



## *City Manager's Bits & Pieces*

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

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

DATE: October 23, 2014

Happy Friday. It has been a busy week and the weekend hopefully will be pleasant. While there isn't anything major going on within the City, there is still plenty to do. Get out and enjoy the amenities.

A few items of interest:

### **Transparency and Accountability**

The City of St. Joseph has fulfilled the EVIP program requirements and will submit the Certification of Accountability and Transparency with documentation this week well before the December 1<sup>st</sup> deadline.

To qualify for program payments, the City must make certain documents available for public viewing in the city and on the website. These documents include; 1) a Citizen's Guide of most recent finances including liabilities; 2) a Performance Dashboard summarizing operating benchmarks; 3) a detailed listing of all debt service; and 4) projected general fund budget for current and next fiscal year.

This information is now all available through our website at [www.sjcity.com](http://www.sjcity.com). Once you are on the St. Joseph website, just select > Public Hub > Government Transparency >, and then select the specific information from Citizen Guide, Projected Budget, Debt Service or Performance Dashboard. For Citizen Guide and Performance Dashboard, you will be directed to our [accessmygov.com](http://accessmygov.com) link with is now tied directly to our accounting software. Through this program you can also access your water/sewer bill and billing history. We are currently working to add accessing records and the ability for citizens to report concerns to city hall.

If you have any questions regarding this government transparency programs, please contact the City Clerk / Finance Director Deb Koroch.

#### **Mold Remediation-Fire Station**

On Tuesday, October 21, 2014, Director Clapp and Deputy Director Crow met with Chris Cooke and Jim Saylor of Abonmarche, to survey the fire station in an effort to determine the best course of action as a next step in the mold remediation process.

#### **Fire Alarm System Repairs-Fire Station**

As you will recall, as part of annual testing, several deficiencies were found in the fire alarm system at the fire station. Since that was the case, funding to bring the system in compliance was allocated in the capital improvement fund. A proposal from Simplex/Grinnell, which is within budget, was solicited and received. The department of public safety requested City Attorney Schmidt review the proposal and offer suggestions. The proposal, with Attorney Schmidt's recommended changes, was returned to Simplex/Grinnell. Once the agreement is signed, the work on the fire alarm system will begin.

#### **Sign Request-Old Lakeshore Drive**

During the annual precinct 1 meeting, a resident requested signs on Old Lakeshore Drive alleging fast moving traffic enters that street from southbound Lakeshore Dr. In an effort to assess the need, Director Clapp ordered a speed survey which was conducted on Tuesday October 7. The results

Monitor Time: 11:35am to 12:35pm

<b>VEHICLE</b>	<b>SPEED</b>	<b>TIME</b>
Silver Equinox	21	11:40
Red Chrysler Van	29	11:42
Red GMC	26	11:47
Blue Chrysler Van	26	11:51
Black BMW	24	11:55
Black GMC	25	12:05
Black Lexus	26	12:18
White Hyundai	19	12:18
Silver Nissan	27	12:21
Gray Dodge	25	12.24
Silver Chrysler Van	18	12.31

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#### **Fire Engines**

Recently, engine #106, the tower truck, experienced problems shifting into pump. As a result, the truck was delivered to Halt Fire in Wixom, MI. for repairs. The technicians at Halt have located a defective transmission part, which is the cause of the failure, and have a replacement

part on order. In addition, the boom also failed recent testing. Halt Fire is running diagnostics to determine the origin of the boom failure and will address it once found. The department of public safety will stay on top of the issues and have Engine #106 repaired and returned to service as soon as possible.

Additionally, Engine #104 experienced mechanical issues mid-week last week. Adam Evans, public services mechanic, was able to determine a rocker arm was deformed damaging an injector. While the repairs were on going, all the area fire agencies, along with central dispatch were notified so they would be prepared for the proper response to the City in the event mutual aid was requested. The Benton Township Fire Department even offered the loan of one of their engines during the time #104 was down. Fortunately, Adam was able to make the repairs quickly and engine #104 was returned to service last Friday.

### **Inspection Department**

As you may recall, the Inspection and Public Safety Departments have been working on a complaint regarding the home of Ms. Victoria Deckard at 1010 Michigan since early August. The initial inspection revealed very unsanitary living conditions with numerous cats and dogs. The home was posted as "Unsafe for Human Occupancy" and vacated. Animal Control officers, Berrien County Health Department and the Inspection Department have been monitoring the mandated clean-up work being performed by Service Masters.

Last week, Mr. Ken Priest from Berrien County Health Department accompanied Chief Building Official, Cecil Derringer for an inspection and on Monday, October 20<sup>th</sup>, the clean-up had been sufficient to allow Ms. Deckard to move back into her home. The department will continue to monitor the interior painting and the clean-up/repair work still pending on the yard, front porch and garage. On Tuesday, October 21<sup>st</sup>, Ms. Deckard entered a No Contest plea on charges of Animal Cruelty/Abandonment of 2-3 animals and received a sentence of 12 months probation plus court costs.

### **Boards and Commissions**

Attach are agendas, minutes and reports for the Twin Cities Area Transportation Study Policy Committee, BH-SJ Joint Wastewater Treatment Plant, and Library Board. Other meeting that has taken place such as the Water Services Joint Operating Board, Employees' Retirement Board, Downtown Development Authority and Recreational Harbor Authority can be access through the cities website, [www.sjcity.com](http://www.sjcity.com). Once there, go to CITY HUB, click "Agenda, Minutes and Synopses" and follow the instructions.

### **Closing Thought**

Pay Attention. You may have what you want. We often forget to sit down and think about where we started and where we are now. The human tendency is to always want more. A better approach is to remember where you started and appreciate how much you have accomplished.

