City Manager's Bits & Pieces

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

DATE: December 5, 2014

Compared to last year, we are having a wonderful start to winter this year. We are ready to begin the joyous holiday season with the Lighting of the Buff and Live Mannequins tonight. My thanks to the City Public Works crews for transforming St. Joseph for the holiday season. In addition, City crews will continue to pick up leaves as long as there isn't snow and there are leaves to pick up.

A few items of interest.

Master Plan

As a reminder, the City Commission and Planning Commission will be having a joint meeting next Thursday, December 11, 4:30, City Hall, with the primary focus being the Community Survey. In addition, there is going to be a summarization of the public input received to date as well as seeking guidance on street end design (if any) for 1st, 2nd and 3rd Streets. We are looking at early January for the follow-up session to continue the discussion on the visioning of the St. Joseph Harbor.

Inspection Department

The attached report lists the various permit activities for the department for the month of November, 2014. Please note that this was only the second time over the last 6 months where that permit quantity has fallen below 80. In spite of this drop, the figures for the month contain some interesting projects. Among the plans submitted were two new homes, one in Edgewater and the other in The Fairways, the "build-out" for the new Buffalo Wild Wings, a 3600 sq. ft. "build-out" for Dr. John Turk DVM at 2845 Niles Avenue and the major "review-only" submittal package by Koch Consulting/Abonmarche for the CVS store at Niles and Napier.

Water Main Corrosion Training - Ductile Iron Pipe Research Association
Mr. Paul Hanson with the Ductile Iron Pipe Research Association conducted training today at City Hall. The primary topic of the training will be corrosion of cast and ductile iron water mains because most, if not, all of our recent breaks can be attributed to corrosion of the aging pipes in our system. The Engineering Department also intends to setup another training session in January with CORPRO, a firm that provides corrosion protection materials and services. The goal of the training sessions is to determine if there are actions that the City can take to mitigate water main breaks short of water main replacement projects. City staff invited water service personnel from the townships we serve as well as the City of Benton Harbor and Benton Charter Township to attend these free trainings.

CSO NPDES Permit Renewal
The draft schedule below was recently proposed to MDEQ for incorporation into the City's Combined Sewer Overflow (CSO) National Pollutant Discharge Elimination System (NPDES) Permit.

	Proposed Dates	
Task	**Begin**	**End**
Finish Flow Monitoring	Underway	January-15
CCTV Inspection Complete	December-14	January-15
Complete PPC	Underway	March-15
Complete Project Plan & Corrective Action Plan	March-15	April-16
Engineering Design	May-16	April-17
Construction & Corrective Action Plan Verification:		
Segment 1 - Slip Line (or similar) pipes with significant I&I	April-17	November-17
Flow Monitoring & Modeling to verify storage size	January-18	July-18
Revise SRF Plan - Request Funding Amount for PPL	July-18	August-18
Segment 2 - Finalize Design and Construct Storage	March-19	November-20
Post Final Corrective Measures PPC	December-20	December-21

The schedule was drafted following a conference call that included Abonmarche, FTC&H, MDEQ District, MDEQ Revolving Loan and City staff. The schedule needs to account for deadlines imposed by the S2 Grant work that is currently underway and the final corrective measures deadline of December 2020 that the MDEQ Permits Section agreed to last March. You may recall that City Engineer Zebell and I traveled to Lansing in March to meet with the Permits Section to request additional time to complete the final corrective measures (which will likely

be CSO storage basins) and the MDEQ Permits Section verbally approved our request at that time.

2015 City Calendar Distribution
The 2015 City calendars are planned to be distributed to City residents next weekend. The St. Joseph High School Boys and Girls Cross Country team will be putting the packets and undertaking the distribution. Our thanks for their willingness to assist.

Lighthouse Forever Donor Monument
Consideration to contract with Nicolson+Associates regarding the donor monument will be on the January 12 Agenda. We just didn't get finished with the agreement to have this item for the Monday's meeting. I did speak with the vendor and there isn't any issue with the delay.

Boards and Commissions
Attached are Agendas, Minutes and Staff Reports for the Library Board, Twin Cities Area Transportation Study Policy Committee, Housing Commission and BH-SJ Joint Wastewater Treatment Plant Board. As a reminder, other City Boards and Commissions can be accessed on the WeGovern site.

Closing Thought
Help the next person who needs some minor assistance. Giving help is a win-win situation, so take the time to pay attention to your surroundings and offer the help that you can. It could be as simple as making a habit of holding the door open for the person coming in behind you. It's a gesture of friendliness that makes another person feel better and makes you feel good about yourself.

Have a great weekend.

MEMORANDUM

To: Honorable Mayor and City Commissioners

From: Rhonda Fryer – Planning/Zoning/Inspections/Property Maintenance

Subject: Monthly Report – November, 2014

Date: December 2, 2014

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

NEW HOMES:	1st Quarter	=	1	7
	2nd Quarter	=	0	
	3rd Quarter	=	4	
	4th Quarter	=	2	
CONVERSIONS:	1st Quarter	=	0	1
	2nd Quarter	=	0	
	3rd Quarter	=	0	
	4th Quarter	=	1	

RENTAL INSPECTIONS: 26 rental inspections were completed by the Fire Department and 0 by the Inspection Department during the month.

DEPARTMENT OF INSPECTIONS
MONTHLY REPORT FOR:
NOVEMBER, 2014

TYPE	# OF PERMITS	EST. COST	FEE	TOTAL
BUILDING PERMITS:				
Residential	19	$ 834,214.00	$ 7,968.00	
Commercial	9	$ 1,351,724.00	$ 9,780.00	
		$ 2,185,938.00	$ 17,748.00	
				$ 17,748.00
PLAN REVIEWS	5		$ 11,549.00	
ELECTRICAL	13		$ 3,223.00	
PLUMBING	8		$ 1,613.00	
MECHANICAL	16		$ 3,391.75	
DEMOLITION PERMIT			$ -	
SIGN PERMITS			$ -	
TOTAL PERMITS:	70		$ 19,776.75	
				$ 19,776.75
MISC. CATEGORIES:				
RENTAL REGISTRATION & FEES	19		$ 760.00	
DUMPSTER	3		$ 90.00	
SPECIAL USE PERMIT			$ -	
CONDITIONAL USE PERMIT				
PUD APPLICATION				
VARIANCE APPLICATION				
ZONING PERMIT/FENCE	4		$ 120.00	
PMBOA / CBOA				
HOME OCCUPATION REGISTRATION				
LAND DIVISION FEE				
BOOKS	1		$ 120.00	
ZONING ORD. AMENDMENT REQUEST				
OTHER - MISC. FEE			$ -	
			$ 1,090.00	
				$ 1,090.00
TOTAL FEES COLLECTED			**TOTAL**	**$ 38,614.75**

Respectfully submitted,

Rhonda Fryer
Department of Planning/Zoning/Inspections

MEETING WILL BEGIN AT 6:00 P.M.

MAUD PRESTON PALENSKE MEMORIAL LIBRARY
BOARD OF TRUSTEES
November 25, 2014

AGENDA FOR THE MEETING

President	Call to order Announcements
President	Approval of Minutes
Treasurer	Approval of Bills Financial Report
Director	Statistical Reports Directors Report
President Comments	
Old Business	Oral history consent form Flooring layout /plans Inventory update
Fundraising	Carpeting
New Business	Computer use policy update Proctoring policy and form
Board Comments	
Public Comment	
Adjournment	

NO DECEMBER MEETING

Next meeting date: January 27, 2015

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

Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
October 29, 2014

Rebecca Sanford called the meeting to order at 6:05pm. 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: Administrative assistant Marsha Ammeson, Clem Brueck, Friends of the Library representative, Paula Stakely, Assistant Director.

Absent: none
Announcements: none

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

Treasurer's Report: Board members reviewed the bills for September. Some computers needed memory upgrades. Renaissance zone monies were up, as were penal fines. Moved by Baldwin, seconded by Moon to approve the bills. Motion carried.

Statistical Report: September numbers were down, but Director Masin noted they are in line with the previous September. Even with the inventory project affecting hours, the stats are positive. Internet usage down 35%, and staff is revisiting the guest usage time limitations. Comments about staff fielding questions from patrons, and juvenile usage of Lincoln Twp. Library vs. St. Joseph library.

Director's Report:
The budget is right on board where it should be for the year.. The Genealogy workshops were a big hit. The library is sending two employees to an oral history workshop, and they are the two who will be taking oral histories from some St. Joseph residents. Paypal is up and running, the library just needs to incorporate it on website.

Presidents comments: A personnel issue has been resolved between the union and the library.

Old Business: The Children's room inventory is done, and Masin still expects completion of the entire project by the end of the year.
The City of St. Joseph is still waiting to hear from the Township about the new library agreement between the two.
Concours has sent a check in the amount of $200 for facility use from its event in August. Comments on carpet selection process, how it was narrowed down, and role of consultant.

Masin explained that Wightman and Associates had come over to look at the water

flooding spots. Sanford explained that this is a water table issue, and may never be resolved. Will take this into consideration when considering the layout of the new carpeting.

New Business:
Board members took a look at the Oral History consent forms that would be given out to participants in the program. Some wording needs to be changed, and the Board asked if the library employees going to the Oral History workshop could ask some questions on suggested wording. Also, maybe ask the Heritage center what forms they use, and/or Bob Myers, who runs the Berrien County Historical Society.

Fundraising: Thanks to Marsha Ammenson for setting up the carpet fundraiser at the library. The first vote for the carpet selection are free, with additional votes for each donation of $5. The newspaper ran a nice article about the project. A question as to why we can't use the roof reimbursement from the city for the carpet was raised. Masin explained that these monies went back into the library's reserve account, to bring that total where it should be.
The annual appeal letters are going out next week, and Paypal will be available for donors on the website.
A trivia night with the Heritage Center is scheduled for January 10, 2015.

