City Manager's Bits & Pieces

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager

DATE: February 20, 2014

At last a warm spell, sunshine, and snow melting. I know it is going to be cold again beginning tomorrow and there are a host of other issues relating to the thaw, but I do appreciate the moment.

Lots of information to pass along.

March 3 Study Session
A study session has been scheduled for Monday, March 3. The primary topic will be to review the draft Six-Year Capital Plan and the topics relating to the development of the Fiscal Year 2014/2015 Budget. There may be other topics included, but we would like to keep the session focused on budget issues.

Water Main Repairs
At the last Commission meeting, Commissioner Richards asked how many water main breaks had been repaired this winter season, which we could not answer. Attached is a report from Derek Perry, Director of Public Works and Service, answering that question and addressing a number of topics relating to the repairs. The report covers all the activities for the water systems in the City, St. Joseph Charter Township, Lincoln Charter Township, and Royalton Townships (the Villages of Shoreham and Stevensville are included), also known as the "Authority" . As you can see, we are on the way for a very busy year. We will plan to discuss further on Monday evening.

Older Computers with Obsolete Operating Systems
Microsoft has announced plans to discontinue maintaining their XP Operating System after April. Currently, we have 29 office computers still using the XP Operating System; these machines are older and are scheduled for replacement over the next two years. An essential part of providing support for these operating systems is to provide regular virus protection updates. Without virus protection updates for these workstations, the entire city computer system would be in jeopardy.
Kevin Kramp, our contracted computer technician, has worked with Dell Computers to provide significant savings on each computer and the total shipping cost, provided we replace all 29 computers now. The total cost for all 29 computers is approximately $35,000. Of this amount approximately $23,200 has already been budgeted for this year, the other $12,300 will need to be added to the current year budgets of the Street and Water Funds. We are not recommending that any portion of the total cost be funded from the Capital Improvement Fund, but through the operational budgets of departments needing the upgraded computers.

Engineer Assistant Position
A dozen young engineers applied for the Engineer Assistant position in early January. Four of the applicants were short listed and interviewed by City Engineer Tim Zebell and Abonmarche Vice President Tim Drews. A second interview was then conducted with the leading candidate and I sat in on the interview long enough to be comfortable with the young man's presentation, appearance and attitude. This past week, Abonmarche made an offer to Alex Austin and he accepted it shortly thereafter. Mr. Austin hails from the east side of the State and graduated from Western Michigan University in 2012 with a Bachelor of Science in Civil Engineering. In 2011, he passed the Fundamentals of Engineering (FE) Examination, which was a desired but not required qualification for the position. Mr. Austin is currently employed by Terra Contracting Services, LLC; his supervisor had nothing but glowing comments when called to inquire about him. The experience Mr. Austin gained with Terra should help him to be productive on the projects we have in mind for him at the City. Mr. Austin's first day is expected to be March 3rd.

In Car Video System Update
Last Tuesday, the Department of Public Safety was able to successfully transfer an in car video electronically to court. In the past, a DVD would have to be made and physically transported to court. If the progress holds, this is a great step forward and the department will retain the Motorola system. The bill for installation for this system has not been paid waiting for the successful interface with the County Courts, so this is good news.

Inspection Department Update
Attached is a copy of the permit activity for the department during the month of January, 2014. Obviously, winter finally caught up with our local world of construction as the permit and fee totals indicate. January would have been a complete disaster had Lakeland not brought in a large renovation on the 4th & 5th floors of the "C" Tower. The other highlight was the re-approval of the P.U.D. for Jefferson School Condos. Permits for the four remaining units are

anticipated in the near future. Progress at the "Inn" continues at a rapid pace. The large crane has completed all of the heavy lifting has been removed from the site. Installation began of cabinetry, plumbing fixtures, ceiling tile, and elevators.
The Inspection Department is currently advertising for the Code Enforcement position and it is anticipated that the job can be filled around the middle of March.

1302 Nile Avenue Update
The City acquired this property last August through the County Tax Sale. Attached is a report, with pictures, from Cecil Derringer, City Inspector, regarding the possibility of rehabilitating the structure. The bottom line, the structure will have to be demolished. Our next steps will be to complete the environmental assessment for the removal of asbestos, demolish the structure, and make the site presentable for sale. Prior to demolish of the structure, it will be used for a couple of training sessions by the fire and public safety personnel (no burning).