Have a great weekend.



# SOUTHWEST MICHIGAN PLANNING COMMISSION

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

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

## Twin Cities Area Transportation Study Policy Committee Meeting

10:30 A.M.

Monday, October 20, 2014

Southwest Michigan Regional Airport, Terminal

Web Access: Login=DLink Media

Password=Skyway1961

- Action Item
- Action Item
1. **Call to Order and Changes to the Agenda**
  2. **Minutes of the August 18, 2014 Policy Committee Meeting** OK
  3. **Minutes of the September 25 Joint MPO Meeting** OK
  4. **Public Comment**
  5. **Staff Report**
    - Feedback from Funding Workshop
    - National Functional Classification Review Coming Up
    - Local Safety Initiative and Safety Projects - *HANDOUT*
    - Statewide Transportation Alternatives Funds
  6. **Public Transit**
    - Transit Consolidation Study Updates
    - Mobility Management
    - TCATA Updates
  7. **Committee Reports**
    - Walk and Roll
    - Regional Inclusive Community Coalition (RICC)
  8. **Community Land Use and Zoning Updates**
  9. **Project Updates (Bid amounts, Obligation and Letting Dates)**
  10. **Old Business**
    - Local Agency Programs Process and Stumbling Blocks
    - Reprogramming of Unobligated Brown School Road Project
    - Upcoming CMAQ Meeting on November 13th
  11. **New Business**
    - Legislative Updates
      - Federal
      - State
  12. **Privilege of the Floor**
  13. **Adjournment**
    - Next meeting is November 17, 2014 at 10:30 AM.

**TWIN CITIES AREA TRANSPORTATION STUDY**

Policy Committee

**Minutes**

August 18th, 2014

10:30 A.M.

Southwest Michigan Regional Airport

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

**1. CALL TO ORDER:**

Scherwitz called the meeting to order at 10:32 a.m. and led the group in introductions.

**2. MINUTES:**

A motion was made by Fenderbosch with support by Panozzo to approve the minutes of the July 21 Policy Committee meeting. **Motion passed.**

### 3. PUBLIC COMMENT

None.

### 4. STAFF REPORT

#### ▪ MTPA Updates

Mani and Gallagher had a good MTPA annual conference in Port Huron. There was a lot of focus on security and protecting vulnerable transportation assets and the importance of having hazard mitigation plans. There was also great session on visualization and communication. MPO staff are coming back with a lot of ideas of how we can better get information to you in a way that is not difficult to navigate. Darrell Harden, MDOT Region Planner for Southwest Region received the junior planner of the year award, He doesn't make it to TwinCATS very often, but he has still been instrumental in delivering local projects to the area. When you see him, congratulate him! Mani also noted that he was elected MTPA Secretary. Our local MPOs had a strong voice on a statewide level when Suzann Flowers was chair of MTPA, and it will continue to have a strong voice.

Gallagher stated that she learned at the conference that transit agencies can get grants for back up generation power systems with 15% local match. This would be really important during a prolonged power outage.

#### ▪ Other Items

Mani talked about the Local Safety Initiative (LSI) from MDOT. This is a service where a team from MDOT will examine your community's road segments and determine the most unsafe segments and intersections in terms of crashes. This is primarily for vehicular conflicts. They will propose engineering solutions as well, which Mani noted was beyond the capacity of SWMPC staff. Mani said that many of the solutions proposed would be low cost, and that project funding would potentially be available to implement recommended treatments. Mani also noted that the LSI is completely free for local communities. The request has to come from cities, villages, and townships themselves, however.

### 5. PUBLIC TRANSIT

#### ▪ Transit Consolidation Study Updates

Gallagher said there is not much to update. She said the media coverage has been helpful in getting word to communities about the consolidated transportation study.

#### ▪ Mobility Management

Panozzo said that she is continuing to receive calls from individuals who need assistance getting to life-sustaining services, especially medical appointments. Transit service cannot get them there.

#### ▪ TCATA Updates

Purvis talked about the additional grant funding he obtained through JARC, which he had not expected. Scherwitz suggested that TCATA should have shovel ready projects for the other

proposed routes if future funding arrives. Gallagher asked about bike racks. There are currently four racks on buses, and thirteen more are on order. Each bike rack can hold two bikes. Purvis said that the red route is popular for people biking to the fixed route locations.

## 6. COMMITTEE REPORTS

- **Walk and Roll**  
None.
- **Regional Inclusive Community Coalition (RICC)**  
None.

## 7. LAND USE AND ZONING UPDATES

Gallagher noted that Kinexus was moving locations to the old M-TEC building. This location would no longer be on a fixed route and would pose an issue to many of the clients that they serve.

## 8. PROJECT UPDATES

Fiscal Year	Job Number	Agency	Project Name	Update Information	Date of last update	Cost Changes	Projected Letting and obligation date
2012							
	113585	MDOT	I-94 Red Arrow Highway to Livingston Rd	2016 construction; value engineering meetings held	May 2014		
	103293	MDOT	I-94 at Nickerson Ave in Benton Township (roadside facility)	Scheduled for October letting; returned to region for funding to move forward; no change; March 2013 Moving Forward for January 2013 letting <b>July 2013: On hold</b>	July 2013		
		Twin Cities Area Transportation Authority	New expanded hours	<b>July 2012:</b> Continued through 2013 (2014 funding seems less certain); <b>September 2012:</b> Continued Service; 11/2012 after 2013 the state will match buses but nothing else; <b>December 2012-</b> already been awarded; <b>November 2013:</b> not funded	November 2013		

