year. The Michigan Municipal League Liability & Property Pool sent correspondence offering a renewal policy with an annual premium of \$23,081, which is \$536 less than the current year.

The following exposure, rate and coverage limit adjustments are reflected in this renewal quote:

- \$21,610 increase in payroll (\$368,732 – 2019 to \$390,342 – 2020)
- One less police officer (5 – 2019 to 4 – 2020)
- \$56,504 decrease in property in the open values (\$1,388,717 – 2019 to \$1,322,213)
- \$300,000 increase in values for contractors equipment (\$200,000 – 2019 to \$500,000 – 2020)
- One less automobile (10 – 2019 to 9 – 2020)
- MCCA rate change from \$220 per vehicle to \$100 per vehicle
- PIP rate change from \$51 per vehicle to \$80 per vehicle
- A slight rate increase

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for members renewing in 2020. The City of Stanton's portion of the dividend return is \$1,621.

FINANCIAL IMPLICATIONS

The proposed annual premium is \$536 less than the current year. A dividend return in the amount of \$1,621 will be given to the City of Stanton following our payment for renewal.

RECOMMENDATION

It is recommended that the City Commission approve the renewal.

ATTACHMENTS

- MML Liability & Property Policy (DRAFT)



michigan municipal league

Liability & Property Pool

Renewal Proposal

for the

City of Stanton

Presented By:

Diane Jones, CPCU
MML Liability & Property Pool
(616) 304-0739

May 18, 2020

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **City of Stanton** has been a Pool member since **1988**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Stanton**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Stanton** for an annual premium of **\$23,081**. When compared to last year's cost of \$23,617, it represents a premium decrease of \$536. The following exposure, rate and coverage limit adjustments are reflected in this renewal quote:

- \$21,610 increase in payroll (\$368,732 – 2019 to \$390,342 – 2020)
- One less police officer (5 – 2019 to 4 – 2020)
- \$56,504 decrease in property in the open values (\$1,388,717 – 2019 to \$1,322,213)
- \$300,000 increase in values for contractors equipment (\$200,000 – 2019 to \$500,000 – 2020)
- One less automobile (10 – 2019 to 9 – 2020)
- MCCA rate change from \$220 per vehicle to \$100 per vehicle
- PIP rate change from \$51 per vehicle to \$80 per vehicle
- A slight rate increase

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for members renewing in 2020. **The City of Stanton's portion of the dividend return is \$1,621**. The City of Stanton will receive this dividend in the month following payment of your 2020 renewal premium.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|----------------------------------|
| ✓ 433 Public Entity Members | ✓ 195 Water Utilities |
| ✓ 139 Fire Departments | ✓ 218 Sewer Utilities |
| ✓ 170 Law Enforcement Agencies | ✓ 24 Municipal Marinas |
| ✓ 2,195 Police Officers | ✓ \$5 Billion of Property Values |
| ✓ 5,772 Miles of Streets/Roads | ✓ 206 Water Service Operations |
| ✓ 6,950 Vehicles | ✓ 17 Dams |
| ✓ 16 Electric Utilities | |



Coverage and Cost Summary City Of Stanton

Effective 07-07-2020 to 07-07-2021

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$2,000,000	N/A	\$0
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0
Personal Injury Liability (Coverage B)	\$2,000,000	N/A	\$0
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$2,000,000	N/A	\$0
Law Enforcement Liability (Coverages A, B, and D)	\$2,000,000	N/A	\$0
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$2,000,000	N/A	\$0

# Vehicles	Comp	Coll
9	\$250	\$250

Agreed Amount, if applicable 1 Vehicle for a total of \$41,000

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.

Property

Property - Blanket Basis	\$4,062,797	N/A	\$250
Boiler and Machinery	Included	N/A	\$250
Building(s)	Included	N/A	\$250
Contents	Included	N/A	\$250
Property in the Open	Included	N/A	\$250
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	See Schedule	N/A	\$250
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractor's Equipment	\$500,000	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A



Coverage and Cost Summary City Of Stanton

Effective 07-07-2020 to 07-07-2021

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$25,000	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Miscellaneous Equipment	\$4,505	N/A	\$250
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Police Equipment	\$11,262	N/A	\$250
Radio Equipment	\$17,500	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
Voting Equipment	\$4,500	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Treasurer/Clerk	\$100,000	N/A	N/A
Bond #: B City Manager	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.



michigan municipal league
Liability & Property Pool

Coverage and Cost Summary City Of Stanton

Effective 07-07-2020 to 07-07-2021

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
-----------	--------------------	-----------------	------------------------------

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$23,081.