Veterans Day Program for November 11, 2014
The Korean War Veterans of Southwest Michigan holds a Veterans Day ceremony each year at the Korean War Veterans monument on Lake Boulevard. Due to the unpredictability of the weather, the Korean War Veterans has submitted a letter (attached) requesting the use of the Commission Chambers for their yearly program. The program would occur during a normal workday, so we do not anticipate any issues. Unless there are other concerns we are not aware of, we will let the Korean War Veterans know they have use of the Chambers.

Shining Sculptures: Lighting Up St. Joseph Public Art Project
The 30 lighthouses have arrived from Chicago and are being delivered to the artists by Public Works & Services over the next few days.

Pere Marquette Rail Line
Susan Solon, Marketing and Communications Director, Jill Stone, St. Joseph Today Executive Director, and Millicent Huminsky, Executive Director Southwestern Michigan Tourist Council, attended a meeting this past Wednesday in Holland, which was held in partnership with MDOT-Passenger Rail, Amtrak, Michigan Association of Railroad Passengers, and Southwest Michigan Planning Commission. The agenda is attached. The group reports that it was a good meeting and they are working on possibly having a Pure Michigan sign installed at our local Amtrak Station.

Governor's Pure Michigan Conference
Susan will be attending the Governor's Pure Michigan Conference in Traverse City from March 9 – 11. A copy of the agenda is attached.

MML Capital Conference

Attached is a flyer and agenda the upcoming MML Capital Conference to be held in Lansing on March 18-19. I plan to go up on Tuesday morning and return on Wednesday evening. If you are interested in attending, let me know and reservations will be made.

Related to the MML, I have been appointed to the Legislative Governance Committee which is described as the Leagues "big picture" body that debates and decides on broad legislative considerations for the League. It meets twice a year, at the Capital Conference and the Annual Conference.

Board Meetings

Attached are agendas, minutes and other items of interest for the Downtown Development Authority, Benton Harbor-St. Joseph Joint Wastewater Treatment Plant Board, and Water Services Joint Operating Board. Copies of the full packets are available if you would like to review them.

Closing Thought:

Don't let others set your goals. Too many people choose goals based on what others think. Instead, think what you really care about, and set meaningful goals to accomplish what matters to you.

Have a great weekend. As always, please feel free to call if you have questions.

CITY OF St. Joseph

Memorandum

Public Works & Service

To: Richard Lewis, City Manager

From: Derek N. Perry, Director

RE: 2013-2014 WATER UTILITY REPAIR UPDATE

Date: February 20, 2014

At the last City Commission meeting on February 10, 2014 it was requested that information regarding this winters water main breaks be presented for discussion. Below is a brief summary of the current activity:

So far this winter season (December, January and February) the Department of Public Works & Service has responded and repaired 34 water main breaks; which equates to about $28,000 in water fund overtime. With eight days left in the month we are on target to surpass the most in a season since 1998. For reference, our average is 20 per winter season and 35 per annum; last year overtime costs for the period was approximately $13,000.

With the abnormally consistent cold weather we have been dealing with very deep frost. This deep frost creates problems when attempting to make the repairs. First, it creates difficulty in locating the actual break on the main. Not only can multiple layers of pavement create problems, but the frost does not allow the water to necessarily surface at or near the break. To help us in this effort, and to save expensive pavement restoration costs, we have utilized a contracted leak detector. This vendor has a device that uses sound waves to pinpoint the break with very good accuracy. The downfall to his service is that he is in high demand this winter and cannot always respond as soon as we would like. His fees range in price from $500 to $600 per locate and we have used the locator for about a third of the breaks. Secondly, the frost is extremely hard, and unfortunately what typically can take us 4-6 hours to repair can take upwards of 8-10 hours of additional excavation and repair time.

The unique weather conditions have also created problems for about 18 customers this winter. The deep frost and their shallow service connection have caused the water line to their home to freeze shut preventing them from using water in the home. Because

this happens so rarely, we have also been using a vendor to thaw the line if it's frozen on our side of the service (main to the shutoff). This process is labor intensive and often also requires excavation work and unfortunately often comes with a delay of several days as the thawing vendor is also in high demand this year. To date we have made excellent progress in getting most of these homes back with water. Please keep in mind that these service connections are the responsibility of the water system; all water pipes after the service connection are the responsibility of the customer.

