



City Manager's Bits & Pieces

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

A handwritten signature in blue ink, appearing to read "R. Lewis", is written over the printed name of the City Manager.

DATE: May 22, 2014

Beautiful weather, great golf, Miss America visiting, and the official start of summer. Can it get any better than this? My thanks to the Public Works crew for all their efforts and making our city inviting to our residents and visitors.

Not a lot of items to catch you up on, but a few.

August 5 Ballot Personal Property Tax Proposal

The Michigan Municipal League is part of a coalition, Safe and Strong Communities, to support the August 5th ballot proposal that if approved by voters would complete the effort to reform the Personal Property Tax. The coalition is doing a series of press events around the state and they would like to do one in St. Joseph in the first week of June, preferably on June 4. They like to do these in fire stations with a couple local speakers, such as the mayor, fire chief, and others. I will discuss further at the meeting on Tuesday. Attached is general information for your review.

Sidewalk Amenities Permits

Attached is an update memo from City Clerk Deb Koroch regarding the permits which have been issued to date. The merchant's response has been fantastic in working with us, though not everyone has been happy about the policy changes. There are those who haven't applied for a permit and starting next week, I will be putting them on notice to do so or to remove the items from the sidewalk.

Ballistic Vest Reimbursement-Department of Public Safety

The Department of Public Safety applied and received approval for a federal grant to pay 50% of the cost of new ballistic vests for the public safety officers through the Department of Justice Bullet Proof Vest Partnership Program. The vests were ordered, received and distributed to all the officers in late 2013. On Wednesday, May 21, 2014, the City received the awarded amount, \$7,138.50 to help pay for the vests.

April 30th Revenue and Expenditure Report

Attached is a financial report for the fiscal year as of April 30, 2014. I have not attached all of the spreadsheets so if you desire copies, please let me know. One note, when the report was written, there was concern regarding the available cash in the Capital Improvement Fund. We have since received the CDBG reimbursement checks, so the transfer of funds has been reversed.

Request for Proposals Updates

Bid documents are out for the (1) Demolition and Site Restoration Project (1302 Niles Ave.) with a submission date of June 11, (2) Botham Avenue Project for consultant design services with a submission date of June 20, and (3) Invasive Species Management & Control Project with a submission date of May 30.

Board Updates

Attached are agendas, minutes and reports for the Benton Harbor – St. Joseph Joint Wastewater Treatment Plant and the Twin Cities Area Transportation MPO meetings. As always, if you would like additional information, please let me know.

Closing Thought

Keep Reading. Those who read books benefit from what they learn and the entertainment they receive. But in addition, they get to exercise their brain, and when we do that, we feel satisfied that we are spending our time wisely.

Have a great and safe holiday weekend.



*PERSONAL
PROPERTY
TAX
BALLOT
PROPOSAL*

Talking Points

- **This proposal solves two problems at once without a tax increase on anybody.** It supports small business by reforming the uncompetitive personal property tax and stabilizes local communities by providing dedicated funding for 100 percent of local services like police, fire, schools, ambulances, jails, roads and libraries.
- **This proposal will create good Michigan jobs by modernizing our tax system.** According to the Anderson Economic Group, the proposal will create 15,000 Michigan jobs and increase business investment by \$450 million.
- **The proposal eliminates the personal property tax for small businesses.** This is a tax that all businesses must pay every year on every piece of equipment they own. The tax level on personal property is unique to Michigan and puts our state at an economic disadvantage in competing for new businesses and jobs.
- Not only do small businesses pay the six percent sales tax when they purchase equipment, they also pay the personal property tax each year just for owning equipment.
- Here's one small business' story: "For more than a century, Michigan businesses like mine have been paying personal property taxes on every piece of equipment every year they have owned it," said Robert Brammer, president of Stromberg Carlson Products in Traverse City. "In our case, some of that equipment dates back to when my grandfather ran this business! I could have instead invested that money where I really wanted to – in growing my business and creating new jobs right here in Traverse City."

- **This proposal protects local community services.** Many communities rely on the money raised by the personal property tax to help fund local services like education, police, fire, ambulances, jails, roads and libraries. This proposal guarantees that 100 percent of the money a community loses from the elimination of the personal property tax will be replaced using the more stable State Use Tax.
- **Heavy reliance on personal property tax revenue exposes communities to severe risk.** When Electrolux moved its Greenville, Michigan operations to Mexico, its personal property tax taxable value dropped from \$40M in 2006 to \$34M in 2007. Between 2012 and 2013, Greenville's personal property tax taxable value dropped by more than 50 percent when a major solar panel producer went bankrupt.
- **This proposal ensures local community services funding is not subject to the uncertainty and politics of annual state budget battles.**
- **The proposal is not a tax increase – for anybody.** It is paid for by eliminating special corporate tax breaks that the legislature has already voted to end, and by establishing a special statewide Essential Services Assessment paid only by manufacturers receiving a personal property tax reduction.
- **This proposal does not amend Michigan's constitution.** Michigan requires voters to approve certain changes in local taxes, which is why this is on the August primary ballot.



Frequently Asked Questions

What is this proposal?

This proposal – on the ballot August 5, 2014 – accomplishes two major goals for Michigan without raising taxes:

- It provides an immediate tax cut for small businesses by ending the unfair double tax (the personal property tax) on personal property that businesses in many other states do not have to pay.
- It creates a stable, reliable funding system for communities in Michigan to pay for police, fire, ambulances, jails, schools, libraries, roads and other community services.

Why do we need to support this proposal?

If this ballot proposal fails:

- Small businesses would immediately go back to paying the unfair double tax on equipment that businesses in many other states don't have to pay.
- Community funding for police, fire, ambulances, schools, jails, libraries, roads and other community services will continue to remain unstable, unpredictable and unreliable.

How many jobs would this proposal create?

Reforming the personal property tax would create up to 15,000 jobs and increase business investment by \$450 million, according to the Anderson Economic Group.

What is the personal property tax?

Currently in Michigan, all businesses must pay a personal property tax on every piece of equipment they own – every year. So not only do small businesses pay the six percent sales tax when they purchase equipment, they also pay a personal property tax for every year that they OWN the equipment. The tax level on business personal property is unique to Michigan and has put the state at an economic disadvantage when competing for new businesses and jobs. This proposal would immediately eliminate the personal property tax on small businesses, and phase it out over nine years for larger businesses.

Would this proposal raise taxes?

No. This referendum is not a tax increase.

How does this proposal protect local communities?

This proposal creates a stable funding stream for communities in Michigan to pay for police, fire, ambulances, jails, schools, roads, libraries and other community services. 100 percent of the funding for community services will be returned directly to Michigan communities for these community services. This dedicated funding for community services is no longer subject to the uncertainty and instability of annual legislative appropriations or political gamesmanship in Lansing.

Does this proposal amend the constitution?

No. This is not a constitutional amendment. The state constitution requires that this bold effort to reduce taxes by eliminating double taxation on Michigan businesses and stabilizing local funding be approved by a vote of the people – or else the tax cut will be repealed.

How will this proposal affect small businesses?

The proposal provides an immediate tax cut for small businesses. Small businesses stopped paying the double tax on personal property effective January 2014. If the proposal fails, small businesses would immediately go back to paying the unfair double tax on equipment that businesses in many other states don't have to pay.

How will this proposal affect manufacturing?

The proposal establishes a statewide Essential Services Assessment that is only paid for by manufacturers that receive a Personal Property Tax (PPT) reduction. Large and small manufacturing businesses will see the PPT phased out over time, beginning in 2016.

How is this funded?