		Twin Cities Area Transportation Authority	New line haul route	<b>July 2012:</b> Continued through 2013 (2014 funding seems less certain); ; 11/2012 after 2013 the state will match buses but nothing else <b>July 2013:</b> JARC funding cut in half, project will proceed.	July 2013		
		Twin Cities Area Transportation Authority	Transit vehicle replacement (3 total)	<b>July 2014:</b> Buses on the way, with propane conversions	July 2014		
2013	89085	Benton Harbor	Klock Rd (from North Shore to Paw Paw)-	<b>July 2014:</b> Project unlikely to go through--- Harbor Shores still in lawsuit <b>August 2014 delete from TIP</b>	July 2014		
	112091	Berrien County	Hollywood Road	<b>July 2014:</b> Under Construction <b>Completed August 29<sup>th</sup></b>	August 2014		
	115751	MDOT	I-94 WB (from I-196 for 0.4 miles to start of 2008 concrete pavement)	2 course HMA over scratch course on existing concrete-PE phase, no change	December 2012		
	113585	MDOT	I-94 WB (On I-94 from Red Arrow Highway for 3.0 miles to Livingston Road)	Mill existing and place 2 HMA overlay-ROW phase; no change	December 2012		
	110779	MDOT	I-94 EW and WB over Hickory Creek	<b>January 2014:</b> Construction in July 2014.	January 2014		
		TCATA	Replacement 3 buses CMAQ project	2013 applications are due to the state in December; <b>July 2013:</b> Waiting for contract approval	July 2013		
		TCATA	Expanded hours- JARC grant				
		TCATA	Mobility manager grant	11/2012 Purvis stated that this will be available for 2013 but not sure if funding will be there for 2012; SWMPC handling this	December 2012		
		TCATA	New line haul to Stevensville	Project is continuing; hoping	January 2013		

				to get state funds in 2014			
		TCATA	Bus operations	Not submit yet			
	116924	SWMPC	Berrien County-Rideshare	In progress			
2014	112087	Benton Harbor	Broadway Avenue/Colfax Avenue Resurfacing	<b>August 2014:</b> They will be sometime after Labor Day	August 2014		
	121011	Benton Harbor	Pipestone at Empire Traffic Signal Upgrade	<b>August 2014:</b> Under Construction	August 2014		
		Berrien County	Date Road Bridge Replacement	<b>August 2014:</b> Under construction	August 2014		
	121002	Berrien County	Roosevelt Road Non-Motorized Extension	<b>July 2014:</b> \$43,000 overbid, contract awarded. Trying to get start date construction soon. Pre-construction August 22nd	August 2014		
		Berrien County	Brown School Road Resurfacing	<b>August 2014:</b> Construction complete	August 2014		
		Village of Shoreham	Brown School Road Resurfacing	<b>July 2014:</b> GI package approved	July 2014		
2015		Berrien County	Marquette Woods Road Rehab/Sidewalks	<b>August 2014:</b> They received at \$25,000 in a local match from Meijer.	August 2014		
		Berrien County	Napier Avenue at Pipestone St Traffic Signal				
		City of Benton Harbor	Pipestone St at Britain Avenue Traffic Signal				
		City of St. Joseph	Botham Avenue	<b>August 2014</b> Abonmarche received the contract			
		City of St. Joseph	Park St. Bridge	<b>August 2014:</b> Getting final permissions from CSX railroad			

### Other Updates

Mani noted to committee members that the state had run out of obligation authority, meaning that the state could not attach any more FY 2014 funding to transportation projects. Mani said that obligation authority had run out in early August, which is later than had been expected. Mani said that redistribution would occur from the federal level to the states based on each state's need. Mani noted

that one project within the MPO was currently in limbo: Brown School Road in the Village of Shoreham, but the MPO will wait to see whether the project is funded once redistribution occurs.

Stauffer gave an update on the Construction meeting for the Lincoln Charter Township Roosevelt Road project on August 22<sup>nd</sup> at 9 am. Stauffer stated that Meijer awarded Lincoln Twp a \$25,000 dollar grant for their road project. Stauffer said that Meijer was in support for the improvement of the road surface and extending the sidewalks. This story was in the local paper recently. Stauffer mentioned that traffic camera can really help improve safety and traffic flow he recommends communities with problematic intersections look into using them.

Mani also requested that any agencies with FY 2015 projects requiring local match submit resolutions of support from their local boards or councils to Mani by October 1. The resolutions are available on the web and need to specify that the community will provide local match in the fiscal year of the project.

## 9. OLD BUSINESS:

### ▪ **Officer Nominating Committee Report**

Panozzo, chair of the nominating committee, nominated Stauffer for Chair and Lynch for Vice Chair for FY 2015 and 2016.

A motion by Panozzo with support by Fenderbosch to elect Stauffer and Lynch as the officers for FY 2015 and 2016. **Motion passed.**

### ▪ **Mobility Challenge 2014 Report Back**

Stauffer and Jolivette discussed the results of their attempts at the mobility challenge. Their scenarios included individuals who lived outside of transit service areas or needed to access education at hours when transit would not operate, respectively. Currently the County system is inadequate and service hours not long enough for either user, creating prohibitively expensive travel conditions.

See attached handouts for information on the remaining scenarios.

A question was asked on what we can do next. Gallagher said that the MPO members can individually reach out to our county commissioners to ask them to support this consolidation study. These examples of the stories from the Mobility Challenge really help commissioners and others relate to the struggles of people without access to a car in this County.

Mani said that the MPO could create a resolution of support supporting the consolidation study. Mani said that he would draft a resolution of support or letter and bring it before the committees for their approval.

