



## *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 printed name of the City Manager.

DATE: September 19, 2014

Happy Friday and I hope everyone has a busy weekend planned. Sunday afternoon the Susan B. Komen "Walk for Pink" event will take place below the Bluff. If you are starting to think ahead to next weekend, Saturday the Wine Festival and Public Art Auction is taking place in Centennial Park.

A few items to bring everyone up to date on.

### **June 30, 2014 Continuing Disclosure Filing**

Attached is a copy of the June 30, 2014 Continuing Disclosure Filing which is required by the Securities Exchange Commission as a condition of our bond issue. The report tracks the City's taxable value, state equalized value, tax rates, tax collections and debt over the past five years. Highlights include:

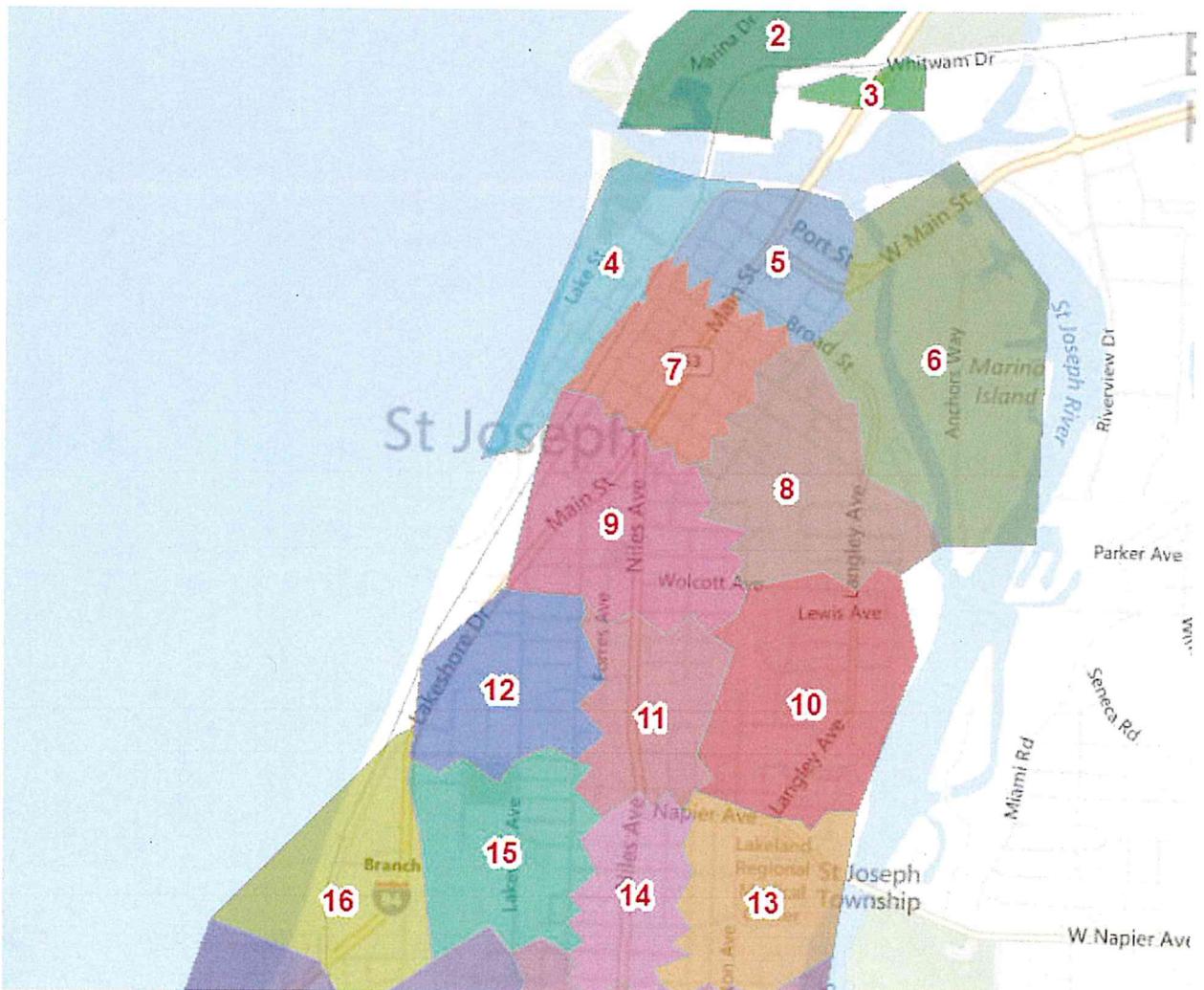
- Over the past five years the city's taxable value has been mostly flat; the 2013 taxable value was less than 1% greater than the 2009 taxable value.
- The percent of property taxes collected by March 1 of each year is fairly stable at 96%.
- Whirlpool continues to be our largest taxpayer, representing 3.21% of the total taxable value.
- State Revenue Sharing declined slightly in 2014; the city received \$815,706 including \$221,700 through the EVIP program.
- Outstanding debt including General Obligation and Revenue Bonds totals \$17,377,064 or \$543 per capita.

If you have any questions regarding this filing, please let us know.

### **Project Updates**

**2014 Minor Street Improvements Project.** B&Z Company may start work on the Whitwam Drive Bump-Out Removal and Wolcott drainage repairs next week. The schedule is highly dependent upon the availability of Remington Concrete, B&Z Company's concrete subcontractor so they have been reluctant to fully commit to an exact start date.

**Unidirectional Flushing (UDF) Program.** The UDF program is scheduled to begin the week of September 29<sup>th</sup>. WachsWater intends to start flushing just east of the Water Treatment Plant and work their way out into the City's water distribution system. At the present, the crew plans to start in Zone 12, move to Zone 11 and then on to Zone 9 (see the figure below). A second crew may be mobilized in one to two weeks based on initial progress. The zone map has been posted to the City website and the flushing schedule will be updated as needed to keep our water service customers informed.



**Botham Avenue Reconstruction Project.** The MDOT Program Application and Project Plans were submitted on September 19<sup>th</sup> in order to schedule a Grade Inspection in October. The

goal is to make a February 2015 MDOT bid letting. Abonmarche Consultants and the City Engineering Department are recommending concrete pavement for this section of City street which we will briefly cover at the Study Session on the 29<sup>th</sup>. Staff is currently reviewing the construction schedule and start date, we anticipate the work will commence sometime between May and July 2015.

Park Street Bridge Project. Plans are being finalized for the Park Street Bridge Project while we wait for the CSX Agreement to be executed. Once the agreement is executed, the MDOT bid letting date can be determined, our goal is to make the December 2014 or January 2015 letting. Integrity Structural Engineering designed the project and Abonmarche Consultants has been hired to perform the construction administration and inspection. Construction is expected to be in the fall of 2015, commencing immediately after Labor Day.

SAW Grant Application Approval. The City received official confirmation of approval of our SAW Grant Application. You likely recall that SAW stands for Stormwater, Asset Management and Wastewater and the City's grant application focused on Asset Management work for all City infrastructure located within the Right-of-Way (water and street related work is not grant eligible). The total project cost is estimated at approximately \$1.2 million dollars with \$999,747 covered by the grant. The Notice of Grant Application Approval is attached.

#### **FEMA Flood Maps**

You will recall that at the time of the 2012 coastal study we knew FEMA was beginning the process of studying how to address problems with the current flood maps, especially that Lake Michigan flood maps do not account for certain coastal conditions—such as waves. We have received draft maps and information and if adopted they would have a major impact on many properties near the lake, as the proposed maps call for an increased flood level on the order of twenty to thirty feet (not a typo) of elevation to reflect wave action as well as other changes. FEMA will be in town next week to meet with municipalities to discuss the draft and the methodology and we will be there to learn what we can about the process and how we can review and comment upon the work before it is adopted.

#### **Former Lighthouse Keeper's Dwelling**

For many years the US Coast Guard station has used for housing a duplex on North Pier Street, which was originally built to house the lighthouse keeper and assistant keeper. We have learned the USCG plans to dispose of the duplex. We understand that unlike the lighthouse disposal, where local municipalities were offered the opportunity to acquire the property for public uses, typically this property would simply be sold at auction. We understand the property likely will not go up for sale until 2015 as environmental and historical reviews must be completed. We do not know more at this time but will be looking into this. More to follow.

#### **Master Plan CAT Team Meeting**

Please remember the second CAT Team Meeting as part of the master plan process is next Wednesday, September 24, from 6-7:30 p.m., at the St. Joseph High School student center. (Park in the lot by the football stadium and enter through the main entrance at the

circle drive.) Please come and provide your input as we think about the future of our community!

### **Study Session**

The topics for discussion at our September 29<sup>th</sup> Study Session are as follows:

- Downtown Wayfinding Project Update
- Busking in downtown
- Broadside Mooring @ Arboretum Project
- Downtown Parking – Seasonal Follow-up
- Botham Ave Project – Discussion of concrete vs blacktop
- 2015 Public Art
- Lions Park Drive Parking – a) 2<sup>nd</sup> Street parking & b) Park parking
- Downtown Signs and Awnings Policy
- Ordinance amendment to classify Estate Sales separate from Rummage Sales
- Master Plan Update
- M-63 City Welcome Sign

This should be a very productive study session. I have already tentatively scheduled the next Study Session for Monday, November 17.

### **Boards and Commissions**

Attached are agendas, minutes and/or reports for the St. Joseph Housing Commission, St. Joseph Water Services Joint Operating Board, Maud Preston Palenske Memorial Library Board of Trustees and Benton Harbor – St. Joseph Joint Wastewater Treatment Plant Board. Copies of the complete packets are available.

### **Closing Thought**

Busy is better than bored. Find something to do, because the feeling that we have too much to do is much more pleasing than the feeling that we have nothing to do.

Have a great weekend.

Continuing Disclosure Filing

**City of St. Joseph**  
County of Berrien  
State of Michigan

Fiscal Year Ended  
June 30, 2014

LIST OF CURRENT  
NATIONALLY RECOGNIZED MUNICIPAL SECURITIES  
INFORMATION REPOSITORIES (NRMSIRs)

**NRMSIR**

Municipal Securities Rule Making Board (MSRB) for posting on the Electronic Municipal Market Access (EMMA) website. [www.emma.msrb.org](http://www.emma.msrb.org)

**STATE INFORMATION REPOSITORY**

Municipal Advisory Council of Michigan  
1445 First National Building  
Detroit, Michigan 48226-3517  
Phone: 313-963-0420  
Fax: 313-963-0943  
E-mail: [Jackie@macmi.com](mailto:Jackie@macmi.com)

MUNICIPAL SECONDARY MARKET DISCLOSURE  
INFORMATION COVER SHEET

This cover sheet should be sent with all submissions made to the Municipal Securities Rulemaking Board, Nationally Recognized Municipal Securities Information Repositories, and any applicable State Information Depository pursuant to Securities and Exchange Commission Rule 15c2-12.

Issuer's and/or Other Obligated Person's Name: City of St. Joseph City, Michigan

CUSIP Numbers (attach additional sheet if necessary):

- Nine-digit number(s) to which the information relates:
- Information relates to **all securities** issued by the issuer having the following six-digit number(s): 790671

\*\*\*

Number of pages of attached information:

Description of Material Event Notice / Financial Information (Check One):

- 1.  Principal and interest payment delinquencies
- 2.  Non-Payment related defaults
- 3.  Unscheduled draws on debt service reserves reflecting financial difficulties
- 4.  Unscheduled draws on credit enhancements reflecting financial difficulties
- 5.  Substitution of credit or liquidity providers, or their failure to perform
- 6.  Adverse tax opinions or events affecting the tax-exempt status of the security
- 7.  Modifications to rights of securities holders
- 8.  Bond calls
- 9.  Defeasances
- 10.  Release, substitution, or sale of property securing repayment of the securities
- 11.  Rating changes
- 12.  Failure to provide annual financial information as required
- 13.  Other material event notice (specify)
- 14.  Financial information\*: Please check all appropriate boxes:

CAFR: (a)  includes  does not include Annual Financial Information

(b) Audited? Yes  No

Annual Financial Information: Audited? Yes  No

Operating Data

Fiscal Period Covered: Fiscal Year Ended June 30, 2014

\*Financial information **should not** be filed with the MSRB

\*\*\*

I hereby represent that I am authorized by the issuer or its agent to distribute this information publicly:

Signature: \_\_\_\_\_

Name: Deborah S. Koroch Title: Finance Director

Employer: City of St. Joseph

Address: 700 Broad Street

City, State, Zip Code: Saint Joseph, Michigan 49085-1206

Voice Telephone Number: (616) 983-4731

**CITY OF ST. JOSEPH**

**Population**

The City's 1960, 1970, 1980, 1990, 2000 and 2010 census figures are as follows:

<u>Year of Census</u>	<u>Population</u>
1960	11,755
1970	11,042
1980	9,622
1990	9,214
2000	8,789
2010	8,365

Source: U.S. Department of Commerce-Bureau of Census

**City of St. Joseph  
Total Taxable Value  
Fiscal Years Ended or Ending June 30, 2010 through 2014**

<u>Assessed Value as of December 31</u>	<u>Year of State Equalization and Tax Levy</u>	<u>City's Fiscal Years Ended or Ending June 30</u>	<u>Ad Valorem Taxable Value</u>	<u>Equivalent Taxable Value of Property Granted Tax Abatement Under Act 198 (1)</u>	<u>Total Taxable Value</u>	<u>Percent Change Over Prior Year</u>
2008	2009	2010	427,027,441	5,008,094	432,035,535	4.42
2009	2010	2011	422,152,829	3,286,918	425,439,747	(1.53)
2010	2011	2012	418,145,910	4,533,615	422,679,525	2.25
2011	2012	2013	429,345,540	5,950,401	435,295,941	2.98
2012	2013	2014	429,637,076	5,342,233	434,979,309	(0.07)

Per Capita Total Taxable Value for the Fiscal Year Ending June 30, 2014 (2)..... \$52,000

(1) At the full tax rate. See "CITY TAXATION AND LIMITATIONS – Tax Abatement" herein.

(2) Based on the City's 2010 Census of 8,365.

Source: City of St. Joseph

**City of St. Joseph  
Total Taxable Value by Use and Class  
Fiscal Years Ended or Ending June 30, 2010 through 2014**

<u>Use</u>	<u>Fiscal Years Ended or Ending June 30</u>				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Commercial.....	\$ 86,009,361	\$ 84,754,444	\$ 85,431,424	\$ 84,723,884	\$ 82,326,925
Industrial.....	34,227,647	31,086,530	32,329,452	34,505,737	34,691,701
Residential.....	307,039,884	304,731,062	312,167,673	321,347,885	323,585,716
Utility.....	4,758,643	4,867,711	5,076,559	5,290,720	5,407,624
	<u>\$432,035,535</u>	<u>\$425,439,747</u>	<u>\$435,005,108</u>	<u>\$445,868,226</u>	<u>\$446,011,966</u>
<u>Class</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Real Property.....	\$402,209,068	\$396,244,595	\$ 405,376,957	\$ 414,818,709	\$ 414,128,774
Personal Property.....	29,826,467	29,195,152	29,628,151	31,049,517	31,883,192
	<u>\$432,035,535</u>	<u>\$425,439,747</u>	<u>\$ 435,005,108</u>	<u>\$ 445,868,226</u>	<u>\$ 446,011,966</u>

Source: City of St. Joseph

**City of St. Joseph**  
**State Equalized Valuation**  
**Fiscal Years Ended or Ending June 30, 2010 through 2014**

Assessed Value as of <u>December 31</u>	Year of State Equalization and Tax Levy	City's Fiscal Years Ended or Ending <u>June 30</u>	Ad Valorem <u>SEV</u>	SEV of Property Granted Tax Abatement <u>Under Acts 198 (1)</u>	Total <u>SEV</u>	Percent Change Over <u>Prior Year</u>
2008	2009	2010	544,687,673	5,008,094	549,695,767	0.64
2009	2010	2011	515,148,489	3,298,263	518,446,752	(5.68)
2010	2011	2012	515,233,379	4,538,772	519,772,151	0.26
2011	2012	2013	525,864,202	5,532,915	531,397,117	2.24
2012	2013	2014	504,260,359	5,342,233	509,602,592	(4.10)

Per Capita Total SEV for the Fiscal Year Ending June 30, 2014 (2)..... \$60,921

(1) See "CITY TAXATION AND LIMITATIONS – Tax Abatement" herein.