Your Team of Experts



Diane Jones
Account Executive
616-304-0739



Michael J. Forster
Pool Administrator
734-669-6340



Ellen Skender
248-204-8582



Joan Opett
248-204-8579

Customer Service Representatives



Tracey Mattiello
Claims Supervisor
248-204-8094



Rod Pearson
Loss Control Supervisor
248-204-8036

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Stanton Has . . .

- ✓ \$390,342 Annual Payroll
- ✓ \$4,062,797 of total values for real and personal property
- ✓ 4 Law enforcement officers
- ✓ 9 Vehicles
- ✓ 1 Vehicle with agreed values totaling \$41,000

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes
2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- \$100,000 Annual Aggregate Sublimit for Sewer and Drain Liability**)
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.



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MEMORANDUM

To: Stanton City Commission
From: Vester Davis, Jr., City Manager
Date: May 19, 2020
Subject: Proposal to contract with Road Commission for Montcalm County for a local and major street maintenance project

BACKGROUND

The City of Stanton maintains a network of 11.21 road miles of major and local streets within its city limits. Road conditions vary depending on numerous factors including daily usage. Certain areas are in greater need of milling and resurfacing, while other areas require substantial engineering and construction work. Road funding provided by Act 51 for the next fiscal year is estimated to be less than previous years so taking a conservative approach to road maintenance now may pay dividends later as the economy aims to revive itself from COVID-19.

Director Blum of Public Works met with Road Commission for Montcalm County to obtain pricing on a package of road surface maintenance projects, including:

- Machine wedge and seal Pine & First Street from New Street to Stanton Road
- Machine wedge Day Street & New Street Intersection
- Machine wedge and seal Walnut from Lincoln to Mill Street
- Machine wedge and seal Railroad Street from Pine Street to Crawford Street
- Machine wedge and seal Quarterline Street from New Street to west end
- Asphalt mat on Mill Street from Lake Street south to end
- Asphalt mat on Lincoln Street from Cedar Street to north end

REQUEST

Approval to spend up to \$50,000 to complete a local and major road maintenance project for 2020 and authorization to contract with Road Commission for Montcalm County to complete the necessary work.

FINANCIAL IMPLICATIONS

A combination of Major Street and Local Street funds are needed to cover the cost to complete the street maintenance project, which in total is roughly \$50,000, including Public Works costs.

ALTERNATIVES FOR CONSIDERATION

1. Approve contracts supplied by the Road Commission for Montcalm County.
2. Disapprove contracts with Road Commission for Montcalm County.
3. Postpone street maintenance until 2021.

RECOMMENDATION

It is recommended that the City Commission approve street maintenance contracts with Road Commission for Montcalm County.

ATTACHMENTS

- 2020 Road Commission For Montcalm County Contracts

**ROAD COMMISSION FOR MONTCALM COUNTY
2020 LOCAL ROAD/BRIDGE CONTRACT**

THIS AGREEMENT made this _____ day of _____ 20__ between the City of **STANTON**, Montcalm County, Michigan, FIRST PARTY, and the Road Commission for Montcalm County as SECOND PARTY.

FIRST PARTY hereby engages SECOND PARTY to **250# ASPHALT MAT ON LINCOLN STREET FROM CEDAR STREET NORTH TO END.**

FIRST PARTY agrees to pay SECOND PARTY based on the following:

63 TONS HMA ASPHALT	\$4,782
GRADING/COMPACTION	2,660
500 GAL CHLORIDE	83
OVERHEAD	752

Township's cost based on the above **\$8,277**

SECOND PARTY agrees to complete the work in the current year, unless due to circumstances beyond its control the work cannot be completed, in which case this contract shall be canceled.

FIRST PARTY agrees to notify SECOND PARTY, in writing and no later than 10 days prior to start of work, if FIRST PARTY decides to cancel this contract.

FIRST PARTY agrees to pay SECOND PARTY for said services upon completion of project and upon receipt of itemized invoice from the Road Commission. Cost overruns up to ten percent (10%) over the estimated contract will be the FIRST PARTY'S responsibility to pay. Any cost overruns in excess of ten percent (10%) will be the SECOND PARTY'S responsibility. **Invoices are due and payable upon receipt.** A late payment charge of one percent (1%) per month may be charged after 30 days.