A motion by Lynch with support by Fowler to have MPO staff draft a resolution of support or letter stating the MPO's support of the transit consolidation study. **Motion passed.**

## 10. NEW BUSINESS

### ▪ **September Presentation on Transportation Funding by Bill Hamilton**

Mani said that the regular TwinCATS meetings for September are CANCELLED. Instead, we will be having a joint MPO meeting where Bill Hamilton from the House Fiscal Agency (state

legislature) will present on Transportation Funding—the current state of it and how we can better leverage it.

The joint MPO meeting will take place on Thursday September 25<sup>th</sup> at 10 AM at Berrien RESA in Berrien Springs (711 St. Joseph Avenue). Bill will give his presentation and then we will handle any MPO business afterwards. Rural agencies and small urban agencies will also be invited for Bill's presentation.

▪ **Legislative Updates-Federal and State**

- **Federal** – Dewey reported that the President had signed into a law a bill to keep the highway trust fund solvent until May 31, 2015. This places 2015 construction projects in a precarious position, as Congress might wait till the last minute to reauthorize again. The highway trust fund remaining solvent effectively places 2015 funding at MAP-21 funding levels.
- **State** – None.

**11. PRIVILEGE OF THE FLOOR:**

Stauffer asked about MDOT's mowing cycle on highway exits and the impacts that these would have on beautification efforts that have taken place specifically around exit 23. Stauffer wanted to make sure that MDOT did not mow over the flowers and other landscaping elements that Lincoln Township had worked on. Jolivette said that she would look into the mowing schedules and get back in touch directly with Stauffer.

**12. ADJOURNMENT at 11:30 AM**

Next meeting is September 25, 2014 at 10:00 AM at Berrien RESA

*Compiled by: Gautam Mani & Kris Martin, Associate Planners, 2014*

Niles-Buchanan-Cass Area Transportation Study and Twin Cities Area Transportation Study

Joint MPO Meeting

September 25, 2014

Berrien RESA- 711 St. Joseph Avenue, Berrien Springs, MI

MEETING MINUTES

**Attendees**

*TwinCATS TAC Members Present*

Brian Berndt, Berrien County Road Commission  
Andrea Dewey, Federal Highway Administration  
John Gruchot, Berrien County Community Development  
Erin Jolivette, MDOT-Coloma TSC  
Paul Lott, MDOT-Statewide Planning  
Bill Purvis, Twin Cities Area Transportation Authority  
Lee Scherwitz, Southwest Michigan Regional Airport  
Dick Stauffer, Lincoln Charter Township  
Tim Zebell, City of St. Joseph

*TwinCATS Policy Members Present*

Andrea Dewey, Federal Highway Administration  
Bill Hodge, Berrien County Planning Commission  
Erin Jolivette, MDOT-Coloma TSC  
Bill Purvis, Twin Cities Area Transportation Authority  
Lee Scherwitz, Southwest Michigan Regional Airport  
Dick Stauffer, Lincoln Charter Township  
Kris Welch, MDOT-Statewide Planning

*NATS TAC Members Present*

Jason Auvil, Pokagon Band of Potawatomi Indians  
Joe Bellina, Cass County Road Commission  
Barb Cook, Cass County Planning Commission  
Richard Cooper, Niles Charter Township  
Andrea Dewey, Federal Highway Administration  
Erin Jolivette, MDOT Coloma TSC  
Paul Lott, MDOT-Statewide Planning  
Serita Mason, Niles Dial-A-Ride  
Bill Marx, City of Buchanan  
Melinda Michael, Four Flags Area Council on Tourism  
Kim O'Haver, Buchanan Dial-A-Ride  
Jan Personette, Four Flags Area Chamber of Commerce  
Dennis Schuh, Berrien County Public Transit

*NATS Policy Members Present*

Jason Auvil, Pokagon Band of Potawatomi Indians  
Richard Cooper, Niles Charter Township  
Andrea Dewey, Federal Highway Administration  
Erin Jolivette, MDOT Coloma TSC  
Serita Mason, Niles Dial-A-Ride  
Melinda Michael, Four Flags Area Council on Tourism  
Jess Minks, Berrien County Road Commission  
Kim O'Haver, Buchanan Dial-A-Ride  
Jan Personette, Four Flags Area Chamber of Commerce  
Donald Ryman, City of Buchanan  
Evan Smith, Niles Dial-A-Ride  
Kris Welch, MDOT Statewide Planning  
Robert Ziliak, Cass County Board of Commissioners

*SWMPC Staff Present*

Kim Gallagher  
Gautam Mani

**1. Call to Order**

Scherwitz officially called to order the combined meeting of the TwinCATS TAC, TwinCATS Policy, NATS TAC and NATS Policy Committee at 12:00 PM, and led the group in the pledge of allegiance. Mani presented Scherwitz with a plaque commemorating his many years of service to the TwinCATS committees, as this was Scherwitz's last meeting as chair. He will be on the committees until he retires next June.

**2. Public Comment**

None.

**3. TIP Amendments**

Mani noted that there were several TIP amendments this month for both NATS and TwinCATS, but that he would be asking for **summary motions on all action items** after reviewing them with the group.

On the TwinCATS side, TCATA is requesting an addition of two buses using CMAQ funds and replacement of its current vehicle radios. Berrien County Road Commission is requesting a cost change in its Napier Avenue at Pipestone Road traffic signal upgrade, and a project limits change on the Shawnee Road project in Lake Township for FY 2016. There was one cost change to MDOT I-94 bridge repair work (Job number 110931).

On the NATS side, MDOT had minor cost changes to its M-60 and M-139 projects. These are likely administrative adjustments, but Mani was just informing the MPO just in case.