(2) Based on the City's 2010 census of 8,365.

Source: City of St. Joseph

**City of St. Joseph**  
**Total SEV by Use and Class**  
**Fiscal Years Ended or Ending June 30, 2010 through 2014**

Use	Fiscal Years Ended or Ending June 30				
	2010	2011	2012	2013	2014
Commercial .....	\$ 127,024,653	\$ 114,392,786	\$ 105,170,5736	\$ 96,314,180	\$ 89,874,218
Industrial .....	34,392,171	31,260,355	32,549,619	34,755,517	34,848,650
Residential.....	383,520,300	367,925,900	376,975,400	395,036,700	379,472,100
Utility .....	4,758,643	4,867,711	5,076,559	5,290,720	5,407,624
	<u>\$ 549,695,767</u>	<u>\$ 518,446,752</u>	<u>\$ 519,772,151</u>	<u>\$ 531,397,117</u>	<u>\$ 509,602,592</u>
Class	2010	2011	2012	2013	2014
Real Property.....	\$ 519,869,300	\$ 489,251,600	\$ 490,144,000	\$ 500,347,600	\$ 477,719,400
Personal Property .....	29,826,467	29,195,152	29,628,151	31,049,517	31,883,192
	<u>\$ 549,695,767</u>	<u>\$ 518,446,752</u>	<u>\$ 519,772,151</u>	<u>\$ 531,397,117</u>	<u>\$ 509,602,592</u>

Source: City of St. Joseph

**City of St. Joseph  
Maximum Property Tax Rates  
Fiscal Year Ending June 30, 2014**

<u>Millage Classification</u>	<u>Millage Authorized</u>	<u>Millage Reduction Fraction (1)</u>	<u>Maximum Allowable Millage</u>
Operating .....	20.0000	1.0000	15.6181
Library .....	1.000	1.0000	0.7833
Band .....	2.000	1.0000	1.5669
Rubbish .....	3.000	1.0000	2.3786
Airport (2).....	0.246	1.0000	0.2444
Sewer Overflow (3) .....	0.980	n/a	n/a
Sewer Overflow Debt Service (4) ....	0.480	n/a	n/a

- (1) Cumulative.  
(2) Voted. Expires in 2017.  
(3) Voted. Expires in 2019; voter approval to levy amount necessary for annual debt service  
(4) Voted. Expires in 2027; voter approval to levy amount necessary for annual debt service  
Source: City of St. Joseph

**City of St. Joseph  
Property Tax Rates (1)  
Fiscal Years Ended or Ending June 30, 2010 through 2014**

<u>Levy July 1</u>	<u>Fiscal Year Ended or Ending June 30</u>	<u>General</u>	<u>Streets</u>	<u>Airport (2)</u>	<u>Rubbish</u>	<u>Municipal Band</u>	<u>Library</u>	<u>Combined Sewer Overflow and Debt Service (3)</u>	<u>Total</u>
2009	2010	11.5000	1.0000	0.2444	1.7500	0.2500	0.6800	1.3600	16.7844
2010	2011	11.5000	1.0000	0.2444	1.7500	0.2500	0.6800	1.3600	16.7844
2011	2012	11.5000	1.0000	0.2444	1.7500	0.2500	0.6800	1.3600	16.7844
2012	2013	11.5000	1.0000	0.2444	1.7500	0.2500	0.6800	1.3600	16.7844
2013	2014	11.5000	1.0000	0.2444	1.7800	0.2500	0.6800	1.4300	16.8844

- (1) See "Property Taxes" and "State Limitations on Property Taxes", herein.  
(2) Voted. Expires in 2017.  
(3) Voted. The combined sewer overflow millage of 0.48 expires in 2019 and the combined sewer overflow debt service millage of 0.98 expires in 2026.  
Source: City of St. Joseph

**City of St. Joseph**  
**Homestead (1) Property Tax Rates by Governmental Unit**  
**Fiscal Years Ended or Ending June 30, 2010 through 2014**

<u>Governmental Unit</u>	<u>Fiscal Years Ended or Ending June 30</u>				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
City of St. Joseph .....	\$16.7844	\$16.7844	\$16.7844	\$16.7844	\$16.8844
County of Berrien.....	5.6723	5.6723	5.6723	5.7723	5.9723
State of Michigan (2) .....	6.0000	6.0000	6.0000	6.0000	6.0000
St. Joseph Public Schools.....	2.5446	4.5446	4.5446	4.5446	4.5446
Berrien County Intermediate School District .....	2.3699	2.3699	2.3699	2.3699	2.3699
Lake Michigan Community College .....	<u>1.7854</u>	<u>1.7854</u>	<u>1.7854</u>	<u>1.7854</u>	<u>1.7854</u>
Total .....	<u>\$35.1566</u>	<u>\$37.1566</u>	<u>\$37.1566</u>	<u>\$37.2566</u>	<u>\$37.5566</u>

**City of St. Joseph**  
**Non-Homestead (1) Property Tax Rates by Governmental Unit**  
**Fiscal Years Ended or Ending June 30, 2010 through 2014**

<u>Governmental Unit</u>	<u>Fiscal Years Ended or Ending June 30</u>				
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
City of St. Joseph .....	\$16.7844	\$16.7844	\$16.7844	\$16.7844	\$16.8844
County of Berrien.....	5.6723	5.6723	5.6723	5.7723	5.9723
State of Michigan (2) .....	6.0000	6.0000	6.0000	6.0000	6.0000
St. Joseph Public Schools.....	22.5446	22.5446	22.5446	22.5446	22.5446
Berrien County Intermediate School District .....	2.3699	2.3699	2.3699	2.3699	2.3699
Lake Michigan Community College .....	<u>1.7854</u>	<u>1.7854</u>	<u>1.7854</u>	<u>1.7854</u>	<u>1.7854</u>
Total .....	<u>\$53.1566</u>	<u>\$55.1566</u>	<u>\$55.1566</u>	<u>\$55.2566</u>	<u>\$55.5566</u>

- (1) *Principal Residence* means a dwelling or unit in a multiple-unit dwelling subject to ad valorem property taxes that is owned and occupied as a principal residence by the owner of the dwelling or unit. Principal residence includes all unoccupied property classified as agricultural adjacent and contiguous to the home of the owner that is not leased or rented by the owner to another person if the gross receipts of the agricultural or horticultural operations, if any, exceed the household income of the owner. If the gross receipts of the agricultural or horticultural operations do not exceed the household income of the owner, the principal residence includes only 5 acres adjacent and contiguous to the home of the owner. Principal Residence includes a life care facility registered under the living care disclosure act, Act No. 440 of the Public Acts of 1976, being sections 554.801 to 554.844 of the Michigan Compiled Laws. Principal residence also includes property owned by a cooperative housing corporation and occupied as a principal residence by tenant stockholders. *Non-principal residence* is property not included in the above definition.
- (2) Industrial personal property is exempt from the State Education Tax and up to 18 mills of the school operating millage. Commercial personal property is exempt from 12 of the 18 mills of school operating millage.

Source: City of St. Joseph

## Property Tax Collections

The following table reflects the actual property tax collections for the City's fiscal years ended or ending June 30, 2010 through 2014.

City of St. Joseph  
Property Tax Collections  
**Fiscal Years Ended or Ending June 30, 2010 through 2014**

<u>July 1</u>	Levy	Fiscal Year Ended <u>June 30</u>	Tax <u>Levy (1)</u>	Collections to March 1 <u>Following Levy</u>	Percent <u>Collected</u>
	2009	2010	6,774,523	6,535,648	96.47
	2010	2011	7,117,013	6,851,947	96.28
	2011	2012	7,174,462	6,882,789	95.93
	2012	2013	7,488,482	7,229,169	96.54
	2013	2014	7,495,391	7,232,858	96.50

(1) Includes certain taxes on properties granted tax abatement under Act 198. See "Tax Abatement" herein.  
Source: City of St. Joseph

## Profile of the Ten Largest Taxpayers

Reflected below are the City's ten largest property taxpayers, their principal product or service and respective Taxable Value for the fiscal year ending June 30, 2014.

**City of St. Joseph**  
**Ten Largest Taxpayers**  
**Fiscal Year Ending June 30, 2014**

<u>Taxpayer</u>	Principal Product <u>or Service</u>	Total <u>Taxable Value (1)</u>	Percent of <u>Total (2)</u>
Whirlpool Corporation	Appliance Manufacturing	\$13,973,768	3.21%
Leco Corporation	Laboratory Equipment	12,106,583	2.78
New Michigan Ltd Partnership	Apartments	4,311,456	0.99
American Electric Power	Utility	4,344,390	1.00
Halikias Family Trust	Real Estate Development	3,583,664	0.82
Fiskars	Construction/Real Estate	3,282,957	0.75
Fifth Third Bank	Financial/Banking	2,951,123	0.68
Hilltop Road, LLC	Office Complex	2,,639,477	0.61
United Federal Credit Union	Financial/ Banking	2,,627,045	0.60
Lake Boulevard Company LLC.	Hotel	<u>2,,231,703</u>	<u>0.51</u>
		<u>\$52,052,166</u>	<u>11.96%</u>

(1) Includes the Taxable Value of property granted tax abatement under Act 198. See "CITY TAXATION AND LIMITATIONS – Tax Abatement" herein.

(2) Based on \$434,979,309 which is the City's Total Taxable Value for the fiscal year ending June 30, 2014. Includes the Taxable Value of property granted tax abatement under Act 198. See "CITY TAXATION AND LIMITATIONS – Property Valuations" and "CITY TAXATION AND LIMITATIONS – Tax Abatement" herein.

Source: City of St. Joseph

**City of St. Joseph**  
**Revenues from the State of Michigan**  
**Fiscal Years Ended or Ending June 30, 2010 through 2014**

	Fiscal Years Ended or Ending June 30				
	2010	2011	2012	2013	2014
State Revenue Sharing .....	\$ 832,596	\$ 821,170	\$ 763,795	\$ 819,282	\$ 815,706
Total Revenues from The State of Michigan.....	\$ 832,596	\$ 821,170	\$ 763,795	\$ 819,282	\$ 815,706

*(1) As budgeted.*

Source: City of St. Joseph

**CITY DEBT**

**Statutory and Constitutional Debt Provisions**

Section 21 of Article VII of the Michigan Constitution establishes the authority, subject to statutory and constitutional limitations, for municipalities to incur debt for public purposes:

"The legislature shall provide by general laws for the incorporation of cities and villages. Such laws shall limit their rate of ad valorem property taxation for municipal purposes, and restrict the powers of cities and villages to borrow money and contract debts. Each city and village is granted power to levy other taxes for public purposes, subject to limitations and prohibitions provided by this constitution or by law."

In accordance with the foregoing authority granted to the State Legislature, the Home Rule Cities Act limits the amount of debt a city may have outstanding at any time. Section 4(a) of this Act provides:

"... the net indebtedness incurred for all public purpose may be as much as but shall not exceed the greater of the following:

- (a) Ten percent of the assessed value of all real and personal property in the city.
- (b) Fifteen percent of the assessed value of all the real and personal property in the city if that portion of the total amount of indebtedness incurred which exceeds 10% is or has been used solely for the construction or renovation of hospital facilities."

Significant exceptions to the debt limitation have been permitted by the Home Rule Cities Act for certain types of indebtedness which include: special assessment bonds and Michigan transportation fund bonds (formerly, motor vehicle highway fund bonds), even though they are a general obligation of the City; revenue bonds payable from revenues only, whether secured by a mortgage or not; bonds issued or contract obligations assessments incurred to comply with an order of the Water Resources Commission of the State of Michigan or a court of competent jurisdiction, and obligations incurred for water supply, sewage, drainage or refuse disposal or resource recovery projects necessary to protect the public health by abating pollution.

**Legal Debt Margin**

Pursuant to the statutory and constitutional debt provisions set forth herein, the following table reflects the amount of additional debt the City may legally incur as of June 30, 2014.

Debt Limit (1).....		\$ 50,960,259
Debt Outstanding.....	\$17,377,064	
Less: Exempt Debt (2).....	<u>12,838,970</u>	<u>4,538,094</u>
Legal Debt Margin.....		<u>\$ 46,422,165</u>

(1) 10% of \$509,602,592 which is the City's Total SEV for the fiscal year ending June 30, 2014. See "Property Valuations" and "Tax Abatement" herein.

(2) See "Statutory and Constitutional Debt Provisions" herein.

Source: Municipal Advisory Council of Michigan and the City of St. Joseph

**Debt Statement**

The following table reflects a breakdown of the City's direct and overlapping debt as of June 30, 2014, including the Bonds described herein. Direct debt that is shown as self-supporting is paid from sources other than the City's General Fund.

To the extent necessary, the City may levy taxes on all taxable property within its boundaries without limitation as to rate or amount to pay the principal of and interest due on the bonds that are designated as Unlimited Tax ("UT"). However, the City's ability to levy tax to pay the debt service on the bonds which are designated as Limited Tax ("LT"), is subject to applicable charter, statutory and constitutional limitations. See "CITY TAXATION AND LIMITATIONS" herein.

<u>City Direct Debt</u>	<u>Gross</u>	<u>Self-Supporting</u>	<u>Net</u>
<b>General Obligation Bonds:</b>			
Dated November 1, 2011 (UT).....	\$ 3,270,000	\$ -0-	\$ 3,270,000
Subtotal .....	<u>\$ 3,270,000</u>	<u>\$ -0-</u>	<u>\$ 3,270,000</u>
<b>Water Revenue Bonds:</b>			
Dated January 22, 2010 (Jr. Lien) .....	\$ 1,195,000	\$ 1,195,000	\$ -0-
Dated September 21, 2009 (Jr. Lien) .....	5,494,460	5,494,460	-0-
Dated September 28, 2008 (Jr. Lien) .....	2,620,496	2,620,496	-0-
Dated August 28, 2012 .....	<u>665,000</u>	<u>665,000</u>	<u>-0-</u>
Subtotal .....	<u>\$ 9,974,956</u>	<u>\$ 9,974,956</u>	<u>\$ -0-</u>
<b>Sewer Revenue Bonds:</b>			
Dated September 21, 2009 (Junior Lien) .....	\$ 191,000	\$ 191,000	\$ -0-
Dated March 25, 2004 (LT) .....	1,301,902	1,301,902	-0-
Dated September 26, 2002 (LT) .....	942,410	942,410	-0-
Dated April 10, 2012 .....	190,000	190,000	-0-
Dated June 25, 2013 .....	<u>238,702</u>	<u>238,702</u>	<u>-0-</u>
Subtotal .....	<u>\$ 2,864,014</u>	<u>\$ 2,864,014</u>	<u>\$ -0-</u>
<b>Installment Purchase Obligations:</b>			
Loan from Berrien County.....	\$ 150,000	\$ -0-	\$ 150,000
Silver Beach Center.....	988,560	-0-	988,560
West Basin Marina .....	<u>129,534</u>	<u>-0-</u>	<u>129,534</u>
Subtotal .....	<u>\$ 1,268,094</u>	<u>\$ -0-</u>	<u>\$ 1,268,094</u>
<b>Total Direct Debt.....</b>	<b><u>\$ 17,377,064</u></b>	<b><u>\$ 12,838,970</u></b>	<b><u>\$ 4,538,094</u></b>

Per Capita Net Direct Debt (1).....	\$543.00
Percent of Net Direct Debt to Total SEV (2) .....	1.01%

<u>Overlapping Debt (3)</u>	<u>Gross</u>	<u>City Share as a Percent of Gross</u>	<u>Net</u>
St. Joseph Public Schools.....	\$ 51,250,000	44.92%	\$ 23,021,500
Berrien County .....	3,495,161	6.18	216,001
Benton Harbor School District.....	4,255,000	0.25	10,638
Lake Michigan Community College.....	<u>19,720,000</u>	5.61	<u>1,106,292</u>
Total Overlapping Debt.....	<u>\$ 78,720,161</u>		<u>\$ 24,354,430</u>
 Total Direct and Overlapping Debt .....	 <u>\$ 96,097,225</u>		 <u>\$ 28,892,524</u>
 Per Capita Net Overlapping Debt (1) .....			 \$2,911
Percent of Net Overlapping Debt to Total SEV (2) .....			4.58%
 Per Capita Net Direct and Overlapping Debt (1).....			 \$3,454
Percent of Net Direct and Overlapping Debt to Total SEV (2) .....			5.44%

- (1) Based on the City's 2010 Census of 8,365.
- (2) Based on \$509,602,592 which is the City's Total SEV for the fiscal year ending June 30, 2014. Includes the SEV of property granted tax abatement under Act 198. See "CITY TAX AND LIMITATIONS - Property Valuations" and "CITY TAX AND LIMITATIONS - Tax Abatement" herein.
- (3) Overlapping debt is the portion of another taxing unit's debt for which property taxpayers of the City are liable in addition to debt issued by the City.
- Source: Municipal Advisory Council of Michigan and the City of St. Joseph.