Public Comment: Clem Brueck, Friends of the Library representative, reported the next book sale from the friends will be April 16-19th, 2015. They need books! The Friends have also bought 3 new chairs for the library, and replaced much needed parts for the railroad set in the children's room. Also, they bought Bill Nye DVD sets for the children's library. The wish committee is purchasing a TV for behind the front desk.

Adjournment: Move to adjourn meeting. by Darato at 7:30. Baldwin seconded. Motion carried

Respectfully submitted,

Kate Cravens

Kate Cravens
Board member

Maud Preston Palenske Memorial Library

Director's Report
November 25, 2014
To: Members of the Library Board
From: Stephanie Masin, Director of the Library

INTRODUCTION

We received word from the Berrien Community Foundation that the library has been awarded $8,000 for our REACH LD (Reaching out Educationally to All Children to Help with Learning Devices) grant application that was submitted back in August. We should receive the funds in mid-December. The funds will be used toward transportation costs for Mr. Matthew Rappette's Berrien RESA Special Education Off-Site Classroom visits to the library, to purchase new AWE "After School Edge" stations (geared toward middle school students), and to update our existing AWE early literacy stations. I have already been in contact with our AWE sales representative to schedule the purchase of those units. The grant writing committee will meet on December 5 to further build upon and develop new programming that is based upon Mr. Rappette's curriculum and success in using these stations with his students who are on the autism spectrum. My utmost thanks to the Trustees of the Library Board supporting our grant application.

In addition to receiving this grant, I inquired about opportunities in the community to assist and volunteer with grant review committees. I was directed toward United Way and will be attending a training session for their Investment Teams on Thursday, December 11 to begin that process. I believe participating on such a committee will help me continue to learn and add to my experience as a non-profit director.

BUDGET

The budget is still on target with where we need to be at this time of year. We will need to review it over the next month in preparation for our end of year estimates for the City and as we begin planning for next fiscal year.

STATISTICS

Interlibrary loan statistics (MEL) are starting to even out and will continue to do so over the next few months. With the changes to our reciprocal borrowing in addition to the impact of our inventory project you'll note that the average number of items checked out by each borrower has increased significantly over this time last year. That can be credited to the borrower database being streamlined while at the same time having materials that are easier to find and in good condition.

FYI

There are three Thursday inventory days remaining. Clean up of most of the collection is complete and staff members have begun scanning collections into the inventory software.

There are three policies that require the Board's consideration at this time:

FOR BOARD REVIEW AND APPROVAL

- **Computer Use Policy** – as we briefly discussed at our last meeting upon review of the statistics, we would like to revise our computer use policy to allow guest users a maximum of one hour log in each day. That would be an increase from the 30 minute limit that we set last year when we were working through all of the changes with Michicard and reciprocal borrowing agreements. We learned that our software is capable of accommodating and setting that limit for guest logins without adversely affecting St. Joseph library card log in capabilities. We would continue to keep 3 express stations that can be used by any patrons. Those computers have a 30 minute time limit with no extensions. Patrons needing more time will be directed to the hour long computers. Only St. Joseph cardholders would be able to extend time beyond one hour each day and only if there is no wait list for the computers.

- **Oral History Forms** – the Board asked to revisit and revise the Copyright and Deed of Gift forms after our last meeting. Staff members Elizabeth Appleton and Claire Gillespie attended an Oral History Workshop and gathered samples of these forms while at that workshop. They have revised the forms based on those examples and the revisions are in your packet for your review.

- **Proctoring Policy** – As institutes of higher learning and businesses have offered more and more distance learning, online classes, and exams, libraries have experienced a marked increase in the number of requests we receive for proctoring services. This year alone staff have already proctored 60 exams. Scheduling, and at times rescheduling, exams in addition to our regular work duties is challenging at times. We do believe this is a valuable service to offer to our community, but it is time to set more formal guidelines about how the process works, what we are able to do, and to set a nominal fee as it is a special service we are providing. The proctoring application, policy and fee base were culled from several other libraries that had proctoring policies and guidelines in place. We also tried to address some of the recurring difficulties with requests, scheduling, and requirements that we've directly encountered over the past few years.

Respectfully submitted,

Stephanie Masin

Stephanie Masin
Library Director

SOUTHWEST MICHIGAN PLANNING COMMISSION

376 W Main Street, Suite 130, Benton Harbor, MI 49022-3651
Phone: 269-925-1137 • Website: www.swmpc.org

Twin Cities Area Transportation Study
Policy Committee Meeting

10:30 A.M.
Monday, October 20, 2014
Southwest Michigan Regional Airport, Terminal
Web Access: Login=DLink Media
Password=Skyway1961

1. **Call to Order and Changes to the Agenda**
2. Action Item **Minutes of the October 20 Policy Meeting**
3. **Public Comment**
4. **Staff Report**
   - Updates on Village of Shoreham – VILLAGE TO FUND PROJECT W/ PARTIAL REIMB. IN 2016 + 2017
5. **Public Transit**
   - Transit Consolidation Study Updates → ARTICLES OF INCORPORATION + BYLAWS DRAFTED + UNDER REVIEW
   - Mobility Management
   - TCATA Updates – handout
6. **Committee Reports**
   - Walk and Roll – NONE
   - Regional Inclusive Community Coalition (RICC)
7. **Community Land Use and Zoning Updates**
8. **Project Updates (Bid amounts, Obligation and Letting Dates)**
9. **Old Business**
   - Action Item TIP Amendments (including Reprogramming of Unobligated Brown School Road Project)
10. **New Business**
    - NFC Review Kick-Off
    - Legislative Updates
      - Federal
      - State
12. **Privilege of the Floor**
13. **Adjournment**
    - Next meeting is December 15, 2014 for NFC Review--- Location TBA – CANCELED

TWIN CITIES AREA TRANSPORTATION STUDY
Policy Committee
Minutes
October 20, 2014
10:30 A.M.
Southwest Michigan Regional Airport

POLICY MEMBERS PRESENT:	Tim Fenderbosch, St. Joseph Charter Township Carolyn Fowler, Benton Charter Township Matt Galbraith, MDOT Statewide Planning William Hodge, Berrien County Planning Commission Richard Lewis, City of St. Joseph Paul Lott, MDOT Statewide Planning Debra Panozzo, Berrien County Board of Commissioners Dick Stauffer, Lincoln Charter Township Kris Welch, MDOT-Statewide Planning
POLICY MEMBERS ABSENT:	Andrea Dewey, Federal Highway Administration (ex officio) John Gast, Lake Charter Township John Lanum, MDOT Statewide Planning Deb Kavanaugh, Hagar Township 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 Erin Jolivette, MDOT Coloma TSC 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 Tim Lynch, Berrien County Road Commission Stewart McKenzie, Federal Transit Administration (ex officio) John Olson, Village of Shoreham Bill Purvis, TCATA Lee Scherwitz, SW Michigan Regional Airport 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
SWMPC STAFF PRESENT:	Kim Gallagher Gautam Mani

1. **CALL TO ORDER:**
   Stauffer called the meeting to order at 10:41 a.m. and led the group in introductions. Welch introduced Matt Galbraith, who is an MDOT planner in a rotation around the different divisions and currently within Statewide Planning.

2. MINUTES:

- A motion was made by Scherwitz with support by Zebell to approve the minutes of the August TAC meeting. **Motion passed.**
- A motion by McAndrew with support by Zebell to approve the minutes of the September Joint MPO meeting. **Motion passed.**

3. PUBLIC COMMENT:

None.

4. STAFF REPORT

- **Feedback from Funding Workshop**
  Mani noted that he had received positive feedback from committee members and others about the Transportation Funding Workshop in September. Copies of the slides from Bill Hamilton's presentation were available for individuals who were unable to attend the presentation. SWMPC welcomes further comments and suggestions for future learning topics related to transportation funding.

- **National Functional Classification Review Coming Up**
  Mani noted that the statewide National Functional Classification (NFC) Review was coming up. Mani said that the focus of the review will be on seeing whether there are roads classified as urban other principal arterials that need to be downgraded to minor arterials, and rural major collectors that need to be downgraded to rural minor collectors,. The idea behind this review is to meet statewide targets for each NFC category. A regionwide meeting will take place sometime between now and April to discuss changes. Within Berrien County, we are close to meeting these targets, so any changes in the statewide review should be very minor.

  After the statewide review, communities will have the opportunities to submit other NFC change requests, including moving a road up in classification. These requests must be based on current traffic counts, not desires for future developments.

- **Local Safety Initiative and Safety Projects**
  Mani reminded committee members that they were eligible to have safety audits done by MDOT free of charge, as part of the Local Safety Initiative. MDOT engineers will take a look at crash data and unsafe intersections, and propose solutions. Many of the solutions proposed will be low cost. Doing this safety audit will make communities eligible for certain pools of funding, including a higher priority in obtaining highway safety program funds.

- **Statewide Transportation Alternatives Funds**
  Mani said that Matt Wiitala from MDOT Office of Economic Development would be attending next month's MPO meetings and discussing the Statewide Transportation Alternatives grant system. This is a competitive grant process that communities can apply for to complete pedestrian and bicycle improvements. Wiitala will go over how to make applications competitive and what activities are eligible.

5. PUBLIC TRANSIT

- **Transit Consolidation Study Updates**

Gallagher said that she was working with the Michigan Great Southwest Strategic Leadership Council (MGSSLC), a collection of business leaders, to educate them on the consolidation study and understand their perspective when it comes to transportation. Gallagher was finding that these leaders were primarily concerned with the mobility of their workforces.

Gallagher also directed committee members towards the Regional Mobility initiative being undertaken by the Governor's office to improve county-to-county travel. Gallagher noted that Southwest Michigan was still struggling with figuring out intra-county travel currently, so it is difficult to move on to talking about trips between counties.