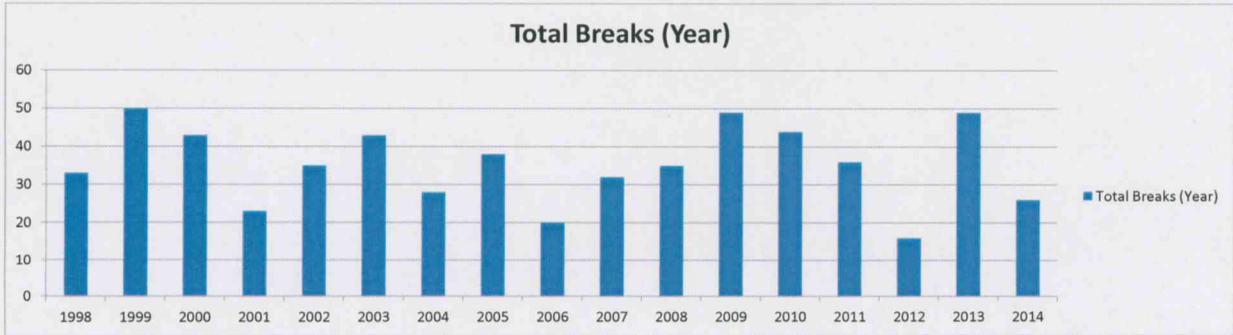
How does this all get paid for? Fortunately the services we provide for our water utility are unique in the fact that we share in the costs of the repairs to our water system with the residents of St. Joseph Charter Township, Lincoln Charter Township, Royalton Township and the Villages of Stevensville and Shoreham. The rates we all pay allow us to spread these repair costs over a greater number of users in the system, thus creating a smaller impact for each individual customer including our taxpayers when these uncharacteristically difficult repair years occur.

For those interested in further detail I have attached a water main break history from 1998 to today and copies of the December 2013 and January 2014 Distribution reports. The distribution reports indicate location of the breaks and other pertinent information used for planning future replacement, maintenance and repairs of the water utility.

Please let me know if you have any questions regarding this information.

	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
January	9	20	11	9	8	12	8	7	1	7	5	10	10	8	2	14	13		
February	1	4	6	1	3	7	6	2	2	15	8	7	3	7	3	6	13		
March	0	3	0	0	2	3	1	3	2	1	5	4	4	2	0	2			
April	1	0	0	0	1	1	2	2	3	0	0	1	2	1	0	2			
May	3	0	0	0	1	0	1	0	1	0	4	0	0	1	0	4			
June	1	0	0	1	1	2	0	3	0	1	2	1	0	2	1	0			
July	2	3	1	0	1	2	3	3	0	3	1	4	4	1	3	3			
August	1	2	5	3	1	2	0	4	2	1	1	1	1	2	1	2			
September	1	3	1	0	2	4	0	2	0	0	1	7	1	3	0	0			
October	1	2	1	4	2	3	0	5	4	0	0	2	3	0	0	2			
November	1	3	8	1	4	2	2	5	3	1	4	2	7	2	3	6			
December	12	10	10	4	9	5	5	2	2	3	4	10	9	7	3	8			
Totals	**33**	**50**	**43**	**23**	**35**	**43**	**28**	**38**	**20**	**32**	**35**	**49**	**44**	**36**	**16**	**49**	**26**		

	98/99	99/00	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17
December	12	10	10	4	9	5	5	2	2	3	4	10	9	7	3	8			
January	20	11	9	8	12	8	7	1	7	5	10	10	8	2	14	13			
February	4	6	1	3	7	6	2	2	15	8	7	3	7	3	6	13			
Totals	**36**	**27**	**20**	**15**	**28**	**19**	**14**	**5**	**24**	**16**	**21**	**23**	**24**	**12**	**23**	**34**	**0**		



DISTRIBUTION REPORT *For the Month of December 2013*

Activity	Number/Description			
Water Main Breaks	8			
MISS DIGS	123			
Delinquent Shut Off	17	St. Joseph Township (West)		
	14	St. Joseph Township (East)		
Hydrants (Repaired/Replaced)	0	Replaced: North Oakbrook Drive (SJCT)		
Valves	1	Kimmel & Lawrence, (bonnet bolts rotted out) See also MB		
Taps (1")	1	1484 Colfax Avenue-Bad Well		
Service Work	0	901 Port (Berrien County Jail) See above		
Water Service Repairs	0	523 Lake St. (CSJ). Leaking, pit moved to inside home.		
Repair of Curb box/Shut-Off Valves	0	901 Port (Berrien Cty Jail)		
Water Quality Complaint(s)	0	3053 Washington and 1335 Pine Hill Court (SJCT)		
Hydrant Flushing to maintain water quality	0	Flushed 19 hydrants in LCT and RCT		
Staff Education/Training	0			
Turn Off	10	(Note: This number does not include delinquent Shut off)		
Turn On	5			
Finals	65			
Meter Repair				
Meter Repair/Replacement	21	Verify Read		
	Per detail		New Installation	11
	Meter leaking		New Installation-Benton Harbor	2
	Stopped Meter		Replaced/various reasons	
	Faulty Register		Rockwell Replacement	
	Frozen Meter		Mxu Replaced	
	Move Meter Inside		Sprinkler meter removed/line capped	
	Hard to read		Removals	1
	Replace/Adding Sprinkler Meter		Curb box location	
	Damage to Trt		Broken Remote	
	New Plumbing		Noisy Meter	
	New siding		Upgrade 5/8" to 3/4"	
	Meter sent out for testing		Meter Change/Benton Harbor	

