



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

City Manager

PUBLIC FACILITIES RE-OPENING (June 1 and June 15, 2020 -Subject to Change based up on Executive Orders)

As the COVID-19 (Coronavirus) has made an incredible impact on our society, we in local government have adapted our policies and procedures in order to protect both our staff and the public at-large. As the “Stay Home, Stay Safe” Executive Order is slowly lifted, City operations will continue to evolve as well. We will first return to regular staffing levels and then return to re-opening our facilities to the public. All dates are subject to change as circumstances evolve with COVID-19.

City Hall

The building will reopen to the public for regular hours (8am-5pm) on June 15, 2020. A list of contacts along with a phone will be placed in the lobby for members of the public to call staff as needed. If you cannot resolve an issue over the phone, you may meet with the staff in the Council Chambers; however, employees shall wear a mask or face covering while interacting with the public. Members of the public will be asked to wear face coverings or masks when they enter City Hall.

Clerk’s Office

Whenever possible, it is strongly recommended that payments be deposited in the drop box located next to the mailboxes behind City Hall. Any other business may be handled by calling the Clerk’s Office from the phone in the lobby. The caller will either be instructed to enter the office or place their materials through the slot in the Clerk’s Office door or outside in the drop box. It is also recommended that any business that needs to be conducted with the public should be done either electronically or via a phone call whenever possible.

Building Department

Citizens will be encouraged to use electronic correspondence, postal mail, and the drop box outside City Hall to the maximum extent possible. All interactions with the public outside of the building will be conducted in accordance with all social distancing guidelines. Rental inspections will resume June 15, 2020, if all participants are comfortable. Temperatures of all people in the dwelling will be checked at the beginning of each inspection.

Public Works

The lobby will be open to customers beginning June 15, 2020. Compost sales, which resumed on Thursday, May 14 will be conducted via non face-to-face transactions until public re-opening on June 15, 2020.

Cemetery

Office and common areas will reopen to the public on June 15, 2020.

Parks

Public restrooms will open at the Woodward Trailhead facilities on June 1, 2020. The Starlight Beach facility is intended to be open on June 1, 2020, but may be delayed for maintenance. Parks and playground equipment, including the skate park and splash park will be open for use beginning June 1, 2020. The City will not disinfect playground equipment; residents are asked to use caution when using the equipment.

Water Utility Office

Public service for utility customers will be maintained via the drive-up window until further notice.

Marina

The Marina is open using social distancing guidelines and curb-side service. The bathrooms are scheduled to open by June 1, 2020, at a lower occupancy of two at a time or family units. The fish cleaning station will re-open on June 1, 2020, with the limit of two fisherman at a time in the building using appropriate face coverings or masks. Any issues with users following the guidelines will result in closure of the facility.

Events

Events on City property will be approved on a case-by-case basis via our normal application and internal review process. Additional safeguards will be needed for social distancing, disinfection, and crowd control. At this time, the City is utilizing CDC guidance available at <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/mass-gatherings-ready-for-covid-19.html> which recommends that all gatherings of 250 participants or more and all gatherings of more than 10 people for organizations that serve higher -risk populations should be cancelled. In addition, any approval may be rescinded pending State restrictions regarding events and gatherings in place at the time of the event.

City Council Meetings

City Council meetings will be conducted virtually per Michigan Executive Order 2020-75-OMA through June 28, 2020. In- person City Council meetings will resume on July 6, 2020.