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

September 3, 2014

Ms. Deborah Koroch, Finance Director  
City of St. Joseph  
700 Broad Street  
St. Joseph, Michigan 49085

Dear Ms. Koroch:

SUBJECT: Notice of Grant Application Approval  
City of St. Joseph  
Wastewater and Stormwater Asset Management Plans  
SAW Grant Project Number 1276-01

The Michigan Department of Environmental Quality (DEQ), pursuant to Parts 52 and 53, Clean Water Assistance, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), has reviewed your Stormwater, Asset Management, and Wastewater (SAW) Grant Application received on December 2, 2013, and determined that the application is administratively complete. The DEQ has determined that the city of St. Joseph is eligible to receive grant assistance as provided by Part 5204(4)(b), of the amended NREPA and hereby approves the application. Exhibit A, attached, identifies the DEQ approved grant amount along with the approved project scope, budget items with approved project costs, effective grant period (start/end dates), and ineligible services, if any.

By copy of this letter, we are requesting the Michigan Finance Authority (MFA), who will also receive a copy of your SAW Grant Application, to prepare a grant agreement for the amount stated in the attached exhibit for signature under the provisions set forth in Part 5204(4)(b), of the NREPA, as amended.

You may anticipate the grant award in October 2014. Should you have any questions about this project, please contact the project manager, Cindy Clendenon, by phone at 517-284-5403, e-mail at ClendenonC@michigan.gov, or by mail at DEQ, P.O. Box 30241, Lansing, Michigan 48909-7741, or you may contact me.

Sincerely,

Sonya T. Butler, Chief  
Revolving Loan Section  
Office of Drinking Water and Municipal Assistance  
517-284-5433

Attachment

cc/att: Mr. Tim Zebell, City of St. Joseph  
Mr. Joe Fielek, Executive Director, MFA (w/copy of SAW Grant Application)  
Mr. Shawn Keough, Wade Trim Group, Inc., Taylor  
Mr. Alan J. Lambert, Assistant Attorney General, Office of Attorney General  
Mr. Dale Ehinger, DEQ-WRD, Kalamazoo District Office  
Ms. Cindy Clendenon and Ms. Debbie Martinson, DEQ-ODWMA

**SAW Grant Program**

**Exhibit A**

Grantee: City of St. Joseph

Project Name: Wastewater and Stormwater Asset Management Plans

DEQ Approved Grant Amount: \$999,747 (Nine Hundred Ninety-nine Thousand Seven Hundred Forty-seven Dollars)

Time Period for Eligible Costs: Start Date October 2013

End Date October 2017

Description of Approved Project Scope:

Develop a Wastewater Asset Management Plan and a Stormwater Asset Management Plan.

<b>DEQ Approved Project Costs</b>	
1. Project Planning Costs (SAW Application)	\$7,500
2. Design Engineering Costs	\$0
3. User Charge System Development Costs	\$0
4. Wastewater Asset Management Plan Costs	\$548,575
5. Stormwater Asset Management Plan Costs	\$554,755
6. Stormwater Management Plan Costs	\$0
7. Innovative Wastewater and Stormwater Technology Costs	\$0
8. Disadvantaged Community Construction Costs	\$0
9. Eligible Cost Subtotal	\$1,110,830
10. LESS Local Match (if applicable)	\$111,083
11. Requested SAW Grant Amount (Line 9 minus Line 10)	\$999,747

**AGENDA**  
**ST. JOSEPH HOUSING COMMISSION**  
**REGULAR MEETING**

COMMUNITY ROOM  
LAKE VIEW TERRACE HIGHRISE

Thursday, September 11, 2014, at 8:30 a.m.

1. Approval of Minutes.
  - a. Regular meeting of July 10, 2014.
2. Executive Director:
  - a. July 2014 Previously Paid Liabilities
  - b. August 2014 Previously Paid Liabilities
  - c. Financial Report for July 2014
  - d. Financial Report for August 2014
  - e. Vacancy Report
  - f. Resolution 2014-19 –Sick Leave Benefit Change
3. Guests: None
4. Comments from Audience.
5. Housing Commission Comments.

MINUTES OF A REGULAR MEETING  
OF THE ST. JOSEPH HOUSING COMMISSION  
OF THE CITY OF ST. JOSEPH, MICHIGAN  
HELD ON THURSDAY, JULY 10, 2014

President Silverthorn called the meeting to order at 8:30 a.m.

Present: Commissioners: Hutchinson, Meyer, Silverthorn and Titus.

Absent: Agay (out of town).

Also Present: Executive Director Nancy Walker and Bunni Wheeler. Residents: Josh Harvath and Jeff Sunday (405), Van Taylor (406), Frank Byrd and Vanessa Thomas (505), Gloria Dixon (702), Wilma Enix (801), Mary Wein (804), Agnes Lay (1001), Aaron Gibson (1006), Joan Wolfe (1102), Rita Quinn (1203), Becky Graham (1207), and Evelyn Brown (1501).

Guests: None.

The election of Housing Commission officers is done each year at the July Housing Commission meeting. There was a motion by Commissioner Hutchinson, seconded by Commissioner Meyer, to nominate Margaret Silverthorn to the position of President of the St. Joseph Housing Commission. Roll call resulted in unanimous approval.

There was a motion by Commissioner Meyer, seconded by Commissioner Silverthorn, to nominate Howard Hutchinson to the position of Vice-President of the St. Joseph Housing Commission. Roll call resulted in unanimous approval.

The minutes of the regular meeting held on May 8, 2014 were reviewed. Commissioner Hutchinson, supported by Commissioner Meyer, moved that the minutes be approved as presented. Motion carried unanimously.

The May 2014 List of Previously Paid Liabilities was presented to the St. Joseph Housing Commission for review. A motion was made by Commissioner Meyer, and supported by Commissioner Hutchinson, to approve the May 2014 List of Previously Paid Liabilities in the amount of \$75,060.85. Motion carried unanimously.

The June 2014 List of Previously Paid Liabilities was presented to the St. Joseph Housing Commission for review. A motion was made by Commissioner Hutchinson, supported by Commissioner Meyer, to approve the June 2014 List of Previously Paid Liabilities in the amount of \$75,613.25. Motion carried unanimously.

The Financial Report for May 2014 was presented to the St. Joseph Housing Commission. The benchmark for May is 16.7%. Revenues were \$87,742.61 (16.5%) and operating expenses totaled \$55,658.51 (10.6%), for a net gain of \$32,084.10. A motion was made by

**NOW, THEREFORE, BE IT RESOLVED** that the St. Joseph Housing Commission, in an effort to prevent bullying, harassing, intimidating and hurtful behavior, adopts the Anti-Bullying Policy that defines bullying behavior and procedures for St. Joseph Housing Commission staff to follow when complaints are received.

Commissioner Hutchinson **MOVED** that the foregoing Resolution be adopted as introduced and read. Commissioner Meyer **SECONDED** the motion. After discussion and upon roll call vote the “ayes” and “nays” were as follows:

**Ayes: 4                      Nays: 0                      Abstain: 0                      Absent: 1**

**President Margaret Silverthorn thereupon declared said motion carried and said Resolution adopted this 10th day of July, 2014.**

Director Walker explained that with the resignation of Derek Perry from and the appointment of Marian Titus to the St. Joseph Housing Commission, we need to remove Mr. Perry and add Commissioner Titus to the signature cards at Chemical Bank. The following resolution was presented for action:

**ST. JOSEPH HOUSING COMMISSION**  
**RESOLUTION 2014-17**

**RESOLUTION AUTHORIZING SIGNATURE CARD AND POWERS GRANTED  
CHANGE AT CHEMICAL BANK**

**WHEREAS**, the composition of the Board of the St. Joseph Housing Commission has changed with the resignation of Derek Perry; and,

**WHEREAS**, Derek Perry was replaced by the Commission of the City of St. Joseph with Marian Titus as the new Housing Commissioner; and,

**WHEREAS**, new signature cards and powers granted, showing such change, need to be submitted to Chemical Bank; and,

**WHEREAS**, the following agents of the St. Joseph Housing Commission are authorized to exercise the powers granted as indicated below:

**AGENTS:**     Michelle Agay, Commissioner  
                  Howard Hutchinson, Commissioner  
                  Zachariah Meyer, Commissioner  
                  Marian Titus, Commissioner  
                  Margaret Silverthorn, Commissioner  
                  Nancy E. Walker, Executive Director

<b>POWERS GRANTED:</b>	<b># OF SIGNATURES REQUIRED</b>
------------------------	---

4. All transactions, if any, with respect to any deposits, rediscounts and borrowings by or no behalf of the Company with the Bank prior to the adoption of this resolution are hereby ratified, approved and confirmed.
5. The Company agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Company. The Company authorizes the bank, at any time, to charge the Company for all checks, drafts, or other orders, for the payment of money, that are drawn on the Bank, so long as they contain the required number of signatures for this purpose.
6. The Company acknowledges and agrees that the Bank may furnish at its discretion automated access devices to Agents of the Company to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), debit cards, online access and phone access.

Commissioner Hutchinson **MOVED** that the foregoing Resolution be adopted as introduced and read. Commissioner Meyer **SECONDED** the motion. After discussion and upon roll call vote the "ayes" and "nays" were as follows:

**Ayes: 4                      Nays: 0                      Abstain: 0                      Absent: 1**

**President Margaret Silverthorn thereupon declared said motion carried and said Resolution adopted this 10th day of July, 2014.**

The audit for Fiscal Year End March 31, 2014 was presented to the Housing Commission. Director Walker explained that the audit contained no findings and we ended the year with a slight addition to unrestricted reserves. After a short discussion, the following resolution was presented to the Housing Commission for action:

**ST. JOSEPH HOUSING COMMISSION**  
**RESOLUTION 2014-18**  
**RESOLUTION APPROVING AUDIT FOR**  
**FISCAL YEAR END MARCH 31, 2014**

The St. Joseph Housing Commission Financial Statements for Fiscal Year End March 31, 2014 were introduced, reviewed and considered.

**WHEREAS**, the St. Joseph Housing Commission's Board of Commissioners has reviewed, discussed and has agreed to the attached Financial Statements for Fiscal Year End March 31, 2014,

**THEREFORE BE IT RESOLVED**, that the St. Joseph Housing Commission's Financial Statements for Fiscal Year End March 31, 2014 are in all respects approved.

**WHEREAS**, this change must be implemented no later than October 31, 2014; and,

**WHEREAS**, Housing Commission staff must use the Rent Reasonableness Methodology to survey local unassisted housing to compare to the FMR yearly and adjust the flat rate accordingly;

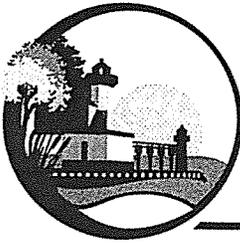
**NOW THEREFORE BE IT RESOLVED**, that the St. Joseph Housing Commission approves to accept the changes to the Admission and Continued Occupancy Policy, Section 13.0. Determination of Total Tenant Payment and Tenant Rent, Subsection 10.3 The Flat Rent and Glossary and set the monthly flat rents at this time to the following rates: 1) Efficiency Apartment - \$375.00; 2) Small One Bedroom Apartment - \$430.00; 3) Large One Bedroom Apartment - \$495.00; and 4) Two Bedroom Apartment - \$560.00.

Commissioner Hutchinson **MOVED** that the foregoing Resolution be adopted as introduced and read. Commissioner Meyer **SECONDED** the motion. After discussion and upon roll call vote the “ayes” and “nays” were as follows:

**Ayes: 4                      Nays: 0                      Abstain: 0                      Absent: 1**

**President Margaret Silverthorn thereupon declared said motion carried and said Resolution adopted this 10th day of July, 2014.**

Frank Byrd explained that he had attended the last Housing Commission meeting and there were some comments made by Director Walker that should not have been done publicly and he considered this bullying. He said that Director Walker stated that he had been selling parking spaces over the previous year’s July 4<sup>th</sup> holiday weekend. Director Walker stated that she did not make that statement because she had no knowledge of him selling spots. Other people, including a couple of Housing Commissioners, agreed that they had not heard Director Walker make that claim. Director Walker stated that what she commented was that she had heard that Frank Byrd was giving empty spots to people to use and that, by error, non-residents parked in two resident spaces and those residents had no place to park. While she believed that Mr. Byrd had good intentions, these are the types of actions that cause issues and that only management is responsible for handling these types of duties. Mr. Byrd had not come to the office before that weekend to determine if staff had allowed anyone else to park in particular spaces. And, in fact, Mr. Byrd has never come to the office to inquire about this. Staff often allows those families of residents that are visiting to use an empty parking spot and the rest of the building has no knowledge of this. Director Walker also expressed that Mr. Byrd failed to give her or her staff the same courtesy of speaking privately to them prior to the last meeting, but showed up with several people to complain about the 15<sup>th</sup> Floor Lounge being locked after residents had failed to clean up after themselves after playing cards. President Silverthorn expressed the need for all residents to be compassionate towards others. She stated that Director Walker would be glad to attend an Association Meeting to answer any questions that the residents might have. Getting the information first hand may curtail rumors and gossip a little more. Those attending the meeting can inform others of the right information if they hear them



## St. Joseph Housing Commission

Lake View Terrace Highrise  
601 Port Street  
St. Joseph, MI 49085  
*A Special Place on the Lake*

Nancy E. Walker  
Executive Director  
PHONE (269) 983-2814  
FAX (269) 983-2340  
TDD/TTY (800) 545-1833 ext. 942

### MEMORANDUM

**TO:** St. Joseph Housing Commissioners

**FROM:** Nancy E. Walker, Executive Director *NW*

**SUBJECT:** Meeting of September 11, 2014

**DATE:** September 5, 2014

#### July 2014 List of Previously Paid Liabilities

The total of the July List of Previously Paid Liabilities is \$52,218.14. There were three payrolls disbursements, the quarterly water/sewer payment (\$5,333.08), payment for the audit (\$3,000), payment for epoxy painting the boiler room floor (\$1,300), payment for a fifty foot repair to the front sidewalk (\$2,575), quarterly pension contribution (\$4,385.78), and the quarterly worker's compensation payment (\$925.30). The rest of the payments are normal.

#### August 2014 List of Previously Paid Liabilities

The total of the August List of Previously Paid Liabilities is \$34,457.17. All expenses are normal.