CITY OF ST. JOSEPH WATER MAIN BREAK REPORT

For the Month/Year of: December 2013

#	Date	Location	Main Size	Gallons Lost	Break Type	Valves Turned	City Twp	Labor	Remarks
1	12/3/2013	Kimm Street & Latimer	6	3000	Old repair				Old repair band rotted out and started to leak
2	12/5/2013	Kimmel St & Lawrence	6	5,000	Circ Crack	2	LCT		Valve repair done at Kimmel & John Beers
3	12/6/2013	Del Norte Drive & S. Sierra	6	7,000	Circ Crack	3	LCT		
4	12/18/2013	2833 Lake Shore Drive	6	10,000	Circ Crack	2	City		Across from Eagle Technologies. Water loss plus
5	12/19/2013	5540 Ridge Road	6	5,000	Circ Crack	3	LCT		
6	12/20/2013	Ridge Rd	6	10,000	Circ Crack	3	LCT		Near Gun Club
7	12/24/2013	2818 Ward Avenue	6	12,000	Circ Crack	2	City		
8	12/30/2013	805 Columbia	6	5,000	Circ Crack	2	City		
	TOTALS			49,000		17			

DISTRIBUTION REPORT *For the Month of January 2014*

Activity	Number/Description	
Water Main Breaks	14	
MISS DIGS	70	
Delinquent Shut Off	24	Lincoln Township (LCT)
Hydrants (Repaired/Replaced)	1	6000 Red Arrow Highway, Replace (Hit by car, Ins claim)
Valves	0	
Taps (1")	1	4518 Trails End Path (RCT)
Service Work	0	
Water Service Repairs	1	835 Wisconsin (City side leak, move from pit to inside)
Repair of Curb box/Shut-Off Valves	1	368 Parker
Water Quality Complaint(s)	1	Lakeland Health Dialysis, Hollywood Rd. City water O.K.
Hydrant Flushing to maintain water quality	0	
Staff Education/Training	0	
Turn Off	13	(Note: This number does not include delinquent Shut off)
Turn On	5	
Finals	65	
Meter Repair		
Meter Repair/Replacement	38	Verify Read
Per detail		New Installation
Meter leaking		New Installation-Benton Harbor 1
Stopped Meter		Replaced/various reasons
Faulty Register		Rockwell Replacement
Frozen Meter		Mxu Replaced
Move Meter Inside		Sprinkler meter removed/line capped
Hard to read		Removals
Replace/Adding Sprinkler Meter		Curb box location
Damage to Trt		Broken Remote
New Plumbing		Noisy Meter
New siding		Upgrade 5/8" to 3/4"
Meter sent out for testing		Meter Change/Benton Harbor