It is paid for by eliminating special corporate tax breaks the Legislature has already voted to end, and by establishing a statewide Essential Services Assessment paid only by manufacturers receiving a personal property tax reduction. That will leave approximately \$126 million that will come from the general fund to reimburse communities that the state has available because Michigan's economy has improved and revenues have increased. *This proposal does not raise taxes for anybody.*

What happens if this proposal does not pass?

If this ballot proposal fails:

- Small businesses would immediately go back to paying the unfair double tax on equipment that businesses in many other states don't have to pay.
- Community funding for police, fire, ambulances, schools, jails, libraries, roads and other community services will continue to remain unstable, unpredictable and unreliable.

Do you have other questions about the proposal?

Our campaign team is happy to help. Please contact info@strongandsafecommunities.com and we'll respond right away.



Supporters

List current as of April 24, 2014

For an updated list, please visit StrongAndSafeCommunities.com/supporters

Associations

Associated Petroleum Industries of Michigan
Business Leaders for Michigan
Fraternal Order of Police
Michigan Association Chiefs of Police
Michigan Association of Counties
Michigan Association of Fire Chiefs
Michigan Association of REALTORS
Michigan Association of School Administrators
Michigan Association of School Boards
Michigan Business & Professional Association
Michigan Chamber of Commerce
Michigan Community College Association
Michigan Farm Bureau
Michigan Food & Beverage Association
Michigan Grocers Association
Michigan Library Association
Michigan Manufacturers Association
Michigan Municipal League
Michigan Professional Fire Fighters Union
Michigan Retailers Association
Michigan Sheriffs' Association
Michigan Soft Drink Association
Michigan Townships Association
National Federation of Independent Business – Michigan
Police Officers Association of Michigan
Small Business Association of Michigan

Local Chambers of Commerce/Business Organizations

Alpena Area Chamber of Commerce
Berrien County Manufacturers Council
Blue Water Area Chamber of Commerce
Detroit Regional Chamber
Grand Blanc Chamber of Commerce
Grand Rapids Area Chamber of Commerce
Grand Valley Metro Council
Hudsonville Area Chamber of Commerce
Jackson County Chamber of Commerce
Lansing Regional Chamber of Commerce
Michigan West Coast Chamber of Commerce
Saginaw County Chamber of Commerce
West Michigan Policy Forum

Businesses

Accelerated Tooling LLC
Acuren Inspection
Aircraft Precision Products, Inc.
Allegra Marketing, Print & Mail
Aluminum Blanking Co.
American Mitsuba Corp
Arch Global
Automatic Handling, Intl.
Bay Shore Steel Works
Boride Engineered Abrasives
Bosch
Brownwood Farms
Bulman Products
Chrysler LLC
Cignys
Clark Manufacturing
Clear Image Devices

StrongAndSafeCommunities.com

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Consumers Energy
 Contour Tool & Machine, Inc.
 Covenant Healthcare System
 CS Tool Engineering, Inc.
 Dapco Industries
 DCL, Inc.
 Delta Business Solutions
 Dow Chemical
 Dow Corning
 Duperon Corporation
 E&E Furniture
 Edwards Automotive Inc.
 EMP
 EMS Grand Rapids
 Endurance Carbide
 EPI Marketing
 Epic Machine Inc.
 Express Employment Professionals
 Falcon Lakeside Manufacturing
 Flex Fitness Center
 Ford Motor Company
 Franchino Mold & Engineering
 Fuller Supply Company
 Fullerton Tool Company
 Geislinger
 General Die & Engineering Inc.
 General Motors Corporation
 Grand Traverse Industries
 Great Lakes Trim, Inc.
 Hornet Manufacturing, Inc.
 Ideal Technology Corp
 Innovative Mold Inc.
 Jack Fick Excavating Inc.
 Ka-Wood Gear
 Kellogg Company
 Kennedy Excavating Inc.
 Lea and Jerry's Modular Components
 LS Mold Inc.
 Lunar Industries, Inc.
 Main & Company
 Marathon Petroleum Corporation
 Masco Corporation
 McNaughton and Gunn, Inc.
 Metal Finishing Technology

Mid Valley Insurance
 Motion Machine
 MP6
 Normic Industries Inc.
 Nu-Wool Co., Inc.
 Orbit Form
 Paul Chaffee LLC
 PCC Technology/Cartridge
 Pentar Stamping, Inc.
 Praet Tool & Engineering Inc.
 Praxair, Inc.
 Primera Plastics Inc.
 Printing Services Inc.
 ProSource Manufacturing
 PTD Technology
 Quality Assured Plastics, Inc.
 RDM Enterprises Co., Inc.
 Ronald J. Kaley, LLC
 Service Master of Kalamazoo
 Skilled Manufacturing Inc.
 SPI Pharma
 Steelcase Inc.
 Stromberg Carlson
 Superior Extrusion, Inc.
 TC Tax Law and CPA
 Team Financial Group
 The Bank of Holland
 The Holland Awning Group of
 Companies
 Thinking Real Estate
 Thomas W. Buschert, CPA, PLLC
 Three Rivers Corporation
 Tommy Brann's
 Tower International
 Trinity Holding Company
 Tri-Star Trust Bank
 United Precision Products Co., Inc.
 United States Steel Corporation
 Westshore Innovative Network – the
 WIN Companies
 Wolverine Coil Spring
 World Magnetics Company
 ZD Metal Products Inc.

PERSONAL PROPERTY TAX REVENUE AS A PROPORTION OF TOTAL REVENUE

Listed alphabetically by municipality (note: municipalities that cross counties have multiple listings)