#### July 2014 Financial Report

The benchmark for July financials is 33.3%. Revenues are \$200,442.17 (37.7%) and operating expenditures are \$145,294.57 (27.6%). This leaves a net operating gain of \$55,147.60. As I mentioned at a previous meeting, Maintenance Materials is high due to supplies purchased for preparation of the HUD REAC inspection. Janitorial is high for the same reason – we used some outside help in preparing (cleaning, yard work, etc.). Other Contract Costs is high because we paid \$2,575 for sidewalk repair – also for REAC inspection. The sidewalk had sunken below the curb and was creating a trip hazard. The concrete companies attributed the problem to the long and hard winter. They said that they were considerably busy this year with repairs of this nature. I will probably be doing a budget amendment in November to correct some of these line items.

### **Vacancy Report**

There were no vacancies entering July and no vacancies during July, entering August with no vacancies.

In August, five apartments were vacated (501-2B, 903-S, 908-L, 1301-L, 1308-L). One individual moved into foster care (903-S); one moved into a nursing home (1308-L); one moved due to eviction (1301-L); one was an internal move due to a change in family composition (501-2B) and the last just moved (908-L). We filled two of these apartments (903-S, 908-L) and there were three vacancies remaining at the end of August (501-2B, 1301-L, 1308-L). We will be making another internal move when Lead-based paint testing is done on Apartment 501-2B. Lead-based paint testing is done on apartments where families with children six years of age and younger will be living. Currently, this family lives in a large apartment (1204-L) but we cannot house a family of three in a large so they will be moving to the two bedroom apartment. This will then open up Apartment 1204-L.

We went quite a while with just a few vacancies but are really getting hit right now. We have two more internal moves that will leave two more vacant when they have moved and expecting another due to moving in with family. Maintenance is holding their own preparing all of these apartments, and, currently, we are not having any problems filling them. The main problem during these times is that it leaves little time for general upkeep of the rest of the building as we are required to turn the apartments over quickly.

We have a waiting list of 53 people: 18 pending, 0 for an efficiency apartment, 28 requesting large one-bedroom apartments, 7 for a small one-bedroom apartment, 0 for a handicapped apartment and 0 for a two-bedroom apartment.

### **Resolution 2014-19 – Resolution to Adopt Changes to Sick Leave Benefits**

The St. Joseph Housing Commission staff is included in the City of St. Joseph's Pension Plan. Previously, employees were allowed to accrue up to 120 days of sick time. If an employee took wanted payment for that amount at retirement age, they would get a 50% cash payment. But the employee could escrow three-fourths of the amount to help defray retiree health benefit costs – the employee would pay for half a month's premium and the St. Joseph Housing Commission would pay for half – until the escrowed amount was exhausted or age 65, whichever came first. During recent the recent stock market slide, it was determined that this benefit could no longer be offered due to the high costs. They now pay for 40 days of accrued sick time when an employee is of retirement age. To keep in line with the benefits that the City offers its employees, the enclosed change is submitted to you for approval.

St. Joseph Housing Commission  
September 5, 2014  
Page 5

**Status of New Commissioner**

I asked Deb Koroch, City Clerk, the status of a new commissioner to replace Michelle Agay and she said that they only had one application on file for someone wanting to sit on the Housing Commission Board and it was from a resident of Lake View Terrace. Recently, I was asked by a resident of Lake View how many residents of Lake View could serve on the Housing Commission at the same time. I checked with Detroit HUD and was told that Public Act 18 requires that *one* resident of Housing Commission facilities serve on the Board but does not have language preventing more than one resident from serving at a time. I relayed this information to Deb Koroch and she stated that she was already aware of that. I expressed concern about it taking a long time (it took six months to replace Derek Perry) and she mirrored that concern, saying that she was working on it.

As always, please contact me if you have any questions.



St. Joseph Water Services Joint Operating Board  
St. Joseph Water Plant  
Lion Park Drive, St. Joseph, MI 49085

**AGENDA**  
**September 17, 2014**  
**4:00 PM**

**Call to Order**

**Order of Business**

1. Approval of September 17, 2014 Agenda
2. Minutes of the August 20, 2014 Regular Meeting
3. August 31, 2014 Financial Report

**Old Business**

4. Fairplain Acceptance

**New Business**

5. Replacement #3 High Service Pump
6. Hydrant Repairs

**Reports**

7. Superintendent Report - August 2014

**Public Comment**

**Board Member Comment**

**Adjournment**

Minutes of the St. Joseph Water Services Joint Operating Board Meeting held in the St. Joseph Water Plant, Lion Park Drive, St. Joseph, MI 49085 on August 20, 2014.

**Call to Order**

The meeting was called to order at 4:00 PM by Vice-Chairman Ray Mak

Attendee Name	Title	Status	Arrived
Deborah S. Koroch	Secretary/Treasurer	Present	
Tim Zebell	Trustee	Present	
John Hodgson	Chairman	Absent	
Bob Basselman	Trustee	Absent	
Ray Mak	Vice-Chairman	Present	
Charles Garlanger	Trustee	Present	
Robert L. Judd	Alternate	Present	
Steve Tilly	Alternate	Present	
Greg Alimenti	Superintendent, St. Joseph Water Plant	Present	
Tim Fenderbosch	Manager, St. Joseph Charter Township	Present	
Alan Smaka	Contract Engineer, Wightman and Associates	Present	

**Order of Business**

1. Approval of August 20, 2014 Agenda

MOTION: To approved the August 20, 2014 Agenda as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Deborah S. Koroch, Secretary/Treasurer
<b>SECONDER:</b>	Steve Tilly, Alternate
<b>AYES:</b>	Secretary/Treasurer Koroch, Trustee Zebell, Vice-Chairman Mak, Trustee Garlanger, Alternate Judd, Alternate Tilly

2. Minutes of the July 16, 2014 Regular Meeting

MOTION: To approved the Minutes of the July 16, 2014 Regular Meeting as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Tilly, Alternate
<b>SECONDER:</b>	Tim Zebell, Trustee
<b>AYES:</b>	Secretary/Treasurer Koroch, Trustee Zebell, Vice-Chairman Mak, Trustee Garlanger, Alternate Judd, Alternate Tilly

3. July 31, 2014 Financial Report

MOTION: To approve the July 31, 2014 Financial Report as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Charles Garlanger, Trustee
<b>SECONDER:</b>	Steve Tilly, Alternate
<b>AYES:</b>	Secretary/Treasurer Koroch, Trustee Zebell, Vice-Chairman Mak, Trustee Garlanger, Alternate Judd, Alternate Tilly

**Old Business**

4. Fairplain Acceptance

Vice Chairman Mak welcomed guests Tim Fenderbosch and Alan Smaka who were present to further discuss the issue of the interconnections and the provisions of the Agreement between the City of St. Joseph and St. Joseph Charter Township regarding the Fairplain project.

Mr. Zebell presented a memorandum to the board from Water Plant Superintendent Alimenti and

Attachment: WSJOB Minutes 20140820 (1768 : Minutes of the August 20, 2014 Regular Meeting)

City Engineer Zebell entitled, 'St. Joseph Charter Township Interconnects'. Mr. Zebell noted that the disposition of four of the five interconnections had been resolved leaving the Colfax and Napier interconnect in question. He suggested that one of two options be considered for resolution of that remaining item. The first option would be to remove the interconnect by cutting and capping the main. Given the uncertainty regarding the pass down of information between the engineers for Benton Charter Township and St. Joseph Charter Township, it would be difficult to determine responsibility for the oversight. It would likely be most expedient for the Water System Fund to pay for the work, which Mr. Smaka had estimated to be in the range of \$7,500 to \$10,000. The second option would be to leave the interconnection, providing however, that Benton Charter Township would agree to participate in the cost to install a metered connection at this location with the Water System offering to pay 50% of the cost up to a cap of \$10,000.

Mr. Zebell added that he had spoken to MDEQ District Engineer Gary Wozniak regarding department policy on interconnections between community water supplies. Mr. Wozniak had told him that generally interconnections are not required, however, are strongly recommended as they provide added reliability during firefighting, main breaks, pressure loss, etc. And that the department had accepted interconnections as required capacity in certain instances.

Mr. Alimenti reported that he had met with Benton Charter Township officials on July 25, 2014 regarding their interest in maintaining the interconnection and funding the meter and installation. He noted that while receptive to the need for interconnections they were nonetheless not in agreement that emergency interconnections should be metered adding that meters in these installations were inherently inaccurate and unreliable given their infrequent use.

Mr. Zebell reminded the board that since the Agreement provides for only one interconnect between either Fairplain and the City of Benton Harbor or Fairplain and Benton Charter Township, any concurrence by this board to allow more than one interconnection would first require an amendment to the original agreement approved by all parties to the Agreement.

Board discussion ensued and a consensus was reached to move forward as follows:

Mr. Alimenti will request another meeting with Benton Charter Township to further discuss the Colfax Napier Interconnection.

A Letter will be drafted to the City of Benton Harbor wherein a deadline for the installation of the meter that they offered to provide at the Empire and Woodward interconnection be set and that said meter conforms to the standard in the City of St. Joseph Water Rules & Regulations.

## Reports

### 5. Superintendent Report - July 2014

Mr. Alimenti reviewed the July 2014 Monthly Water Plant Report, which was provided as part of the Agenda Packet.

## Public Comment

### Board Member Comment

Vice-Chairman Mac presented an editorial article from the August 7, 2014 issue of the South Bend Tribune entitled, 'Invasive' on the topic of invasive species in the Great Lakes. The article had originally appeared in the Chicago Tribune.

## Adjournment

The meeting was closed at 4:24 PM

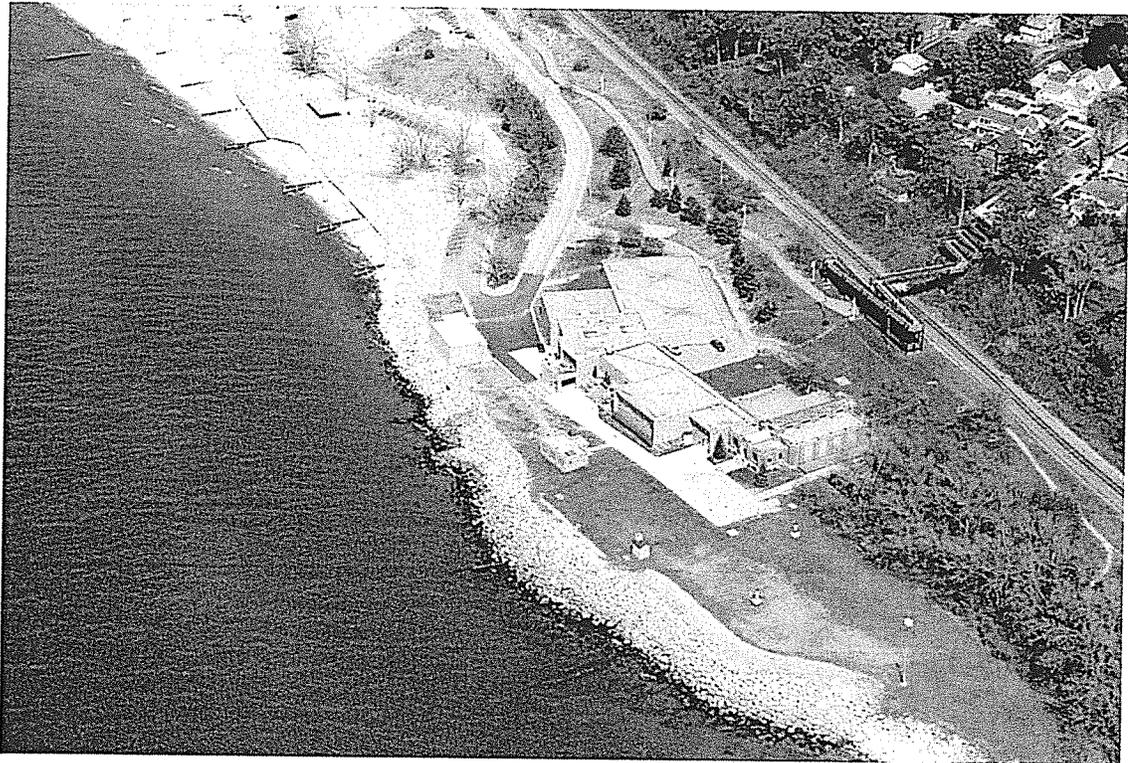
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Presiding Officer

---

City Clerk/ Recording Secretary

**CITY OF ST. JOSEPH WATER FILTRATION PLANT**  
**OPERATIONAL REPORT**  
**AUGUST 2014**



**Mission Statement**

WSJOB- The City and Authority working together to provide safe drinking water of the highest quality to all of our customers at the lowest possible price.

## WATER PLANT REPORT-AUGUST 2014

Water demand in August was down by 20,028,000 gallons or 10% from last year. This year 182,591,246 gallons were delivered which compares to 202,618,956 gallons delivered in August of 2013. Interestingly, while down from 2014 this usage is very close to that seen in 2011 and 2012 if Fairplain usage is subtracted. The 2014 August pumpage ranked 22<sup>nd</sup> in the 30 year tabulation dating back to 1985.

### **GENERAL ACTIVITIES**

#### *Water Plant Security*

Simplex Grinnell was approved to install security cameras and card access at the water plant. The equipment is on order and is expected by sometime in September. The plan is for Mead & White and water plant staff to route and run conduit and for Simplex Grinnell to furnish and install the equipment. Plant staff met with representatives from Simplex Grinnell on September 3<sup>rd</sup>.

#### *Strategic Capital Improvement Plan*

Plant staff met with the full team from CH2M Hill at the water plant in July. Hill brought in experts in mechanical, architectural and electrical systems to complete the condition assessment phase of the plan. To date the Asset Hierarchy and Process Assessment have been completed. The anticipated completion date is in October. Plant staff will meet with Hill engineers in Milwaukee during the week of September 29<sup>th</sup> to review the plan. Plant tours of the Milwaukee and Oak Creek Water Plants are planned during the visit.

#### *Benton Harbor Emergency Interconnect*

The bolt replacement work at the M63 Interconnect is now complete. The project included all of the bolts on the pipe flanges and valve housings on the 16" line located in a valve vault owned by the City of St. Joseph. which had to be cut out by means of a torch due to advanced corrosion. Staff is looking into the replacement of the roof slab and reinforcement of the walls. The City of Benton Harbor has expressed interest in contributing to this effort.

In addition, the Cities of St. Joseph and Benton Harbor completed a draft emergency interconnect agreement. The agreement provides for the provision of water in the event of an emergency in either water supply. Below I have outlined the major points of the agreement.

- The City of St. Joseph shall be responsible for appropriate maintenance and exercise of the Interconnection in a reasonable and workmanlike manner.
- The City of St. Joseph and the City of Benton Harbor shall share equally in all costs of maintenance, including all part replacement and utilities to the connections.

- The Party receiving the water shall be responsible for paying the Party supplying the water an amount metered, or calculated, at the highest consumption rate customarily charged by either party. Currently, the City of Benton Harbor charges \$3.80/ccf and the City of St. Joseph charges \$1.80/ccf. Hence, the charge for water would be \$3.80/ccf regardless of who was supplying the water.
- All requests to utilize the Interconnection to supply water shall be made by and to the City Manager or appropriate personnel in lawful charge of the operations of each Party's water plant.
- A Party which has requested an emergency water supply will use its best efforts to minimize nonessential water usage.
- If either Party is requested to supply water to the other Party during a time of scarcity or emergency, the Party requested to supply water may do so to the extent it deems possible, if at all, using its sole and absolute discretion.
- The term of the agreement is for a period of ten (10) years with a six (6) month termination notice. There is an automatic extension for two consecutive periods of five years.

A site plan of the interconnect including a floor plan of the valve vault was prepared by Abonmarch and is attached as an exhibit to the agreement. The draft will go before the City of Benton Harbor Commission on September 15<sup>th</sup> and the City of St. Joseph City Commission on the 22<sup>nd</sup> of September.