CITY OF ST. JOSEPH WATER MAIN BREAK REPORT

For the Month/Year of: January 2014

#	Date	Location	Main Size	Gallons Lost	Break Type	Valves Turned	City Twp	Labor	Remarks
1	1/2/2014	Oak St & Ridge	6	5000	Circumferential	2	LCT		
2	1/4/2014	St. Joseph Drive	6	2,000	Circumferential	3	City		Between Morton & Bonnie Lane
3	1/5/2014	Heath Court & Lormar	6	10,000	Circumferential	4	SCT		Fairplain
4	1/5/2014	Ridge Rd & Pine St.	6	2,000	Circumferential	3	LCT		Stevensville village
5	1/6/2014	Petrie Avenue & Van Brunt	6	5,000	Circumferential	3	City		
6	1/7/2014	3301 Lake Shore Drive	6	10,000	Circumferential	2	City		10,000 plus gallons lost
7	1/11/2014	368 Ridgeway	6	2,000	Circumferential	2	City		
8	1/12/2014	Joni Lane & Clearbrook	10	20,000	Hole	3	LCT		Hole on bottom tennis ball size. 20,000 plus
9	1/17/2014	Main St. & Lake Blvd	12	5,500,000	Circumferential	9	City		Repaired by B&Z. Difficult to find, isolate, 14 days
10	1/22/2014	1414 Michigan Avenue	6	10,000	Circumferential	4	City		
11	1/27/2014	2814 Kimmel St.	6	10,000	Circumferential	10	LCT		Stevensville. Valves could not shut down
12	1/29/2014	212 State St. & Ship	8		Circumferential	4	City		Undetermined water loss, time. Hole washout
13	1/31/2014	Lake Shore & Archer	12	10,000	Circumferential		City		On 4" or 12"
	TOTALS			5,586,000		20			

DEPARTMENT OF INSPECTIONS
MONTHLY REPORT FOR:
JANUARY, 2014

TYPE	# OF PERMITS	EST. COST	FEE	TOTALS
BUILDING PERMITS:				
Residential	5	$ 69,357.00	$ 1,317.00	
Commercial	1	$ 450,000.00	$ 3,124.00	
		$ 519,357.00	$ 4,441.00	
				$ 4,441.00
ELECTRICAL	12		$ 2,708.00	
MECHANICAL	11		$ 2,320.00	
PLUMBING	6		$ 785.00	
DEMOLITION				
SIGN PERMITS				
PLAN REVIEWS	1		$ 2,031.00	
			$ 7,844.00	$ 7,844.00
TOTAL PERMITS:	36			$ 12,285.00
MISC. CATEGORIES:				
MISC. REVENUE*				
ZBA - OTHER			$ -	
BOOKS	1		$ 122.35	
DUMPSTERS	2		$ 60.00	
SPECIAL USE PERMITS	1		$ 600.00	
RENTAL REGISTRATION & FEES	31		$ 1,660.00	
BOARD OF APPEALS FEES			$ -	
LAND DIVISION FEES	2		$ 700.00	
			$ 3,142.35	$ 3,142.35
TOTAL, JANUARY, 2014				**$ 15,427.35**

Respectfully submitted,

Rhonda Fryer
Department of Planning/Zoning/Inspections

MEMORANDUM

To: Honorable Mayor and City Commissioners

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

Subject: Monthly Report –January, 2014

Date: FEBRUARY 3, 2014

INSPECTION DEPARTMENT: Following are the number of **new homes** and **conversions from multi-family to single-family** for 2013.

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

RENTAL INSPECTIONS: 37 rental inspections were completed by the Fire Department and 3 by the Inspection Department during the month.

02/20/2014

INSPECTION REPORT

FOR: Richard Lewis

Re: 1302 NILES AVE
Parcel # 76-2520-0001-00-2

On Wednesday, February 12, 2014 Deputy Director Jim Crow, Lt. Pete Fister, Jeff Collard from Public Works and Chief Building Official Cecil Derringer conducted an inspection of the City owned multi-family home at 1302 Niles Avenue. The findings of this tour are as follows.

1. This large older wood-framed, multi-unit (6 units) is located in an R1-C, single family zone. Prior to 1987 the home was divided up into a maze of studio, 1 and 2 bedroom apartments. Each apartment has a very small 3 piece bath and various kitchen arrangements.
2. The exterior envelope includes numerous broken storms and windows.
3. The interior finishes include cracked drywall ceilings, serious paint flaking (possible lead-based) and a large area of mold in one of the lower rear apartments.
4. The basement contains all of the mechanical equipment which includes 3 old boilers and the associated circulation piping which is wrapped with what appears to be asbestos.

Photos have been attached.

The recommendation from the inspection team is that the City obtain a Phase 1 environmental study of the structure. Remediate all of the dangerous substances identified. Advertise and award a demolition contract which includes the provision that the site be restored to an easily maintained green space in preparation for a quick sale.

Cecil L. Derringer, CBO
Inspection Department

2014.02.12 11:33

2014.02.12 11:28

2014.02.12 11:28

2014.02.12 11:26

Korean War Veterans of Southwest Michigan
.... The forgotten war
1424 Lake Boulevard ***St. Joseph, MI 49085***

RECEIVED
JAN 29 2014
CITY MANAGER

January 28, 2014

Mr. Richard Lewis, Manager, City of St. Joseph
St. Joseph City Hall
700 Broad Street
St. Joseph, MI 49085

RE: Veterans Day Ceremony

Mr. Lewis:

For nineteen years the Korean War Veterans has held a Veterans Day ceremony at their monument. The City of St. Joseph has generously assisted us through the years by providing audio equipment, seating and other services; we are grateful for that, and thank you for your continuing support.