IN WITNESS thereof the parties have set their hands and seals the day and year first written above.

ROAD COMMISSION FOR

CITY OF STANTON

Chairman

City Manager

Vice-Chairman

Member

**ROAD COMMISSION FOR MONTCALM COUNTY
2020 LOCAL ROAD/BRIDGE CONTRACT**

THIS AGREEMENT made this _____ day of _____ 20__ between the City of **STANTON**, Montcalm County, Michigan, FIRST PARTY, and the Road Commission for Montcalm County as SECOND PARTY.

FIRST PARTY hereby engages SECOND PARTY to **MACHINE WEDGE AND SEAL WALNUT STREET FROM LINCOLN STREET TO MILL STREET.**

FIRST PARTY agrees to pay SECOND PARTY based on the following:

5 TONS ASPHALT WEDGE	\$621
850 SYD SEALCOAT/FOG SEAL	1,700
OVERHEAD	232

City's cost based on the above: **\$2,553**

PAVEMENT MARKINGS AND SWEEPING ARE THE RESPONSIBILITY OF THE CITY.

SECOND PARTY agrees to complete the work in the current year, unless due to circumstances beyond its control the work cannot be completed, in which case this contract shall be canceled.

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City Manager

Vice-Chairman

Member

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2020 LOCAL ROAD/BRIDGE CONTRACT**

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FIRST PARTY hereby engages SECOND PARTY to **MACHINE WEDGE AND SEAL RAILROAD STREET FROM PINE STREET TO CRAWFORD STREET.**

FIRST PARTY agrees to pay SECOND PARTY based on the following:

37 TONS ASPHALT WEDGE	\$4,597
1,117 SYD SEALCOAT/FOG SEAL	2,234
OVERHEAD	683

City's cost based on the above: **\$7,514**

PAVEMENT MARKINGS AND SWEEPING ARE THE RESPONSIBILITY OF THE CITY.

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City Manager

Vice-Chairman

Member

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2020 LOCAL ROAD/BRIDGE CONTRACT**

THIS AGREEMENT made this _____ day of _____ 20__ between the City of **STANTON**, Montcalm County, Michigan, FIRST PARTY, and the Road Commission for Montcalm County as SECOND PARTY.

FIRST PARTY hereby engages SECOND PARTY to **MACHINE WEDGE AND SEAL QUARTERLINE STREET FROM NEW STREET WEST TO END.**

FIRST PARTY agrees to pay SECOND PARTY based on the following:

9 TONS ASPHALT WEDGE	\$1,118
700 SYD SEALCOAT/FOG SEAL	1,400
OVERHEAD	252

City's cost based on the above: **\$2,770**

PAVEMENT MARKINGS AND SWEEPING ARE THE RESPONSIBILITY OF THE CITY.

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2020 LOCAL ROAD/BRIDGE CONTRACT**

THIS AGREEMENT made this _____ day of _____ 20__ between the City of **STANTON**, Montcalm County, Michigan, FIRST PARTY, and the Road Commission for Montcalm County as SECOND PARTY.

FIRST PARTY hereby engages SECOND PARTY to **250# ASPHALT MAT ON MILL STREET FROM LAKE STREET SOUTH TO END.**

FIRST PARTY agrees to pay SECOND PARTY based on the following:

68 TONS HMA ASPHALT	\$5,161
50 CYD 23A GRAVEL	602
GRADING/COMPACTION	3,084
500 GAL CHLORIDE	83
OVERHEAD	893

City's cost based on the above **\$9,823**

SECOND PARTY agrees to complete the work in the current year, unless due to circumstances beyond its control the work cannot be completed, in which case this contract shall be canceled.

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2020 LOCAL ROAD/BRIDGE CONTRACT**

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FIRST PARTY hereby engages SECOND PARTY to **MACHINE WEDGE AND SEAL PINE & FIRST STREET FROM NEW STREET TO STANTON ROAD (CR522)**.

FIRST PARTY agrees to pay SECOND PARTY based on the following:

34 TONS ASPHALT WEDGE	\$4,225
3,584 SYD SEALCOAT/FOG SEAL	7,168
OVERHEAD	1,139

City's cost based on the above: **\$12,532**

PAVEMENT MARKINGS AND SWEEPING ARE THE RESPONSIBILITY OF THE CITY.