County	Municipality	Type of Govt	2010 Total Property Tax Revenue	2010 Total Personal Property Tax Revenue	2010 Personal Property Tax as a % of Total Property Tax
BERRIEN	BERTRAND	TWP	\$ 115,780	\$ 10,770	9.30%
BERRIEN	BRIDGMAN	CITY	\$ 1,754,384	\$ 66,296	3.78%
BERRIEN	BUCHANAN	TWP	\$ 243,076	\$ 6,648	2.73%
BERRIEN	BUCHANAN	CITY	\$ 1,590,957	\$ 148,911	9.36%
BERRIEN	CHIKAMING	TWP	\$ 944,028	\$ 16,388	1.74%
BERRIEN	COLOMA	TWP	\$ 1,242,884	\$ 45,501	3.66%
BERRIEN	COLOMA	CITY	\$ 610,557	\$ 50,742	8.31%
BERRIEN	EAU CLAIRE	VLG	\$ 103,278	\$ 5,040	4.88%
BERRIEN	EAU CLAIRE	VLG	\$ 72,229	\$ 16,528	22.88%
BERRIEN	GALIEN	VLG	\$ 72,854	\$ 4,639	6.37%
BERRIEN	GALIEN	TWP	\$ 181,089	\$ 7,218	3.99%
BERRIEN	GRAND BEACH	VLG	\$ 676,141	\$ 3,975	0.59%
BERRIEN	HAGAR	TWP	\$ 367,272	\$ 16,834	4.58%
BERRIEN	LAKE	TWP	\$ 2,746,937	\$ 411,530	14.98%
BERRIEN	LINCOLN	TWP	\$ 3,031,002	\$ 182,982	6.04%
BERRIEN	MICHIANA	VLG	\$ 598,171	\$ 4,797	0.80%
BERRIEN	NEW BUFFALO	TWP	\$ 541,752	\$ 9,556	1.76%
BERRIEN	NEW BUFFALO	CITY	\$ 2,227,203	\$ 59,018	2.65%
BERRIEN	NILES	TWP	\$ 668,446	\$ 45,089	6.75%
BERRIEN	NILES	CITY	\$ 3,066,588	\$ 268,284	8.75%
BERRIEN	ORONOKO	TWP	\$ 1,134,648	\$ 51,215	4.51%
BERRIEN	PIPESTONE	TWP	\$ 59,491	\$ 2,487	4.18%
BERRIEN	ROYALTON	TWP	\$ 733,454	\$ 27,944	3.81%
BERRIEN	SHOREHAM	VLG	\$ 52,866	\$ 552	1.04%
BERRIEN	SODUS	TWP	\$ 263,953	\$ 27,634	10.47%
BERRIEN	ST JOSEPH	TWP	\$ 2,351,788	\$ 109,218	4.64%
BERRIEN	ST JOSEPH	CITY	\$ 7,085,582	\$ 464,661	6.56%
BERRIEN	STEVENSVILLE	VLG	\$ 331,837	\$ 20,539	6.19%
BERRIEN	THREE OAKS	TWP	\$ 230,956	\$ 13,500	5.85%
BERRIEN	THREE OAKS	VLG	\$ 501,744	\$ 23,060	4.60%
BERRIEN	WATERVLIET	TWP	\$ 1,076,234	\$ 54,557	5.07%
BERRIEN	WATERVLIET	CITY	\$ 733,541	\$ 58,647	8.00%
BERRIEN	WEESAW	TWP	\$ 188,245	\$ 21,053	11.18%
BRANCH	ALGANSEE	TWP	\$ 55,351	\$ 980	1.77%
BRANCH	BATAVIA	TWP	\$ 34,545	\$ 2,467	7.14%
BRANCH	BETHEL	TWP	\$ 29,611	\$ 1,298	4.38%
BRANCH	BRONSON	TWP	\$ 31,442	\$ 2,007	6.38%
BRANCH	BRONSON	CITY	\$ 714,339	\$ 202,873	28.40%
BRANCH	BUTLER	TWP	\$ 28,960	\$ 1,471	5.08%
BRANCH	CALIFORNIA	TWP	\$ 18,047	\$ 429	2.38%
BRANCH	COLDWATER	TWP	\$ 98,630	\$ 5,528	5.60%
BRANCH	COLDWATER	CITY	\$ 3,864,219	\$ 837,926	21.68%
BRANCH	GILEAD	TWP	\$ 17,449	\$ 404	2.31%
BRANCH	GIRARD	TWP	\$ 55,124	\$ 3,118	5.66%
BRANCH	KINDERHOOK	TWP	\$ 69,848	\$ 1,557	2.23%
BRANCH	MATTESON	TWP	\$ 32,336	\$ 937	2.90%
BRANCH	NOBLE	TWP	\$ 13,039	\$ 393	3.01%



Memorandum

TO: Richard I. Lewis, City Manager
FROM: Deborah Korocho, City Clerk
RE: Sidewalk Amenities Permits
DATE: May 20, 2014

Richard,

Attached you will find a current listing of merchants/business owners who have been issued a 2014 Sidewalk Amenities Permit, including the business address, name and quantity of permitted items and the permit number.

We have made every attempt to permit items within the policy limitations and to apply those limitations consistently throughout the downtown. Considerations in permitting public amenities included maintaining a five (5) foot straight accessible zone and maintaining a two (2) foot space between the curb and the amenity.

Several businesses requested an excessive number of tables and chairs which, after careful evaluation we found could not be managed within the policy. In those instances, the requested number of tables was typically allowed but the number of chairs was reduced; please note that the building code requires 15 square feet for each person per table. While we did not strictly conform to that code when issuing permits, we were mindful of the need to leave open space between tables and chairs to allow for baby strollers, dogs, packages, etc.

We are pleased to say that most business-owners are abiding by their permit limitations; both Port St. Joseph and the South Bend Chocolate Café have reduced the number of chairs to match their permits.

If you have any questions regarding the Sidewalk Amenities Permitting procedure, please let me know.

2014 SIDEWALK AMENITIES ISSUED PERMITS

5/20/2014 13:20

Address	Entity	Permitted Amenities	Permit #
415 STATE STREET	BARODA FOUNDERS WINE CELLAR	1 WINE BARREL PLANTER; 1 SANDWICH BOARD	140010
408 STATE STREET	CANDLESTICK MAKER	1 TABLE; 3 CHAIRS; 1 SANDWICH BOARD	140011
301 STATE STREET	CHAN'S GARDEN	PICNIC TABLE	140040
505 PLEASANT STREET	CZARS	2 TABLES; 4 CHAIRS	140029
215 STATE STREET	DAYS OF YORE	1 SANDWICH BOARD	140016
213 STATE STREET	DK BOUTIQUE	1 SANDWICH BOARD	140017
303 STATE STREET	EDGEWATER GIFTS	4 CHAIRS; 1 SANDWICH BOARD	140007
318 STATE STREET	EVE	2 PLANTERS	140041
611 BROAD STREET	GALLERY ON THE ALLEY	1 TABLE & UMBRELLA; 2 CHAIRS, 1 BENCH; 1 PLANTER	140035
201 STATE STREET	GOLDEN BROWN BAKERY	3 TABLES; 6 CHAIRS; 1 SANDWICH BOARD	140024
218 STATE STREET	GRINS OF ST JOSEPH	3 CHAIRS; 1 SANDWICH BOARD	140006
613 BROAD STREET	HARBORTOWN INTERIORS	1 TABLE & UMBRELLA; 2 CHAIRS; 3 FLOWER POTS	140009
217 STATE STREET	KILWIN'S	2 TABLES; 4 CHAIRS; 1 SANDWICH BOARD; 4 ADIRONDACK CHAIRS OR 2 BENCHES	140023
400 STATE STREET	LANA'S BOUTIQUE	1 SANDWICH BOARD	140018
516 BROAD STREET	LAZY DAISY	2 CHAIRS; 1 SANDWICH BOARD	140019
606 SHIP STREET STE 1	ON STAFF USA INC	1 SANDWICH BOARD	140036
221 MAIN STREET	PLAYERS BAR & GRILLE	3 TABLES; 6 CHAIRS; 1 SANDWICH BOARD; 2 CIGARETTE URNS; 2 PLANTERS	140034
315 STATE STREET	PORT ST JOSEPH	3 TABLES; 6 CHAIRS; 1 SANDWICH BOARD	140025
406 STATE STREET	PURELY MICHIGAN	1 SANDWICH BOARD; 1 BENCH	140021
501 PLEASANT STREET	SCHU'S	2 TABLES; 4 CHAIRS	140028
515 PLEASANT STREET	SCULPTURES	2 TABLES; 4 CHAIRS	140030
300 STATE STREET	SOUTH BEND CHOCOLATE CO	9 TABLES; 18 CHAIRS; 1 SANDWICH BOARD; 2 WOODEN CHAIRS; 2 BENCHES	140020
417 STATE STREET	STATE STREET ANTIQUES	1 METAL CHAIR; 1 SANDWICH BOARD	140013
314 STATE STREET	STATE STREET STUFF	1 TABLE; 2 CHAIRS; 1 SANDWICH BOARD	140038
513 SHIP STREET	SW MICHIGAN SYMPHONY	1 SANDWICH BOARD	140012
412 STATE STREET	THE BUCK	1 PICNIC TABLE; 2 BENCHES; 1 SANDWICH BOARD	140032
613 PLEASANT STREET	THORNTON'S HOMETOWN CAFÉ	1 BENCH; 1 SANDWICH BOARD	140037
212 STATE STREET	THIRD COAST SURF SHOP	1 SANDWICH BOARD	140033
511 PLEASANT STREET	TIMS TOO	2 TABLES; 4 CHAIRS	140031
208 STATE STREET	TOY COMPANY	1 BENCH; 2 PLANTERS	140027
606 SHIP STREET	WATERFRONT FRAMING	1 FLOWER POT; 1 SANDWICH BOARD	140014

2014 SIDEWALK AMENITIES ISSUED PERMITS

5/20/2014 13:20

Address	Entity	Permitted Amenities	Permit #
317 STATE STREET	WHITE PINES WINERY	1 BENCH; 1 SANDWICH BOARD	140015
605 PLEASANT STREET	WILLOW TREE	1 TABLE; 2 CHAIRS; 1 CHAIR AS SIGN - CORNER OF PLEASANT AND STATE	140026
319 STATE STREET	YO BUBBS	4 TABLES; 8 CHAIRS	140039

404 STATE STREET BAND FOR FREEDOM APPLICATION NO INSURANCE



Memorandum

To: Richard I. Lewis, City Manager

From: Deb Koroch, Finance Director

Re: April 30, 2014 Revenue and Expenditure Reports

Date: May 13, 2014

Attached are the April 30, 2014 Financial Reports. These statements are complete, with the exception of quarter ending journal entries for pension and workers compensation contributions and motor pool rent, which were posted the first week of April for the just completed quarter.