- **Mobility Management**
  Panozzo said that SWMPC and the Disability Network were hosting a workshop on Friday October 24 from 1:30-3:00 PM at Michigan Works! (Kinexus), 499 W Main St, Benton Harbor. The purpose of this meeting is to make sure transit riders are aware of ways that they can advocate for a better transit system, and the appropriate channels for filing complaints and concerns so that the transit agency actually takes action.

- **TCATA Updates**
  Gallagher said that TCATA had received submittals for its RFP on its scheduling and routing software, and would be making a decision on the contractor soon. Charles Yarborough of Benton Harbor and Anthony Andrews, a transit rider, were newly appointed to the TCATA board.

6. COMMITTEE REPORTS

- **Walk and Roll**
  None.

- **Regional Inclusive Community Coalition (RICC)**
  None.

7. LAND USE AND ZONING UPDATES

Lewis noted that the City of St. Joseph was working on its master plan with assistance from the Land Information Access Association (LIAA).

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 **July 2013: On hold**	July 2013		
		Twin Cities Area Transportation Authority	New expanded hours	**July 2012**: Continued through 2013 (2014 funding seems less certain); **September 2012**: Continued Service; 11/2012 after 2013 the state will match buses but nothing else; **December 2012**- already been awarded; **November 2013**: not funded	November 2013		
		Twin Cities Area Transportation Authority	New line haul route	**July 2012**: Continued through 2013 (2014 funding seems less certain); ; 11/2012 after 2013 the state will match buses but nothing else **July 2013:** JARC funding cut in half, project will proceed.	July 2013		
		Twin Cities Area Transportation Authority	Transit vehicle replacement (3 total)	**July 2014:** Buses on the way, with propane conversions	July 2014		
2013	112091	Berrien County	Hollywood Road	**July 2014:** Under Construction **Completed**	September 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	**January 2014:** Construction in	January 2014		

			Hickory Creek	July 2014.			
		TCATA	Replacement 3 buses CMAQ project	2013 applications are due to the state in December; **July 2013**: Waiting for contract approval	July 2013		
		TCATA	Expanded hours-JARC grant				
		TCATA	Mobility manager grant	11/2012 Purvis stated that this will be available for 2013 but not sure if funding will be there for 2012; SWMPC handling this	December 2012		
		TCATA	New line haul to Stevensville	Project is continuing; hoping to get state funds in 2014	January 2013		
		TCATA	Bus operations	Not submit yet			
	116924	SWMPC	Berrien County-Rideshare	In progress			
	112087	Benton Harbor	Broadway Avenue/Colfax Avenue Resurfacing	**September 2014:** Broadway Avenue resurfacing will take place next week; Colfax in June	September 2014		
2014	121011	Benton Harbor	Pipestone at Empire Traffic Signal Upgrade	**September 2014:** Underway; waiting for delivery of masthead.	September 2014		
		Berrien County	Date Road Bridge Replacement	**September 2014:** Completed	September 2014		
	121002	Berrien County	Roosevelt Road Non-Motorized Extension	**September 2014:** Construction Underway; will be completed in two weeks.	August 2014		
		Village of Shoreham	Brown School Road Resurfacing	**July 2014**: GI package approved	July 2014		
		Berrien County	Marquette Woods Road Restore and Rehab/Sidewalks	**September 2014:** Design work underway, program application will be sent to LAP in about two months	September 2014		
2015		Berrien County	Napier Avenue at Pipestone St Traffic Signal	**September 2014:** Design work underway; program application will be sent to LAP in about a month.	September 2014		

		City of Benton Harbor	Pipestone St at Britain Avenue Traffic Signal	**September 2014:** Design work underway; program application will go in about a month	September 2014		
		City of St. Joseph	Botham Avenue	**September 2014:** Grade Inspection meeting has taken place; obligation by the end of this week.	September 2014		
		City of St. Joseph	Park St. Bridge	**September 2014:** Project obligated, Let in December	September 2014		

Mani added that the I-94 bridge repairs over the St. Joseph River would continue into next construction season, as there was an issue with the soil below the bridge. Two projects funded through the RRR process will also be done in 2015 due to a lack of funding in 2014. The M-63 project from M-139 to I-94, which is a mill and fill, will take place in 2015. In addition, the M-63 bridge over Hickory Creek project will be next year and will be a partial detour.

Fenderbosch and Stauffer wondered whether the I-94 bridge would still be reduced to one lane during the winter, as this would pose a serious hazard for trucks, automobile drivers, and also rescue personnel reaching the scene to deal with accidents. Lott said he was not sure, but he would check in with MDOT Region to see whether. It is not typical for MDOT to leave bridge lanes clsoed

Gallagher asked whether the committees might appreciate a workshop on ITS boards and transportation incident management. Fenderbosch said that local police were already really skilled in those areas and had already undertaken statewide training on the subject. It would be great for MPO members to understand that process, but police and fire personnel might not attend because they've already been through it so many times. Gallagher thought that it might be appropriate for a joint MPO meeting, where we would also invite police chiefs and some of the key state troopers in the area.

9. OLD BUSINESS:

- **Local Agency Programs Process and Stumbling Blocks**
  Mani gave an overview of the Local Agency Programs process. He stated that federal funds were not guaranteed when a project enters the TIP; that was merely a pledge of federal funds. When a project gains a guarantee of funds, that is known as "obligation." When the funds are released after a bid is made, that is known as "letting."

  Mani advised committee members that we were already "halfway through" the Local Agency Programs FY 2015 calendar, assuming that projects scheduled for 2015 are still slated for construction during calendar year 2015. Mani advised committee members to submit their project applications 18-20 weeks (4-5 months) in advance of when they want the funds let. In addition, things can still go wrong after letting that take up time before construction. These include the project coming in over the engineer's estimate, delays in the contract being signed and pre-construction meetings.

Mani's full presentation, which draws heavily from the Local Agency Programs MPO presentation last fall, can be seen here:
http://www.swmpc.org/downloads/local_agency_programs_review.pdf

- **Reprogramming of Unobligated Brown School Road Project**
  Mani passed out a set of scenarios that could be used to fund the Brown School Road project. Mani said that TwinCATS had approximately $275,000 left over in FY 2016 because the Colfax Avenue project had been moved from 2016 to 2014.

  The scenarios are as follows:
  Scenario 1:
  The Village of Shoreham chooses to advance construct entire project in 2015 ($535,000 total, $428,000 federal) utilizing the following two funding streams and amounts below:
  Funding Source 1: 2016 STP Federal Fund Un-Programmed Balance: $275,*837*
  (This amount would be reimbursed to the Village of Shoreham in 2016 to cover a portion of the advance construct costs.)
  Funding Source 2: Additional local funds to cover difference in funding of $152,163 and original local match funds of $ 107,000 to make up the total project cost of $535,000
  Total out of pocket cost to Shoreham in 2015: $535,000
  Total amount of STP Federal reimbursement to Village of Shoreham in 2016: $275,837

  Scenario 2:
  If advance construct is not an option the Village could move the project to 2016 and receive $275,837 federal but it still would be required to pay $152,163 additional local funds plus the original local match of $107,000, for a total out of pocket cost to the Village of Shoreham of $259,163.
  The only difference between this scenario and Scenario 1 is that the Village does not need to spend money up front before the partial reimbursement. Instead of spending an additional $428,000 up front (above what they were planning to spend in local match), they spend $152,163 in addition to the local match in FY 2016.

  Scenario 3:
  TwinCATS member community identifies a project from 2015 that may be a better fit in 2016 or move a project from any year to the illustrative list. This scenario is less clear financially for the Village of Shoreham because it would depend on the project year and cost that is being shifted. The Village would likely still not got the full $428,000 original federal share it was allocated.

  Mani said that staff strongly advised that the first two scenarios were the most ideal, as moving projects was not fair to jurisdictions that were ready to go. Mani said that in any case, the Village would need to pay up more than its original local share.

  Lott and Mani noted that next month would be a TIP Amendment submittal month, so it is vital for the issue to be resolved by then.

- **Upcoming CMAQ Meeting on November 13th**
  Mani said that there would be a Berrien County CMAQ meeting on November 13th at 1:00 PM \ at the Berrien County Road Commission to address the unobligated project for CMAQ in 2014.

In addition, the 2016-2020 Call for Projects (CFP) had gone out and therefore any new CMAQ project ideas were welcome.

Mani said that MDOT was always soliciting CMAQ project ideas for state routes from local agencies.

10. NEW BUSINESS

- **General Program Accounts (GPA) Guidance from MDOT**
  Lott said that the General Program Accounts guidance was now in effect now that it is a new fiscal year. Lott said that General Program Accounts help to combine projects so that changes do not need to be processed as a TIP amendment. Essentially, they speed processing. Lott said that Mark Kloha would be coming and providing guidance on how to list GPAs in a separate tab in the e-file.

- **Legislative Updates-Federal and State**
  - **Federal** –None.
  - **State** – None.

11. PRIVILEGE OF THE FLOOR:

Fowler mentioned an issue with non-emergency medical transportation to Intercare.

12. ADJOURNMENT at 11:30 AM

- Next meeting is November 17, 2014 at 10:30 AM at the Airport.