As you are aware, weather on the bluff in mid-November is unpredictable, but typically very cold and/or wet; therefore, we have decided to seek a centrally located, indoor facility for our future Veterans Day ceremonies. With this goal in mind, we are requesting approval to use the Commission Meeting Room in the City Hall for our Veterans Day programs. Our ceremony is held each year on November 11th, at 10:00 A.M., and usually lasts less than one hour; average attendance is approximately 80-90 people, and many have become accustomed to standing.

Mr. Lewis, we hope this is a viable option for the City of St. Joseph, and thank you for your consideration.

Sincerely,

Art Clark

Art Clark, President
982.3433

c. Susan Solon, Director Communications & Marketing

Is Your Community Ready for Rail Travelers along the Pere Marquette Rail Line?

Herrick District Library ~ The Hazel Hayes Auditorium
300 S. River Ave. Holland, MI 49423
1:00p.m.-4:00p.m.

Time	Meeting Topics	Speaker
	Sign In and Welcome	
1-1:15 PM	Interactive Mapping Exercise (Map visitor hot spots, where transit service areas are, hotels, etc)	Please complete before you leave
1:15 PM	Welcome, Greeting, and History of Westrain	Steve Bulthuis-Macatawa Area Coordinating Council
1:30PM	Video	
1:40PM	Attendee Introductions and Community Update	Mark Fedorowicz-The Rapid
1:40-1:45	Video	
1:45-2:30PM	Tourism and Q/A	Dave Lorenz-Pure Michigan
	Video	
2:40-3:15	Rail Study	Ron DeCook & Paul King
3:15-3:20	Video	
3:20-3:45 PM	Marketing Rail Within Your Community	Sherri Sharp-Sharp Marketing & Tracy Robinson-Amtrak
3:50 PM	Survey Reminder	Elisa Hoekwater-Macatawa Area Coordinating Council
3:50 -4:00pm	Next Steps-Targeted Discussion about Long Term vs. Short Term Goals for PM Rail Line	John Egelhaaf-Southwest Michigan Planning Commission

In partnership with MDOT-Passenger Rail, Amtrak, Michigan Association of Railroad Passengers, Southwest Michigan Planning Commission, Macatawa Area Coordinating Council, Grand Valley Metro Council, and The Rapid.

Agenda

Sunday, March 9, 2014

9:00 AM - 12:00 PM	**MLTA Executive Committee**
12:00 PM - 3:00 PM	**MLTA Board of Directors Meeting**
12:00 PM - 5:30 PM	**Registration Opens**
12:00 PM - 5:30 PM	**Tradeshow Setup**
12:30 PM - 4:30 PM	**Taste of Old Mission**
1:00 PM - 3:00 PM	**Travel Commission Meeting**
3:00 PM - 5:00 PM	**MACVB Board Meeting**
	Exhibit Booth Pricing
5:30 PM - 7:30 PM	**Tradeshow and Attendee Welcome Reception**
7:30 PM - 11:30 PM	**Brew Bus Tour**

Monday, March 10, 2014

7:00 AM - 8:00 AM	**Breakfast** Location: Tradeshow floor in Governors Hall EF
7:00 AM - 8:00 AM	**Registration**
7:30 AM - 8:00 AM	**Entertainment**
8:00 AM - 8:15 AM	**Welcome**
8:15 AM - 9:15 AM	**Creating the World's Best Destination**
9:15 AM - 9:45 AM	**Pure Michigan Jump Start Presentations**
9:45 AM - 10:15 AM	**Coffee Break / Tradeshow**
10:15 AM - 11:45 AM	**MSU Tourism Outlook**
12:00 PM - 1:30 PM	**AAA Awards Luncheon**
1:30 PM - 2:15 PM	**Networking Break / Tradeshow**
2:15 PM - 3:15 PM	***Student Round Table***

Lodging Track

2:15 PM - 3:15 PM	***Welcoming the World – International Panel on Etiquette***

Tourism Track

2:15 PM - 3:15 PM	***Culinary Tourism - Delivering on an authentic "taste of place"***