Year to Date Revenues by Class - General Fund

Comparison of General Fund revenues-to-budget by budgetary center with comparative prior year percentages are as follows:

Revenues Class	2013-2014 Amended Budget	2013-2014 YTD Actual	2013-2014 Actual Revenues as a % of Budget	2012-2013 Actual Revenues as a % of Budget
City Operating Taxes	\$5,198,600	\$5,001,432	96.21%	96.29%
Licenses & Permits	4,800	15,322	319.21%	83.02%
State Revenues	835,000	703,510	84.25%	67.75%
Statutory Fees	146,000	93,,751	64.21%	67.79%
Administration Fees	1,047,300	609,787	58.22%	61.21%
Charges for Services	182,000	132,791	72.96%	69.88%
Fines & Forfeits	85,000	65,466	77.02%	77.59%
Interest Earned	10,000	10,779	107.79%	37.48%
Contributions	2,000	2,000	122.90%	38.40%
Other Revenue	30,600	37,607	100.00%	91.95%
Total Revenue	\$7,541,300	\$6,672,443	88.48%	86.67%

- Overall, revenue in the General Fund was budgeted to be \$222,500 (about 3%) more for this fiscal year as compared to last year.
- Total General Fund revenues collected represent 88.48% of the budget amount, which is slightly higher than the percent of budget collected during the same period last year.
- Property tax revenue was just over 96% of the budgeted amount; the current year budgeted amount is just \$14,000 more than the prior year.

- Licenses and permit revenue is higher than anticipated; primarily as a result of payments for two multi-year license; \$3,000 from Schu's Grille and Bar as payment for a three (3) vending license and \$7,500 from Horizon Bank as payment for a ten (10) year right-of-way license to encroach.
- As in prior years, the majority of administrative fees were allocated in December; the remaining water and sewer fees will be allocated in May.
- Charges for services, including parking fees, are slightly higher this year as compared to last year, with total daily receipts at the parks increasing by \$10,200 over the same period last year. In addition, revenue from summer recreation registration is twice the amount as collected last April.
- Revenue from fines and forfeits continues to decline. While fines from downtown parking have increased 56% during this period; fines from other infractions are down 25% for the same timeframe.
- Interest income has shown minimal increase over the same period last year.

Year to Date Expenditures by Function - General Fund

Comparisons of General Fund expenditures-to-budget by department with prior year actual percentages are as follows:

Function	2013-2014 Amended Budget	2013-2014 YTD Actual	2013-2014 Actual Revenues as a % of Budget	2012-2013 Actual Revenues as a % of Budget
Legislative	\$32,100	\$25,104	78.21%	78.71%
General Government	1,067,100	806,702	75.60%	82.40%
Public Safety	3,444,700	2,746,009	79.72%	77.70%
Public Works	1,021,900	775,942	75.93%	73.02%
Health & Welfare	50,000	40,083	80.17%	82.43%
Community Development	386,700	295,698	76.47%	80.91%
Recreation & Culture	716,800	551,402	76.93%	81.63%
Other Functions	230,900	207,945	87.04%	80.77%
Debt Service	128,600	128,048	99.57%	99.88%
Transfers Out *	759,600	619,371	81.54%	94.64%
Total Expenditures	\$7,846,400	\$6,196,304	78.97%	80.90%

**Includes transfer out of 2012-2013 surplus to Capital Improvement Fund*

- Overall, the General Fund budgeted expenditures are up 3.6% over the prior year.
- Expenditures-to-date total 78.97% of the budgeted amount, which is slightly less than the 80.90% for the same period last year.
- Three of the ten cost centers continue to track below last year's actual expenditures.

Capital Improvement Fund

Of the \$1,233,300 budgeted for Capital Projects this year, \$648,000 has been expended, including:

- Lions Beach Restrooms - \$118,448
- Boat Launch Improvements - \$189,696
- Property Purchase - \$23,512
- MTT Appeals - \$23,500
- Fire Station Improvements - \$39,820
- Public Safety Equipment - \$44,467
- Public Art - \$82,900

The City received \$233,800 in grant funds for Lions Beach and \$133,300 for the fish cleaning station and restrooms at the boat launch.

The current cash balance in the Capital Improvement Fund is \$227,907, including escrow funds of \$506,196 for the Harbor Village Inn. The City has expended \$2,313,345 for the Harbor Village Project and has received \$977,582 in CDBG reimbursements through April 30, 2014. I have transferred \$250,000 from the General Fund to the Capital Improvement Fund to cover the remaining project costs while we wait for grant reimbursement.

Year-to-Date Revenues and Expenditures – Other Funds

Year-to-date revenues in all Special Revenue, Debt Service and Enterprise funds are within anticipated levels when compared to their budget and historical levels.

Year-to-date expenditures in all Special Revenue, Debt Service and Enterprise funds at April 30, 2014, are mostly within anticipated budget levels when debt service requirements and capital outlay requirements are considered and compared to historical levels. As we get closer to the end of the year, we will be watching for any funds that look like they may exceed their budgeted allowances. It is already apparent that additional budget amendments will be required for the Motor Pool and the Law Enforcement Training Funds. The Motor Pool Fund has currently expended over 94% of their budget. Unbudgeted expenditures for the replacement zero radius mower (\$12,500), repairs to the vactor truck (\$18,300) and the four wheel loader (\$14,300) and rental of a sidewalk plow (\$8,700) have put the Repair and Maintenance line item 79% over budget. The Law Enforcement Training Fund, which accounts for grant training dollars, has expended \$600 more than originally planned.

If you have any questions or concerns about these reports, please do not hesitate to contact me.

Attachment

*Rec
1631,820
from state
5/15*

Benton Harbor - St. Joseph
Joint Wastewater Treatment Plant

Producing clean water for the environment

**OPERATING , MAINTENANCE AND
CAPITAL IMPROVEMENT BUDGET**

Fiscal Year 2014-15

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SUPPLEMENTAL INFORMATION

CAPITAL IMPROVEMENT SCHEDULE -----	10
ORGANIZATIONAL STRUCTURE -----	11-12
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A regular meeting of the Joint Board of Commissioners of the Benton Harbor - St. Joseph Joint Wastewater Treatment Plant was held at the plant on April 17, 2014.

A record of attendance follows:

Name	Position	Community	Present	Absent
Ray Mak	Chairman	LMSW&STA	x	
Tim Zebell	Vice-Chairman	St. Joseph	x	
Steve Archibald	Secretary	Benton Harbor	x	
Tom Baldwin	Treasurer	Benton Township	x	
Darwin Watson	Member	Benton Harbor	x	
Lorraine Thomas	Member	St. Joseph	x	
Richard Lewis	Member	St. Joseph	x	

Also in attendance: Randy Hyrns, Board Attorney and Timothy Lynch, Plant Manager.