#### *Unregulated Contaminant Monitoring (UCMR) III – 2013 Testing Results*

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant to the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

There have been three cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), and UCMR 3 (2013-2015). The City of St. Joseph was not required to participate in UCMR 1 and of the 37 contaminants tested in UCMR 2 none were detected. The City also participated in the current UCMR 3 in 2013. The City tested 21 contaminants on USEPA's List 2 (Screening Survey). Of the 21 contaminants tested, 17 were non-detected and five had results. The detected contaminants and results appear on the Water Quality Data table under *Special Monitoring and Unregulated Contaminants* in our 2013 CCR issued on June 27<sup>th</sup>.

#### *Stage 2 D/DBP Monitoring Results-Authority*

The Stage 2 DBP rule is one part of the Microbial and Disinfection Byproducts Rules (MDBPs), which are a set of interrelated regulations that address risks from microbial pathogens and disinfectants/disinfection byproducts. The stage 2 DBP rule focuses on public health protection by

limiting exposure to DBP's, specifically total trihalomethanes (TTHM) and five haloacetic acids (HAA5) which can form in water through disinfectants used to control microbial pathogens. The St. Joseph Water Plant utilizes chlorine as a disinfectant.

In April the HAA5 level recorded was elevated at 72 ppb at site #2 (Lincoln Township Hall). This was likely due to high organics from Spring runoff and the lack of mixing in the lake given the unusually long ice cover. Community water supplies cannot exceed 60 ppb as a running annual average. Given the seasonal nature of HAA5, production, we expected the running annual average to remain well below the limit and they did. In July an HAA5 result of 25.8 ppb which yielded an annual running average of 39.7 ppb.

#### *Positive Routine Distribution Sample*

On July 7<sup>th</sup> we recorded a positive routine distribution sample. Coliform was detected. Repeat samples were taken the next day and were fine. We will report the detection of coliform and the highest monthly percentage detected in our annual 2014 Water Quality Report. Coliform bacteria can survive treatment and the presence of a chlorine residual. Community water supplies are allowed a monthly maximum of 5%. Water Plant staff typically collects 50-60 water samples per month at MDEQ approved sites in our distribution system. Below you find description of the Coliform Rule which is published in EPA's Guidance Manual.

The Total Coliform Rule (TCR), a National Primary Drinking Water Regulation (NPDWR), was published in 1989 and became effective in 1990. The rule set both a health goal (Maximum Contaminant Level Goal, or MCLG) and legal limits (Maximum Contaminant Levels, or MCLs) for the presence of total coliforms in drinking water. EPA set the MCLG for total coliforms at zero because there have been waterborne disease outbreaks in which researchers found very low levels of coliforms, so any level indicates some health risk. The MCL levels are based on the positive sample tests for total coliforms (monthly MCL), or for total coliforms and *Escherichia coli* (*E. coli*) or fecal coliforms (acute MCL).

The purpose of the 1989 TCR is to protect public health by ensuring the integrity of the drinking water distribution system and monitoring for the presence of microbial contamination. The rule requires all public water systems (PWSs) to monitor for the presence of total coliforms in the distribution system at a frequency proportional to the number of people served. Systems which serve fewer than 1,000 people may test once a month or less frequently, while systems with 50,000 customers test at least 60 times per month and those with 2.5 million customers test at least 420 times per month. Water systems often take more than the required number of samples as a precaution.

To comply with the monthly MCL for total coliforms, PWSs must not find coliforms in more than five percent of the samples they take each month to meet EPA's standards. If more than five percent of the samples contain coliforms, PWS operators must report this violation to the state and the public. If a sample tests positive for total coliforms, the system must collect a set of repeat samples located within 5 or fewer sampling sites adjacent to the location of the routine positive sample within 24 hours. When a routine or repeat sample tests positive for total coliforms, it must also be analyzed for fecal coliforms or *E. coli*, which are types of coliform bacteria that are directly associated with fresh feces. A positive result for fecal coliforms or *E. coli* can signify an acute MCL violation, which necessitates rapid state and public notification because it represents a direct health risk. Often, an acute violation due to the presence of fecal coliform or *E. coli* will

result in a “boil water” notice. The system must also take at least 5 routine samples the next month of operation if any sample tests positive for total coliforms. To read the full requirements of the TCR, please see the Federal Register Notice of the rule from the link below.

All samples collected in August were negative for Total Coliform and E. coli. The City of St. Joseph remains in full compliance with PA 399 as amended (Safe Drinking Water Act).

### *Blue Green Algae*

On August 1<sup>st</sup>, algal blooms in Lake Erie gained national attention when the City of Toledo issued a drinking water ban due to high levels of the blue green algal toxin Microcystin in its finished water. Microcystin is produced by Blue Green algae Microcystis (Genus name). Upon learning of this we looked into whether this could occur in Lake Michigan and if so whether the water plant could remove it as well as how the toxin could be detected. Early on it became apparent that the conditions in Lake Erie differed markedly from those of Lake Michigan and the likelihood of high levels of Microcystis would be remote. This algae requires warm temperatures (generally above 77 degrees F), and high phosphorus levels. Given the depth of Lake Michigan and the low relative phosphorus concentrations, the conditions are simply not favorable for any significant algal growth. The Lake Erie watershed which is fed predominantly by the Maumee River in terms of phosphorus is heavily influenced by agricultural runoff containing phosphorus rich fertilizers and pesticides.

In spite of the low risk of Microcystis we did analysis both our raw and tap water for this toxin and found none present. On an operational basis we are now monitoring daily satellite imagery from NASA of chlorophyll content in Lake Michigan. If chlorophyll levels on the East Shore increase to unacceptable levels we will test for algal toxins again and initiate operational changes to maximize removal. In addition, a low power microscope and visual monitor interface were ordered and placed into service on September 2<sup>nd</sup>. Staff is currently seeking training in algal identification. To date we have not been successful since the cancellation of Central Michigan University’s Algae course on Beaver Island.

### *Cross Connection Control Inspections*

Hydro Designs completed 32 inspections in the City during the weeks of August 4<sup>th</sup> and 11<sup>th</sup>. I accompanied the inspector on several inspections in the field including the new Harbor Village, Azul Restaurant, City Hall and the Joint Wastewater Plant.

### *High Service VFD #5*

As I mentioned in the July meeting, VFD #5 failed in late June. Staff had obtained competitive bids for its replacement and a quote for the replacement of the drive only and we were planning to bring them before the board in August and to the City Commission subsequent to WSJOB approval. However, on August 3<sup>rd</sup>, the failure of high service #3 forced us to obtain emergency authorization from the City

Manager and Commission to replace the drive. Schnieder Electric furnished a quote in the amount of \$16,995 for the replacement of the drive only (switchgear and cabinet to stay).

Schneider installed the drive during the week of August 8<sup>th</sup>. However, they were unable to complete the install due to an incorrect rectifier cable which had to be fabricated at the factory thereby delaying completion until September 3<sup>rd</sup>. High Service #5 is rated at 5 MGD.

This VFD was installed in 2007. I may note that life expectancy of VFD's is typically 10-20 years and that the shortened lifespan of this drive was likely due to the elevated temperatures in the old lab where it is located. Staff installed an air-conditioner in 2009 which improved the operating environment. Nonetheless, current temperatures approach 80F and staff is exploring other options which will be informed by the SCIP.

### *High Service #3*

On August 1<sup>st</sup>, High Service #3 failed. Specifically the babbit bearing in the motor seized. The motor was last rebuilt in 2002. Peerless Midwest was called in to pull the motor. Competitive bids are being solicited and received for the replacement of the motor and base from two suppliers. A recommendation will be presented to the WSJOB on September 17<sup>th</sup> and the St. Joseph City Commission on September 22<sup>nd</sup>. High Service #3 is rated at 4 MGD. The total high service capacity of the St. Joseph Water Plant is 24 MGD.

### *Reclaim Pump #2*

On August 3<sup>rd</sup>, Reclaim Pump #2 failed due to a reclaim sensor failure. Peerless pulled this pump while here to pull High Service #3. Emergency authorization to hire Peerless to rebuild the pump was sought and granted by the City Manager on August 15<sup>th</sup>. This is urgent since the plant is now dependent on the other reclaim pump until #2 is rebuilt. The reclaim pump functions to pump reclaim water back into the process. Without them, reclaim water which originates as filter backwash water would overflow to Lake Michigan. The plant holds an NPDES permit for backwash water discharge to the lake which is limited to 240,000 gallons per day. Average day backwash water in July was 72,000 gallons per day.

Reclaim Pump #2 was installed on August 28<sup>th</sup> and is performing satisfactorily.

### *Reclaim Basin Cleaning*

Staff is currently planning to clean the reclaim basin. The basin has not been cleaned for several years. While down it will be inspected.

### *South Reservoir Cleaning and Inspection*

In late September the South Reservoir will be drained, cleaned and inspected. It was last inspected in 1987. Due to the inoperability of the influent and effluent isolation valves, inflatable plugs and blind flanges will be utilized to stop inflow of water during the work. You may recall that our North Reservoir was drained for the installation of baffle walls in 2009. This project will be conducted in the same manner and with the same equipment given the experience gained at that time. The South Reservoir was constructed in 1955 when plant capacity was increased from 4 MGD to 8 MGD.

**ST. JOSEPH WATER FILTRATION PLANT  
1701 LIONS PARK DRIVE  
SAINT JOSEPH, MI. 49085**

By: Greg Alimenti  
St. Joseph Water Plant  
700 Broad St.  
Saint Joseph, MI. 49085-1276  
(269) 983-1240

**AUGUST 2014**

DISTRIBUTION:	
Total Gallons	182,591,246
Average Day	5,890,040
Maximum Day	7,310,516
Minimum Day	4,649,473

TREATMENT:	
Total Low Service	186,657,793
Wash Water Gals.	2,590,940
Wash Water %	1.42%
Plant Use Gals.	1,609,272
Plant Use %	0.88%

FILTRATION:		
Ave. Filter Run	125.0	hours
Ave. Filter Rate	2.05	g/sqft/min
Filter Eff. Index	241.1	
Ave. Loss of Head	3.5	feet
Plant Sewer Usage		

LABRATORY REPORT		
Average of	Raw	Tap
Chlorides mg/L	19.5	19.6
Fluoride mg/L	0.12	0.94
Alkalinity mg/L	104	94
Hardness mg/L	132	130
pH	7.9	7.3
Calcium mg/L	36	36
Magnesium mg/L	10	10
Turbidity NTU	1.49	0.03
Temperature °F	69	
Total Coliform		0.0
Chlorine Residual mg/L Free		
Mixing Basin		1.56
Applied		1.69
Tap		1.52
Distribution		0.97

TREATMENT CHEMICAL SUMMARY:					
	Applied mg/L	Total Lbs.	Cost	Inventory lbs.	Days Supply
		CHEMICAL			
Alum (Al <sup>3+</sup> )	1.39	2,145	\$6,242.01	5,551	80
Chlorine (Cl <sub>2</sub> )	3.17	4,928	\$1,281.28	4,055	26
Fluoride (F <sub>2</sub> )	0.68	1,051	\$3,151.53	6,968	206

		REMARKS:							
Total Cost all Chemicals	\$10,674.82								
Chemical Cost per Mil. Gallon Treated	\$57.19								
Chemical Cost per Mil. Gallon Delivered	\$58.46								
PLANT UTILITIES SUMMARY		***includes measure of melted snow visit the City of Saint Joseph's Home page at <a href="http://www.sjcity.com">www.sjcity.com</a> e-mail comments to either: <a href="mailto:operator@sjcity.com">operator@sjcity.com</a> or <a href="mailto:galimenti@sjcity.com">galimenti@sjcity.com</a> <b>WEATHER CONDITIONS AT THE PLANT</b>							
Electric:						Air Temp. °F			
Total KWH	5,440					SJWW Weather Computer	Avg.	72.1	
Total Power Cost	\$426.06					Rain Gauge, Inches	1.88	Max.	84.3
Power Cost per Million Gallon Treated	\$116.66					days it rained***	9	Min.	66.2
Power Cost per Million Gallon Delivered	\$130.37					Wind Speed, Avg	4.4	Lake Temp. °F	
Gallons Pumped per KWH	33565					Wind Speed, Max	72	Avg.	69.1
Natural Gas:						Prevailing Wind Dir.	North	Max	75.1
Metered Cubic Feet	0					Lake Level (USACE)	579.1	Min	53.5
Natural Gas Cost	-								
Emergency Power Diesel Fuel Inv., Gals.									

# Monthly Maintenance Notes

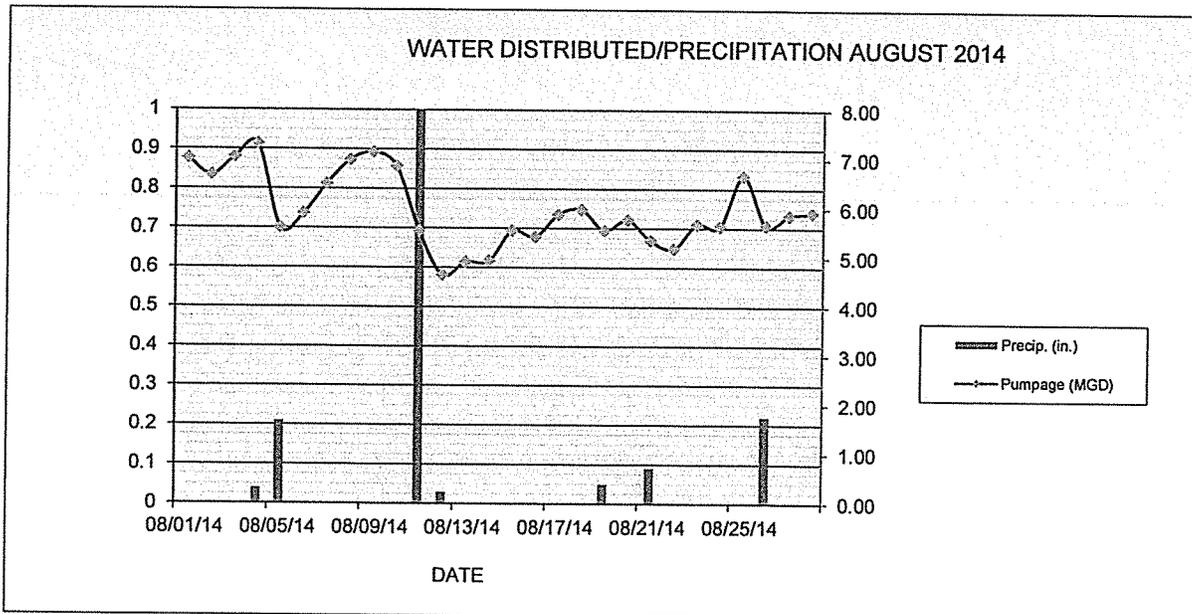
AUGUST 2014

Normal PM Maint. done Monthly	Check all High Service and Low Service Pumps, BPS pumps, Service BPS Chlorinators, Change out air filters on VFD Drives and Air Handlers. Mow and Grounds Maintenance at Plant, Booster Stations and Towers
08/01/14	Cleaned out reclaim level indicator holder, used City Vac Truck to remove excess sludge build up around holder pipe and pumps.
08/05/14	Peerless Midwest - Pulled High Service Pump # 3 Motor for Rebuild
08/05/14	Peerless Midwest - Pulled Reclaim Pump # 2 for Rebuild
08/11/14	Changed Oil in Vacuum Primer Pumps
8/12 to 8/13/14	Repaired Packing Glands on Hilltop BPS Pumps #1 & # 2
08/18/18	Removed broken window A/C unit in old lab and installed A/C from maintenance office
08/25/14	Brookside Nursery - Hydro seeded East Hill by 1931 section of plant
08/26/14	Corpro - Annual Inspection of Cathodic Protection System for the (3) Plant Clarifiers and Authority Towers
08/29/14	Peerless Midwest - Installed Rebuilt Reclaim Pump # 2