Compiled by: Gautam Mani, Associate Planner, 2014

DRAFT

Ridership Comparison

Fiscal Year 2013

Date	Regular	Senior	Disable	Child	Free	Total	LINE HAUL	Vehicle FUEL	MILES	MILES /GAL.	VEH. HOURS	PASS/ VEH.HR.	LABOR HOURS DISPL.	LABOR HOURS OTHER
10/12	10750	2557	5288	1003	248	19846	5952	8790.2	57781	6.6	4190	4.7	676	360
11/12	9359	2572	4924	952	375	18182	5462	8370.6	53058	6.3	3944	4.6	620	336
12/12	8856	2389	4833	897	208	17183	5374	7889.4	49509	6.3	3837	4.5	580	320
1/13	10935	2315	4783	945	282	19260	5311	8569.6	55113	6.4	4022	4.8	648	352
2/13	10989	2308	4788	994	303	19382	4995	8548.8	53483	6.3	3960	4.9	592	320
3/13	9681	2495	5744	934	254	19108	5603	8696.43	55375	6.4	4247	4.5	620	336
4/13	9353	2599	5453	813	264	18482	5776	8437	54897	6.5	4176	4.4	648	344
5/13	8614	2416	5263	764	282	17339	5491	8536.6	55333	6.5	4296	4.0	648	360
6/13	8644	2263	4451	987	219	16564	5697	8118.7	50816	6.3	3895	4.3	600	328
7/13	11309	2252	4879	1015	274	19729	5669	8966.4	54008	6.0	4408	4.5	648	344
8/13	9026	2499	4750	1156	267	17698	6396	9145.3	56223	6.1	4279	4.1	656	360
9/13	8896	2154	4384	757	203	16394	5271	8153.9	50032	6.1	3776	4.3	592	320
Total	**116412**	**28819**	**59540**	**11217**	**3179**	**219167**	**66997**	**102222.9**	**645628**	**6.1**	**49030**	**4.3**	**7528**	**4080**

Fiscal Year 2014

Date	Regular	Senior	Disable	Child	Free	Total	LINE HAUL	VEHICLE DATA FUEL	MILES	MILES /GAL.	VEH. HOURS	PASS/ VEH.HR.	LABOR HOURS DISPL.	LABOR HOURS OTHER
10/13	10564	2372	5139	769	278	19122	6046	8928	56504	6.3	3790	5.0	676	368
12/13	8888	2126	4761	791	287	16853	5029	7503	46936	6.3	3910	4.3	508	320
12/13	8450	2101	4856	594	241	16242	4891	7394.4	46147	6.2	3880	4.2	620	328
1/14	8536	1867	4242	571	163	15379	4255	6971.4	44143	6.3	3796	4.1	564	320
2/14	10021	2201	4632	675	202	17731	4865	7991.2	47339	5.9	4038	4.4	596	320
3/14	9775	2620	5086	593	216	18290	5443	7994	47533	5.9	4319	4.2	648	512
4/14	9100	2826	4929	669	237	17761	5653	7709.4	48358	6.3	4256	4.2	648	344
5/14	8948	2851	5557	696	251	18303	6467	7975.4	51586	6.5	4399	4.2	604	352
6/14	8754	2732	5362	833	189	17870	6602	7913	48784	6.2	4240	4.2	620	328
7/14	9161	2904	5089	971	205	18330	6686	8222.8	51099	6.2	4332	4.2	648	352
8/14	8936	2998	5167	859	219	18179	6921	8278.6	51357	6.2	4247	4.2	628	344
9/14	10242	3032	5268	776	236	19554	7098	8570.1	54271	6.3	4368	4.5	620	328
Total	**111375**	**30630**	**60088**	**8797**	**2724**	**213614**	**69956**	**95451.3**	**594057**	**6.1**	**49575**	**4.3**	**7380**	**4216**
Change	**-5037**	**1811**	**548**	**-2420**	**-455**	**-5553**	**2959**	**-6771.63**	**-51571**		**545**		**-148**	**136**
% Change	**-4.3%**	**6.3%**	**0.9%**	**-21.6%**	**-14.3%**	**-2.5%**	**4.4%**	**-6.6%**	**-8.0%**		**1.1%**		**-2.0%**	**3.3%**

Year To Date Ridership

Date Sep-14

	Benton Harbor	Saint Joseph	Benton Township	L.M.C	St. Joe Township	Royalton Township	Passenger Sub-total
enton Harbor	14,633	6,347	25,542	2,806	767	1530	51,625
aint Joseph	3,890	1,495	4,479	373	409	240	10,886
enton Township	20,003	5,332	23,528	2,383	959	921	53,126
M.C	2,674	818	2092	0	261	16	5,861
. Joe Township	593	433	1055	185	35	96	2,397
oyalton Township	1104	262	870	10	25	5	2,276
otal	42,897	14,687	57,566	5,757	2,456	2,808	126,171

(a)

1,403	Seniors (b)
70,056	Line Haul ©
3,576	Lift Passengers (d)
201,206	Total
	Disabled
18,084	Line Haul Disabled
11,360	No Shows
7,345	Cancel

51,625	Passengers were transported from B.H. to St.Joe, B.T., L.M.C., and St. Joseph Township
10,886	Passengers were transported from St.Joe to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township
53,126	Passengers were transported from B.T. to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township
5,861	Passengers were transported from L.M.C. to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township
2,397	Passengers were transported from St Joe Township to B.H., St.Joe, B.T., L.M.C., and St. Joseph Township
2,276	Passengers were transported from Royalton to B.H., St.Joe, B.T., L.M.C., Royalton and St. Joseph Township

FARES

	2013 Month Total	2013 Year to Date	2014 Month Total	2014 Month Difference	2014 Year to Date	YTD Difference	% Change
Oct	$ 21,828.72	$ 21,828.72	$ 20,969.12	$ (859.60)	$ 20,969.12	$ (859.60)	-3.9%
Nov	$ 31,234.37	$ 53,063.09	$ 20,793.37	$ (10,441.00)	$ 41,762.49	$ (11,300.60)	-21.3%
Dec	$ 22,833.76	$ 75,896.85	$ 26,824.39	$ 3,990.63	$ 68,586.88	$ (7,309.97)	-9.6%
Jan	$ 26,262.97	$ 102,159.82	$ 22,132.34	$ (4,130.63)	$ 90,719.22	$ (11,440.60)	-11.2%
Feb	$ 33,352.25	$ 135,512.07	$ 28,232.71	$ (5,119.54)	$ 118,951.93	$ (16,560.14)	-12.2%
March	$ 30,504.66	$ 166,016.73	$ 25,745.83	$ (4,758.83)	$ 144,697.76	$ (21,318.97)	-12.8%
April	$ 29,540.20	$ 195,556.93	$ 23,489.28	$ (6,050.92)	$ 168,187.04	$ (27,369.89)	-14.0%
May	$ 20,108.59	$ 215,665.52	$ 25,567.99	$ 5,459.40	$ 193,755.03	$ (21,910.49)	-10.2%
June	$ 24,514.88	$ 240,180.40	$ 24,342.16	$ (172.72)	$ 218,097.19	$ (22,083.21)	-9.2%
July	$ 26,533.01	$ 266,713.41	$ 31,850.17	$ 5,317.16	$ 249,947.36	$ (16,766.05)	-6.3%
Aug	$ 39,887.61	$ 306,601.02	$ 18,953.82	$ (20,933.79)	$ 268,901.18	$ (37,699.84)	-12.3%
Sept	$ 34,014.82	$ 340,615.84	$ 26,511.16	$ (7,503.66)	$ 295,412.34	$ (45,203.50)	-13.3%
TOTAL	**$ 340,615.84**	**$ 340,615.84**	**$ 295,412.34**	**$ (7,503.66)**	**$ 295,412.34**	**$ (45,203.50)**	

TwinCATS FY 2014-2017 TIP Amendments, November 2014

Fiscal Year	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Advance Construct	Phase	Federal Cost	Federal Fund Source	State Cost	State Fund Source	Local Cost	Local Fund Source	Total Phase Cost	MDOT Job No.	Total Project Cost	Comments
Amending																			
2015	Berrien	MDOT	I-94 WB	On I-94 WB from Red Arrow Highway (Exit 16) for 7.4 miles northeasterly to 0.5 miles northeast of Puetz Road. I-94 WB exit and entrance ramps at Exit 16 and Exit 22, extensions. On I-94 EB for one mile centered on Puetz Road.	4.391	Restore and Rehabilitate	Mill existing and place two course HMA Overlay. Shoulder reconstruction. Median grading, replace or repair all cuvlerts under I-94 WB except 84" Tanner Creek. Channel excavation of Thornton County Drain. Crown relocation to between center and outside lane. Underdrain installation. Dune grass planting. Ramp accel/decel extensions.		ROW	45	IM	5	M			50	113585	15040000	delay of fiscal year
2015	Berrien	Village of Shoreham	Brown School Road	Lakeshore Drive,east to CSX railroad tracks	0.30	Reconstruct	Remove extg. road materials; lower subase; install storm sewer, stormwater detention basin; install concrete curb & gutter; install new aggregate base and HMA surface; install sidewalks, mark bike paths on each side.	AC	CON	0				535	VLG	535	122749	535,000	Project did not get obligated in 2014. Village is still planning to build project in FY 2015 through Advance Construct. Will reimburse in FY 2016 and FY 2017
2016	Berrien	Village of Shoreham	Brown School Road	Lakeshore Drive,east to CSX railroad tracks	0.30	Reconstruct	Remove extg. road materials; lower subase; install storm sewer, stormwater detention basin; install concrete curb & gutter; install new aggregate base and HMA surface; install sidewalks, mark bike paths on each side.	ACC	CON	276	STUL			0	VLG	276	122749	535,000	Project did not get obligated in 2014. Village is still planning to build project in FY 2015 through Advance Construct. Will convert in FY 2016 and FY 2017
2017	Berrien	Village of Shoreham	Brown School Road	Lakeshore Drive,east to CSX railroad tracks	0.30	Reconstruct	Remove extg. road materials; lower subase; install storm sewer, stormwater detention basin; install concrete curb & gutter; install new aggregate base and HMA surface; install sidewalks, mark bike paths on each side.	ACC	CON	28	STUL			0	VLG	28	122749	535,000	Project did not get obligated in 2014. Village is still planning to build project in FY 2015 through Advance Construct. Will convert in FY 2016 and FY 2017
Deleting																			
2014	Berrien	MDOT	M-63	M-139 to I-94	1.609	Trunkline Preconstruction GPA	Two course HMA Overlay and paved shoulders.		ROW	16	NH	4	M			20	118928	2,950	Work done by JN 124883
2014	Berrien	MDOT	M-63	M-139 to I-94	1.609	Trunkline Preconstruction GPA	Two course HMA Overlay and paved shoulders.		PE	246	NH	54	M			300	118928	2,950	Work done by JN 124883
2018	Berrien	MDOT	M-63	M-139 to I-94	1.609	Resurface	Two course HMA Overlay and paved shoulders.		CON	2,153	NH	477	M			2,630	118928	2,950	Work done by JN 124883

DELETING

AGENDA
ST. JOSEPH HOUSING COMMISSION
REGULAR MEETING

COMMUNITY ROOM
LAKE VIEW TERRACE HIGHRISE

Thursday, November 13, 2014, at 8:30 a.m.