- 1. Call to Order & Pledge of Allegiance:** Mr. Mak called the meeting to order at 11:03 a.m. The Pledge of Allegiance was recited. Mr. Mak asked for additions and/or corrections to the minutes of the February 20, 2014 regular meeting. There being none, the minutes were approved as mailed. Due to lack of a quorum, a meeting was not held in March.

11:05 a.m., Mr. Lewis entered the meeting.

- 2. Approval of Agenda:** On a motion by Zebell, seconded by Baldwin and unanimously carried; the Board approved the meeting agenda.

11:09 a.m., Mr. Watson entered the meeting.

- 3. Approval of Vouchers:** The following vouchers were presented for approval:

February 19, 2014	ACH Payment – Synagro	\$ 21,368.29
February 25, 2014	Vouchers # 32815-32832	64,617.14
March 10, 2014	Vouchers # 32833-32852	68,930.95
March 25, 2014	Vouchers # 32854-32882	95,621.26
April 7, 2014	Vouchers # 32883-32911	23,715.42
	Void Check - # 32853	

Moved by Watson, seconded by Baldwin to approve the vouchers as presented. The motion carried unanimously.

- 4. Third Quarter Financial Reports:** Mr. Lynch reviewed the financial reports for the nine months ending March 31, 2014. Operating revenues through the third quarter of the fiscal year totaled \$2,990,295, up \$23,360 from the previous year. Operating expenses through the third quarter were \$1,929,161, down \$72,832 from last year. Expenditures for capital equipment items and major improvements totaled \$505,059 through March 31, 2014. Interest income for the period was \$34,622. The plant's investment portfolio was reviewed. Governmental flow records through March were also reviewed.
- 5. Correspondence:** A letter indicating that renewal information was required relating to the Joint Plant's property and liability insurance was reviewed along with a favorable inspection report associated with the Joint Plant's septage receiving operations. Mr. Lynch shared a communication received from the local Herald Palladium reporter indicating positive comments about the plant's operations.
- 6. MDEQ Compliance Evaluation Inspection:** Mr. Lynch reviewed a report from MDEQ relating to a March 27, 2014 Compliance Evaluation Inspection. It was a favorable inspection that revealed no deficiencies.
- 7. Electric Blower #4 Update:** Mr. Lynch provided an update on progress made with the insurance claim and replacement of Blower #4 that experienced a catastrophic failure in August 2013. Hartford Steam Boiler is in the process of determining eligible costs for recovery and will follow up with a determination in the near future. Mr. Lewis asked when the replacement blower would be installed. Mr. Lynch reported that he anticipates June 2015 considering the replacement system will be of newer technology with electrical needs yet to be determined.

8. **Material & Services Bids:** Mr. Lynch reviewed bids on laboratory supplies. On a motion by Zebell, seconded by Archibald and unanimously carried; the board authorized the purchase of laboratory supplies from VWR International, the low bidder. The bid results are as follows:

<u>Bidder</u>	<u>Bid Price</u>
VWR International	\$ 3,410.82
Thomas Scientific	4,529.35
Fisher Scientific	4,575.88

9. **Monthly Operation Reports:** The monthly operating reports were reviewed. The plant met all NPDES permit requirements for the month of March 2014.

10. **Manager's Report:**

- a) **2014-15 budget:** Mr. Lynch plans to present the 2014-15 proposed budget at the May meeting. He indicated he is determining staffing needs and will be including major capital improvements relating to the Headworks Improvement Project and replacement of Electric Blower #4. He also reported an update to the plant's strategic capital plan will be included in the FY 2014-15 proposed budget. He indicated that he would like some direction in budgeting for the manager's salary. By board consensus, the committee of Mr. Mak, Mr. Watson and Mr. Zebell was assigned to work on that matter.

11. **Old Business:** None

12. **New Business:** A discussion ensued on the makeup of the Joint Board and the fact that currently, there are only seven (7) members seated of the eight (8) member board with one appointee still necessary from the City of Benton Harbor. An alternate for Benton Township needs to be appointed as well. It has been determined and was decided that five (5) members present are necessary for a quorum, regardless of the number of members seated and appointed. (i.e. 7 or 8 members, or any number less than 8).

13. **Commissioners' Comments:** Mr. Zebell provided information relating to the installation of the new water lines to Marina Island from the City of St. Joseph.

14. **Public Comments:** None

The meeting was adjourned.

Steve Archibald, Secretary

Date: _____

BENTON HARBOR – ST. JOSEPH JOINT WASTEWATER TREATMENT PLANT

MONTHLY OPERATIONAL REPORT

APRIL 2014

SAFETY MEETING / ACTIVITIES:

SAFE LIFTING PRACTICES AND TECHNIQUES WERE REVIEWED. INFORMATION WAS PRESENTED RELATING TO PROPER MATERIAL HANDLING TECHNIQUES AND THE PREVENTION OF BACK STRAINS ON AND OFF THE JOB. A WRITTEN COMPREHENSION TEST WAS ADMINISTERED TO ALL EMPLOYEES IN ATTENDANCE.

A SCHEDULED FACILITY SAFETY INSPECTION WAS PERFORMED BY ONE OF THE PLANT OPERATORS AND THE MAINTENANCE SUPERVISOR. NO SIGNIFICANT ISSUES WERE NOTED.

PRIMARY MAINTENANCE:

A SCHEDULED OIL AND FILTER CHANGE WAS COMPLETED ON RAW WASTEWATER PUMP GAS ENGINES #1 AND #2. BOTH ENGINES WERE RETURNED TO SERVICE.

A SCHEDULED INSPECTION OF THE GRIT SCREW CONVEYOR WAS PERFORMED. THE SCREW IS SHOWING SIGNS OF NORMAL WEAR AND THE TROUGH WAS FOUND IN SERVICEABLE CONDITION. ALL BEARINGS WERE GREASED AND THE UNIT WAS RETURNED TO SERVICE.

RAW SLUDGE PUMPS #1 AND #2 WERE REMOVED FROM SERVICE TO CHECK FOR OBSTRUCTIONS IN THE VOLUTES. THE PUMPS WERE ISOLATED AND FLUSHED WITH WATER. UPON INSPECTION, IT WAS DISCOVERED THAT BOTH PUMPS HAD RAGS LODGED IN THE VOLUTES. THE OBSTRUCTIONS WERE REMOVED AND THE PUMPS WERE RETURNED TO SERVICE.

CATIONIC POLYMER FEEDER #1 TO THE DISSOLVED AIR FLOTATION THICKENER WAS FOUND LEAKING AROUND THE UPPER SHAFT SEAL. THE FEEDER WAS REMOVED FROM SERVICE. UPON INSPECTION, IT WAS DETERMINED THAT THE UPPER SHAFT SEAL WAS IN NEED OF REPLACEMENT. A NEW SEAL WAS PURCHASED FROM RIVERSIDE ELECTRIC AND INSTALLED. THE POLYMER FEEDER WAS RETURNED TO SERVICE.

A SCHEDULED OIL CHANGE AND LUBE WAS PERFORMED ON THE DODGE CARAVAN AT BROOKFIELD CHRYSLER-DODGE-JEEP OF BENTON HARBOR.

THE FOLLOWING SUMP PUMPS WERE REMOVED FROM SERVICE FOR SCHEDULED INSPECTIONS AND SUMP PIT CLEANING: SUMP PUMPS #7, #8, #9, #10, # 11, #12, #13 AND #14. ALL PUMPS WERE FOUND TO BE IN SERVICEABLE CONDITION WITH THE EXCEPTION OF #13 WHICH DID NOT APPEAR TO OPERATE PROPERLY. THIS PUMP IS LOCATED IN THE BASEMENT OF THE SOLIDS HANDLING BUILDING. THE PUMP WILL BE SCHEDULED TO BE PULLED TO DETERMINE THE CAUSE.