**ST JOSEPH WATER PLANT PUMPAGE-WATER DELIVERED/RAINFALL  
AUGUST 2014**

DATE	PUMPAGE (gallons)	PUMPAGE (MGD)	RAINFALL (in)	Day to Day Comparison 2014/2013	
				2014	2013
08/01/14	7,013,772	7.01	0	7,013,772	6,596,242
08/02/14	6,674,509	6.67	0	6,674,509	6,188,137
08/03/14	7,046,286	7.05	0	7,046,286	5,519,737
08/04/14	7,310,516	7.31	0.04	7,310,516	6,340,314
08/05/14	5,608,318	5.61	0.21	5,608,318	6,142,442
08/06/14	5,892,861	5.89	0	5,892,861	5,610,812
08/07/14	6,495,866	6.50	0	6,495,866	5,065,015
08/08/14	6,985,141	6.99	0	6,985,141	6,350,569
08/09/14	7,142,649	7.14	0	7,142,649	6,450,851
08/10/14	6,851,803	6.85	0	6,851,803	7,095,933
08/11/14	5,550,005	5.55	1.19	5,550,005	6,642,052
08/12/14	4,649,473	4.65	0.03	4,649,473	6,362,485
08/13/14	4,908,089	4.91	0	4,908,089	4,940,058
08/14/14	4,934,446	4.93	0	4,934,446	5,539,555
08/15/14	5,555,318	5.56	0	5,555,318	5,865,344
08/16/14	5,423,708	5.42	0	5,423,708	7,152,048
08/17/14	5,880,216	5.88	0	5,880,216	6,991,905
08/18/14	5,981,934	5.98	0	5,981,934	7,155,279
08/19/14	5,556,304	5.56	0.05	5,556,304	7,772,557
08/20/14	5,771,403	5.77	0	5,771,403	8,005,779
08/21/14	5,356,456	5.36	0.09	5,356,456	8,261,486
08/22/14	5,187,019	5.19	0	5,187,019	6,232,848
08/23/14	5,680,390	5.68	0	5,680,390	5,527,970
08/24/14	5,638,998	5.64	0	5,638,998	6,055,332
08/25/14	6,666,639	6.67	0	6,666,639	6,399,031
08/26/14	5,658,877	5.66	0.22	5,658,877	7,858,083
08/27/14	5,860,673	5.86	0	5,860,673	7,040,553
08/28/14	5,918,690	5.92	0	5,918,690	7,228,199
08/29/14	5,270,089	5.27	0.03	5,270,089	6,931,986
08/30/14	5,033,499	5.03	0.02	5,033,499	7,218,898
08/31/14	5,087,298	5.09	0	5,087,298	6,077,457
<b>TOTAL</b>	<b>182,591,246</b>	<b>182.59</b>	<b>1.88</b>	<b>182,591,246</b>	<b>202,618,956</b>

<b>Average Day</b>	<b>5,890,040</b>
<b>Maximum Day</b>	<b>7,310,516</b>
<b>Minimum Day</b>	<b>4,649,473</b>

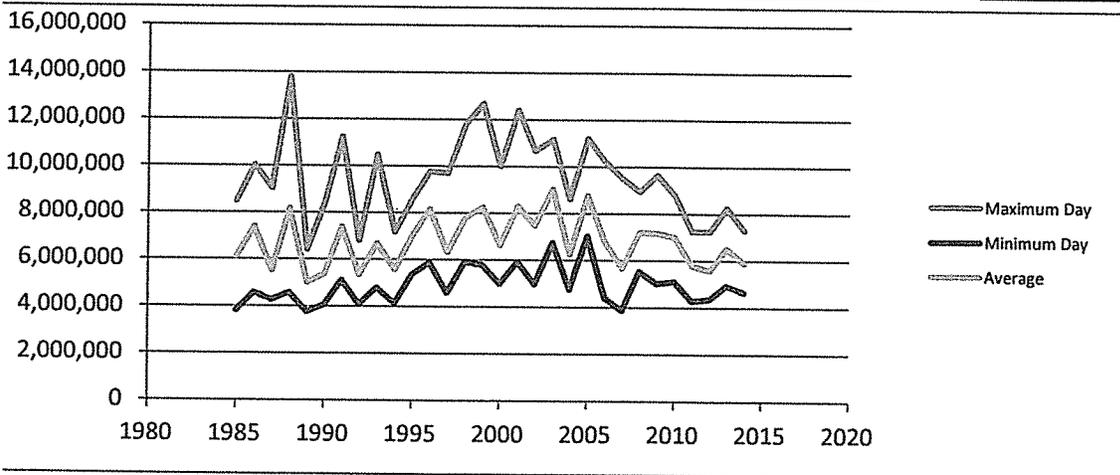


**ST. JOSEPH WATER PLANT PUMPAGE-WATER DELIVERED**  
**AUGUST 2014**

Year	Average	Maximum Day	Minimum Day	Monthly Total
1985	6,103,739	8,491,400	3,814,200	189,215,900
1986	7,393,723	10,037,900	4,588,500	229,205,400
1987	5,518,048	9,041,700	4,264,300	171,059,500
1988	8,166,742	13,790,300	4,579,700	253,169,000
1989	4,998,858	6,406,100	3,756,600	154,964,600
1990	5,370,532	8,375,600	4,056,300	166,486,500
1991	7,392,468	11,239,000	5,109,200	229,166,500
1992	5,346,310	6,811,600	4,083,000	165,735,600
1993	6,691,755	10,468,500	4,790,400	207,444,400
1994	5,561,642	7,170,500	4,130,300	172,410,900
1995	7,034,273	8,593,600	5,372,900	218,062,470
1996	8,158,177	9,772,200	5,867,700	252,903,500
1997	6,330,674	9,696,100	4,605,450	196,250,900
1998	7,773,318	11,795,100	5,917,750	240,972,850
1999	8,255,698	12,680,200	5,783,800	255,926,650
2000	6,629,348	10,009,700	4,989,500	205,509,800
2001	8,322,605	12,404,900	5,933,100	258,000,750
2002	7,478,446	10,672,950	4,983,000	231,831,820
2003	9,037,933	11,170,890	6,752,480	280,175,910
2004	6,250,413	8,623,040	4,755,000	193,762,800
2005	8,764,049	11,214,800	7,047,450	271,685,510
2006	6,798,473	10,203,500	4,397,500	210,752,660
2007	5,666,680	9,494,940	3,866,010	175,667,080
2008	7,203,586	8,951,090	5,526,180	223,311,180
2009	7,166,000	9,659,870	5,023,750	222,153,750
2010	7,009,806	8,789,707	5,116,885	217,304,014
2011	5,782,834	7,245,993	4,280,792	179,267,863
2012	5,566,518	7,236,370	4,361,455	172,562,086
2013	6,536,095	8,261,486	4,940,058	202,618,956
2014	5,890,040	7,310,516	4,649,473	182,591,246

**Monthly Rank-August 1985-2014**

Ranking	Year	Monthly Total
1	2003	280,175,910
2	2005	271,685,510
3	2001	258,000,750
4	1999	255,926,650
5	1988	253,169,000
6	1996	252,903,500
7	1998	240,972,850
8	2002	231,831,820
9	1986	229,205,400
10	1991	229,166,500
11	2008	223,311,180
12	2009	222,153,750
13	1995	218,062,470
14	2010	217,304,014
15	2006	210,752,660
16	1993	207,444,400
17	2000	205,509,800
18	2013	202,618,956
19	1997	196,250,900
20	2004	193,762,800
21	1985	189,215,900
22	2014	182,591,246
23	2011	179,267,863
24	2007	175,667,080
25	2012	172,562,086
26	1994	172,410,900
27	1987	171,059,500
28	1990	166,486,500
29	1992	165,735,600
30	1989	154,964,600



**DISTRIBUTION REPORT**

*For the Month of August 2014*

Activity	Number	Description
Water Main Breaks	3	
MISS DIGS	412	
Delinquent Shut Off	15	City of St. Joseph, Royaltown Township
Delinquent Shut Off (Broken Payment Plans)	3	
Hydrants (Repaired/Replaced)	14	Frozen caps, leaking, will not open, etc.
Valves	1	Replaced 6" at 2885 Veronica (City). Broken Valve
Taps (1")	8	393 E. John Beers Road (RCT) New house
		1473 Kristen Path (SJCT) New house
		1431 Stone Creek Ct. (LCT) New house
		6716 Stevensville/Baroda Rd (LCWell bad
		2143 Winters Way (RCT) Well bad
		5038 Dickenson Court RCT New house
		4048 Silver Oaks Drive (RCT) New house
Service Work		5000 Pheasant Way (LCT) New house
Water Service Repairs	1	2" (Hit by soil boring company, improp marked by PS)
		2627 Niles Ave (City)
Repair of Curb box/Shut-Off Valves	1	819 Wisconsin (Repaired curb stop). Broken
Water Quality Complaint(s)	0	
Hydrant Flushing to maintain water quality	0	
Staff Education/Training	0	
Overtime-Total	55	(Including Sanitary and Storm)
Turn Off	7	(Note: This number does not include delinquent Shut off)
Turn On	10	
Finals	129	
Meter Repair		
Meter Repair/Replacement	41	Verify Read
Per detail		New Installation
Meter leaking		New Installation-Benton Harbor
Stopped Meter		Replaced/various reasons
Faulty Register		Rockwell Replacement
Frozen Meter		Mxu Replaced
Move Meter Inside		Sprinkler meter removed/line capped
Hard to read		Removals
Replace/Adding Sprinkler Meter		Curb box location
Damage to Trt		Broken Remote
New Plumbing		Noisy Meter
New siding		Upgrade 5/8" to 3/4"
Meter sent out for testing		Meter Change/Benton Harbor

**CITY OF ST. JOSEPH WATER MAIN BREAK REPORT**

For the Month/Year of: August 2014

#	Date	Location	Main Size	Gallons Lost	Break Type	Valves Turned	City Twp	Labor	Remarks
1	8/27/2014	Niles Ave (Brunn & Hickory Creek)	16	42,000	Hole	5	SJCT	35	Baseball size hole, B&Z (3"), clay soil
2	8/28/2014	Niles Ave (Brunn & Hickory Creek)	16	15,000	Hole	5	SJCT	32	Small hole, B&Z (1"), clay soil, corrosion evident
3	8/28/2014	Niles Ave (Brunn & Hickory Creek)	16	20,000		5	SJCT		Softball size hole (4"), clay soil, corrosion evident
4									
5									
6									
		Total Gallons Lost		77,000					

CLEVELAND BOOSTER STATION

HILLTOP BOOSTER STATION

BOTH

DATE	MGD TREATED	FEED METER GAL	CHL LBS/DAY	CHLORINE APPLIED mg/l	Cl <sub>2</sub> RES PRE mg/l	Cl <sub>2</sub> RES POST mg/l	Cl <sub>2</sub> RES MON mg/l	MGD TREATED	FEED METER GAL	CHL LBS/DAY	CHLORINE APPLIED mg/l	Cl <sub>2</sub> RES PRE mg/l	Cl <sub>2</sub> RES POST mg/l	Cl <sub>2</sub> RES MON mg/l	MGD TREATED
1-Aug	2.665	54	7.66	0.34	1.51	1.78	1.82	1.774	29	4.11	0.28	1.48	1.75	1.78	4.438
2-Aug	2.860	86	12.19	0.51				2.062	20	2.84	0.16				4.922
3-Aug	2.860	86	12.19	0.51				2.062	20	2.84	0.16				4.922
4-Aug	2.860	86	12.19	0.51	1.38	1.35	1.40	2.062	20	2.84	0.16	1.39	1.54	1.57	4.922
5-Aug	2.632	86	12.19	0.56	1.40	1.63	1.60	1.969	45	6.38	0.39	1.43	1.71	1.76	4.601
6-Aug	1.181	44	6.24	0.63	1.55	1.84	1.94	2.611	45	6.38	0.29	2.17	1.85	1.87	3.792
7-Aug	2.334	87	12.33	0.63	1.41	1.68	1.73	1.261	16	2.27	0.22	1.39	1.56	1.61	3.595
8-Aug	2.566	104	14.75	0.69	1.33	1.64	1.70	1.983	44	6.24	0.38	1.38	1.65	1.71	4.550
9-Aug	2.716	117	16.59	0.73				2.036	19	2.69	0.16				4.752
10-Aug	2.716	117	16.59	0.73				2.036	19	2.69	0.16				4.752
11-Aug	2.716	117	16.59	0.73	1.44	1.60	1.75	2.036	19	2.69	0.16	1.39	1.64	1.75	4.752
12-Aug	1.395	54	7.66	0.66	1.41	1.68	1.78	1.770	39	5.53	0.37	1.38	1.71	1.84	3.166
13-Aug	1.974	85	12.05	0.73	1.71	1.64	1.59	1.696	24	3.40	0.24	1.36	1.68	1.77	3.670
14-Aug	1.974	79	11.20	0.68	1.39	1.62	1.71	1.461	30	4.25	0.35	1.43	1.68	1.76	3.435
15-Aug	1.372	42	5.95	0.52	1.91	1.68	1.74	0.764	19	2.69	0.42	2.19	1.70	1.78	2.136
16-Aug	3.014	89	12.62	0.50				0.833	11	1.56	0.22				3.847
17-Aug	3.014	89	12.62	0.50				0.833	11	1.56	0.22				3.847
18-Aug	3.014	89	12.62	0.50	1.39	1.73	1.92	0.833	11	1.56	0.22	1.39	1.75	1.94	3.847
19-Aug	2.073	63	8.93	0.52	1.81	1.63	1.60	1.313	30	4.25	0.39	2.11	1.79	1.84	3.386
20-Aug	2.835	117	16.59	0.70	1.37	1.60	1.69	1.111	17	2.41	0.26	1.37	1.65	1.73	3.947
21-Aug	2.635	114	16.16	0.74	1.75	1.64	1.67	0.341	10	1.42	0.50	2.03	1.58	1.65	2.976
22-Aug	1.880	72	10.21	0.65	1.37	1.66	1.72	1.395	29	4.11	0.35	1.37	1.54	1.71	3.275
23-Aug	2.429	105	14.89	0.73				1.415	24	3.40	0.29				3.844
24-Aug	2.429	105	14.89	0.73				1.415	24	3.40	0.29				3.844
25-Aug	2.429	105	14.89	0.73	1.33	1.65	1.71	1.415	24	3.40	0.29	1.37	1.71	1.79	3.844
26-Aug	2.580	116	16.45	0.76	1.34	1.62	1.69	1.567	36	5.10	0.39	1.33	1.59	1.71	4.146
27-Aug	2.328	100	14.18	0.73	1.33	1.63	1.74	1.030	25	3.54	0.41	1.68	1.55	1.74	3.358
28-Aug	3.082	131	18.57	0.72	1.38	1.57	1.73	0.475	15	2.13	0.54	2.19	1.55	1.61	3.557
29-Aug	3.879	176	24.95	0.77	1.41	1.69	1.79	0.000	0	0.00	0.00	1.24	1.27	1.29	3.879
30-Aug	3.142	142	20.13	0.77				0.111	3	0.43	0.46				3.252
31-Aug	3.142	142	20.13	0.77				0.111	3	0.43	0.46				3.252
TOTAL	78.724	2,999	425.20					41.780	681	96.55					120.506
AVE DAY	2.539		13.72	0.65	1.4724	1.6457	1.7152	1.3477		3.11	0.30	1.57	1.64	1.72	3.887
MAX	3.879		24.95	0.77	1.91	1.84	1.94	2.6110		6.38	0.54	2.19	1.85	1.94	4.922
MIN	1.181		5.95	0.34	1.33	1.35	1.4	0.0000		0.00	0.00	1.24	1.27	1.29	2.136
MONTHLY TOTALS:	Cleveland	Total MG	78.724	SJCT EAST				Hilltop	Total MG						
		Treated	78.724	Total Month	6.698				Treated	41.780	Cleveland Pump Station:				78.724
		Untreated	0.000	Average Day	0.216				Untreated	41.780	Hilltop Pump Station:				41.78
Total Authority Flow:	127.203							0.000	TOTAL AUTHORITY (Treated.)						120.504