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ROAD COMMISSION FOR
MONTCALM COUNTY

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Chairman

City Manager

Vice-Chairman

Member

THIS AGREEMENT made this _____ day of _____ 20__ between the City of **STANTON**, Montcalm County, Michigan, FIRST PARTY, and the Road Commission for Montcalm County as SECOND PARTY.

FIRST PARTY hereby engages SECOND PARTY to **MACHINE WEDGE DAY STREET & NEW STREET INTERSECTION.**

FIRST PARTY agrees to pay SECOND PARTY based on the following:

21 TONS ASPHALT WEDGE OVERHEAD	\$2,609
	261

City's cost based on the above:	<u>\$2,870</u>
--	-----------------------

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MEMORANDUM

To: Mayor Williams & Stanton City Commission
From: Vester Davis, Jr., City Manager
Date: May 19, 2020
Subject: Proposal to implement a COVID-19 Economic Impact PTO/Vacation Bank Cash Out

OVERVIEW

On March 10, 2020, the State of Michigan declared a state of emergency, subsequently local governments, including City of Stanton followed suite and began implementing executive orders issued by Governor Whitmer. City's experiencing COVID-19 outbreaks have had health, safety, and economic impacts on their communities. Mandatory quarantines, self-isolation, business supply chain interruptions, and various cancellations are increasingly affecting peoples' live and livelihoods.

Employees have had limited ability to use vacation time and possible additional financial burdens due to the epic pandemic. In order to combat the work, financial, and mental stress I would like to propose a solution.

In a one-time non-precedent effort to assist in the economic impacts of COVID-19, eligible employees can cash out earned vacation time from their vacation hours bank, up to a maximum of 40 hours, subject to the following:

- ❖ The COVID-19 Economic Impact Vacation Cash Out is voluntary, eligible employees are not required to participate.
- ❖ Employees can cash out a maximum of 40 hours of earned vacation time only. Employees with less than 40 hours in their vacation hours bank, can cash out whatever number of vacation hours that are available in their banks as of the June 2, 2020 payroll.
- ❖ The rate of pay will be calculated at the employee's regular rate of pay.
- ❖ This is voluntary non-precedent cash out opportunity, employees are not eligible for, and will not be able to use the actual vacation hours away from work at a later date.
- ❖ This COVID-19 Economic Impact Vacation Bank Cash Out is a one-time non-precedent option and will be available only for the June 2, 2020 payroll. COVID-19 Economic Impact Vacation Bank Cash Out hours cannot be split over multiple pay periods (i.e. employees cannot use 20 hours now and 20 hours later).

- ❖ In addition to your regular payroll check, a separate COVID-19 Economic Impact Vacation Bank Cash Out check will be generated and will be distributed via direct deposit to your account currently on file with payroll.
- ❖ COVID-19 Economic Impact Vacation Bank Cash Out direct deposits will be available on June 2, 2020.

Employees opting to participate in the COVID-19 Economic Impact Vacation Bank Cash Out **must provide confirmation of that decision and a statement of how many earned vacation hours they opt to use via an email or written request to Lori Braman at clerktreasurer@stantononline.com no later than Friday, May 29, 2020, by 5:00 p.m.** Employees who opt in after this deadline are not eligible to participate. COVID-19 Economic Impact Vacation Bank Cash Out is subject to City Commission approval. Feel free to call me at (989) 831-2019 with any questions.

RECOMMENDATION

It is recommended that the City Commission approve the COVID-19 Economic Impact Vacation Bank Cash Out.



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MEMORANDUM

To: Mayor Williams & Stanton City Commission
From: Vester Davis Jr., City Manager
Date: May 22, 2020
Subject: Planning Commission Report – Marihuana Ordinance

In January, the City Commission voted 4-3 to amend past directives given to the Planning Commission and Zoning Administrator. As a result, the Planning Commission and Zoning Administrator are to work with Main Street Planning Company to draft ordinances to allow adult and medical marihuana facilities within the City of Stanton. Several commissioners requested that a report be given after the completion of **Task 1. Conduct information Session with Planning Commission.**

Task 1.

Our initial meeting with the Planning Commission would be devoted to informing the Commission about the MMFLA, the rules promulgated by the Michigan Department of Licensing and Regulatory Affairs (LARA), and the Michigan Regulation and Taxation of Marihuana Act of 2018 (MRTMA).