A SCHEDULED EXERCISING OF THE CITY WATER VALVE LOCATED IN THE DIGESTER BASEMENT WAS PERFORMED. THE VALVE WAS CLOSED AND OPENED AND FOUND TO BE OPERATING PROPERLY.

A SCHEDULED INSPECTION OF THE GAS RECIRCULATING ROTARY VALVE FOR DIGESTER #1 WAS COMPLETED. THE ROTARY GAS MIXING VALVE WAS FOUND TO BE OPERATING PROPERLY.

A SCHEDULED CLEANING, LUBRICATION AND EXERCISING OF THE BENTON HARBOR, SAINT JOSEPH AND LAKESHORE AUTHORITY RIVER CROSSING VALVES AND BYPASS VALVES WAS PERFORMED.

A SCHEDULED EXERCISING OF THE AUTOMATIC OVERFLOW GATE LOCATED AT THE EFFLUENT END OF THE PRIMARY SETTLING TANKS WAS PERFORMED.

LEAKS WERE DISCOVERED IN A TWO-INCH PROTECTED WATER LINE IN THE BASEMENT OF THE MAIN EQUIPMENT BUILDING. IT WAS DETERMINED THAT A SECTION OF PIPE HAD TO BE REPLACED. CITY PLUMBING WAS RETAINED TO REPLACE APPROXIMATELY 20 FEET OF GALVANIZED PIPE AND ONE GATE VALVE WITH A NEW BALL VALVE. UPON COMPLETION OF THE WORK THE SYSTEM WAS RETURNED TO SERVICE.

A WATER LEAK WAS DISCOVERED IN THE UTILITY CLOSET IN THE LOCKER ROOM IN THE MAIN EQUIPMENT BUILDING. UPON INSPECTION, IT WAS FOUND THAT A DIELECTRIC COUPLING AT THE WATER HEATER WAS THE SOURCE OF THE LEAK. CITY PLUMBING REPLACED THE COUPLING WITH A NEW ONE. THE HEATER WAS THEN RETURNED TO SERVICE.

IT WAS DETERMINED THAT BOTH ONE INCH FITTINGS ON THE MAKEUP WATER SERVING THE BRYAN BOILER #1 IN THE DIGESTER CONTROL BUILDING NEEDED TO BE REPLACED DUE TO CORROSION. CITY PLUMBING REPLACED THE FITTINGS WITH NEW ONES. THE BOILER WAS RETURNED TO SERVICE.

TEN YARDS OF HARDWOOD MULCH WAS RECEIVED FROM CULBY'S L.L.C. AND SPREAD AROUND PLANTINGS IN FRONT OF THE ADMINISTRATION BUILDING.

SECONDARY MAINTENANCE:

THE SCUM EJECTOR SERVING FINAL SETTLING TANKS #4 AND #5 WAS REMOVED FROM SERVICE FOR A SCHEDULED INSPECTION. THE FLOAT CHAMBER WAS WASHED OUT AND VISUALLY INSPECTED. THE CHECK VALVES WERE REMOVED AND INSPECTED. THE AIR CONTROL VALVES WERE CLEANED AND INSPECTED. ALL COMPONENTS WERE FOUND IN SERVICEABLE CONDITION. THE SCUM EJECTOR WAS RETURNED TO SERVICE.

THE SHAFT FOR THICKENER EFFLUENT RECIRCULATION PUMP #2 WAS REPAIRED AND RETURNED BY HARRIS TOOLING. A NEW SLEEVE FROM SPARE INVENTORY WAS INSTALLED ON THE SHAFT WITH NEW BEARINGS FROM APPLIED INDUSTRIAL TECHNOLOGIES. THE PUMP WAS ASSEMBLED AND ALL NEW PACKING WAS INSTALLED, THE PUMP WAS TEST RUN AND RETURNED TO SERVICE.

THICKENER EFFLUENT RECIRCULATION PUMP #1 WAS REMOVED FROM SERVICE AND DISASSEMBLED FOR INSPECTION. THE PUMP SHAFT WAS DETERMINED TO BE IN SERVICEABLE CONDITION. THE SHAFT SLEEVE AND BEARINGS WERE FOUND TO BE WORN. A NEW SLEEVE FROM SPARE INVENTORY WAS INSTALLED WITH NEW BEARINGS FROM APPLIED INDUSTRIAL TECHNOLOGIES. ALL NEW PACKING WAS INSTALLED, THE PUMP WAS TEST RUN AND IS READY FOR SERVICE AS NEEDED.

THE EAST FEED OF THE SODIUM BISULFITE SYSTEM WAS FOUND PLUGGED. WITHROW EXCAVATING AND CONSTRUCTION EXPOSED THE UNDERGROUND PORTION OF THE FEED LINE AT THE CONTACT TANK OUTFALL TO LOCATE THE OBSTRUCTION. THE OBSTRUCTION WAS FOUND AND CLEARED BY D.A. DODD, WHO THEN REPAIRED THE LINE. THE FEED LINE WAS RETURNED SERVICE.

THE FINAL EFFLUENT YARD HYDRANT SYSTEM LOCATED AT THE SOUTH END OF THE FINAL SETTLING TANKS AND THE AERATION TANKS WAS FOUND WITH A BROKEN SUPPLY LINE. WITHROW EXCAVATING EXPOSED THE LINE AND D.A. DODD REPAIRED THE LINE BY INSTALLING A SADDLE CLAMP REPAIR KIT. THE HYDRANT SYSTEM WAS RETURNED TO SERVICE.

ELECTRICAL MAINTENANCE:

FIVE NEW BALLASTS WERE PURCHASED FROM KENDALL ELECTRIC AND INSTALLED IN CEILING LIGHTING FIXTURES LOCATED IN THE DISSOLVED AIR FLOTATION THICKENER TANK ROOM.

Benton Harbor - St. Joseph Joint Wastewater Treatment Plant

Producing clean water for the environment

OPERATING AND MAINTENANCE BUDGET SUMMARY Fiscal Year 2014-15

	2012-13	Fiscal Year 2013-14		Fiscal Year 2014-15		
	Actual	Budget	Actual as of 03/31/14	Projected as of 06/30/14	Proposed	Adopted
REVENUES						
City of Benton Harbor	\$1,919,518	\$1,821,800	\$1,377,741	\$1,855,500	\$1,829,900	
City of St. Joseph	1,971,596	1,978,500	1,433,690	1,897,900	1,916,800	
Industrial Surcharges	49,406	30,000	37,038	44,500	30,000	
Laboratory Fees	15,060	13,000	11,160	14,500	14,000	
Miscellaneous Fees	187,374	142,200	130,667	172,600	148,400	
TOTAL REVENUE	\$4,142,954	\$3,985,500	\$2,990,296	\$3,985,000	\$3,939,100	
OPERATING & MTCE. EXPENSES						
Wages & Salaries	\$1,421,036	\$1,473,700	\$1,049,437	\$1,371,866	\$1,491,200	
Office Supplies	4,527	6,000	3,272	5,000	6,000	
Operating Supplies	90,218	123,400	66,085	107,100	123,400	
Repair & Maintenance Supplies	23,407	28,500	24,988	31,000	32,500	
Professional Services	23,523	42,500	27,175	30,555	44,500	
Sludge Handling	221,862	283,000	114,727	238,000	285,000	
Transportation	8,917	14,300	7,484	11,800	14,800	
Printing	64	1,000	616	700	1,000	
Insurance & Bonds	34,281	37,500	24,823	35,100	42,250	
Public Utilities	559,894	613,500	404,624	557,000	604,500	
Repair & Maintenance Contracts	45,181	69,000	30,716	49,700	71,000	
Miscellaneous	34,893	46,700	34,645	39,100	47,700	
Billing Charges	194,531	190,015	140,572	187,700	187,400	
TOTAL OPERATING & MTCE. EXPENSES	\$2,662,333	\$2,929,115	\$1,929,163	\$2,664,621	\$2,951,250	



SOUTHWEST MICHIGAN PLANNING COMMISSION

376 W Main Street, Suite 130, Benton Harbor, MI 49022-3651

Phone: 269-925-1137 • Website: www.swmpc.org

Twin Cities Area Transportation Study Policy Committee Meeting

10:30 A.M.

