



Date: February 20, 2015

To: Honorable Mayor Pro-tem Dave Tossava, Members of the Hastings City Council, City Attorney and Administrative Staff

From: Jeff Mansfield, City Manager

Subject: Information – February 23, 2015 Regular Meeting of the Hastings City Council

Items on the regular agenda for Monday night's regular meeting of the City Council include:

Formal Presentations and Requests

Diana Newman has requested an opportunity to address the City Council regarding activities at the Barry County Animal Shelter.

Horizon Environmental has requested permission on behalf of Viking Corporation to be allowed to place 3 monitoring wells within the confines of the former railroad right-of-way south of the Viking facility on Industrial Park Drive related to attempts to gain environmental closure from the MDEQ at the site. Horizon will establish final locations for the wells should they gain Council approval (they need to establish the location of the City's sanitary sewer main and the fiber optic cable in the area and adjust the well locations accordingly). Horizon has informed me that they will agree to adjust the wells in the future should any development of the railroad right-of-way occur (construction of a trail for example), and they will properly close and abandon the wells as soon as the MDEQ permits. We will attempt to answer any questions you may have on Monday night.

The Hastings Farmers Market has submitted a proposed schedule for 2015 and a request for the use of parking spaces for the Market again this year. Our staff has no questions or concerns related to this request.

Bids, Contracts, Agreements and Sales

Routine maintenance of Municipal Well No. 4 (in Tyden Park) is scheduled for the current fiscal year. We have used Raymer Well Drilling to perform this work on our wells and pumps for many years. Raymer will pull and inspect the pump, and then determine what work needs to be done to complete repairs. We would request that the City Council approval a purchase order in the amount (estimated) of \$15,000. Please note that in the past, Tim would ask for approval of a PO to have the wells pulled and inspected, and then ask for a second PO for the repair work. This approach really doesn't make much sense, since once they have the well torn apart it needs to be put back together as soon as possible so that it can be returned to service.

Chief Pratt solicited bids for the provision of 3 in-car video systems. Only one company responded to the bid solicitation. We would ask that the City Council award the bid to Pro-Vision Video Systems in the amount of \$10,695.00.

Consent Items

Please note that included in the consent items is a paid invoice for Genzink Appraisal Company for appraising services related to a tax appeal. Please be aware that this expenditure was not approved by the City Council in advance, because the expenditure was not expected to exceed \$5,000 (the threshold for Council approval). However, the services provided as litigation evolved resulted in the cost exceeding that amount.

City Manager's Report

Chief Pratt, Tom Emery and John Hart will provide their monthly departmental reports on Monday evening.

The City Attorney's office has reviewed and amended the draft Conflict of Interest Policy and Statement as presented at the last Council meeting. We would ask that the Council now approve that Policy. We will then ask that our elected and appointed officials sign and file the statement as required by the City Charter.

As you are aware, I have extended several invitations to our local WOW representatives to attend a City Council meeting to answer any questions you may have. Apparently they have been experiencing some staff reassignments, and have yet to accept the invitation. However, we were recently informed that Dominick Silvio will be our new WOW rep. He has agreed to attend one of the two Council meetings in March to answer any questions you may have.

Unfortunately, we recently discovered several more incorrectly billed utility accounts. These recent billing errors resulted from not properly transitioning customers in the Rutland Township Urban Service District from double to single rates coincident with the time of conditional transfer of the property to the City. In an effort to proactively address these billing issues, we will be implementing additional staff training, providing for additional data review, exploring the need for additional staff resources, and taking other steps to ensure that we minimize or eliminate future billing errors. A memo on this matter is attached.

As we prepare to issue RFPs for engineering services for the project to reconstruct East State Road, we want to make sure that the City Council fully understands and supports the financial commitment required on the City's part to complete this project. We will be prepared to discuss this on Monday night. A memo containing additional information is attached.

See you Monday night!

Jeff Mansfield
City Manager