



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 "RIL", is written over the name "Richard I. Lewis" in the "FROM:" line.

DATE: April 10, 2014

I really am starting to believe that spring may actually be on the way. As you drive around town, there is a lot of clean-up taking place, and for the City that is also true which includes many repairs as result of the long winter. There are a few snow mounds left, but they are disappearing fast.

There are numerous items for your information.

Recycling Update

For the month of March, 102, 96-gallon and 19, 64-gallon containers were changed out. In addition five locations that originally had wanted to keep their 18-gallon bins went to one of the larger containers. Finally, there were 62 new requests for recycling services received.

Solid Waste Contract

Related to the cycling effort, the City Attorney is working on the five year renewal contract with Best Way Disposal, Inc. You may recall authorizing the renewal back in December, but we need to finalize the contract. We hope to have this in front of you at either of the next two meetings.

Engineering Department Project Activities Update

- Park Street Bridge Project – CSX Preliminary Engineering is underway however the process is moving slowly. The window to get the project bid and constructed this fall is closing rapidly. Staff continues to request status updates from the CSX plan reviewer but the City has little in the way of leverage to move the process along any faster.

- MDOT Traffic Signal Project – MDOT Design work is underway on the traffic signal upgrades to nearly all the traffic signals in the City. You may have heard that as a general rule, the State Historic Preservation Office (SHPO) objects to the installation of mast arms signals in any area that they deem as historic. About two months ago, staff had to expend some time and energy to secure the mast arm signal at Main and Broad. More recently we were informed that there may be another SHPO objection to mast arms at the intersection of Lake Blvd/Lakeshore Drive/Lakeview Ave/Winchester Ave/Main Street. Staff will keep you posted on future developments.
- Whirlpool Compass Fountain – Construction is underway on disconnecting the splash pad overflow pipe from the sanitary sewer and redirecting it to the storm sewer. We expect the MDEQ National Pollutant Discharge Elimination System (NDPES) Permit to be issued soon; the permit is required before the City can place the fountain into operation. You may recall seeing a recent email (copy had been placed in your mailboxes) from Dale Ehinger, MDEQ District Engineer, with the good news that MDEQ will be dropping their pursuit of a District Administration Consent Order.
- 2014 Sidewalk Replacement Project – The 2014 Sidewalk Replacement Project is out to bid with the opening scheduled for April 17th. The new Engineer Assistant was a great help in compiling the specifications and bid documents. The 2014 Sidewalk Replacement Project will be in the southwesterly quadrant of the City, the limits of which are south of Harrison and east of Niles Avenue.
- Morrison Channel Water Crossings Project – Construction is expected to commence on Saturday, April 12th with a water main tie-in at Ann Street and Broad Street. Additional details will be communicated following the preconstruction meeting.
- Harbor Village at Harbor Shores Project – Site work construction is in full gear on the Harbor Village at Harbor Shores Project despite the challenging weather conditions. This past week the concrete subcontractor was sternly reminded of the procedures required for placement of concrete in cold weather. A one year warranty bond will be required on the concrete pavement, sidewalk and curb and gutter on the public portion of the project before staff will recommend acceptance.
- S2 Grant – Flow Monitoring Project – Flow monitors are currently installed at four locations at strategic points in the City's sanitary sewer system, these will remain in place for 12 months. An additional 3 monitors, expected to be in place for 3 to 4 months to capture wet weather flows, will be installed in the coming week. The purpose of the flow monitoring is to assess the effectiveness of the City's Combined Sewer Overflow (CSO) Separation Projects and evaluate alternatives to meet the final CSO corrective measures required by MDEQ. You likely recall that a study completed in 2008 identified CSO Storage Basins as the most cost effective method to eliminate overflows from storm events up to a statistically derived, 25 year, 24 hour storm event.