**4. Public Participation Plan Amendments**

Mani said that due to guidance from the Federal Transit Administration, SWMPC was amending the Public Participation Plan that applied to MPOs. Specifically, SWMPC has added language on page 8 of the plan affirming that our transit agencies follow the MPO public participation plan. Gallagher said that

if we did not have that language in the plan, transit agencies would have to spend a lot of money developing their own public participation plans in order to be in compliance.

Mani noted that this was the only change to the plan. SWMPC will be requesting more substantive changes to the plan in the coming months as we develop a revised outreach strategy and an improved website.

#### **5. FY 2015 Meeting Dates**

Mani noted that meeting dates and times would be the same as in the past. TwinCATS will meet the third Monday of each month, and NATS would meet the fourth Tuesday of each month, with exceptions for certain holidays.

The meeting dates are:

##### *FY 2015 Meeting Dates- TwinCATS*

October 20, 2014

November 17, 2014

December 15, 2014

January 26, 2015

February 23, 2015

March 16, 2015

April 20, 2015

May 18, 2015

June 15, 2015

July 20, 2015

August 17, 2015

September 21, 2015

##### *FY 2015 Meeting Dates- NATS*

October 28, 2014

November 25, 2014

December 16, 2014

January 27, 2015

February 24, 2015

March 24, 2015

April 28, 2015

May 26, 2015

June 23, 2015

July 28, 2015

August 25, 2015

September 22, 2015

#### **6. Summary Motions on Action Items**

A motion by Zebell with support by Gruchot, both of the TwinCATS TAC, to recommend that the TwinCATS Policy Committee approve the September 2014 TwinCATS Transportation Improvement Program (TIP) Amendments (as noted in handout), the MPO Public Participation Plan, and the FY 2015 Meeting Dates. **Motion Passed, with unanimous approval by members of the TwinCATS TAC.**

A motion by Purvis with support by Hodge, both of the TwinCATS Policy Committee, for the TwinCATS Policy Committee to approve the September 2014 TwinCATS Transportation Improvement Program Amendments (as noted in handout), the MPO Public Participation Plan, and the FY 2015 Meeting Dates. **Motion Passed, with unanimous approval of the TwinCATS Policy Committee.**

A motion by Auvil with support by Personette, both of the NATS TAC, to recommend that the NATSPolicy Committee approve the September 2014 NATS Transportation Improvement Program Amendments (as noted in handout), the MPO Public Participation Plan, and the FY 2015 Meeting Dates. **Motion Passed, with unanimous approval by members of the NATS TAC.**

A motion by Auvil with support by Personette, both of the NATS Policy Committee, for the NATS Policy Committee to approve the September 2014 NATS Transportation Improvement Program Amendments (as noted in handout), the MPO Public Participation Plan, and the FY 2015 Meeting Dates. **Motion Passed, with unanimous approval by members of the NATS Policy Committee.**

## **7. Legislative Updates**

Federal- Dewey said that Transportation Secretary Anthony Foxx had announced a new initiative to reduce pedestrian and bicycle crashes. As part of this initiative, FHWA state divisions had been instructed to assist communities and DOTs with conducting walking audits to determine areas that are most unsafe for pedestrians and bicyclists.

State- Lott said that he had a clarification: CMAQ funds can still be used to purchase gasoline buses as replacement vehicles. The confusion had come up because engine retrofits must be diesel or other alternative fuel; they cannot be gasoline. But when an entirely new vehicle is being purchased, gasoline vehicles are eligible for CMAQ funds.

## **8. Public Comment**

None.

## **9. Adjournment**

Meeting adjourned at 12:15 PM.

*Minutes compiled by Gautam Mani, Transportation Planner, 2014.*

**JOINT BOARD OF COMMISSIONERS**

**Benton Harbor - St. Joseph  
Joint Wastewater Treatment Plant**

**REGULAR MEETING**

**OCTOBER 16, 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 SEPTEMBER 18, 2014 REGULAR MEETING.**
- 3. APPROVAL OF VOUCHERS.**
- 4. QUARTERLY FINANCIAL REPORTS.**
- 5. CORRESPONDENCE.**
- 6. MATERIAL & EQUIPMENT PROPOSALS.**
- 7. SEPTAGE RECEIVING RATE.**
- 8. MONTHLY OPERATION REPORTS.**
- 9. MANAGER'S REPORT.**
- 10. OLD BUSINESS.**
- 11. NEW BUSINESS.**
- 12. COMMISSIONERS' COMMENTS.**
- 13. PUBLIC COMMENTS.**
- 14. ADJOURNMENT.**

**DATE: OCTOBER 16, 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 September 18, 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: Kenley Penner of Plante Moran, Bob Basselman and Timothy Lynch, Plant Manager.

- 1. Call to Order & Pledge of Allegiance:** Mr. Mak called the meeting to order at 11:02 a.m. The Pledge of Allegiance was recited. Mr. Mak asked for additions and/or corrections to the minutes of the August 21, 2014 regular meeting. There being none, the minutes were approved as mailed.
- 2. Approval of Agenda:** On a motion by Zebell, seconded by Baldwin and unanimously carried; the Board approved the meeting agenda.

11:03 a.m., Mr. Archibald entered the meeting.

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

August 25, 2014	Vouchers # 33096-33113	\$ 80,550.80
September 10, 2014	Vouchers # 33114-33136	31,216.52

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

11:08 a.m., Mr. Watson entered the meeting.