1. Approval of Minutes.

    a. Regular meeting of September 11, 2014.

2. Executive Director:

    a. September 2014 Previously Paid Liabilities
    b. October 2014 Previously Paid Liabilities
    c. Financial Report for September 2014
    d. Financial Report for October 2014
    e. Vacancy Report for September/October 2014
    f. Resolution 2014-20 - Amendment to Records Retention Policy
    g. Resolution 2014-21 - Changes to Dwelling Lease
    h. Resolution 2014-22 – Elevator Maintenance Contract
    i. Resolution 2014-23 – Changes in Flat Rents
    j. Write Off Outstanding Former Resident Account Balance
    k. Write Off Recycled Refrigerators

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, SEPTEMBER 11, 2014

President Silverthorn called the meeting to order at 8:42 a.m.

Present: Commissioners: Hutchinson, Silverthorn and Titus (late).

Absent: Meyer (out of town).

Also Present: Executive Director Nancy. Residents: Deborah Sanders (504), Wilma Enix (801), Monica Harrison (807), Jeff Renfro (1004), Joan Wolfe (1102), and Evelyn Brown (1501).

Guests: None.

The minutes of the regular meeting held on July 10, 2014 were reviewed. Commissioner Hutchinson, supported by Commissioner Titus, moved that the minutes be approved as presented. Motion carried unanimously.

The July 2014 List of Previously Paid Liabilities was presented to the St. Joseph Housing Commission for review. A motion was made by Commissioner Hutchinson, and supported by Commissioner Titus, to approve the July 2014 List of Previously Paid Liabilities in the amount of $52,218.14. Motion carried unanimously.

The August 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 Titus, to approve the August 2014 List of Previously Paid Liabilities in the amount of $34,457.17. Motion carried unanimously.

The Financial Report for July 2014 was presented to the St. Joseph Housing Commission. The benchmark for July is 33.3%. Revenues were $200,442.17 (37.7%) and operating expenses totaled $145,294.57 (27.6%), for a net gain of $55,147.60. A motion was made by Commissioner Hutchinson, supported by Commissioner Titus, to accept the July 2014 financial report. Motion carried unanimously.

The Financial Report for August 2014 was presented to the St. Joseph Housing Commission. The benchmark for August is 41.7%. Total revenues were at $243,271.57 or 45.7% and expenditures at $177,592.93 or 33.7% - a net gain of $65,678.64. There was a motion by Commissioner Hutchinson, supported by Commissioner Titus, to accept the August 2014 financial report. Motion carried unanimously.

Director Walker presented the Housing Commission with a Vacancy Report as of August 31, 2014. There were no vacant units in July. There were three vacancies at the end of August (501-2B, 1301-L and 1308-L). There are 53 people on the waiting list. There was

a motion by Commissioner Hutchinson, supported by Commissioner Titus, to accept the Vacancy Report as of August 31, 2014 as presented. Motion carried unanimously.

Director Walker explained that changes needed to be made to the Sick Leave Benefits of the employee Personnel Policy. In the past, employees could accrue up to 120 days of sick time. The employee could be paid for part of those days or escrow 75% to put toward health coverage. This is no longer an option in the retirement plan. This change will cap the amount of reimbursement of sick time at 40 days upon retirement. No sick time is paid to the employee if not of the retirement age of 60. The following resolution was presented for approval.

ST. JOSEPH HOUSING COMMISSION
RESOLUTION 2014-19

RESOLUTION TO ADOPT A CHANGE TO SECTION 403 – SICK LEAVE BENEFITS - OF THE PERSONNEL POLICY

WHEREAS, Section 403 of the Personnel Policy reflects the sick leave benefits received by employees at various stages of employment; and,

WHEREAS, the St. Joseph Housing Commission is changing its policy on sick days due to retiree health insurance benefits no longer being offered as part of the City of St. Joseph's Pension Plan; and,

WHEREAS, the number of sick days eligible for reimbursement at retirement age is now 40 days,

NOW, THEREFORE, BE IT RESOLVED that the St. Joseph Housing Commission adopts the change to Section 403 – Sick Leave Benefits – of the Personnel Policy as presented.

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

Ayes: 3 **Nays: 0** **Abstain: 0** **Absent: 1**

President Margaret Silverthorn thereupon declared said motion carried and said Resolution adopted this 11th day of September, 2014.

Resident Jeff Renfro expressed concern that there would be problems with the back slider exit door freezing again as this winter is supposed to be worse than last winter. He stated that he appreciated the fact that we tried to correct the problem with changing the awning opening but wondered if there was a backup plan in case it doesn't help. He also stated that it some residents are unable to walk around the building if the door is frozen shut.

Director Walker explained that she realized that changing the awning did not help the issue much and that a heater was going to be placed under the awning much like the heater under the awning in front of the building. She said that it works well under the front awning and had hopes that it would do the same in the back. She stated that she would continue to work on the issue until it was resolved.

Being no further business, the meeting was adjourned by President Silverthorn at 9:05 a.m.

Respectfully submitted,

Margaret Silverthorn
President

Nancy E. Walker
Secretary

MEMORANDUM

TO: St. Joseph Housing Commissioners

FROM: Nancy E. Walker, Executive Director

SUBJECT: Meeting of November 13, 2014

DATE: November 7, 2014

Appointment of New Housing Commissioner

At their regular meeting on October 13, 2014, the St. Joseph City Commission appointed Patricia Moss to replace Michelle Agay on the St. Joseph Housing Commission. She will fill out Michelle's term which expires on May 1, 2017. I had the opportunity to talk with Commissioner Moss and she is excited to take on the job of Housing Commissioner. She is an attorney and has just recently moved to the area.

At my last quarterly report to the City Commission, they asked the status of Commissioner Hutchinson. I explained that he had not yet missed a Housing Commission meeting and that he wished to remain on the Board at this time.

September 2014 List of Previously Paid Liabilities

The total of the September List of Previously Paid Liabilities is $25,168.37. The only item out of the ordinary was the payment to AAA Lead Inspection ($550.00) for lead-based paint risk assessment on Apt. 501. We are required to have an assessment done on an apartment when a child six and under is moving in. All other payments are normal.

October 2014 List of Previously Paid Liabilities

The total of the October List of Previously Paid Liabilities is $44,219.45. We paid the quarterly Water/Sewer bill, Pension and Workmen's Compensation payments this month which skew the normal monthly amount higher (totaling $11,658.38). Following are additional unexpected costs for October:

- We paid $1,806.69 to Suburban Mechanical for repairs to the heat boiler (installed new circulating pump on Boiler 1, installed new high pressure safety on Boiler 2, installed new low gas pressure safety on Boiler 3).
- There is a partial payment ($1,150) to Anstey Precision Welding for a dumpster repair (total cost $2,150). He repaired small areas of the dumpster a while back but to repair the dumpster correctly, it needs to be relined. We own the dumpsters rather than rent from Republic. When the garbage is picked up, the driver bangs the dumpster on the ground to loosen the garbage so that it will come out – especially with the compacted dumpster. We have two dumpsters and each week the dumpsters are switched out so that one dumpster isn't always being compacted and getting the rough treatment. We may expect to see repairs to the second dumpster at some time in the future but is good for now.
- There was a payment in the amount of $1,562.06 to D.A. Dodd for repair of a 4" sewer line that developed a leak. The pipe is an original pipe and each time they tried to cut into the spot to repair it, more pipe cracked and broke. We made the decision to replace the pipe completely to the next joint that was good. This pipe was almost completely packed with debris, grease, etc. and they were surprised that there was any flow of waste at all. It was causing back-ups in kitchen sinks of some lower apartments on the east side of the building (much like we had not too long ago on another line). This repair should significantly cut down any issues and maintenance time and repair costs in that area.
- Finally, we paid $1,010.42 to Ibid County Electric to install the heater over the back entrance under the awning. You may recall that we have had times in the winter where the slider door would stick in the open position because snow caused movement in front of the electronic eye. Then, it would stay open because snow would get into the track – not allowing the door to close. This did not happen often but last year was an exceptionally rough winter and when it did, we had to shut off the door making it extremely hard for residents that park in the back lot because they had to walk around the building to enter. We tried to solve this problem by changing the design of the awning so that it opened to one side rather than directly in front of the door. It helped a little but did not solve the issue completely. It was toward the end of the winter that we purchased the heater and it was installed this month to prepare for this winter. We are hoping that heating that area will finally resolve this issue.

<u>September 2014 Financial Report</u>

The benchmark for September financials is 50%. Revenues are $287,453.45 (54%) and operating expenditures are $207,937.74 (39.4%). There is a net operating gain of $79,515.71. There are no line items that are over/under budget that I have not explained in the past.

You will notice that the Profit & Loss Budget Report has a different look than in the past. As you know, Urlaub & Co. took over as our fee accountant beginning April 2014. When we switched from Hawkins Ash and Co. to Urlaub, we found that Urlaub uses a new line item

numbering system that HUD instituted about a year ago. I use QuickBooks and it was rather difficult to recreate these numbers in this program. I had to get creative with some but you will notice the same descriptions as in the past. You will also notice that there are sub-items under some main categories, e.g. Employee Benefits-Administrative is now broken down into smaller sub-categories like FICA, Health, Retirement, etc. Actually, this is more helpful when developing and understanding the budget as there is a clearer picture of individual costs. There are several main categories with sub-categories now.