- Botham Avenue Reconstruction Project – A request for proposals (RFP) for engineering professional services is currently being drafted. The goal is to issue the RFP on or about April 23rd with proposals due on May 19th. The limits of the Botham Avenue Reconstruction Project are from Niles Avenue to Morton Avenue. The City is slated to receive approximately \$620,000 in federal aid over two years to help fund the work.

Code Enforcement Officer Position

The culmination of job postings, advertising and interviews has arrived with the decision to offer Mr. Dan Gelder the position of Code Enforcement Officer/Property Maintenance Inspector. Dan brings with him a resume that includes a degree in Building Trades from SMC, a State of Michigan Residential Builders License and four plus years of carpentry experience working full time for one of the custom home builders in southwestern Michigan. He is expected to start on April 28.

Inspection Department Activities

Attached is a copy of the permit activity of the department for the month of March, 2014. As you will notice on the report, commercial activity was the major contributor. Some highlights include the start of construction on the restroom building and pavilion at Silver Beach, three Jefferson School Condo build-outs, Lakeland Linear Accelerator project, the owner's apartment build-out at 314 State Street and finally the completion of the Azul Tequila Bar. Now only the Berrien County Health Department needs to grant them license to operate. Work at the Inn at Harbor Village continues on a very intense schedule toward an early to mid-May opening. The major residential project for the month was a new single family five-bedroom home on Dunewood Drive in Edgewater Dunes.

Public Works Activities

- DDA LED Light Demonstration Project – The City finished installing the 24 LED lights in the downtown business district last week. So far so good, the appearance of the light seems to blend well with the existing lights and we are using significantly less energy to do it. We also plan to move forward and replace the 9 light globes on the stairway in the next few weeks.
- Bluff Stairway – The repair to the brick steps is almost complete. Most of the tread bricks needed to be removed, cleaned and then reset. We expect them to be opened to the public for the weekend.
- Park Cleanup – Staff has begun to remove the winter accumulation of leaves, sticks and sweet gum fruit from the park system and public properties. The work will continue for several more weeks. Once nighttime temperatures stay consistently above freezing we will start to open restrooms and drinking fountains.
Winter was not kind to the roads at Riverview Park and the white metal trashcans along the Bluff. Derek will be bringing a couple of requests in the near future for some action on both items.

- Neighborhood/Street Cleanup – City crews have started the spring neighborhood leaf and brush removal programs for the season. In addition the street sweeper has started running the local streets.
- Water Main Repairs – City utility crews continue to work on repairing broken water utility lines. This week we repaired an extensive break on Botham near Thayer and will be working on one Friday on Veronica at Highland. We are also in the process of locating another on Napier west of Langley.

1302 Niles Avenue

We have received an environmental report from Prism, confirming there is asbestos in the structure. Staff's intention is to work with Prism to prepare bid documents in the next several weeks to request bids to either 1) demolish the structure and appropriately handle and dispose of the hazardous materials identified in the manner described in the bid documents, or alternatively 2) purchase the property as-is with a condition of properly demolishing the structure within a short timeframe and with appropriate assurances of performance built into the sale agreement. The second alternate was suggested as staff has received inquiries from parties who are interested in purchasing the property and demolishing the structure for prompt redevelopment as a single family home; you will recall past properties purchased by the city for redevelopment have sometimes languished. Once bids are received, a recommendation will be brought to the City Commission for consideration.

Motorola In-Car Camera System

As you are aware, the department of public safety has been working with Motorola for over a year now to resolve failure with the in car camera system. The latest attempt to have the video transferred electronically to the courthouse is not working consistently jeopardizing the ability of the department to have its cases properly adjudicated. That, among other failures, has resulted in Director Clapp, with advice and input from City Attorney Schmidt, sending a Notice of Default to Motorola. The Notice of Default is attached. In the meantime, Director Clapp and Deputy Director DiBrito have met with a representative of L3 Communications, the system in use that was replaced with the Motorola. Director Clapp will keep you apprised of the progress of this project.

Medic 1 Ambulance Annual Report

A copy of the annual report has been placed in your mailboxes. Just wanted you to know it has been received.

