



**City of Allen Park
State of Michigan**

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To: Mayor and City Council
From: Mark A. Kibby, City Administrator
Date: February 11, 2020
Re: Council Housekeeping Report

1. A new Pressure Reducing Valve (PRV) was installed in the pit at Park Avenue and Moore Road that is also used by the Great Lakes Water Authority (GLWA). The PRV helps to reduce pressure spikes from GLWA.
2. The installation of the new water meters is set to begin in April. The residents will receive a blue notice card with information and instructions to schedule an appointment. There are two more notice cards that will be sent out, but failure to have the meter changed will result in the water service being interrupted.
3. The Department of Public Services has a job posting for a Public Service Worker. The application and job description are available on the City's website. The posting closes on February 28th.
4. The opening date for the Marriott TownePlace Suites will be in April.
5. We will be working with a landscape contractor to determine the best way to shield the appearance of the new HVAC systems on the outside of the Library.
6. The following employees will reach a milestone in years of service with the City –
 - Joe Meekins (Water Department) – 20 Years – February 14th
 - Mark Uhlenberg (Water Department) – 20 Years – February 14th
7. Reminder that City offices will be closed on Monday for Presidents Day.