Marketing Track

2:15 PM - 3:15 PM	***The New Journey***

Economic Development Track

2:15 PM - 3:15 PM	***Plug Into Michigan's Recreation Trails***

International Marketing Track

2:15 PM - 3:15 PM	***Marketing to China and Canada***
3:15 PM - 3:30 PM	**Coffee Break / Tradeshow**

Lodging Track

3:30 PM - 4:30 PM	***State of the Meetings Industry***

Tourism Track

3:30 PM - 4:30 PM	***Certified Tourism Ambassador (CTA) - Enhancing the Visitor Experience***

Marketing Track

3:30 PM - 4:30 PM	***Using the Power of Google Analytics, MLive Advance Visibility Team***

Economic Development Track

3:30 PM - 4:30 PM	***Mainstreet: Downtown Development***

International Marketing Track

3:30 PM - 4:30 PM	***Marketing to UK and Germany***
4:30 PM - 5:30 PM	**Break - Refresh for Evening Events**
5:30 PM - 7:00 PM	**Pure Michigan Reception & Silent Auction / Tradeshow**
7:00 PM - 9:30 PM	**Stars of the Industry Awards Dinner**
9:30 PM - 11:30 PM	**MLive Media Group Reception**

Tuesday, March 11, 2014

8:00 AM - 9:00 AM	**Breakfast**
8:00 AM - 9:00 AM	**Registration**
8:00 AM - 9:00 AM	**Special Women in Lodging Event - WIL Power**
8:45 AM - 9:00 AM	**Entertainment**
9:00 AM - 9:15 AM	**Welcome**
9:15 AM - 10:15 AM	**Keynote Presentation**
10:15 AM - 10:30 AM	**Coffee Break**
10:30 AM - 11:30 AM	**Pure Michigan 2014 and Beyond**
10:30 AM - 3:00 PM	**Sales Seminar – Tuesday, March 11**
11:30 AM - 11:45 AM	**Pure Michigan Jump Start Award Announcement**
12:00 PM - 1:30 PM	**Networking Luncheon**
1:45 PM - 4:45 PM	**Strategic Plan Update**

CAPITAL CONFERENCE

March 18-19, 2014
Lansing Center, Lansing

Thriving communities are critical to Michigan's long-term success and sustainability. The League's Partnership for Place policy agenda proposes a partnership of action between the State and its municipalities to facilitate economic growth and develop places with a high quality of life, while using a regional approach to services, resources, and systems.

The 2014 Capital Conference is the place to learn how this proactive agenda will help drive the future for Michigan communities in the key areas of municipal funding, transportation, talent retention, infrastructure, and development.

Session Topics Will Include:
Reforming PPT
Blight and Redevelopment
Talent in Place
Municipal Finance
Lobbying
Transportation

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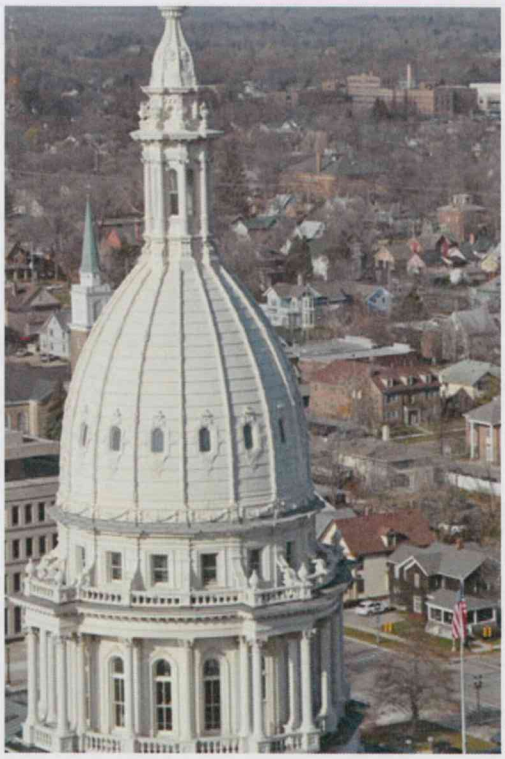

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Tentative Agenda*

*Details subject to change

Tuesday, March 18, 2014

8:00 am-2:00 pm — PRE-CONFERENCE WORKSHOP (available for an additional fee)

Remaking Main Street: How to Design Walkable Urban Thoroughfares
The traditional American Main Street did more than move traffic; it was the ideal setting for commerce and social interaction. Today's real estate trends show the Main Street model is back in demand in suburbs and cities alike. The Congress for the New Urbanism (CNU) will teach you how to resolve the challenges to building streets that make communities more valuable and livable, to meet the growing demand in Michigan. The teachings will come directly out of CNU's *Designing Walkable Thoroughfares* manual.