Library Board Meeting

Attached is a copy of the March 25th agenda, minutes of the February 25 meeting, and the Director's Report of March 25.

Closing Thought

Exercise. People who exercise, whether that involves an intense workout or just a regular long walk, feel healthier, feel better about themselves, and enjoy life more. With the change of season, I don't have an excuse.

MEMORANDUM

To: Honorable Mayor and City Commissioners
From: Rhonda Fryer – Planning/Zoning/Inspections/Property Maintenance
Subject: Monthly Report –March, 2014
Date: April 1, 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	=	1	}	1
	2 nd Quarter	=	0		
	3 rd Quarter	=	0		
	4 th Quarter	=	0		
CONVERSIONS:	1 st Quarter	=	0	}	0
	2 nd Quarter	=	0		
	3 rd Quarter	=	0		
	4 th Quarter	=	0		

RENTAL INSPECTIONS: 38 rental inspections were completed by the Fire Department and 8 by the Inspection Department during the month.

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

TYPE	# OF PERMITS	EST. COST	FEE	TOTALS
BUILDING PERMITS:				
Residential	14	\$ 357,765.00	\$ 4,200.00	
Commercial	12	<u>\$ 944,524.00</u>	<u>\$ 10,611.00</u>	
		\$ 1,302,289.00	\$ 14,811.00	
				\$ 14,811.00
ELECTRICAL	10		\$ 2,505.00	
MECHANICAL	17		\$ 3,534.75	
PLUMBING	8		\$ 1,084.00	
DEMOLITION				
SIGN PERMITS	1		\$ 57.00	
PLAN REVIEWS	3		<u>\$ 4,244.00</u>	
			\$ 11,424.75	<u>\$ 11,424.75</u>
TOTAL PERMITS:	<u>65</u>			<u>\$ 26,235.75</u>
MISC. CATEGORIES:				
ZONING PERMIT/FENCE	2		\$ 60.00	
BOOKS	1		\$ 21.00	
DUMPSTERS	6		\$ 180.00	
SPECIAL USE PERMITS			\$ -	
RENTAL REGISTRATION & FEES	29		\$ 1,410.00	
BOARD OF APPEALS FEES	2		\$ 800.00	
LAND DIVISION FEES	1		<u>\$ 500.00</u>	
			\$ 2,971.00	<u>\$ 2,971.00</u>
TOTAL MARCH, 2014				\$ 29,206.75

Respectfully submitted,

Rhonda Fryer
Department of Planning/Zoning/Inspections

MEETING WILL BEGIN AT 6:00 P.M.

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY
BOARD OF TRUSTEES
March 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	Reciprocal Agreement Revisions: Coloma, Bridgman, New Buffalo, Three Oaks, Galien Red Arrow Shared Catalog Memorandum of Understanding - Final
Fundraising	
New Business	Resolution – Move funds from reserve to cover gas leak repairs
Board Comments	
Public Comment	
Adjournment	

Next meeting date: April 22, 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
February 25, 2014**

Meeting was held in St. Joseph City Hall Commission Chambers because the Library was closed for repairs to gas line. Public notice of the change in meeting location was posted Monday, February 24, 2014 by 4:00 PM.

President, Rebecca Sanford, called the meeting to order at 6:06 PM. Other board members present were Kate Cravens, Liz Darato, Mimi Elwell, Diana Flora, Mike Moon and Director Stephanie Masin.

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

Absent: Julie Beck, Dar Davis, Nancy Bowes

Announcements: None

Minutes: It was moved by Moon, seconded by Flora, to approve the corrected minutes of January 28th, 2014 board meeting. The correction being the new server was purchased for the shared catalog, not the library. Just being housed at the library. Motion carried.

Treasurer's Report: Board members reviewed the bills for January 2014. Questions raised about the boiler bill, parts and labor billed separately, and old cd case delivery charge. It was moved by Darato, seconded by Cravens to approve the bills of January 2014. Motion carried.

