

*The Village of Friendliness – Since 1870*

**Week of March 2, 2020 – Friday Memo**

Good afternoon. This is the City Manager's week in review.

**COVID 19** – The Allegan County Health Officer continues to monitor and update officials about the status of the Coronavirus situation. In an effort to communicate more effectively and consistently with all stakeholders, Public Health has set up a virtual weekly Allegan County COVID-19 update beginning March 09, 2020 at 4:00 to 5:00 pm. This will be ongoing until further notice. I've attached a fact sheet about the virus for reference.

**City Council Meeting** – Monday's City Council meeting covered a number of new business items.

- Presentation from Dan Callam about the Kalamazoo River Greenway
- Resolution to Participate in the Detroit Institute of Art Inside / Out Program
- Resolution about Appointive Office and Relatives
- Resolution to appoint an alternate to the Assessing Board of Review
- First reading of the Groundwater Protection Ordinance aka Wellhead Protection

**Vacancy** – The City Clerk has advertised the vacant Treasurer position with the Michigan Treasurer's Association. Ideally, we will find a candidate that has municipal experience.

**DPW Position** – The candidate interviewed for the vacant DPW position has accepted the job offer. Kyle Hooker will be joining the DPW on March 16<sup>th</sup>. Kyle comes from the Holland Hospital system and he brings with him a significant amount of facility maintenance experience. The DPW will be back to full staff.

**Seasonal Help** – I worked on a draft job description for Summer seasonal help for the downtown. The position will be in charge of maintaining the downtown in a neat and tidy appearance and will enthusiastically promote and inform visitors seeking information about Douglas and things to do.

**Sesquicentennial** - I've been working on ideas for the 150<sup>th</sup> Celebration this week and have reached out to the History Center to get additional information about using their archives as a resource. More to come on this topic. DDA will likely be picking up some of the event planning.

**Banners** – Spring banners are being installed this week by the DPW. It's a sign that Spring is just around the corner.

**Buoys** – The DPW Director and myself met with an individual this week about buoy installation. Since the DPW doesn't have a boat or the necessary equipment to install and remove the buoys, I've requested a proposal for the service to be performed by a vendor. The vendor would be required to have the buoys in no later than Mother's Day and removed by Halloween every year. I will seek additional proposals for this very specialized service and bring my recommendation to City Council once it's fully developed.

**Douglas Beach Access** – DPW is evaluating how to make repairs to the beach access at Douglas Beach and plan to start the repairs next week. The early onset of warm weather has residents eager to get back to the water and we're mindful of that, but permanent repairs and handrail extensions must be completed first.

**Election** – The Clerk and Deputy Clerk are in full election mode this week and are ready for Tuesday's election. The Clerk will be holding office hours on Saturday from 8-4 as required by law. The Council Chamber is set up for the election as well. Get out and vote.

**Personnel Manual** – I've been working through the personnel manual a bit more this week. I'd like to get the proposed revisions to Council in April.

**Special Assessment Districts** – I met with the City Engineer this week to review the Special Assessment District payment calculations.

**Bond Council** – I have a meeting set up next week to go over the City's bonding needs with Warren Cramer of Baird. We will be looking at options and bonding costs to finance the Special Assessment District.

**Council Committee of the Whole** – March 16 at 6:00 is the next Committee of the Whole workshop to go over Roberts Rules of Order, Ethics and Code of Conduct. This is intended to be more of a housekeeping meeting.

**Team Workshop** – Municipal Specialist and Facilitator Lew Bender will be joining the City staff and City Council on April 2<sup>nd</sup> to assist us with creating a stronger working team to better serve the citizens of Douglas. Mr. Bender will be working with staff from 1-4 and working with Council from 4-8.

**Upcoming Events** – Don't forget to spring forward this weekend.

That's all I have for now.

Rich LaBombard  
City Manager

# Novel Coronavirus



HEALTH  
Department

## What is novel coronavirus?

Novel coronavirus (2019-nCoV) is a virus strain that has only spread in people since December 2019. Health experts are concerned because little is known about this new virus and it has the potential to cause severe illness and pneumonia in some people.

## How does novel coronavirus spread?

Health experts are still learning the details about how this new coronavirus spreads. Other coronaviruses spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact, such as touching or shaking hands
- touching an object or surface with the virus on it, then touching your mouth, nose, or eyes
- in rare cases, contact with feces

## How severe is novel coronavirus?

Experts are still learning about the range of illness from novel coronavirus. Reported cases have ranged from mild illness (similar to a common cold) to severe pneumonia that requires hospitalization. So far, deaths have been reported mainly in older adults who had other health conditions.

## What are the symptoms?

People who have been diagnosed with novel coronavirus have reported symptoms that may appear in as few as 2 days or as long as 14 days after exposure to the virus:

Fever



Cough



Difficulty  
breathing





## Who is at risk for novel coronavirus?

Currently the risk to the general public is low. At this time, there are a small number of individual cases in the U.S. To minimize the risk of spread, health officials are working with healthcare providers to promptly identify and evaluate any suspected cases.

Travelers to and from certain areas of the world may be at increased risk. See [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel) for the latest travel guidance from the CDC.

## How can I prevent from getting novel coronavirus?

If you are traveling overseas (to China but also to other places) follow the CDC's guidance: [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel).

Right now, the novel coronavirus has not been spreading widely in the United States, so there are no additional precautions recommended for the general public. Steps you can take to prevent spread of flu and the common cold will also help prevent coronavirus:

- wash hands often with soap and water. If not available, use hand sanitizer.
- avoid touching your eyes, nose, or mouth with unwashed hands
- avoid contact with people who are sick
- stay home while you are sick and avoid close contact with others
- cover your mouth/nose with a tissue or sleeve when coughing or sneezing



Currently, there are no vaccines available to prevent novel coronavirus infections.

## How is novel coronavirus treated?

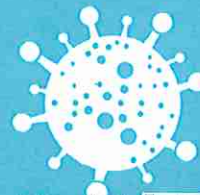
There are no medications specifically approved for coronavirus. Most people with mild coronavirus illness will recover on their own by drinking plenty of fluids, resting, and taking pain and fever medications. However, some cases develop pneumonia and require medical care or hospitalization.

This document was created by the Seattle and King County Public Health Department.

### For more information:

- [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)
- [www.kingcounty.gov/ncov](http://www.kingcounty.gov/ncov)
- [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

Updated 1/24/2020



**Public Health**  
Seattle & King County 