- 4. Correspondence:** Mr. Lynch reviewed NPDES Draft Permit correspondence from MDEQ relating to the plant's new discharge permit.
- 5. Financial Audit Presentation:** Plante Moran's Kenley Penner presented the 2013-14 Fiscal Year Financial Audit. He stated the audit received a "clean / unqualified opinion", the highest level of assurance provided for financial audits. During the audit process, Mr. Penner reported he had discussions with Chairman Mak relating to the Joint Plant's financial accounting practices. Mr. Penner reviewed Mr. Lynch's Management Discussion & Analysis (MD&A) and commented on the Plant's positive financial condition. He reported the Plant performed very well in managing expenses with several capital projects in place yet no debt has been incurred. He complimented the Plant Manager and staff for implementing strong financial controls, maintaining good accounting records and closing out the fiscal year and being ready for the audit in a timely manner. Operating revenue for the fiscal year totaled \$4,106,827 against operating expenses of \$3,653,421. Non-operating revenue totaled an additional \$45,508. Expenditures for capital acquisitions were \$651,232 compared to \$984,986 the previous year. Total net assets at June 30, 2014 increased to \$25,692,414 from \$25,385,920 the previous year. Mr. Penner reviewed Plante & Moran's Audit Management Report. He reported that the plant's investment policy was found to be in compliance with requirements set forth by the Board. He also reviewed information relating to the Joint Plant's post-employment benefits afforded to retirees. He recommended further controls be implemented relating to ACH transactions and credit card approvals. Mr. Zebell made a motion to accept the audit report as presented by Plante Moran. Mr. Baldwin seconded the motion. The motion passed unanimously.

11:25a.m., Mr. Penner left the meeting.

- 6. Extra Strength Treatment Charges:** Mr. Lynch presented the proposed Extra-strength Treatment Charges for the period of October 1, 2014 through September 30, 2015. The charges were as follows:

B.O.D  
 Suspended Solids \$0.1910 per pound  
 " " 0.1767  
 " " 4.2095  
 Phosphorus

Moved by Lewis, seconded by Watson to approve the Extra-strength Treatment Charges as shown. The motion carried unanimously. (See attachment for detail on Extra-strength Treatment Charges.)

7. **Material & Services Proposals:** Mr. Lynch presented proposals for laboratory services relating to the Industrial Pretreatment Program. On a motion by Baldwin, seconded by Archibald and unanimously carried, the Board awarded the laboratory services bid to ALS Environmental Laboratories due to the fact ALS would provide pickup and delivery services for the samples to be analyzed. The bid results are as follows:

ALS Environmental	\$ 2,168.00 Recommended
KAR Laboratories	2,148.00
Prein & Newhof Laboratories	2,945.00

8. **Annual Operations Report:** Mr. Lynch reviewed the Operating and Maintenance Report for Fiscal Year 2013-14. Removal rates were excellent throughout the year averaging 96% for BOD, 96% for Suspended Solids and 85% for Phosphorus. These rates translate into effluent concentrations of 7.4 mg/l of BOD, 8.7 mg/l of Suspended Solids and 0.61 mg/l of Phosphorus – well below the plant's NPDES permit limits. River sample data upstream and downstream from the plant as well as from the Morrison Channel was reviewed. Plant Influent and Tributary Governmental Flows for the past ten year period were reviewed in addition to plant influent industrial loadings. Charts illustrating historical usage of purchased gas and electricity were reviewed. Mr. Lynch also provided information relating to chemical applications and the plant's land application of biosolids program.

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

10. **Manager's Report:**

- a) **WEF Technical Conference:** Mr. Lynch reported he will be attending the Water Environment Federation (WEF) Technical Conference in New Orleans the week of September 29th.
- b) **Progress meeting - Headworks Project:** A 98% plans and specifications meeting relating to the Headworks Improvement Project will be held with ABCOM Engineers on October 8<sup>th</sup>.
- c) **Flu shots:** Mr. Lynch reported flu shots will be available for all board members and employees on October 10th at 8:00 a.m.

11. **Old Business:** None

12. **New Business:** None

13. **Commissioners' Comments:** Mr. Mak reported on issues the Authority is having relating to rags and other non-dispersible materials clogging the pumps at the Hickory Creek Lift Station. He indicated repair costs for Pump #1 including an upgraded impeller was approximately \$61,000. Similar work is slated for pump #2. The Authority is considering a public education campaign to address the pump clogging issue.

14. **Public Comments:** Mr. Basselman encouraged plant management to implement the second approval protocol on ACH transactions to tighten fiscal controls when such transactions are performed.

On a motion by Watson, seconded by Zebell and unanimously carried, the meeting was adjourned at 11:53 a.m.

Steve Archibald, Secretary

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

# BENTON HARBOR – ST. JOSEPH JOINT WASTEWATER TREATMENT PLANT

## MONTHLY OPERATIONAL REPORT

SEPTEMBER 2014

### GENERAL INFORMATION:

A LOSS CONTROL CONSULTANT FROM MICHIGAN MUNICIPAL LEAGUE (MML) WORKERS' COMPENSATION GROUP TOURED THE JOINT PLANT IN SEPTEMBER. OVERALL, THE CONSULTANT FOUND PLANT STAFF OPERATING AND MAINTAINING A HEALTHY AND SAFE WORK ENVIRONMENT. THE CONSULTANT RECOMMENDED MONTHLY TESTING OF ALL EMERGENCY LIGHTS LOCATED IN THE JOINT PLANT.

### SAFETY MEETING / ACTIVITIES:

CONFINED SPACE ENTRY PROCEDURES AND ATMOSPHERE MONITORING OPERATIONS WERE REVIEWED. THE FOLLOWING WERE DISCUSSED: THE PLANT'S CONFINED SPACE ENTRY PROGRAM TERMS AND DEFINITIONS; THE TYPE OF CONFINED SPACES LOCATED THROUGHOUT THE PLANT; AND CONFINED SPACE ENTRY PROCEDURES FOR PERMIT REQUIRED AND NON-PERMIT REQUIRED AREAS. A WRITTEN COMPREHENSION TEST WAS ADMINISTERED TO ALL IN ATTENDANCE UPON COMPLETION OF THE SAFETY MEETING.