Financial Report: The financial reports were reviewed. Masin reported that the library is keeping in line with regular costs, and she has some questions for the city on why the interest is so high, and about the capital improvement fund.

Statistical Report: Everything looks good overall.

Director's Report: The library is now planning for the summer reading program, and is sending out sponsor letters. The library is also preparing for the Lego event in March, and is having a Lego movie marathon on March 22. The library has about 8 children dropping off their Lego creations for the "build your way around town" event.

Fundraising: Trivia is scheduled for March 14 at the Priscilla Burns Center.

Director Comments: The library has been closed since last Thursday, February 20, with a gas leak. They are set to reopen on Wednesday, February 26th. Several leaks were found and fixed, and the gas company will have to move the main shut off valve in the spring. The current repairs are going to cost approximately \$15,000, this does not include the moving of

the main shut off valve. Masin was asked if she was going to put this in the capital request plan for the city. The commissioners are having a capital meeting in March to go over requests. As of now, the library will be using reserves to pay.

Old Business: A motion to approve the By-Laws revision was made by Flora, seconded by Cravens. Motion carried.

New Business: The FY 14-15 budget will wait until the city has theirs. Masin was not sure about the taxes or the pension contributions. Will wait for city to give the numbers. Some of the year to year differences; routine maintenance was \$40,000 last year. The library is now done with union negotiations, so professional services will be lower. The library purchased "Office" last year, as well as Ancestry.com. They are going to have to upgrade the Windows XP stations, and may replace some staff computers. A motion to send to the city was made by Flora, seconded by Moon. Motion carried.

The USAC Phone and Computer bid. Masin has made a matrix of all companies considered. A motion recommending to continue with ACD was made by Cravens, seconded by Flora. Motion carried. A motion to continue with Comcast for the internet was made by Cravens, seconded by Flora. Motion carried.

Closing for the shared catalog implementation on March 24-25. Masin explained that any transactions made during that time would be lost if any glitch occurred. Lincoln Township and Bridgman also closing. She was asked if the library could stay open anyway, as snow and cold have already caused the library to close too many days this winter. The staff would continue to work on the inventory project while the library is closed. Masin was asked if this would speed up the inventory, and she said that there is really no way of knowing, given all of the variables with the shape of the collection. Motion to approve the closing for the shared catalog implementation was made by Cravens, seconded by Darato. Motion carried.

Board Comments: Julie Beck has resigned from the board. She cited her new job involving lots of travel. She has spoken to Dave Vonk about a replacement. Dar Davis will also not be continuing as a board member. The city commission hasn't accepted his resignation yet.

Masin was asked about the status of the computer position job posting. It has been circulated internally, due to go externally Monday, March 3rd. She was also going to post at LMC, Michigan Works, and a tech school in South Bend.

It was moved by Flora and seconded by Cravens to adjourn the meeting at 7:10pm. Motion carried.

Respectfully submitted,

Kate Cravens

Kate Cravens
Board member

Maud Preston Palenske Memorial Library

Director's Report
March 25, 2014

To: Members of the Library Board
From: Stephanie Masin, Director of the Library

February and March have proven to be trying months for St. Joseph library staff and patrons. Gas line repairs, door problems, severe weather, hour changes, the inventory project, and the glitches that inevitably seem to accompany technology updates are just some of the challenges we've been faced with recently. I commend the staff and our patrons for their patience as we've worked through each of these issues. Here's to hoping that spring will finally give us some much needed respite!

INTRODUCTION

One bright spot during the month of March has been the area wide "Build Your Way Around Town" event. People of all ages, from the young to the "young at heart," have enjoyed the many LEGO brick events that have been offered at non-profit and cultural organizations around St. Joseph. The library is the location for the "LEGO Movie Marathon" held on March 22. All of the activities are leading up to the "Big City Build" down at Silver Beach Center/Shadowland. You'll definitely want to make time to head below the bluff to see the LEGO City that the West Michigan LEGO Train Club sets up. It will be free and open to the public from Friday, March 28, through Sunday, March 30, 2014.