There are also some minor accounting practices that are different between the two firms, e.g. Hawkins Ash posted to the PILOT expense every month and Urlaub does it every six months, etc. Urlaub is still busy trying to catch up our past reports. When they took over with April reports, they had to wait until the FYE March 31, 2014 audit was complete so that they had accurate figures to begin the year. The previous fee accountant had to prepare their reports and submit them by May 30th. The audit was completed in June. This put Urlaub about three months behind. I just received August reports from them this week and am working on balancing our financials to their reports. This leaves September and October to complete. I just forwarded October reports to them this week so we are almost there. There are a few minor differences throughout the months that we are working on but the change has actually gone very smoothly. When we are up-to-date and have all the small things worked out, I will give you a copy of their latest report. They provide a nice packet of reports, including graphs. The people that I have dealt with at Urlaub have been great – very pleasant to work with.

October 2014 Financial Report

The benchmark for October financials is 58.3%. Revenues are $329,317.70 (61.9%) and operating expenditures are $263,255.24 (49.9%). There is a net operating gain of $66,062.46. As with the September report, I have explained any line items that were under/over budget in past reports. Even with some of the extra repair costs that we have incurred lately, our budget is very well in line. I always like to remind you that you will begin to see higher expenses with the onslaught of winter – mostly in gas utility charges.

I was going to prepare the first budget revision for FYE 2015 for this meeting but have decided to wait. It is Urlaub's policy to perform one budget revision just before year end – which would be done at our March 2015 Housing Commission meeting. It is certainly not wrong to do revisions before that time but unless there are major changes in the budget figures and it would make the budget easier to review, they do not see the need.

Vacancy Report

There were three vacancies entering September (501-2B, 1301-L, 1308-L). These three apartments were filled in September from internal moves – which in turn opened up three more apartments (408-E, 1007-S, 1204-S). All of these moves were due to change in family composition. The City of St. Joseph Zoning Ordinance limits the small one-bedroom apartments to one person. We had four small one bedroom apartments with two people in them so we are required to move them into the larger one bedroom apartment. We moved two of those families into a large one bedroom apartment when vacancies occurred. We moved a third family to a two-bedroom because they had a baby and the family was too large for a large one-bedroom. We still have one family to move. Confused yet? After these moves, we had one other resident move in with family which vacated a large one bedroom (1501-L). We filled apartment 1007-S in September, which left three apartments vacant entering October (408-E, 1204-L, 1501-L).

We entered October with three vacant units (408-E, 1204-L, 1501-L). We filled all of these apartments – two individuals from outside filled 408-E and 1204-L and one internal move. One of those used to be a resident and moved in with his aging mother to help her but moved back. With the death of Mr. Bogan who lived in a two-bedroom (601-2B), Mrs. Bogan moved to 1501-L. HUD requires us to have no less than two individuals in a two-bedroom apartment. We had three more vacancies in October. One resident moved in with family due to ill health and being unable to live on his own (708-L). We had a resident move from a small apartment (1206-S) to this large (708-L) due to a reasonable accommodation. The two residents from apartment 505-L moved into the two-bedroom (601-2B). This left two apartments vacant at the end of October (505-L) and (1206-S).

Needless to say, these past few months have been very trying for the maintenance staff. They have been kept busy painting and cleaning all of these apartments; and, meanwhile, still have to maintain the rest of the building.

We have a waiting list of 54 people: 16 pending, 1 for an efficiency apartment, 29 requesting large one-bedroom apartments, 8 for a small one-bedroom apartment, 0 for a handicapped apartment and 0 for a two-bedroom apartment.

Resolution 2014-20 – Resolution to Adopt Change to Records Retention Policy

Recently, new guidelines came out for the Capital Fund Program. I have included the page that shows what the retention period should be for keeping Capital Fund Program documents. I would like to add that section to our Records Retention and Disposition Policy so that it is clearly stated.

The Development and Modernization Cost Certificate is a form that is signed by HUD after each year of funding has been completely expended and audited. The guidelines require that all pertinent documents be kept five years from the date that HUD has signed off on the Cost Certificate. This means that I can get rid of quite a few files that I have been holding onto for several years!

Resolution 2014-21 – Resolution to Adopt Changes to the Dwelling Lease

Enclosed in your packet is Resolution 2014-21 and copies of sections of the proposed Dwelling Lease changes. The Schiff Group is an industry group that keeps abreast of HUD regulations, guidelines, etc. and we pay membership dues to them each year. They offer suggestions for changing some of our main documents as regulations change or just as something in those documents need clarifying or stronger language. It was suggested by them that we make the attached changes to our Dwelling Lease. Our Dwelling Lease was adopted in the past from a template provided by them and it is a dwelling lease that is used by Housing Commissions country-wide.

Because of the importance of the subjects at hand (smoke detectors/infestation), they have suggested that we insert additional text into our lease regarding these subjects. It not only gives us more strength in disciplining those that abuse the guidelines, it clarifies to those that are bound by the lease the importance of notifying staff if failure of the smoke detector occurs or if there is pest infestation of their apartment. It clarifies that failure to notify staff of these problems is grounds for lease termination. I am sure you have heard stories in the news of residents removing batteries from smoke detectors. With the advent of electronics, people have resorted to removing batteries from smoke detectors for their own use. Luckily, our smoke detectors are hard-wired and do not have batteries, but sometimes they do fail and sometimes residents will unhook them if the detector goes off for some reason. It is very important that they understand that the smoke detector is there, not only for their safety, but for others in the facility and that there will be repercussions for dismantling them.

It is also necessary that residents understand the importance of notifying staff immediately regarding any pest infestation so that the matter can be immediately taken care of before the infestation becomes so bad as to affect other residents and parts of the facility.

As required, the residents have been given a 30-day review period to offer any suggestions, comments, etc. There were no written comments received. These items are on the agenda for your consideration of adoption.

Also, after a year and a half or two of being bed bug free, they are back. We are currently treating three apartments. The pest control service is diligently working on this issue. While at the Director's meeting in October, the group had a discussion about this issue as it is happening everywhere. One Director purchased a heat machine at a cost of $5,000 and her staff performs the heat treatment. I believe that this is something that we should consider as I see no easy fix for the issue in the near future. I have her contact information and will work on obtaining information when I have a little more time.

Resolution 2014-22 – Elevator Maintenance Contract

Enclosed in your packet is Resolution 2014-22 - a resolution to authorize the Executive Director to enter into contract with an elevator service company, a spreadsheet outlining the submitted proposals and copies of the proposals. The elevator service contract with Otis Elevator expires on December 31, 2014. We requested sealed proposals for elevator maintenance for a three-year contract (1/1/2015-12/31/17), with the proposals due by 2:00 p.m. on Friday, October 31, 2014. We received three proposals.

I recommend that we accept the proposal from Otis Elevator, at a cost of $5,760.00 for the first year of the contract, with any increases based on actual changes in labor and material costs per their employee union contracts. As you can see from the spreadsheet, the Otis Elevator proposal by far undercuts the other proposals. There is such a great difference in pricing that there would have to be disastrous circumstances to make up the difference in overtime costs.

Also, Otis Elevator was the contractor that performed the elevator modernization project in 2010. They were required to perform one year of free maintenance service as warranty – which they carried out an extra three months for free. They were approved for the maintenance contract for the years January 1, 2012 through December 31, 2014. Not only do they have the most competitive maintenance proposal, they have a wealth of knowledge and experience with our elevators.

Resolution 2014-23 – Change in Flat Rents

Earlier in the summer, we were required by HUD to increase flat rents to no less than 80% of the Fair Market Rent (FMR). You'll remember that this was a new requirement by HUD. The FMR is normally published by October 1st, but FY 2014 FMRs were late because they were creating the new requirements.

In August we received notification that the FY 2015 FMRs were put out for public comment and would be coming out on time this year – which they did. The rates for this area have increased again and although this has put a financial burden on many tenants across the country, the Department of HUD did not waiver from the requirements. HUD believes that this requirement

will increase rental income to help Housing Commissions become more self-sufficient – less reliable on operating subsidy and grants from the federal government. Also, the belief is that it will result in flat rents being set properly by the
Housing Commissions by giving them guidelines to follow and bring them closer to local area market values. Others believe that these requirements may cause some residents to move and may make it
harder to market apartments at high flat rents. Our residents are somewhat luckier as utility costs are paid by the Housing Commission.

We are required to institute the new flat rent a by January 1, 2015. I have enclosed the resolution, a spreadsheet showing the changes per different sized apartments and the front page of the FY 2015 Fair Market Rents document.

Write-off of Outstanding Resident Account Balance

We have an outstanding resident account balance in the amount of $189.78 for a former tenant – Roger E. Mazigian (Apt. 1301). We forwarded the bill but it has been returned undeliverable and as we are unable to garnish SSI benefits, we do not expect to receive these funds. The bill was higher but we retained the security deposit to apply toward the charges. A good advantage to the HUD computer system is that the amount owed to a Housing Commission can be entered into a database. This database must be checked by any other subsidized housing facility if the resident applies for housing with them. When there is an outstanding balance with another facility (such as us), that balance must be paid before the new housing facility can allow the person to reside there. As most individuals realize the importance of the benefit of subsidized housing, it often pushes them to pay the outstanding bill.

Write-off of Recycled Refrigerators

In your packet is a list of refrigerators that need to be written off. In September, I began working with Efficiency United (through CLEAResult), which is a company that coordinates rebate programs between utility providers and housing facilities, homeowners, etc. It is called the Contractor Multi-Family Direct Installation Program. Indiana Michigan Power is one of the utility companies included in the contract with Efficiency United. Under this program, we were able to receive 14 new Energy Star Kenmore refrigerators to replace those on the list. The total cost of the refrigerators was $7,882.00 but we received a rebate of $352.00 per refrigerator from the program, bringing the total cost down to $2,954 ($211 each), which will be taken from the 2013 CFP Grant. Refrigerators were already budgeted in the 2010 Five-Year CFP budget, but at a much higher cost. These refrigerators were delivered on October 20, 2014 by Sears Commercial and the old ones were taken for recycling (a requirement for the program). We are always looking for ways to curb the ever-increasing utility costs.

