

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

TO: City Council

FROM: Mayor Michael Armitage



SUBJECT: Reopening of City Hall

DATE: October 8, 2020

As a result of the COVID-19 pandemic, city offices were closed and some staff members began remote work in late March. Since then, many segments of our economy have reopened, which includes many local and county government facilities. I have discussed reopening city hall with City Manager Thomas Thomas and felt it would be best to discuss this with city council at our October 12, 2020 meeting.

I believe that it is time to reopen city hall, while making safety a priority. My reasons for this include:

- Some residents wish to vote absentee, but do not feel comfortable leaving a ballot in a drop box or the mail.
- While we have implemented processes to collect payments at Independent Bank, there are residents that prefer handing payments off at city hall.
- There are services, such as the renewal of parking permits, that are not easily achieved with city hall being closed to the public.
- In a time of transition, it is important to have staff present and familiar with each other.

I propose that the following safety steps be taken:

- A supply of PPE, including masks, thermometers, disinfectant, hand sanitizer be available. I have spoken with Eaton County Emergency Management who can assist us with providing a supply of masks for staff and visitors.
- Clear signage indicating safety measures such as mask wearing requirements, denial of entry for those exhibiting symptoms of COVID-19, and adherence to social distancing.
- Social distancing signage be placed within the building (which has already been done)
- Barriers between staff and visitors be in place. This is already in place in many departments.
- Continue online services, including Zoom for public participation in meetings and continue to collect payments at Independent Bank.
- Restricted areas of the police department and fire department should be limited as those departments see fit to protect the safety of both responders and visitors.
- Complete daily employee screenings, per the guidance of the Barry-Eaton Health Department.