Monday, May 19, 2014

Southwest Michigan Regional Airport, Terminal

Web Access: Login=DLink Media

Password=Skyway1961

- 1. **Call to Order and Introductions**
- 2. **Minutes of the March 17, 2014 Policy Committee Meeting and April 30 Joint MPO Meeting**
- 3. **Public Comment** *CONNEX → TOURISM IMPACT*
- 4. **Staff Report**
 - MTPA Follow Up
 - Status of New Planner Hire - *IN PROCESS*
 - PASER Ratings and Traffic Counts
- 5. **Committee Reports**
 - Walk and Roll - *NONE*
 - Regional Inclusive Community Coalition (RICC)
 - Mobility Management/Coordinated County Transportation Update
 - Twin Cities Area Transit Authority Operations Update - *GRANTS APPLIED FOR*
- 6. **Community Land Use and Zoning Updates**
- 7. **Project Updates**
- 8. **Old Business**
- 9. **New Business**
 - TIP Amendments *OKAY*
 - Unified Planning Work Program (UWP) *OKAY*
 - Economic Development Presentation by Ryan Soucy, SWMPC Planner
 - Legislative Updates
 - Federal
 - Transportation Bill Update *MAP21 MOST LIKELY TO BE EXTENDED*
 - State
 - ↳ *Placemaking*
- 10. **Privilege of the Floor**
- 11. **Adjournment**
 - Next meeting is June 16, 2014 at 10:30 AM.

Action Item
Action Item

Mass Transit Consolidation Study ?

TWIN CITIES AREA TRANSPORTATION STUDY

Policy Committee

Minutes

May 19, 2014

10:30 A.M.

Southwest Michigan Regional Airport

<p>POLICY MEMBERS PRESENT:</p>	<p>Mickey Bennett, Sodus Township Andrea Dewey, Federal Highway Administration (ex officio) Tim Fenderbosch, St. Joseph Charter Township Carolyn Fowler, Benton Charter Township William Hodge, Berrien County Planning Commission Erin Jolivette, MDOT Coloma TSC Joanne Johnson, Disability Network Southwest Michigan Richard Lewis, City of St. Joseph Paul Lott, MDOT Statewide Planning Tim Lynch, Berrien County Road Commission Debra Panozzo, Berrien County Board of Commissioners Bill Purvis, TCATA Lee Scherwitz, SW Michigan Regional Airport Dick Stauffer, Lincoln Charter Township Kris Welch, MDOT-Statewide Planning</p>
<p>POLICY MEMBERS ABSENT:</p>	<p>Aaron Anthony, City of Bridgman Bill Brown, Northwest Indiana Regional Planning Commission (ex officio) John Egelhaaf, SWMPC John Gast, Lake Charter Township Ron Griffin, St. Joseph Charter Township John Gruchot/Catherine Montoya, Berrien County Planning Department Jae Guetschow, Village of Stevensville Darrell Harden, MDOT Southwest Region Nora Jefferson, Benton Charter Township John Lanum, MDOT Statewide Planning Jason Latham, MDOT Regional Planning Stewart McKenzie, Federal Transit Administration (ex officio) John Olson, Village of Shoreham Roger Seely, St. Joseph Charter Township Brad Sharlow, MDOT (ex officio) Terrie Smith, Lincoln Charter Township Jim Soteriou, Royalton Township Darwin Watson, City of Benton Harbor Sarah Woolcock, MDOT Coloma TSC Representative, Cornerstone Alliance</p>
<p>SWMPC STAFF PRESENT:</p>	<p>Gautam Mani Ryan Soucy</p>
<p>OTHERS PRESENT:</p>	<p>Matt Kodis, Kinexus</p>

1. CALL TO ORDER:

Scherwitz called the meeting to order at 10:31 a.m. and led the group in introductions.

2. MINUTES:

- A motion was made by Fenderbosch with support by Purvis to approve the minutes of the March 17 Policy Committee meeting and April 30 Joint MPO meeting. **Motion passed.**

3. PUBLIC COMMENT:

Kodis said that Kinexus had released a new report highlighting the impacts of tourism on Berrien, Cass, and Van Buren Counties. The report can be found at kinexus.org. Kodis also said to expect a new cost of living index once media coverage was available following the Senior PGA championship.

4. STAFF REPORT

▪ **Asset Management Conference**

Mani said that he had attended the statewide asset management conference last week. The conference highlighted some of the emerging methodologies of asset management, and key sessions from the conference included:

- A presentation on a pilot project undertaken by MDOT and Michigan Tech on the use of unmanned aerial vehicles (“drones”) in creating an inventory of the location and condition of unpaved roads in the state. The drones take high-resolution images of roadways from 500 feet in the air that can be used for modeling.
- A presentation on the use of smartphone applications to rate the roughness of the roads, and a comparison of these ratings to those conducted by traditional rating methods.
- A presentation on “green, sustainable streets,” which emphasized the need to coordinate road treatments with sewer and water infrastructure.

▪ **Status of New Planner Hire**

Mani said that Suzann Flowers’ position had been posted, and that resumes were starting to trickle in. Mani said it would likely be the July TwinCATS meeting when committee members would meet a new planner.

▪ **PASER Ratings and Traffic Counts**

Scherwitz said that he had received his PASER ratings on his airport surfaces. Mani said that SWMPC staff would out rating federal-aid and local roads beginning in June, and that it was never too early to get traffic count requests in at <http://www.swmpc.org/trafficcountform.asp>.

5. COMMITTEE REPORTS

▪ **Walk and Roll**

Mani reminded committee members to pick up a handout regarding Complete Streets and to keep the two-pager in their binders. Mani said that the two-pager attempts to answer anticipated questions from private citizens and local boards on the benefits of complete streets and why TwinCATS is concerned with them at all.

▪ **Regional Inclusive Community Coalition (RICC)**

None.

- **Mobility Management/Transit Consolidation Update**

Panozzo said that she had attended the senior mobility expo last week in Detroit, and had learned about several transportation innovations designed to improve mobility and access for the “baby boomer” generation that is about to retire in the next few years. Panozzo noted that she had seen cars with redesigned dashboards to aid individuals who had deteriorating peripheral vision, and also heard about a mentoring program for older adults enacted by the Rapid in Grand Rapids.

- **Twin Cities Area Transportation Authority (TCATA) Operations Update**

Purvis said that he had received his state grant for 2015, and that propane buses were on the way. In addition, he plans to retrofit six buses to run on propane. Purvis also noted that he had completed his triennial review.

6. LAND USE AND ZONING UPDATES

City of St. Joseph- Beginning revisions on master plan.

Lincoln Township- Master plan revised in 2013 with extensive public input.

St. Joseph Township- The township has been working on its master plan and has held public input meetings.

Countywide- Berrien County master plan revised with a key focus on the transit consolidation study.

