MEMO

To: Mayor and City Council

From: Mark Gaugh, City Manager

Date: January 17, 2017

Re: Manager's Report

TracFone Tax Settlement- Recently we were notified that the City will receive approximately $20,301 from a class-action tax settlement. We had no expense in this litigation and it has nothing to do with our litigation with Spectra. The MML was instrumental in getting this award to municipalities and requests that cities help fund the effort by contributing 5% to go toward the MML Advocacy Fund.

Start Smart Grant Program –Great news! The $500,000 grant was approved. The grant will assist the Community Action Partnership of Greater St. Joseph with rehabilitation of the old hospital for use as a Head Start facility. CAP will obtain additional funds for other aspects of the project, which totals approximately $1.2 M. The City participated in the process, including the grant application work, along with building and site review and some cost estimating of infrastructure. The facility will serve qualifying families in Clinton and DeKalb Counties and will be an excellent use of an empty building. The site is ideal for the program. We will provide more information on this funding and project as we receive it.

Water Plant Operator Hire – We hired a replacement operator to fill our open position. He is an experienced operator with a Class-A license, which is the highest level. A Class-A license requires four to six years in-plant experience, depending on the combination of experience, education and technical training. Once that is accomplished, the written exam can be taken.

Sewer Projects - Work has been continuing on the F-0001 sub-basin. There is nothing new to report on the system work or the treatment plant work, which both are going as scheduled.

Business Park – Staff is working on the preliminary plan for the site development of the business park. I contacted KCADC for a recommendation of firms specializing in this type of development. Of the three firms listed by KCADC, Bartlett & West is one we have experience with. We are currently working with the engineering group, while the site development group will be different staff. However, our experience with Bartlett & West has been good. Once the preliminary work is done, we can decide whether to retain

them to perform the scope of services. We should have some preliminary information for Council by the middle of March, maybe a little sooner. At the appropriate time, a steering committee will be formed and the Council will be involved and informed throughout the process. The process of actually getting the land shovel-ready is a long and involved one. This is true anywhere large land parcels are properly developed.

Groat St. Reconstruction- Bartlett and West has started design work for Groat St. The public meeting for residents of Groat St. is tentatively scheduled for January 31.

Animal Shelter – We continue to review the plan for the building to keep costs as low as possible. The building will need to be more energy efficient, which will cost more up front. The long term cost of operation should be lower, however. We have investigated the feasibility of installing some photovoltaic panels (solar). This may be another thing we can do that may pay off in the long-term. Costs per square foot for animal shelters are running around $200 or $250 per square foot (plus site grading and design), according to the Bacon Group which does animal shelters all over the United States. This cost is due to the materials of construction, drain systems and equipment needed for basic operation. In addition, we need to comply with State regulations for continued operation.