MONTHLY CLIMATOLOGICAL SUMMARY

AUGUST 2014

NAME: sjwwweather St. Joseph Water Plant - 1701 Lions Park Drive - St. Joseph, MI

DAY	MEAN TEMP	NORM MEAN TEMP	HIGH TEMP	TIME	NORM HIGH TEMP	REC HIGH TEMP	YEAR	LOW TEMP	TIME	NORM LOW TEMP	REC LOW TEMP	YEAR	HEAT DEG DAYS	COOL DEG DAYS	RAIN	AVG WIND SPEED	HIGH	TIME	DOM DIR	
1	71.8	71	75.9	5:00p	82	98	1988	68.2	7:00a	60	41	1990	0	7	0	3.5	12	5:00p	WSW	
2	70.4	71	72.4	4:00p	82	99	1988	67.3	6:00a	60	38	1948	0	4.9	0	2.6	10	5:00p	N	
3	72.4	71	76.9	4:00p	82	98	1991	66.7	7:00a	60	45	1990	0	6.8	0	2.8	13	11:00a	SW	
4	73.8	71	76.6	6:00p	82	97	1956	71	11:00p	60	45	1951	0	8.8	0.04	4.6	32	10:00p	WSW	
5	71.9	71	74.6	4:00p	82	97	1988	70	6:00a	59	42	1957	0	7.3	0.21	4.3	32	1:00a	N	
6	71.4	71	73.3	5:00p	82	91	1965	70	6:00a	59	44	1948	0	6.7	0	3.9	18	5:00p	NE	
7	71.2	71	74.8	6:00p	82	91	1984	67.5	6:00a	59	39	1989	0	6.2	0	3.4	14	4:00p	NNE	
8	73.3	71	80.4	5:00p	82	96	1988	66.8	7:00a	59	40	1990	0	8.6	0	2.2	16	6:00p	E	
9	74.2	71	79.9	5:00p	82	97	1988	68.5	7:00a	59	41	1964	0	9.2	0	2	14	9:00a	ENE	
10	72.7	71	75.9	4:00p	81	92	1984	68.5	7:00a	59	46	1964	0	7.2	0	3	15	1:00p	NNE	
11	71.4	71	75.3	1:00a	81	89	1995	68.7	12:00m	59	45	1982	0	7	1.19	2.4	18	8:00a	NNE	
12	65.4	70	70.4	1:00a	81	95	1988	62.6	2:00p	59	43	1992	0	1.5	0.03	14.7	36	4:00p	N	
13	66	70	69.7	2:00p	81	95	1988	61.3	5:00a	58	45	1986	0	0.5	0	4.3	14	5:00p	N	
14	63.4	70	66.2	1:00a	81	93	1995	60.6	7:00a	58	39	1990	1.6	0	0	7.6	29	1:00p	N	
15	64.7	70	70.6	7:00p	81	93	1995	57.5	7:00a	58	38	1964	1	0	0	5	18	12:00p	SE	
16	69.5	70	75	5:00p	81	97	1988	63	5:00a	58	43	1979	0	4	0	6.9	18	12:00m	SW	
17	70.3	70	73.2	1:00a	81	100	1988	67.9	12:00m	58	40	1992	0	5.5	0	6.9	21	6:00p	NNE	
18	70.9	70	73.3	8:00p	81	97	1988	68.1	1:00a	58	42	1958	0	5.7	0	2.4	11	2:00p	WSW	
19	74.1	69	78.5	6:00p	80	95	1983	70.4	8:00a	58	44	1992	0	9.5	0.05	8.5	72	2:00p	SSW	
20	74.4	69	78.6	5:00p	80	95	1983	71.6	6:00a	57	39	1992	0	10.1	0	4.1	16	12:00m	WSW	
21	74.9	69	77.7	1:00p	80	98	1983	73	7:00a	57	43	1950	0	10.3	0.09	4.6	18	3:00a	SW	
22	76	69	78.6	6:00p	80	91	1948	73.1	4:00a	57	40	1985	0	10.8	0	2.3	13	4:00a	WSW	
23	78	69	82.2	2:00p	80	95	1948	75.4	6:00a	57	46	1949	0	13.8	0	1.5	12	8:00p	E	
24	78.8	69	84.3	5:00p	80	95	1948	73.5	8:00a	57	41	1984	0	13.9	0	2	14	5:00a	ESE	
25	77.9	69	82.1	1:00p	80	93	1948	74.7	12:00m	57	40	1956	0	13.4	0	3.3	45	2:00p	SSE	
26	73.6	68	76.6	12:00p	79	96	1948	70.9	12:00m	56	45	1963	0	8.8	0.22	4.7	55	1:00p	SSE	
27	70.4	68	72.1	3:00p	79	94	1953	68	12:00m	56	47	1988	0	5	0	5.6	21	4:00p	N	
28	69.2	68	74.4	7:00p	79	94	1953	63.5	8:00a	56	37	1982	0	4	0	3.7	17	4:00p	ENE	
29	73.5	68	79.8	5:00p	79	94	1953	69.2	8:00a	56	38	1982	0	9.5	0.03	3	14	5:00p	SSE	
30	75.2	68	78.6	2:00p	79	93	1953	73.5	1:00a	56	40	1986	0	11	0.02	7.6	24	12:00p	SW	
31	74.3	67	77.3	5:00p	78	95	1953	70.5	6:00a	55	46	1989	0	8.9	0	3.6	13	2:00a	SSW	
AVE	72.1	70											0.1	7.3	0.1	4.4	21.8		N	
MAX	78.8	71	84.3			100		75.4		60	47		1.6	13.9	1.19	14.7	72.0			
MIN	63.4	67	66.2					57.5		55	37		0	0	0	1.5	10			
TOTAL															1.88					

Max Rain: 1.19 ON 08/11/14  
 Days of Rain: 9 (>.01 in) 3 (>.1 in) 1 (>1 in)

**MEETING WILL BEGIN AT 6:00 P.M.**

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
September 23, 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	Elect Officers - Slate: Rebecca Sanford - President Michael Moon – Vice President Ren Baldwin - Treasurer Kate Cravens – Secretary
Fundraising	Annual Appeal Donor List Review
New Business	
Board Comments	
Public Comment	
Adjournment	

Next meeting date: October 29, 2014

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

## **Maud Preston Palenske Memorial Library**

Director's Report

September 23, 2014

To: Members of the Library Board

From: Stephanie Masin, Director of the Library

A few weeks ago Julie Gourley, Krasl Art Center Director, asked me to join a group that had formed to discuss bringing Park(ing) Day to St. Joseph. Park(ing) Day is an annual worldwide event where citizens, artists, and designers temporarily transform parking spaces into public parks. Participants include members from Krasl Art Center, Whirlpool Creatives Association, and Wightman & Associates. On Friday, September 19, from 11a.m. to 7 p.m. spaces at Broad & State Streets, Lake Boulevard, and two spaces on Pearl Street (between the Library and Krasl) will be transformed and used in a manner completely different from their normal function as a space for cars. Community members will be invited to "Park & Lounge" (with books & magazines provided by the library), "Park & Play" (with games provided by Krasl), and "Park & Chat" with members from Whirlpool and Wightman who will be gathering information about what you want to see in your community. This event also ties in well with the City's current master planning process as the information gathered from the event can be shared with City officials and used to help develop the master plan with input from citizens within the community.

## **INTRODUCTION**

At the initial meeting for Park(ing) Day I also had the chance to meet Marissa Kovatch, Senior Interior Design Associate, from Wightman and Associates. I asked if she would be willing to stop by to look at our carpeting situation and to discuss options for colors and design. Part of what prompted my request is that the Friends of the Library voted to provide funding for painting some bright accent walls in the Children's Department and for items for the "Tween" space we've been planning. We want to brighten the space overall and make it more "kid friendly." However, before doing that I thought it would be wise to determine where we plan to go with carpet colors and design before we expend the time and money involved with painting. Wightman and Associates has been in business in the area since 1946. Their motto is "We work with people, committees, and communities to discover culture, enhance community and celebrate people with sustaining and balanced design solutions. Our approach leads to places where people are happy, healthy and connected. Understanding people and their culture allows us to help clients clarify missions and calibrate solutions that bring efficiency and fun to what they do." That pairs well with the library's mission of "Creatively serving the community with diverse resources and learning opportunities." As I walked through the library with Marissa she understood my vision and desire to better define spaces within the library using carpet designs and paint colors. You can set the mood for a space and how it is intended to be used with a simple change of color

or pattern. I worked with her to preliminarily select some carpet pattern and color samples to bring to the Library Board for viewing. I also thought if we selected some samples we could have those on display for the public so that we can gather ideas from the community on what they'd like to see in this space. Having options on display may also help potential donors visualize where we want to go as we move forward with fundraising efforts for the carpeting project.

It is time to begin our Annual Appeal. I will be sending out a draft of the letter for Board review soon. I did receive good news from Deb Koroch at City Hall regarding online donations. She said that they had set up a PayPal account to receive donations for the Lighthouse Fund so we should be able to do that for our Annual Appeal donations as well. I will set up a meeting with her soon to find out the best way to let donors know that is an option for giving to the library. We've also received Renaissance Zone funding again. I asked Deb about that and she thinks that though the Renaissance Zone funding for Edgewater expired a couple of years ago, the funding for the Whirlpool center was extended and that is likely where the continued funds can be attributed.

**BUDGET**

Statistics are down a bit for August. Some of that is due to lower numbers coming into the library during Concours and that Summer Reading did not extend into August this year.

**STATISTICS**

Respectfully submitted,



Stephanie Masin  
Library Director

MAUD PRESTON PALENSKE MEMORIAL LIBRARY  
BOARD OF TRUSTEES

AGENDA FOR THE MEETING

**NO AUGUST MEETING**

President

Treasurer

Director

President Comments

Old Business

New Business

Board Comments

Public Comments

Adjournment

Next Meeting : September 23, 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  
July 22, 2014**

Liz Darato called the meeting to order at 7:05pm. Other board members present were Ren Baldwin, Kate Cravens, Mimi Elwell, Bill Engeln, Diana Flora, Michael Moon and Director Stephanie Masin.

Also Present: Administrative Assistant Marsha Ammeson and Assistant Director Paula Stakely.

Absent: Rebecca Sanford

**Announcements:**

**Minutes:** It was moved by Elwell, seconded by Baldwin to approve the minutes of June 2014 board meeting. Motion carried.

**Treasurer's Report/Financials:** Board members reviewed the bills for June 2014. Questions arose about why the library pays for flooding when it is external. Masin explained that we pay the deductible to the insurance company. A complicated situation as the drains go under the building. Also a question about computer expenses. Masin explained that some computers had to be upgraded to Windows 8, and others replaced. It was moved by Elwell, seconded by Cravens to approve the bills of June 2014. Motion carried.

**Statistical Report:** Statistics continue to hold steady. The count of borrowers between St. Joseph and Lincoln Twp. Very similar.

**Director's Report:** The library is settling in to the new shared catalog. A survey is out to help revamp the library's website. The summer reading program and special programming have had excellent attendance.

**President's Comments:** none

**Old Business:** Board approval to buy out downstairs copier for \$1000. Elwell moved that we should approve the buyout, Baldwin seconded. Motion carried. A motion was made by Elwell to change the October board meeting to October 29, 2014 because of the City of St. Joseph's annual dinner. Seconded by Baldwin. Motion carried.

**New Business:**

**Board Comment:** Thanks to Liz and Stephanie for getting gifts for the departing board members.

**Adjournment:** It was moved by Elwell, seconded by Moon to adjourn the meeting at 7:40. Motion carried.

Respectfully submitted,

*Kate Cravens*

Kate Cravens  
Board member

## **Maud Preston Palenske Memorial Library**

Director's Report  
August 2014 (no meeting)

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

The library is preparing for a major update to its website. A subcommittee comprised of two Board members (Ren Baldwin and Michael Moon), two staff members (Paula Stakley and Mayuri Bodhankar), and I met to review suggestions gathered from staff and a public survey the library had done. Members also looked at sample sites that TLC (our web site provider) had provided and noted which layouts worked well and what we'd like to see happen with the information on our site. We will be contacting TLC to see if there is a creative "sandbox" where we can do some mock ups of our website as we progress through the organization of our new and improved site.

### **INTRODUCTION**

The Concours d'Elegance looked like it was a success with many attendees. Library attendance for the day was significantly lower than past event days. There were still quite a few people coming in just to use the restrooms. Staff also fielded phone calls from quite a few patrons who called to see if the library was open but, when informed that parking was limited due to the event, said they would just wait and come to the library a different day instead. If the library remains open next year during the event we will need to make sure that the handicap ramp leading up the front doors does not get blocked by Concours gates again, as that was a bit of a problem this year.

Staff are ready to get going with the fall portion of the inventory project and are excited about nearing the end of this intensive process. We've received many compliments about how great the completed portions of the collection look and can't wait to see what it looks like when everything has been cleaned up, recovered, and shifted to better accommodate the materials we have.

I met with Laurie Moore at City Hall to review the staffing expenditures and make sure that pay rates for staff are correct as well as confirm that staff are coded properly in the timesheet software to make sure their salaries are paid out of the correct salary line item. It was a good time to do that as we are near the beginning of our new fiscal year.

### **BUDGET**

Statistics remain steady.

### **STATISTICS**

At the last St. Joseph Township meeting, the Township Board of Trustees discussed the millage that the Township assesses for library service. The Township contribution to the library has remained flat for the past several years even though costs, as with many areas of our lives, have increased. In light of the millage due to expire in December of 2015, representatives from the City and the Township recently met to discuss the

### **FYI**

contract. The Township is thinking about possibly increasing the millage to .50, up from its current Headlee roll back amount of .449. However, that would mean it would not be a straight renewal and would require that the ballot language be adjusted to reflect that. In addition, it would have to be moved to the 2016 ballot.

Staff members Carol Dudding and Pat Peterson decided they needed to resign from the library due to some outside influencing factors that were beyond anyone's control. It is my hope that they will continue in a volunteer capacity here at the library as they are able to work the time into their schedules and that they come visit often. If you see them please take a moment to thank them for their dedication to serving our community during their time here at the library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie Masin". The signature is written in black ink and is positioned above the typed name.

Stephanie Masin  
Library Director

JOINT BOARD OF COMMISSIONERS

Benton Harbor - St. Joseph  
Joint Wastewater Treatment Plant

REGULAR MEETING

SEPTEMBER 18, 2014

AGENDA

CALL TO ORDER.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA.

✓1. APPROVAL OF THE AGENDA.

✓2. APPROVAL OF MINUTES AUGUST 21, 2014 REGULAR MEETING.

✓3. APPROVAL OF VOUCHERS.

✓4. CORRESPONDENCE.

✓5. PLANT & MORAN-AUDIT, FY ENDING 6/30/14. - Review Clean Audit

✓6. EXTRA STRENGTH TREATMENT CHARGES. OK

✓7. MATERIAL & SERVICES BIDS. OK

✓8. ANNUAL OPERATIONS REPORT. HANDOUT

✓9. MONTHLY OPERATION REPORTS.

✓10. MANAGER'S REPORT.

✓11. OLD BUSINESS. NONE

✓12. NEW BUSINESS. NONE

✓13. COMMISSIONERS' COMMENTS. RAG's - EDUCATION PROGRAM

✓14. PUBLIC COMMENTS.

✓15. ADJOURNMENT.

Review of Spetic rate  
Oct or Nov

DATE: SEPTEMBER 18, 2014

TIME: 11:00 A.M.

PLACE: JOINT WASTEWATER TREATMENT PLANT  
269 ANCHORS WAY  
ST. JOSEPH, MI 49085

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 August 21, 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
John Hodgson	Alternate Member	St. Joseph	x	

Also in attendance: Bob Lawrence, St. Joseph Township representative on the Lakeshore Authority and Timothy Lynch, Plant Manager.

