



City Manager's Bits & Pieces

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

A handwritten signature in black ink, appearing to be "R. Lewis", is written over the name "Richard I. Lewis" in the "FROM:" line.

DATE: March 7, 2014

Only two more weeks until spring will officially arrive. Still cold, but there are more rays of sunshine, so there is hope.

Inspection Department

History has repeated itself for February construction in a Michigan winter. For example, the permit fee total for February 2013 was a paltry \$8750.00 for the 36 permits issued. The attached report for February 2014 has the total permit fees of \$11832.50 for the 40 permits issued. February's weather was simply too cold and nasty for much outside work. The exterior progress on the Inn at Harbor Village continued with masonry, siding and roofing work but at a much slower pace. The interior progress continues toward the goal of turning floors 1-2-3 over to management on April 1, 2014 followed by floors 4-5-6 on May 1, 2014. The activity for March is shaping up to be much better with applications already in for the improvements at Silver Beach, three of the units at Jefferson School Condos, new home planned on Dunewood and another project at Lakeland.

To date, the City has received four applications for the Code Enforcement position but with the filing deadline on March 10, 2014, others are expected.

2013 Summer Tax Collections

Attached is a copy of a recap of 2013 Summer Tax Collections. The City collected 97% of the total taxes levied in July 2013 and will turn over the remaining \$250,655 to the County Treasurer for collection. We should receive this amount less personal property taxes from the County Revolving Fund in May. We will close the roll with the County Treasurer later this month.

Recycling Carts

As you may recall from an earlier memo, as of February 1, there were 1,498 residential units participating in recycling efforts. The change out of the bins for the carts started at the beginning of the month. As of the end of February, 1,146 96-gallon bins, 73 64-gallon carts were delivered, and 51 individuals retained the bins. In addition, 45 residential units became new participants. The March newsletter has an article on recycling trying to encourage more residential participation.

Knights of Columbus Tootsie Roll Drive

This is more for your information. We received a request from Mark Globensky, representing the Knights of Columbus, to hold their annual Tootsie Roll Drive on Friday, April 11, 2014 from 10 a.m. – 4 p.m. at the corner of Broad and State Street. Mr. Globensky inadvertently filled out a Special Event Application, and since this is vending and not a special event, we have asked him to simply send a letter in the future as to save them unnecessary time completing an application. They have held this fundraiser for many years now; the City Clerk and Director of Public Safety agree that a letter in the future is sufficient and have no issue with this request. As a practice, a copy of the letter will be provided to the City Commission.

Maud Preston Palenske Memorial Library

Two items on this. First, attached is the agenda for the February 25 Board Meeting and the minutes for the January 28 Board Meeting. Second, while we had some discussion regarding the capital needs of the Library at the Study Session last Monday we really didn't get to a resolution due the time constraints. So that we can get to a resolution, a report with recommendations will be prepared for the April 7 Study Session.

Closing Thought

Don't let your entire life hinge on one element. Your life is made up of many different facets. Don't focus on one aspect of your life so much that you can't experience pleasure if that one area is unsettled. It can become all you think about, and it can deaden your enjoyment of everything else – things you would otherwise love.

MEMORANDUM

To: Honorable Mayor and City Commissioners
From: Rhonda Fryer – Planning/Zoning/Inspections/Property Maintenance
Subject: Monthly Report –February, 2014
Date: MARCH 4, 2014

INSPECTION DEPARTMENT: Following are the number of new homes and conversions from multi-family to single-family for 2014.

NEW HOMES:	1 st Quarter	=	0	}	<input type="text" value="0"/>
	2 nd Quarter	=	0		
	3 rd Quarter	=	0		
	4 th Quarter	=	0		
CONVERSIONS:	1 st Quarter	=	0	}	<input type="text" value="0"/>
	2 nd Quarter	=	0		
	3 rd Quarter	=	0		
	4 th Quarter	=	0		

RENTAL INSPECTIONS: 36 rental inspections were completed by the Fire Department and 9 by the Inspection Department during the month.

**DEPARTMENT OF INSPECTIONS
MONTHLY REPORT FOR:
FEBRUARY, 2014**

TYPE	# OF PERMITS	EST. COST	FEE	TOTALS
BUILDING PERMITS:				
Residential	6	\$ 46,600.00	\$ 1,082.00	
Commercial	1	\$ 10,890.00	\$ 225.00	
		<u>\$ 57,490.00</u>	<u>\$ 1,307.00</u>	
				\$ 1,307.00
ELECTRICAL	18		\$ 3,655.00	
MECHANICAL	6		\$ 1,654.50	
PLUMBING	6		\$ 1,321.00	
DEMOLITION	0		\$ -	
SIGN PERMITS	3		\$ 600.00	
PLAN REVIEWS	0		\$	
			<u>\$ 7,230.50</u>	<u>\$ 7,230.50</u>
TOTAL PERMITS:	<u>40</u>			<u>\$ 8,537.50</u>
 MISC. CATEGORIES:				
MISC. REVENUE*				
ZBA - OTHER	1		\$ 60.00	
DUMPSTERS	2		\$ 60.00	
SPECIAL USE PERMITS	3		\$ 1,600.00	
RENTAL REGISTRATION & FEES	27		\$ 1,575.00	
BOARD OF APPEALS FEES	0		\$ -	
LAND DIVISION FEES				
			<u>\$ 3,295.00</u>	<u>\$ 3,295.00</u>
 TOTAL FEBRUARY, 2014				 <u><u>\$ 11,832.50</u></u>