The library also had a successful "Hodgepodge of Trivia" Fundraiser with The Heritage Museum and Cultural Center on Friday, March 14. Eleven teams competed and everyone always has a fun time. We are discussing the possibility of doing a late summer trivia fundraiser with The Heritage, but they need to check their planning calendar as they are often booked for weddings well into the fall.

Over the last several months books clubs have been checking out Steve Luxenberg's "Annie's Ghosts." We've held several discussion sessions focused on the book in preparation for Mr. Luxenberg's visit which is scheduled for April 10, 2014. This has been a collaborative effort with St. Joseph High School and has been made possible through funding from the Michigan Humanities Council and the National Endowment for the Humanities as well as an allocation from the St. Joseph Schools Foundation. The book is part memoir, part detective story, part history, so the program should prove to be a very interesting evening indeed.

Last, but certainly not least, as of Wednesday, March 26, 2014, the new Red Arrow Shared Catalog will be live! As of that date, when patrons pull up the

library catalog either in our building or from home they will be able to see the holdings of the St. Joseph/Maud Preston Palenske Library, the Lincoln Township Library, and Bridgman Public Library all on one page. Patrons and staff will no longer have to pull up multiple websites to see if an item is available if they are willing to run over to Lincoln Township or Bridgman to pick up a book. They'll be able to see if it's available and place a hold on it right from the Red Arrow Shared Catalog page. Staff are very excited about this and we have heard from many patrons who use all three libraries say that they are looking forward to the launch of this shared catalog.

"Miscellaneous Revenue" is up quite a bit due to the non-resident fee cards that have been purchased since the Michicard service was eliminated. However, I anticipate that number to drop back down as some of the townships in the area that weren't originally supporting their home library have worked to provide direct funding to their home libraries. On the expenditure side, the gas line repairs cost \$11,500. You will see that appear in next month's billing cycle. That does not include the additional mandatory valve replacement that Michigan Gas Utilities is working to schedule with the City and the Library in the next couple of months. We also will need the air conditioner that cools the main part of both the upper and lower floors replaced before the end of the budget year. On March 3, 2014, I attended a six-year City capital improvement plan study session that was held at City Hall. Richard Lewis, City Manager, outlined all of the capital improvement requests from the various City Departments. The library's situation is unique due to the State Laws that govern how we are administered. The City Commission has to abide by the State Laws but also understands how dire our building maintenance needs are and that our operating budget is not sufficient enough to continue to sustain the costly repairs, or in many cases replacements, that are needed. They will be meeting again on April 7, at 6:00 p.m. to continue the review and discussion about the CIP items. I urge you to attend to show support for and to join in the discussion about what is needed for our library.

BUDGET

As I noted during the last two months, we have noticed that our statistics are down quite a bit. During the month of February we saw an even bigger drop due to closures for inclement weather and gas line repairs. All in all, we had 6 fewer reporting days this past month. The statistics definitely reflect the impact of that on our library and our community.

STATISTICS

Sponsorship letters for our Summer Reading Program have been sent out. This year's theme is science related and we are excited about the possibilities such a fun theme has in store for our programs.

FYI

Three items require Board Approval this month:

- Approval to submit a journal entry to move \$11,500 from our unrestricted reserve funds to cover the cost of the gas line repairs
- I have included notices from Hagar Township and Chikaming Township that indicate that they have agreed to provide funding from their operating budgets to their Home Libraries. As such, the Board needs to vote to approve adding Hagar Township to Coloma Public Library's Reciprocal Borrowing Agreement and Chikaming Township to Bridgman, New Buffalo, Three Oaks, and Galien's Reciprocal Borrowing Agreements.
- Approval of the final version of the "Red Arrow Shared Catalog Memorandum of Understanding"

FOR BOARD APPROVAL

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie Masin".

Stephanie Masin -- Director