- 1. Call to Order & Pledge of Allegiance:** Mr. Mak called the meeting to order at 11:05 a.m. The Pledge of Allegiance was recited. Mr. Mak asked for additions and/or corrections to the minutes of the July 17, 2014 regular meeting. There being none, the minutes were approved as mailed.
- 2. Approval of Agenda:** On a motion by Watson, seconded by Baldwin and unanimously carried; the Board approved the meeting agenda.

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

July 22, 2014	Vouchers # 33054-33061	\$ 90,660.57
July 25, 2014	Vouchers # 33062-33076	31,856.08
August 12, 2014	Vouchers # 33077-33095	17,977.52
August 12, 2014	ACH Payment – Synagro	25,113.75

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

11:18 a.m., Mr. Archibald entered the meeting.

- 4. Quarterly Financial Reports:** Mr. Lynch reviewed the financial reports for the quarter ending June 30, 2014. Operating revenue through the fourth quarter of Fiscal Year 2013-14 totaled \$4,106,827, compared to \$4,142,454 for the fiscal year ending June 30, 2013. Operating Expenses for the year were \$2,608,668, compared to \$2,662,336 expended during the 2012-13 Fiscal Year. Interest income for the fiscal year was \$45,508. The detail sheet for Capital and Replacement Expenditures was reviewed. The financial audit for the 2013-14 Fiscal Year is nearly complete. Plante & Moran is scheduled to present the audit report at the September 18<sup>th</sup> board meeting.
- 5. Correspondence:** Mr. Lynch reviewed a South Bend Tribune article provided by Mr. Mak the relating to invasive species in the Great Lakes. Correspondence relating to the Harbor Plating groundwater remediation project was also reviewed.
- 6. IPP Report – Six Month Compliance Report:** Mr. Lynch reported one firm received a noncompliance notice for the six months ending June 30, 2014 – Tech Nickel, Inc. (see attached). Tech Nickel exceeded discharge limitations for total cyanide. A noncompliance notice will be issued to the firm and the names of each firm found in noncompliance in 2014 will be published in the local newspaper to comply with federal pretreatment regulations.
- 7. Material & Equipment Bids:** Mr. Lynch presented a bid recap on a new muffle furnace to be utilized in the Joint Plant Laboratory (see attached). On a motion by Hodgson seconded by Watson and unanimously approved; the Board authorized the purchase of the furnace from Fisher Scientific, the low bidder, in the amount of \$3,037.26.

8. **Construction Update:** Mr. Lynch provided an update on the Headworks Improvement Project and showed 3D flyover images relating to the project. He outlined the change in scope from the original project concept that were being considered for the additional engineering fees. He reported the 75% drawings and specifications have been completed and that plant staff is currently reviewing the plans and specifications.
9. **Engineering Fees – Headworks Improvement Project:** Mr. Lynch presented a request from AECOM Engineers to increase the engineering fees for the Headworks Improvement Project an additional \$146,000 due to changes in the scope and complexity from the original project concept (see attached). Originally, the project concept in the initial Request for Proposal (RFP) included provisions for a new metering, screening and grit collector facility with sufficient capacity to serve the Lakeshore Authority and to accommodate future Benton Charter Township flows and to replace the existing raw sludge pumps with additional capacity chopper pumps. Through the project design process, additional provisions were made to accommodate peak flows from all the governmental units including Benton Harbor and St. Joseph. In addition, a lower basement structure housing the new raw sludge pumps and connected to the existing plant tunnel system was designed into the project. Several other additional scope items were considered in the design phase also. Mr. Zebell suggested AECOM Engineers provide the quantity of hours used as a basis for the additional fee request. Mr. Lynch concurred that he would request that information from AECOM as it is normally the firm's custom to provide same. On a motion by Thomas, seconded by Hodgson and unanimously carried, the Joint Board approved an additional \$146,000 to complete the design engineering and bidding services portion of the Headworks Improvement Project. Note: the original design fee proposal was for \$325,541. Also, AECOM Engineers provided the hours used as the basis for the increased fee the week of August 25, 2014.
10. **Monthly Operation Reports:** The monthly operating reports were reviewed. The plant met all NPDES permit requirements for the month of July 2014 with the exception of the 7-day limit for effluent suspended solids.
11. **Manager's Report:**
  - a) **Permit exceedance:** Mr. Lynch reported the 7-day limit for effluent suspended solids was exceeded in July due to the high flow, wet weather event on July 1<sup>st</sup>.
  - b) **Financial audit:** The onsite portion of the financial audit has been completed. Plante Moran will present the audit at the September meeting.
  - c) **Staff issues:** Operations Supervisor James Jonatzke has been out for approximately one month due to health issues relating to his son. Mr. Lynch reported he was in frequent contact with James while on leave and that plant staff has done a nice job in supporting plant operations in James' absence.
12. **Old Business:** Mr. Mak recommended the Board and Joint Plant continue to pursue additional property acquisition opportunities to improve solids handling options in the future.
13. **New Business:** None
14. **Commissioners' Comments:** Mr. Zebell questioned the status of succession planning in light of the absence of Mr. Jonatzke. Mr. Lynch replied that staff members have done a nice job in assisting and assuming some of Mr. Jonatzke's job tasks in his absence. Ms. Isom has assumed several of the payroll duties normally performed by the computer tech staff. Ms. Isom will also be performing future accounts payable tasks that were performed by the computer techs. Mr. Mak thanked Mr. Lynch for his dedication to the Plant and hard work performed in the absence of Mr. Jonatzke. Mr. Mak encouraged fellow board members to be on time at the start of future meetings.
15. **Public Comments:** Mr. Lawrence complimented Mr. Lynch and the Joint Board for operating the Joint Plant in a proactive manner and for addressing matters with diligence and foresight. He indicated the Joint Plant is a good model for how other utilities should operate.

On a motion by Zebell, seconded by Hodgson and unanimously carried; the meeting was adjourned at 12:00 noon.

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Steve Archibald, Secretary

Date: \_\_\_\_\_

# BENTON HARBOR – ST. JOSEPH JOINT WASTEWATER TREATMENT PLANT

## MONTHLY OPERATIONAL REPORT

AUGUST 2014

### GENERAL INFORMATION:

THE JOINT PLANT RECEIVED ITS DRAFT NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT FROM THE PERMITS SECTION OF MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ). PLANT STAFF HAS UNTIL SEPTEMBER 30, 2014 TO SUBMIT COMMENTS RELATING TO THE DRAFT PERMIT. THE JOINT PLANT'S CURRENT DISCHARGE PERMIT CARRIED AN EXPIRATION DATE OF OCTOBER 1, 2012 BUT REMAINS IN EFFECT UNTIL THE NEW DRAFT PERMIT IS FINALIZED AND TAKES EFFECT.

### SAFETY MEETING / ACTIVITIES:

SAFETY PRECAUTIONS TO BE TAKEN WHEN WORKING IN HOT AND HUMID WEATHER WERE REVIEWED. SYMPTOMS OF HEAT RELATED ILLNESS, PROPER CLOTHING AND METHODS FOR REDUCING THE EFFECTS OF HEAT AND HUMIDITY WERE AMONG THE ITEMS DISCUSSED. A WRITTEN COMPREHENSION TEST WAS ADMINISTERED TO ALL EMPLOYEES IN ATTENDANCE.

### PRIMARY MAINTENANCE:

A SCHEDULED OIL AND FILTER CHANGE WAS COMPLETED ON RAW WASTEWATER PUMP GAS ENGINE #2.

PRIMARY TANK #3 WAS REMOVED FROM SERVICE FOR A CLEANING AND INSPECTION. THE ACCUMULATED GRIT AND SAND WAS REMOVED FROM THE TANK AND PLACED IN SEALED ROLL-OFF CONTAINERS FOR TRANSPORT TO THE LANDFILL. A CRANE AND OPERATOR WAS PROVIDED BY PEARSON CONSTRUCTION TO FACILITATE THE CLEANING. UPON INSPECTION, TWENTY-SIX LONGITUDINAL FLIGHT BOARDS WERE FOUND IN NEED OF REPLACEMENT. NEW FLIGHT BOARDS FROM SPARE INVENTORY WERE INSTALLED. THE CROSS FLIGHT COLLECTOR CHANNEL WAS CLEANED AND INSPECTED. THE COLLECTOR CHAIN AND RAILS WERE FOUND IN SERVICEABLE CONDITION. ALL SPROCKETS WERE FOUND IN SERVICEABLE CONDITION. TWO CHAIN LINKS WERE REMOVED FROM EACH OF THE LONGITUDINAL FLIGHT CHAIN STRANDS TO PROVIDE PROPER TENSION. THE DEZURIK PLUG VALVES WERE REMOVED, CLEANED AND INSPECTED. NEW PACKING WAS INSTALLED IN ALL VALVES. CLEAN SHEATHS WERE INSTALLED ON THE AERATION HEADERS. THE LONGITUDINAL FLIGHT UPPER GUIDERAILS WERE FOUND WORN ON THE RETURN END OF THE RAIL. NEW STEEL FROM SPARE INVENTORY WAS WELDED ON EACH RAIL WHERE THE FLIGHT BOARD MAKES ITS FIRST CONTACT WITH THE RAIL. THE TANK WAS RETURNED TO SERVICE.

THE ENGINE COOLING WATER PUMP ON RAW WASTEWATER PUMP GAS ENGINE #1 WAS FOUND TO BE LEAKING. THE PUMP WAS REMOVED AND REBUILT BY ARKOS (FORMALLY VALERUS) OF BRIDGMAN. THE PUMP WAS REINSTALLED AND RETURNED TO SERVICE.

A SCHEDULED INSPECTION WAS PERFORMED ON RAW WASTEWATER PUMP #1. THE IMPELLER AND SUCTION WEAR RINGS WERE FOUND TO BE IN SERVICEABLE CONDITION. THE SHAFT SLEEVE WAS FOUND WORN AND WAS REPLACED WITH A NEW SLEEVE FROM SPARE INVENTORY. ONE ROUND OF NEW TEFLON PACKING WAS INSTALLED. WEAR RING CLEARANCES WERE ADJUSTED AND THE PUMP WAS RETURNED TO SERVICE.

THE CHAIN GUIDE RAIL FOR GRIT COLLECTOR #3 WAS FOUND IN NEED OF REPAIR. THE COLLECTOR WAS REMOVED FROM SERVICE AND THE RAIL WAS BUILT UP USING 2-INCH WIDE FLAT STOCK FROM SPARE INVENTORY. THE COLLECTOR WAS RETURNED TO SERVICE.

D. A. DODD INSTALLED A NEW SUTORBILT METHANE GAS COMPRESSOR PURCHASED FROM TMI COMPRESSED AIR SYSTEMS TO REPLACE DIGESTER GAS COMPRESSOR #1 WHICH HAD PREVIOUSLY EXPERIENCED FAILED SEALS BETWEEN THE BEARINGS AND THE OIL RESERVOIR.

RAW SLUDGE PUMPS #1 AND #2 WERE FOUND NOT PUMPING PROPERLY. THE PUMPS WERE REMOVED FROM SERVICE TO DETERMINE THE CAUSE. 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.

THE ANNUAL CROSS CONNECTION CONTROL PROGRAM INSPECTION WAS PERFORMED BY HYDRO DESIGNS. ALL BACKFLOW PREVENTERS IN THE PLANT WERE CHECKED FOR PROPER OPERATION ALONG WITH WATER HOSE BIB CONNECTIONS. ONE ISSUE WAS NOTED AND CORRECTED RELATING TO A WYE CONNECTOR IN THE TRUCKER LOADING BUILDING. ALL OTHER DEVICES WERE FOUND IN ACCEPTABLE CONDITION.

DURING REGULAR OPERATION, IT WAS NOTED THAT THE LONGITUDINAL FLIGHT DRIVE FOR PRIMARY TANK #3 WAS RUNNING IN THE REVERSE DIRECTION. THE UNIT WAS STOPPED TO DETERMINE THE CAUSE. IT WAS DETERMINED THAT A SHORT IN THE WIRING CIRCUIT FOR THE REVERSE MODE WAS THE CAUSE. THE REVERSE DRIVE CAPABILITY OF THE MOTOR WAS DISABLED. THE WIRING SYSTEM IS BEING INVESTIGATED.

D. A. DODD WAS RETAINED TO REPAIR TWO CITY WATER YARD HYDRANTS LOCATED NEAR THE MAINTENANCE SHOP THAT WERE LEAKING. WITHROW EXCAVATING & CONSTRUCTION PERFORMED THE NECESSARY EXCAVATION WORK. BOTH HYDRANTS WERE LEAKING BELOW GRADE WHERE THE HYDRANT CONNECTS TO THE MAIN LINE. CRACKED SECTIONS OF THE SCHEDULE 80 PVC 4" PIPE WERE REMOVED AND REPLACED WITH NEW PIPE. AFTER VISUAL INSPECTION FOR LEAKS, THE AREA WAS BACKFILLED AND THE HYDRANTS WERE RETURNED TO SERVICE.

A NEW DRIVE BELT AND GREASE LINES WERE INSTALLED ON EXHAUST FAN #16 SERVING THE METALS DIGESTION HOOD OF THE PLANT LABORATORY.

**SECONDARY MAINTENANCE:**

SLUDGE THICKENER #2 WAS REMOVED FROM SERVICE FOR A SCHEDULED CLEANING AND INSPECTION. PRIOR TO THIS MAINTENANCE TASK, NOISE FROM THE UPPER SCREW CONVEYOR WERE OBSERVED NEAR THE DRIVE SHAFT PILLOW BLOCK. UPON INSPECTION, IT WAS NOTED THAT THE AUGER AND SHAFT JUNCTION AT THE DRIVE END WAS WORN. THE SHAFT WAS REPAIRED BY PLANT PERSONNEL. THE BOTTOM SCREW CONVEYOR BEARING WAS FLIPPED AND THE BOTTOM SCREW CONVEYOR WAS FOUND IN SERVICEABLE CONDITION. THE WALL BEARINGS, UPPER AND LOWER RAILS, FLIGHT BOARDS, CHAIN AND SPROCKETS WERE FOUND IN SERVICEABLE CONDITION. THE TANK WILL BE RETURNED TO SERVICE AS NEEDED.

A SCHEDULED MOTOR BRUSH INSPECTION WAS PERFORMED ON RETURN ACTIVATED SLUDGE PUMP #1. NO CHANGES WERE REPORTED.

**ELECTRICAL MAINTENANCE:**

A MOTOR BRUSH INSPECTION WAS PERFORMED ON RETURN ACTIVATED SLUDGE PUMP #1.

A DIAGNOSIS OF THE CONTROLS WAS PERFORMED ON PRIMARY TANK #3 LONGITUDINAL FLIGHT DRIVE. IT WAS DETERMINED THERE WAS A SHORT IN THE WIRING SYSTEM. THE REVERSE SWITCH WIRE WAS DISCONNECTED.

AN ELECTRICAL LOSS OF PHASE WAS REPORTED TO JOINT PLANT SUPERVISORY PERSONNEL ON THE MORNING OF SATURDAY AUGUST 30<sup>TH</sup>. THE ALTERNATE POWER FEED TO THE PLANT WAS ENGAGED AND INDIANA MICHIGAN POWER COMPANY SWITCH CENTER WAS NOTIFIED. IT WAS DETERMINED THAT THAT ONE OF THE THREE INCOMING LINE CUT-OUTS AND FUSE WERE DAMAGED AND ONE OF THE LIGHTNING ARRESTORS FOR THE PRIMARY FEED WAS DAMAGED. PLANT MACHINERY AND EQUIPMENT WERE CHECKED AND RESTARTED TO RETURN TO NORMAL OPERATION. NEW PARTS HAVE BEEN ORDERED AND THE DAMAGED ARRESTOR AND CUT-OUTS WILL BE REPLACED AND THE PLANT RETURNED TO ITS PRIMARY FEED UPON ARRIVAL AND INSTALLATION OF THE NEW PARTS.