Respectfully submitted,

Rhonda Fryer
Department of Planning/Zoning/Inspections

**City of St. Joseph
2013 Summer Tax Collection**

Taxing Unit	Millage Rate	Amount Levied	Amount Collected Before March 1, 2014	Amount Uncollected	Percent Collected
City General Operating	11.5000	\$ 4,925,329.26	\$ 4,754,602.92	\$ 170,726.34	
Streets Improvement	1.0000	\$ 428,278.67	\$ 413,433.52	\$ 14,845.15	
Library Operating	0.6800	\$ 291,216.21	\$ 281,122.27	\$ 10,093.94	
Rubbish/Sanitation	1.7800	\$ 762,335.90	\$ 735,911.55	\$ 26,424.35	
Band	0.2500	\$ 107,054.09	\$ 103,343.65	\$ 3,710.44	
CSO Debt	1.4300	\$ 628,205.45	\$ 606,977.46	\$ 21,227.99	
Airport	0.2444	\$ 104,650.17	\$ 101,023.19	\$ 3,626.98	
Total	16.8844	\$ 7,247,069.75	\$ 6,996,414.56	\$ 250,655.19	97%
DDA	1.9770	\$ 50,214.54	\$ 48,549.83	\$ 1,664.71	

MEETING WILL BEGIN AT 6:00 P.M.

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY
BOARD OF TRUSTEES
February 25, 2014**

AGENDA FOR THE MEETING

President	Call to order Announcements
President	Approval of Minutes
Treasurer	Approval of Bills Financial Report
Director	Statistical Reports Directors Report
President Comments	
Old Business	By-Laws revision
Fundraising	
New Business	FY 14-15 Budget USAC Phone and Computer Bids Closing for Shared Catalog Implementation - March 24-25
Board Comments	
Public Comment	
Adjournment	

Next meeting date: March 25, 2014

Our Public Library: creatively serving the community with
diverse resources and learning opportunities

**Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
January 28, 2014**

President, Rebecca Sanford, called the meeting to order at 6:04 PM. Other board members present were Nancy Bowes, Kate Cravens, Liz Darato, Dar Davis, Mimi Elwell, Diana Flora, Mike Moon and Director Stephanie Masin.

Also present: Administrative Assistant Marsha Ammeson and Assistant Director Paula.

Absent: Julie Beck

Announcements: None

Minutes: It was moved by Flora , seconded by Darato, to approve the corrected minutes of November 26th, 2013 board meeting. Motion carried.

Old Business: none

Treasurer's Report: Board members reviewed the bills for November 2013. It was moved by Elwell, seconded by Davis to approve the bills of November 2013. Motion carried.

Board members reviewed the bills for December 2013. It was moved by Elwell, seconded by Moon to approve the bills for December 2013. Motion carried.

Financial Report: The financial reports were reviewed. Masin reported that the library is keeping in line with regular costs, however there is no money for the capital improvements needed. The end of the year projections are on target.

Director's Report: Masin reported that she has received several compliments from patrons and Benton Harbor residents about the handling of all the changes from the elimination of Michicard. The library has received reciprocal agreements with almost all the Berrien County libraries, with the exception of Three Oaks, Niles, and Bridgman. Bridgman is waiting to work out an agreement with Chickaming Twp. before they sign.

The new hour's signs have been posted, with the exception of the side door. Waiting for warmer weather to proceed with that sign. The staff has been pleased with the change of hours, noting the overlapping hours make transitioning to the next shift easier. The side door will now be an employees only door. The collection inventory and repair project is underway, and the staff has worked through several collections already.

Fundraising: Staff is planning "Be a fan of the library" to help with the costs of the air conditioning needed.

New Business: Board reviewed Director Masin's job listing for a new Library Assistant-Technology & Computer services employee. After making suggestions to the responsibilities and background needed, Moon made a motion to approve sending the

listing to the union for approval, with Elwell seconding. Motion carried.

A motion was made by Darato, seconded by Elwell to send the end of the year financial projections to the city. Motion carried.

The By-Laws revision will be put on the February agenda for board approval.

The shared catalog agreement with Lincoln Township and Bridgman was reviewed for board approval. These libraries are still working it out, and after some board suggestions about wording for postage payments, Elwell moved to accept the agreement, with Darato seconding. Motion carried, with the knowledge that this catalog is a "memorandum of understanding" between the libraries. A new server was purchased for the Maud Preston library, sharing costs with Lincoln Township and Bridgman, as it will house the catalog.

The City Manager has asked the library to provide the with City Capital Improvement Project Forms. Director Masin decided to prioritize the projects for submission. The air conditioning unit is top priority, with carpeting and painting behind. Sanford recommended sending these repair estimates to SJ Township also, as they need to see what needs to be done. Masin has asked that the board members be present at the commission review meetings.

Board Comments: Nancy Bowes praised Director Masin for her Facebook response to some negativity about the new fees.

It was moved by Elwell and seconded by Flora to adjourn the meeting at 7:22pm. Motion carried.

Respectfully submitted,

Kate Cravens

Kate Cravens
Board member