



**City of Allen Park  
State of Michigan**

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**To: Mayor and City Council**  
**From: Mark A. Kibby, City Administrator**  
**Date: April 14, 2020**  
**Re: Council Housekeeping Report**

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1. This afternoon, the Proposed Fiscal Year 2020-2021 Budget was emailed to the Mayor and Council. If you requested a hard copy, it will be dropped off to you on Wednesday. The Proposed Budget will also be available on the City's website.
2. About 2 weeks ago, Mayor McLeod signed documents for Wayne County Emergency Management to temporarily designate Chief LaFond as the City of Allen Park's Emergency Manager Liaison. Chief LaFond replaces me in that role, as he has been handling a majority of the City's aspects and functions for dealing with the COVID-19 situation. Once things settle down, we will make the switch back.
3. The City has hosted the Planning Commission Meeting and the Zoning Board of Appeals Meeting through Zoom video conferencing. We have only had one issue and it was dealt with swiftly.
4. The Yard Waste/Compost pickup start date has been delayed until April 27<sup>th</sup> and will run to December 31<sup>st</sup>. Bulk waste pickup has been suspended until April 27<sup>th</sup>.

5. The City issued the following statement as it related to Governor Whitmer's Executive Order and Grass Cutting –

The City has received numerous calls asking for information and guidance regarding Grass Cutting in the City.

The City of Allen Park believes that not cutting grass will lead to rodent and insect problems that can result in health concerns and constitutes as a nuisance under City Ordinances. The City of Allen Park sees grass cutting as essential and will start cutting grass, depending upon ground conditions, this week in City Parks and City Property to minimize problems and health concerns.

We ask that the residents of Allen Park cut and maintain their grass on their own property. The City understands that many residents use contractors for grass cutting and will allow contractors to cut grass, but will not allow non-essential landscaping.

The Yard Waste/Compost pickup start date has been delayed until April 27<sup>th</sup> and will run to December 31<sup>st</sup>. Please keep Yard Waste/Compost off the easement and contained in a secure area where rain and wildlife will not disturb it.

As with other activities, social distancing and other guidelines issued by the Center for Disease Control, and those embodied in the Governor's Executive Orders, are to be followed.

6. The installation of the new water meters that was set to begin at the beginning of April has been postponed until May 5<sup>th</sup>. We will continue to evaluate that date and work with the installation contractor.
7. The Commissioner Appreciation Dinner has been postponed until 2021.
8. Our newest Police Officer, Kevin Swope, started yesterday, and our newest DPS Public Service Worker, Zackery Kendall, started today.
9. The following employees will reach a milestone in years of service with the City –  
Kevin Locklear (Police) – 20 Years – April 20<sup>th</sup>  
Paul Schryer (Police) – 20 Years – April 20<sup>th</sup>