We will also devote time to discuss the types of medical marihuana facilities desired by the City, the number of each type of facility desired and the appropriate zoning district for each type. Information regarding these topics will be sent in advance of the first meeting to Commissioners so they come prepared to discuss them.

After an initial meeting between the planning Commission and Main Street Planning, a list of discussion items was given to the Planning Commission to help build a report to the City Commission. Contrary to the spirit of the directive given the Planning Commission has primarily focused on regulating medical marihuana. The following tables show the types of medical and adult use marihuana facilities and number of licenses that should be made available.

Table 1 Proposed Medical Marihuana Licensing

Medical Marihuana Facilities	Grower Class A,B, C	Processor	Provisioning Center	Safety Compliance Facilities	Secure Transporters
City of Stanton	0	0	1	1	No cap

Table 2 Proposed Adult Use Marihuana Facility Licensing

Adult Use Marihuana Facilities	Grower	Processor	Retailer	Microbusiness	Safety Compliance Facilities	Secure Transporters
City of Stanton	0	0	0	0	1	No cap

Buffer:

- Require 1,000 feet from schools
- Require 500 feet from all other buffered uses (parks, trails, churches, licensed childcare facilities, and licensed childcare facilities, and licensed substance abuse rehabilitation facilities).

Permitted zoning district:

- C-2 General Commercial District (Special Land Use Only)



Summary of City of Stanton Planning Commission Meeting of March 4, 2020

Prepared by MainStreet Planning Company

3-6-2020

Planning Commissioners were asked to continue discussion of Medical Marihuana facilities and Adult Use Marihuana facilities following a presentation by MainStreet Planning Company at the February 19, 2020 Planning Commission meeting. The goal of the Planning Commission was to come to a consensus as to a recommendation to be presented to the Stanton City Commission.

Discussion items were contained in a handout dated February 26, 2020 prepared by MainStreet Planning Company. The discussion items, responses as recorded on a large flip chart, and resulting recommendation are as follows:

1. Should the City allow Medical Marihuana facilities and Adult Use Marihuana facilities with a separate ordinance for each OR should the City only allow one of these uses and prepare only one ordinance?

Response: -Possibly start with Medical only
 -Go forward with just Adult Use
 -Determine where the most \$ could be made (by the City)
 -Permit any facility only with Special Land Use approval

2. Should the City require a buffer distance between marihuana facilities and certain uses?

Response: -Require 1000 feet from schools
 -Require 500 feet from all other buffered uses (parks, trails, churches, licensed child care facilities, licensed substance abuse rehabilitation facilities)

3. Where should marihuana facilities be allowed?

Response: -C-2 General Commercial District only

4. Which types of facilities and how many of each should be allowed?

Response: -No Grow facilities (both Medical and Adult Use)
 -No Marihuana microbusinesses (Adult Use)
 -Safety Compliance facility-yes (both Medical and Adult Use)
 -Provisioning Center-possibility (Medical only)
 -Secure Transport facility-yes (both Medical and Adult Use)
 -Are too few types of facilities too limiting?

Recommendation to be sent to the City Commission:

In the form of a motion, the Planning Commission recommended to the City Commission that the City pursue drafting an ordinance to permit and regulate Medical Marihuana Facilities, limiting those facilities to one each of a Safety Compliance facility, a Provisioning Center facility, and a Secure Transport facility. The Provisioning Center will be buffered from uses such as parks, trails, churches, schools, licensed child care facilities, and licensed substance abuse rehabilitation facilities. Medical marihuana facilities will only be permitted in the C-2 General Commercial District, and will only be permitted with Special Land Use approval.

The City should pursue drafting an ordinance to permit and regulate Adult Use Marihuana facilities following the adoption of an ordinance to permit and regulate Medical Marihuana facilities.

Remaining questions to be answered:

1. May an individual petition to initiate an ordinance to provide for the number of Adult Use marihuana establishments allowed within a municipality, or to completely prohibit Adult Use marihuana establishments within a municipality, during the time the municipality is drafting an ordinance to permit Adult Use establishments, or after a municipality has adopted an ordinance? *In our reading of the law, we believe the answer to this is yes. May need to seek a legal opinion.*
2. May Adult Use Special Event licenses be prohibited? *In our reading of the law, we believe the answer to this is yes.*