A SCHEDULED FACILITY HOUSEKEEPING/SAFETY INSPECTION WAS PERFORMED BY A RELIEF OPERATOR AND THE MAINTENANCE SUPERVISOR. NO SIGNIFICANT ISSUES WERE NOTED.

### PRIMARY MAINTENANCE:

A SCHEDULED OIL, FILTER AND SPARK PLUG CHANGE WAS COMPLETED ON RAW WASTEWATER PUMP GAS ENGINE #1.

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

EXCESSIVE NOISE WAS NOTED IN THE VIKING WATER PUMP SERVING RAW WASTEWATER PUMP GAS ENGINE #1. THE LOVEJOY ELASTOMERIC COUPLING ON THE PUMP WAS FOUND IN NEED OF REPLACEMENT. A NEW COUPLING WAS PURCHASED FROM APPLIED INDUSTRIAL AND THE PUMP WAS RETURNED TO SERVICE.

ANIONIC POLYMER FEEDER #1 TO THE PLANT INFLUENT WAS FOUND NOT PUMPING PROPERLY. THE FEEDER WAS REMOVED FROM SERVICE, FLUSHED, CLEANED AND RETURNED TO SERVICE.

CATIONIC POLYMER FEEDER #2 FOR THE DISSOLVED AIR FLOTATION THICKENER WAS FOUND NOT OPERATING PROPERLY. THE CHAMBER, FITTINGS AND THE PIPING FEEDING THE PUMP WERE DISASSEMBLED, FLUSHED WITH WATER, CLEANED AND REASSEMBLED. THE FEEDER WAS RETURNED TO SERVICE.

SLUDGE RECIRCULATING PUMP #1 LOCATED IN THE DIGESTER CONTROL BUILDING WAS FOUND TO BE LEAKING SLUDGE. THE PACKING WAS ADJUSTED TO STOP THE LEAK AND THE PUMP WAS RETURNED TO SERVICE.

EXHAUST FAN #28 LOCATED ON THE ROOF OF THE DIGESTER CONTROL BUILDING WAS INVESTIGATED IN RESPONSE TO EXCESSIVE NOISE COMING FROM THE UNIT. A WORN FAN BELT WAS DISCOVERED AND A NEW BELT FROM SPARE INVENTORY WAS INSTALLED. THE UNIT WAS RETURNED TO SERVICE.

THE 1998 CHEVROLET MALIBU WAS SERVICED BY CITY AUTO & TIRE OF BENTON HARBOR. THE ALTERNATOR FAILED AND WAS REPLACED. THE BATTERY WAS CHARGED AS WELL.

**SECONDARY MAINTENANCE:**

THE AIR PRE-FILTER MATERIAL ON THE MAIN BLOWER INTAKE MANIFOLD LOCATED IN THE BLOWER BUILDING BASEMENT WAS REMOVED AND REPLACED WITH NEW MATERIAL FROM SPARE INVENTORY.

SCHEDULED SERVICE WAS PERFORMED ON ELECTRIC BLOWERS #1, #2, AND #3. THE OIL IN EACH BLOWER WAS CHANGED. THE OIL IN THE TRANSMISSION FOR BLOWER #3 WAS ALSO CHANGED AT THIS TIME.

AERATION TANKS #3 AND #4 WERE INDIVIDUALLY REMOVED FROM SERVICE FOR SCHEDULED CLEANING AND INSPECTION. THE TANKS WERE DRAINED, WASHED DOWN WITH WATER AND ACCUMULATED SOLIDS WERE REMOVED. THE AERATION SHEATHS INSIDE EACH TANK WERE REMOVED, ACID WASHED, CLEANED AND REINSTALLED. THE HOOPS THAT SUPPORT THE SOCKS WERE INSPECTED AND REPLACED AS NEEDED. THE TANKS WERE THEN RETURNED TO SERVICE.

FOUR GALVANIZED PIPE AIR DIFFUSERS ASSEMBLIES WERE REPLACED WITH NEW ASSEMBLIES UTILIZING PARTS FROM SPARE INVENTORY. THE NEW ASSEMBLIES WERE INSTALLED AT THE SOUTH END OF THE FINAL TANK INFLUENT CHANNEL ADJACENT TO FINAL TANK #5.

**ELECTRICAL MAINTENANCE:**

A NEW LIGHTNING ARRESTOR AND THREE INCOMING LINE CUT-OUTS FOR THE JOINT PLANT'S PRIMARY ELECTRIC FEED WERE INSTALLED TO REPLACE THE ONES THAT WERE DAMAGED IN LATE AUGUST. UPON COMPLETION OF THE WORK, THE PLANT RETURNED TO ITS PRIMARY ELECTRICAL FEED FROM THE ALTERNATE POWER SUPPLY.

A DIAGNOSIS OF THE PRIMARY TANK LONGITUDINAL COLLECTOR FLIGHT DRIVE CONTROLS WAS PERFORMED BY MEAD & WHITE ELECTRIC TO LOCATE A SHORT IN THE ELECTRICAL SYSTEM. THE SHORT WAS LOCATED IN THE CONDUITS IN THE SOUTH TUNNEL. THE FAULTY WIRING AND DAMAGED ELECTRICAL COMPONENTS WERE REPLACED, AND THE DRIVE WAS RETURNED TO NORMAL SERVICE.