Another part of this program is to provide the residents with LED light bulbs for their personal lamps, etc. We have sent a memo to all residents giving them the opportunity to request up to five LED light bulbs. The coordinator explained that she thought the residents would be much happier with these bulbs – even over the new CFLs - because they are brighter and are expected to last much longer. We have been provided a price of $6.99 a bulb but will be given a rebate of $13.00 a bulb if our maintenance
staff installs them. The program does not allow the Housing Commission to install the LED bulbs in any fixture considered property of the Housing Commission, e.g. ceiling lights, refrigerator bulbs, etc.

We have a deadline of December 15, 2014 to request the rebates for these two programs.

Computer Issues

Well, it looks like some little gremlins decided to attack the office computers. Our IT tech was in on Thursday and he spent 5 hours trying to figure out the problems. It appears that both computers will have to be rebuilt. The operating systems have failed to work properly on both and there are other issues (which I don't fully understand). He found several Trojans or evidence of them. He says that they need new hard drives and configuration – almost like new. We have virus protectors on our computers but people come up with many creative ways to get around those protections. He also placed more software on the computers this week to help combat these types of problems. I just wanted to let you know that you will be seeing some hefty bills in the near future. I have enclosed a rough estimate that he has provided – the labor hours may change if he runs into more difficulties. This is still considerably cheaper (like ½ the cost) than trashing the two computers and getting new ones – which he does not suggest doing.

DISH Television Situation

There is little change in the DISH television situation except that today Attorney Smith sent Brett Miller, owner of The Satellite Store, an email telling him that we are exercising our right to terminate our contract with him. I have included a copy of that email in your packet. There is a 90 day clause so we cannot bring another service provider in until the 90-days has ended. We can and have been investigating other options though. Comcast has visited the building to see what it would take to bring their service into our building. We had Comcast in here years ago but somehow their original line to the building has been cut. I understand that it is not a hard solution to remedy. There are many things that need to be worked out in addition to the physical lines. We want packages that our residents can afford and that give a variety of channels. We (the Housing Commission staff) still do not want to be in the television business, e.g. collecting money from the residents and paying the service provider (bulk account). The service provider

would need to bill their customers themselves. We simply want to offer the avenue for the residents to obtain their own television if they so choose.

Earlier, I told you that DISH said The Satellite Store did not pay the July billing. This is incorrect. It was paid but late. It was the September bill that he did not pay. He did charge the residents and they did have television for September but he did not pay the September DISH bill that is in the Housing

Commission's name. The service was shut off for non-payment. I requested a figure from DISH through the October 9th shut-off date and they informed me that $938.86 was owed. Mr. Miller contacted me earlier in the week and was rather offensive when I told him that we expected the DISH bill to be paid. He said that he had paid it but when I asked him to forward proof of that, he hung up on me. With all of the resident complaints, e.g. double billings, never returning phone calls, very slow to respond to issues, etc., I feel it is best that we part ways with The Satellite Store. One resident did some investigating with the Indiana Better Business Bureau – The Satellite Store is located in Mishawaka - and found that he used to own another company of this type that had an F rating.

We have not heard a lot of complaining from the residents about the situation, but I have to believe that it is because they are tired of this company and will welcome someone that will take care of their needs promptly and courteously.

HUD REAC Inspection

As you know, we were very unhappy with our HUD physical inspection. After receiving a 99/100 three years ago, we received a 68/100. I did appeal several items on this inspection, including a couple that I did not expect to change. We received notification that they did

Commissioner Howard Hutchinson

Commissioner Hutchinson has been battling two types of cancer for the past two-three months. He went through intensive radiation to combat a tumor in his lung and radiation and chemotherapy for esophageal cancer that was found as a mass in his stomach. He was nearly finished with the chemotherapy when he began having issues eating and was admitted to the hospital where they inserted a feeding tube. They intended to build his strength so that he could have surgery to remove the cancer in his stomach. After they inserted a feeding tube, he developed pneumonia. Recovering from that, he entered Caretel so that they could help him regain his strength. Last week, we heard that he had developed blood clots in his lungs and this week, we learned that he is back in the hospital with infection. Please keep him in your thoughts and prayers.

Vacation

I will be leaving for a one-week vacation on November 14th and returning to work on Monday, November 24th. We are very excited to be going to New York City to watch our son perform a solo performance Off-Broadway. He wrote the production and has performed parts of it in San Francisco, where he currently lives. It is a very exciting time for him as well. He was a theater major in college but after moving to New York City, was discouraged by the fact that there were 35,000 unemployed actors. It has been ten years and after working in several unrelated fields, he began spending his off-work hours taking writing classes, etc. and is finally realizing his dream!

I have to tell you that I am rather leery of leaving on another vacation as upon returning home from one on October 20th, we returned to a basement that had a sewer overflow and a houseful of soot damage from a malfunctioned kerosene heater (and no, we did not leave the heater on while we were gone-it happened while a person watching our house was there). Anyway, we have spent 18 days out of the last 3 ½ weeks in a hotel and eating out. While many people may think there is nothing wrong with that, it has gotten very old for me. It has been a rough couple of weeks but we are working with the insurance company to have carpets replaced and the entire inside of the house repainted. Many, many hours have been put into cleaning everything we own. I admit that I have been stretched pretty thin as it is a very busy time for me at work but this too shall pass….I **am** going and **will** enjoy seeing my son and seeing him excel in what he loves to do!

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

JOINT BOARD OF COMMISSIONERS

Benton Harbor - St. Joseph
Joint Wastewater Treatment Plant

REGULAR MEETING

NOVEMBER 20, 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 OCTOBER 16, 2014 REGULAR MEETING.
3. APPROVAL OF VOUCHERS.
4. CORRESPONDENCE.
5. MATERIAL & SERVICES PROPOSALS.
6. SEPTAGE RECEIVING COST INFORMATION.
7. MONTHLY OPERATION REPORTS.
8. MANAGER'S REPORT. - ODOR
9. OLD BUSINESS.
10. NEW BUSINESS.
11. COMMISSIONERS' COMMENTS.
12. PUBLIC COMMENTS.
13. ADJOURNMENT.

DATE: NOVEMBER 20, 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 October 16, 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: Timothy Lynch, Plant Manager.

1. **Call to Order & Pledge of Allegiance:** Mr. Mak called the meeting to order at 11:01 a.m. The Pledge of Allegiance was recited. Mr. Mak asked for additions and/or corrections to the minutes of the September 18, 2014 regular meeting. There being none, the minutes were approved as mailed.

   11:02 a.m., Mr. Archibald entered the meeting.

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

   11:04 a.m., Mr. Watson entered the meeting.

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

September 24, 2014	Vouchers # 33137-33153	$ 94,491.14
October 8, 2014	Vouchers # 33154-33174	19,783.10
October 8, 2014	ACH Payment – Synagro	5,841.46

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

4. **Quarterly Financials:** Mr. Lynch reviewed and commented on the financial reports for the quarter ending September 30, 2014. Operating revenue for the quarter exceeded budget by $58,852 at $1,043,626. Operating expenses totaled $634,979 and were under budget by $102,832. In addition, $20,526 was expended for capital improvements. The plant's investment portfolio was reviewed. Governmental flow records through September were also reviewed.

5. **Correspondence:** Mr. Lynch reviewed correspondence from Michigan Municipal League Liability and Property Pool relating to the Joint Plant's dividend distribution of $5,917.00 and a draft public notice relating to the Joint Plant's NPDES Permit. Mr. Lynch reported he received an odor complaint from a resident of the Island Pointe Marina development adjacent to the Joint Plant. A Herald Palladium article about the Joint Plant's recently completed financial audit was included in the correspondence section of the Board packet.

6. **Material & Equipment Proposals:** Mr. Lynch presented proposals to provide disinfection chemicals, a refrigerated composite sampler, and a laboratory water still (see attached). He also presented information relating to the replacement of the electric motor for Return Activated Sludge Pump #1 (RASP-1). On a motion by Zebell, seconded by Archibald and unanimously carried; the Board authorized extension of the purchase agreement for disinfection chemicals from Alexander Chemical Corporation, the purchase of a refrigerated sampler from Quality Control Equipment Company ($3,859.00) and the purchase of a laboratory still from Fisher Scientific ($5,021.60). On a motion by Hodgson, seconded by Thomas and unanimously carried; the Board authorized the manager to purchase the electric motor for RASP-1 and to perform the work as necessary to return the equipment to service on an emergency basis. Mr. Lynch commented he would have the work performed in as expeditious and cost effective manner as possible.

7. **Septage Receiving Rate:** Mr. Lynch reviewed information plant staff gathered relating to wastewater plants that do and do not accept septic tank waste and a proposal to increase the septage receiving to be more in line with the majority of facilities in Southwestern Michigan (see attached). A discussion ensued and it was a general consensus of the Board that the rate should be adjusted to six cents per gallon. On a motion by Baldwin, seconded by Watson and unanimously approved; the Board authorized the revision of the Supplemental Septage Dumping and Treatment Rules and Regulations to include the new septage receiving rate of $60 per 1,000 gallons effective April 15, 2015 (see attached.) Notice of the rate change will be forwarded to each septage hauler that utilizes the Joint Plant.