7. PROJECT UPDATES

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Cost Changes	Projected Letting and obligation date
2012							
	113585	MDOT	I-94 Red Arrow Highway to Livingston Rd	2016 construction; value engineering meetings held	May 2014		
	103293	MDOT	I-94 at Nickerson Ave in Benton Township (roadside facility)	Scheduled for October letting; returned to region for funding to move forward; no change; March 2013 Moving Forward for January 2013 letting July 2013: On hold	July 2013		
		Twin Cities Area Transportation Authority	New expanded hours	July 2012: Continued through 2013 (2014 funding seems less	November 2013		

				certain); September 2012: Continued Service; 11/2012 after 2013 the state will match buses but nothing else; December 2012- already been awarded; November 2013: not funded			
		Twin Cities Area Transportation Authority	New line haul route	July 2012: Continued through 2013 (2014 funding seems less certain); ; 11/2012 after 2013 the state will match buses but nothing else July 2013: JARC funding cut in half, project will proceed.	July 2013		
		Twin Cities Area Transportation Authority	Transit vehicle replacement (3 total)	May 2014: Buses on the way, with propane conversions	May 2014		
2013	89085	Benton Harbor	Klock Rd (from North Shore to Paw Paw)-	August 2013- lawsuit ongoing- probably means that project will not go through. November 2013- no change	November 2013		
	112091	Berrien County	Hollywood Road	May 2014: June 10 Construction, August 29 completion	March 2014		
	115751	MDOT	I-94 WB (from I-196 for 0.4 miles to start of 2008 concrete pavement)	2 course HMA over scratch course on existing concrete-PE phase, no change	December 2012		
	113585	MDOT	I-94 WB (On I- 94 from Red Arrow Highway for 3.0 miles to Livingston Road)	Mill existing and place 2 HMA overlay-ROW phase; no change	December 2012		
	110779	MDOT	I-94 EW and WB over Hickory Creek	January 2014: Construction in July 2014.	January 2014		
	119786	MDOT	M-63over St. Joseph River in St. Joseph	Completed.	March 2014		
		Berrien County	Napier and Union	Completed.	May 2014		

		TCATA	Replacement 3 buses CMAQ project	2013 applications are due to the state in December; July 2013 : Waiting for contract approval	July 2013		
		TCATA	Expanded hours-JARC grant				
		TCATA	Mobility manager grant	11/2012 Purvis stated that this will be available for 2013 but not sure if funding will be there for 2012; SWMPC handling this	December 2012		
		TCATA	New line haul to Stevensville	Project is continuing; hoping to get state funds in 2014	January 2013		
		TCATA	Bus operations	Not submit yet			
	116924	SWMPC	Berrien County-Rideshare	In progress			
2014	112087	Benton Harbor	Broadway Avenue/Colfax Avenue Resurfacing	May 2014 : Letting delayed until July due to City having to shuffle funds to make up for local match	May 2014		
	121011	Benton Harbor	Pipestone at Empire Traffic Signal Upgrade	May 2014 : June letting	May 2014		
		Berrien County	Date Road Bridge Replacement	May 2014 : Pre construction meetings have taken place	May 2014		
	121002	Berrien County	Roosevelt Road Non-Motorized Extension	May 2014 : June letting	May 2014		
		Berrien County	Brown School Road Resurfacing	May 2014 : July Construction	May 2014		
		Village of Shoreham	Brown School Road Resurfacing	GI Package under review	February 2014		

Other Updates

JN 112969- The Roads Risk and Reserve Fund project--M-63 bridge over Hickory Creek will go for a July letting. Construction will be from July 21 to August 29.

Longitudinal joint repairs from the state line to I-196 on I-94 are currently unfunded---going into statewide request for funding from Coloma TSC.

Freeway signing and median cable barrier on I-94 from the state line to Van Buren County will be ongoing until October.

The I-94 railing replacement between exits 27 and 28 (JN 118685) will have an August letting, with part of the construction happening this fall and another portion in the Spring.

Scherwitz pointed out that truck weight limits in Michigan were higher than any neighboring states, and that this might be contributing to road degradation.

7. OLD BUSINESS:

None.

8. NEW BUSINESS

▪ **TIP Amendments**

Mani said there were two TIP amendments this month, both for MDOT JN 113585, the I-94 westbound resurfacing. There was a minor change in limits and a minor change in total project cost.

A motion by Fenderbosch with support by Hodge to approve the May 2014 TIP Amendments.
Motion passed.

▪ **Unified Planning Work Program (UWP)**

Mani said that the FY 2015 UWP followed a similar format to the FY 2014 UWP, continuing many of the same initiatives. The UWP is an annual document detailing all of the activities that the MPO will undertake in a given fiscal year. Mani said that among the key items that the MPO will address that are different from previous years are:

- Roadway National Functional Class (NFC) Review
- Gathering of land use data for scenario planning
- Gathering freight data from existing sources
- Full integration of the transportation plan with the Comprehensive Economic Development Strategy
- Public Outreach for the Transit Consolidation Plan in Berrien County

A motion by Purvis with support by Stauffer to approve the FY 2015 UWP.

▪ **Economic Development Presentation by Ryan Soucy**

Mani introduced Ryan Soucy, Economic Development Planner at SWMPC. Mani said that this was a good opportunity to follow up from the joint MPO meeting in April, after hearing presentations on placemaking and some of the excellent initiatives taking place in Indiana. Soucy introduced himself and discussed the topics of placemaking and the 2013 Comprehensive Economic Development Strategy (CEDS that he developed through an extensive stakeholder participation process. The CEDS outlines key data and goals of economic development stakeholders throughout the Southwest Michigan region. Soucy said that the creation and preservation of vibrant places was a key piece of the CEDS, and that SWMPC had assisted by facilitating placemaking trainings and doing mapping activities. Ryan showed a video that illustrated the need to distinguish vibrant streets from highly functional roads---both are needed in the landscape.

Soucy's full presentation can be found at http://www.swmpc.org/downloads/swmpcs_economic_development_and_community_placemaking_functions.pdf

Scherwitz reiterated the need for sound access management practices and cooperation amongst landowners to ensure a more pedestrian and bicycle friendly environment. Lewis said that in planning for major events, it is important to interconnect parking lots to allow for good traffic management. Panozzo said that a new transit shuttle service in Paw Paw was having issues at Meijer and Wal-Mart where buses were having to take inefficient routes to move people among the various shopping destinations. Fowler said that the Home Depot private drive being closed was a serious issue. Scherwitz said that this was a prime example of poor coordination among landowners, and revenues that were below expected levels.

▪ **Legislative Updates-Federal and State**

○ **Federal –**

Dewey said that there were no updates to the GROW AMERICA Act since the April joint MPO meeting. The bill would provide \$199.2 Billion over 4 years, including grant programs for high performing MPOs. Dewey added that revenue would be raised by ending tax breaks for businesses. Alternate proposals are under consideration in the US House and Senate, and it is not clear which bill will be passed. It remains a possibility that we will have a continuing resolution on MAP-21.

○ **State –**

Lott said that there had been no movement on Speaker Bolger's proposal to fund roads using a 6% wholesale tax. More recent transportation proposals were related to transportation project warranties and weight limits.

Scherwitz encouraged committee members to call State Sen. John Proos and request that the current aviation funding bill be tied to the roads funding bill. The aviation fuel tax has been at three cents per gallon since 1928, and that it was well past time for an increase that would allow small airports to increase their revenue.

9. PRIVILEGE OF THE FLOOR:

None.

10. ADJOURNMENT at 11:35 a.m.

- Next meeting is **June 16, 2014, 10:30 AM**

Compiled by: Gautam Mani, Transportation Planner, 2014