A MALFUNCTION OCCURRED IN THE ELECTRICAL SYSTEM SERVING PRIMARY TANK #3 COLLECTOR FLIGHT DRIVES. MEAD AND WHITE ELECTRIC WAS CONTACTED TO INVESTIGATE. UPON INSPECTION, IT WAS DISCOVERED THAT THE GE CONTACTORS WERE BURNED OUT AS A RESULT OF AN ELECTRICAL SHORT IN THE LINES RUNNING FROM THE GALLERY BUILDING TO THE PRIMARY TANKS. NEW CONTACTS WERE PURCHASED FROM GREAT LAKES AUTOMATION SUPPLY AND NEW WIRE WAS PULLED IN THE CONDUIT IN THE AREA OF THE SHORT. THE COLLECTOR SYSTEM WAS RETURNED TO SERVICE.

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

**MAUD PRESTON PALENSKE MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
October 29, 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	
Fundraising	Annual Appeal Carpet Fundraiser Trivia Night scheduled for January 2015
New Business	
Board Comments	
Public Comment	
Adjournment	

Next meeting date: November 25, 2014

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

**Maud Preston Palenske Memorial Library  
Meeting of the Board of Trustees  
September 23, 2014**

Rebecca Sanford called the meeting to order at 6:04pm. Other board members present were Ren Baldwin, Liz Darato, Kate Cravens, Mimi Elwell, Bill Engeln, Diana Flora, Michael Moon and Director Stephanie Masin.

**Also Present:** Clem Brueck, Friends of the Library representative

**Absent:** none

**Announcements:** none

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

**Treasurer's Report:** Board members reviewed the bills for July and August. Moved by Baldwin, seconded by Moon to approve the bills. Motion carried.

**Statistical Report:** August numbers were down. More people are downloading books online, and the weekend of the Concours was not that busy.

**Director's Report:** Masin and staff are reviewing the new format to the website. Paula Stakely did a very nice job of putting all of the recommendations together, she has a nice layout. The inventory project is back up and running for the fall. Masin is hoping to be done in December.

Deb Koroch has sent out a draft of the new proposal to St. Joseph Township. The city and township are meeting next week.

Two staff members have resigned for personal reasons. Masin is hoping that they come back and volunteer. She has hired two 20 hour staff as replacements.

The annual appeal for donations is starting. Masin is working up an appeal letter, wants them to be mailed by the end of October.

The Friends of the Library have donated \$1500 toward accent painting in the children's section of the library.

The library participated in "park"ing day in downtown St. Joseph, which transformed parking spaces for other uses. This event allowed citizens to comment on what they would like to see in their community.

Masin met with a designer from Wightman and Associates to help with ideas for the carpeting project for the library. Samples of carpet will be on display at the library, and a fundraiser for carpeting could involve "voting" for your favorite design. Still working out the fundraising ideas.

**Old Business:** The Slate of officers for 2014-2015 was presented. Darato moved that the board accept the slate of officers, Flora seconded. Motion carried.

President-Sanford

VP-Moon

Treasurer-Baldwin

Secretary-Cravens

**New Business:** None.

**Public Comment:** Clem Brueck of the Friends of the Library said that there will be no fall book sale, not enough books to have one. They have their next meeting on October 11, 2014.

**Adjournment:** Meeting adjourned at 6:55. Board to look at new carpet samples.

Respectfully submitted,

*Kate Cravens*

Kate Cravens

Board member

## **Maud Preston Palenske Memorial Library**

Director's Report

October 29, 2014

To: Members of the Library Board

From: Stephanie Masin, Director of the Library

The "Magic Carpet" Fundraising Project has begun. WSJM has already covered the story in a broadcast based on information I shared during my quarterly report at the October 13, St. Joseph City Commission meeting. John Matuszak is also planning on writing an article about our efforts in an upcoming Herald Palladium article. Marsha Ammeson did an outstanding job of pulling the informational pieces together for the fundraiser. We have displayed the two color options that were selected by the Library Board at the September meeting and are asking the public to vote for their preference. First votes are free; additional votes are given for each \$5 donated.

### **INTRODUCTION**

The Genealogy Workshops held at the library during the month of October were a big success with several attendees at each session. Aloma Custer of the Berrien County Genealogical Society provided excellent information about the family search process and we received many laudatory compliments from attendees about her presentations. Former Library Board member Cheri Miller has been a big supporter of the local history & genealogy efforts of the library and has dedicated donations that are to be used for enhancing our oral history collection. Some of those funds went toward the workshop costs and purchase of a few local history books over the past several months. However, I've earmarked the majority of those funds to be used for materials and supplies used in gathering oral histories. Within the next few weeks staff members Claire Gillespie and Elizabeth Appleton will be attending an in depth oral history workshop. After that they will begin gathering oral histories from residents so that their memories of St. Joseph past will be preserved for generations to come.

### **BUDGET**

The Paypal account is set up! We will be adding the paypal button to our website within the next week. It will be featured prominently on the new website as well in a "donation" section. As we are a quarter of the way into our fiscal year, most line items should be around 25% of the allocated amounts, with the exception of "Routine Maintenance" and "Software" which have large deductions early in the year for the public catalog and the computer scheduling software contracts.

### **STATISTICS**

Statistics are evening out with where we were in September of last year. However, I did note that registrations of "new users" in Overdrive dropped off a bit this past month. That did not hurt our overall download numbers, though, as we are still second (behind Lincoln Township) in the overall number of downloads

for the month. As we continue with the new website design for the library we took the high download usage into account and will place that option prominently on the page.

Annual Appeal letters will be sent out by the end of the month.

FYI

Respectfully submitted,

Stephanie Masin

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

Library Director