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

9. **Manager's Report:**
   a) **WEF Technical Conference:** Mr. Lynch reported on his attendance at the Water Environment Federation (WEF) Technical Conference the week of September 29th.
   b) **Progress meeting:** A 98% plans and specifications meeting relating to the Headworks Improvement Project was held with AECOM Engineers on October 9th. According to the engineers, the construction cost estimate for the project is now at approximately 7.6 million dollars.
   c) **Meeting with City of St. Joseph:** Mr. Lynch reported he met with Richard Lewis and Susan Solon to discuss public education material relating to mitigating non-dispersible products (non-flushable wipes) from entering the sanitary collection system.
   d) **Changes in payables process**: Mr. Lynch met with a representative from Pinnacle of Indiana to discuss changes in invoicing and paying vendors via ACH payments instead of paper checks.
   e) **Corps of Engineers**: Correspondence has been initiated with the Detroit office of the Corps of Engineers to explore project funding for Joint Plant improvements.

10. **Old Business:** Mr. Zebell questioned the status of the soon to be updated Strategic Capital Improvement Plan. Mr. Lynch indicated he has discussed the project with AECOM Engineers but a kickoff meeting has not yet been held.

11. **New Business:** None

12. **Commissioners' Comments:** Mr. Baldwin reported on upcoming projects at Benton Township including relining and replacement of sanitary lines. The areas discussed included lines at Empire, North Shore and Nickerson.

13. **Public Comments:** None

On a motion by Hodgson, seconded by Thomas and unanimously carried; the meeting was adjourned at 11:52 a.m.

_____
Steve Archibald, Secretary

Date: _____

BENTON HARBOR – ST. JOSEPH
JOINT WASTEWATER TREATMENT PLANT

MONTHLY OPERATIONAL REPORT
OCTOBER 2014

GENERAL INFORMATION:
THE JOINT PLANT'S DRAFT NPDES PERMIT REISSUANCE INFORMATION WAS PUBLIC NOTICED IN THE HERALD PALLADIUM AS REQUIRED BY MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ). PUBLIC COMMENTS WILL BE CONSIDERED BY THE DEPARTMENT UNTIL NOVEMBER 17, 2014. IT IS ANTICIPATED THE NEW PERMIT WILL BE EFFECTIVE JANUARY 1, 2015.

SAFETY MEETING / ACTIVITIES:
WINTER SAFETY AND RELATED WORK PRACTICES WERE REVIEWED. INFORMATION WAS PROVIDED RELATING TO CLEARING AND SALTING SIDEWALKS, WIND CHILL FACTOR, COVERING EXPOSED SKIN AND DRESSING IN LAYERS. UPON COMPLETION OF THE SAFETY MEETING, A WRITTEN COMPREHENSION TEST WAS ADMINISTERED TO ALL EMPLOYEES.

A SCHEDULED FACILITY HOUSEKEEPING/SAFETY INSPECTION WAS PERFORMED BY A PROCESS 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 ENGINES #1 AND #2. NEW SPARK PLUGS WERE INSTALLED ON 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.

THE FOLLOWING SUMP PUMPS WERE REMOVED FROM SERVICE FOR A SCHEDULED INSPECTION AND SUMP PIT CLEANING: SUMP PUMPS #7, #8, #9, #10, #11, #12, AND #14. ALL PUMPS WERE FOUND TO BE IN SERVICEABLE CONDITION.

POLYMER FEEDER #2 FOR THE AIR FLOATATION THICKENER WAS FOUND NOT OPERATING PROPERLY. THE CHECK VALVE LOCATED IN FEEDER CHAMBER WAS FOUND CLOGGED. THE CHAMBER, FITTINGS AND THE PIPING WERE DISASSEMBLED, CLEANED, REASSEMBLED AND THE PUMP WAS RETURNED TO SERVICE.

THE CHAIN WEAR RAIL FOR GRIT COLLECTOR #2 WAS FOUND IN NEED OF REPAIR. THE COLLECTOR WAS REMOVED FROM SERVICE AND THE RAIL WAS BUILT UP TO PROPER THICKNESS USING FLAT STOCK FROM SPARE INVENTORY.

SLUDGE RECIRCULATION PUMPS #1 AND #2 WERE REMOVED FROM SERVICE FOR SCHEDULED INSPECTIONS. BOTH PUMPS WERE CLEANED AND INSPECTED. THE SLEEVE, IMPELLER, VOLUTE, AND STUFFING BOX PLATE ON EACH PUMP WERE FOUND TO BE IN SERVICEABLE CONDITION. ALL NEW PACKING WAS INSTALLED ON EACH PUMP AND THEN THEY WERE RETURNED TO SERVICE.

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

AN ANNUAL MIOSHA-REQUIRED HOIST AND CRANE INSPECTION WAS PERFORMED BY STEWART ENGINEERING. MINIMAL REPAIRS, STANDARD LUBRICATION, TAGGING OF THE HOISTS AND THE REQUIRED DOCUMENTATION WERE INCLUDED AS PART OF THE INSPECTION.

A SCHEDULED OPERATION OF THE CITY WATER VALVES AT THE WATER METER IN THE DIGESTER BASEMENT WAS PERFORMED. THE VALVES WERE CLOSED, OPENED AND RETURNED TO SERVICE.

A SCHEDULED QUARTERLY INSPECTION WAS PERFORMED ON THE LABORATORY ELEVATOR.

SECONDARY MAINTENANCE:
RETURN ACTIVATED SLUDGE PUMP #1 WAS REMOVED FROM SERVICE AFTER IT WAS FOUND NOT PUMPING. IT WAS DETERMINED THAT THE MAGNETIC DRIVE UNIT HAD FAILED. THE DRIVE UNIT WAS DISCONNECTED AND REMOVED. THE ELECTRIC MOTOR WAS REMOVED ALSO AND WILL BE UTILIZED AS A SPARE. A NEW MOTOR WAS PURCHASED FROM ELECTRIC EQUIPMENT. THE MOTOR WAS MOUNTED, INSTALLED AND ALIGNED BY HARRISON ELECTRIC. THE PUMP WAS RETURNED TO SERVICE. MEAD & WHITE ASSISTED IN THE MOTOR CHANGING PROCESS. WHILE THE PUMP WAS OUT OF SERVICE, THE INTERNAL COMPONENTS WERE INSPECTED. THE IMPELLER, WEAR RINGS AND SHAFT SLEEVE WERE FOUND IN SERVICEABLE CONDITION.

SLUDGE THICKENER #2 WAS REMOVED FROM SERVICE TO INVESTIGATE ISSUES WITH THE AIR CONTROL PANEL. THE PRESSURE REGULATOR WAS DISASSEMBLED, CLEANED AND REASSEMBLED. AIR SYSTEM ADJUSTMENTS WERE MADE. THE THICKENER WAS RETURNED TO SERVICE.

THE 14" BUTTERFLY VALVE ON THE DISCHARGE LINE OF RETURN ACTIVATED SLUDGE PUMP #1 WOULD NOT FULLY CLOSE DUE TO A BROKEN YOKE LOCATED IN THE VALVE'S GEAR BOX. A NEW YOKE HAS BEEN ORDERED AND WILL BE INSTALLED UPON ARRIVAL.

AERATION TANK #2 WAS ISOLATED, DRAINED, CLEANED AND SERVICED. THE AERATION SHEATHS WERE REMOVED, CLEANED AND REINSTALLED. THE HOOPS THAT SUPPORT THE DIFFUSERS WERE INSPECTED AND REPLACED AS NEEDED. THE WYE WALL AERATION PIPING CHASE DRAIN WAS REPAIRED AND THE TANK WAS RETURNED TO SERVICE.

ENGINE COOLING WATER HEAT EXCHANGERS #1 AND #2 WERE REMOVED FROM SERVICE FOR A SCHEDULED INSPECTION. THE COVERS WERE REMOVED, THE TUBES WERE FLUSHED WITH WATER AND THEY WERE VISUALLY INSPECTED. THE EXCHANGERS WERE FOUND TO BE IN SERVICABLE CONDITION AND WERE RETURNED TO SERVICE.

THE SCUM EJECTOR SERVING FINAL TANKS #4 AND #5 WAS REMOVED FROM SERVICE FOR A SCHEDULED INSPECTION. THE SCUM CHAMBER WAS OPENED AND FLUSHED. THE CHECK VALVES WERE REMOVED, INSPECTED AND FOUND TO BE IN SERVICEABLE CONDITION. THE AIR CONTROLS WERE REMOVED, CLEANED AND LUBRICATED. THE EJECTOR WAS RETURNED TO SERVICE.

A TWO YEAR SCHEDULED BATTERY CHANGE WAS PERFORMED ON RETURN ACTIVATED SLUDGE PUMP GAS ENGINE #3 AND ENGINE COOLING WATER PUMP GAS ENGINE #2. THE BATTERIES SERVING RAW WASTEWATER PUMP GAS ENGINES #1 AND #2 WERE ALSO REPLACED WITH NEW BATTERIES.

ELECTRICAL MAINTENANCE:
THE HOUR METER FOR ELECTRIC BLOWER #1 WAS DIAGNOSED AND DETERMINED TO BE NOT WORKING. A NEW METER HAS BEEN ORDERED AND WILL BE INSTALLED UPON DELIVERY.

ELECTRIC BLOWER #2 WOULD NOT STAY RUNNING UPON STARTUP AND WAS DIAGNOSED TO DETERMINE THE CAUSE. IT WAS DETERMINED THE ELECTRICAL RELAYS RELATING TO THE BYPASS VALVE HAD FAILED. NEW RELAYS WERE INSTALLED AND THE BLOWER WAS RETURNED TO SERVICE.

THE MAGNETIC DRIVE UNIT ON RETURN ACTIVATED SLUDGE PUMP (RASP-1) #1 WAS DETERMINED TO HAVE FAILED. THE DRIVE UNIT WAS DISCONNECTED AND REMOVED. THE ELECTRIC MOTOR FOR RASP-1 WAS REMOVED ALSO AND WILL BE UTILIZED AS A SPARE. A NEW MOTOR WAS MOUNTED, INSTALLED AND ALIGNED BY HARRISON ELECTRIC. THE PUMP WAS RETURNED TO SERVICE. MEAD & WHITE ASSISTED IN THE MOTOR CHANGING PROCESS.