9:00 am-noon — PRE-CONFERENCE WORKSHOPS (available for an additional fee)

Driving the Food Truck Future
Mobile food vending is expected to soar in the next five years, generating up to $2.7 billion in revenue nationally by 2017. How can your community get on board this fast-growing entrepreneurial trend? Hear from the experts how innovative zoning, regulation and legislation can break down the barriers to this lighter, quicker, and cheaper approach to business and community revitalization. Food truck entrepreneurs will also offer a how-to for working with local businesses to launch a successful food truck rally in your community.

Placemaking in Practice
ArtServe and the League will present successful placemaking projects from across the state with a focus on cultural economic development and public art as a catalyst. League staff will share the tools and lessons learned from successful local placemaking case studies, ranging from community-driven park management to activating underperforming space through physical design, art and performance. ArtServe will provide expertise on successful techniques of creative placemaking and the economic impacts of cultural economic development, as well as insights from its annual Creative State of Michigan report.

9:00 am-4:30 pm — **Michigan Association of Municipal Attorneys (MAMA) 28th Annual Advanced Institute** (available for an additional fee)
Stay current on the latest legal issues affecting Michigan local governments. A group of top experts will review recent court decisions and legislation, discuss the challenges being faced, and offer strategies to deal with them. This is the perfect opportunity to "meet and greet" your colleagues while you network and exchange ideas and experiences. You will leave this session with a better understanding of current legal issues and the impact they will have on the municipalities you represent.

10:00 am-1:00 pm — **MML Board of Trustees Meeting & Lunch at League's Capital Office**
The 19-member League Board of Trustees is responsible for developing and guiding the organization's public policy initiatives and legislative agenda, such as the Partnership for Place agenda approved by the Board in June of 2013.

Noon-6:00 pm — **Conference Registration**

1:15-2:15 pm — **Governance Committee Meeting**
The League's Legislative Governance Committee is the "big picture" body that debates and decides on broad legislative considerations for the League, and helps develop proactive policy ideas. The Legislative Governance Committee meets two times a year: at the League's Capital Conference and Annual Convention. Appointments to the Legislative Governance Committee are for two-year, renewable terms.

2:15-3:45 pm — GENERAL SESSION

Welcome to Capital Conference
Don't rely on secondhand sources to learn about the issues that could impact you in the coming year. Hear it directly from the source! Governor Rick Snyder will be invited to speak again at this year's opening session, followed by the latest legislative update from the League's lobbying team in Lansing, on how the League's new Partnership for Place policy agenda will be put into action this year.

4:00-5:30 pm — **Regional Roundtables**
What are the specific issues impacting you and your neighboring communities? Regional Roundtables provide a convenient opportunity to get together with other members from your own geographic backyard and to hear directly from legislators who represent your part of the state, to share ideas and information on what matters most in the area closest to home. The Roundtable is also your one chance to enter a project in the annual Community Excellence Awards!

5:45-6:30 pm — **Elected Officials Academy Advisory Board Meeting**
The Elected Officials Academy is a 4-level program that recognizes educational and leadership accomplishments of local government officials. The EOA Advisory Board helps develop a program of expanded educational opportunities that are responsive to the current issues and challenges in local government.

5:30-7:30 pm — **MML Liability & Property Pool Capital Conference Kick-Off Party**
The Liability & Property Pool is a long term, stable, and cost-effective risk management alternative for the League's members and associate members. Join us at the annual Kick-Off Party in the Expo Hall, where vendors and attendees mix and mingle in a fun and informal setting.

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Conference hashtag: **#mmlconf**

Wednesday, March 19, 2014

7:30 am	**Conference Registration Open**
7:30 am-3:15 pm	**Spring Expo** Check out the latest in all the services and products that are essential to local government. It's the perfect venue for making face-to-face connections with the specialists in engineering, project management, funding, and so much more.
7:30-8:30 am	**Continental Breakfast in Exhibit Hall**
	Michigan Women in Municipal Government Eggs & Issues Breakfast Start the day with fellow local government officials to share ideas and solutions and hear updates on issues pertinent to municipalities. Use the Delegate Registration Form to reserve your ticket. Tickets must be paid in advance.
8:30-9:45 am	GENERAL SESSION
	The State of Affairs in Michigan Join the fast-paced and informative action as legendary political newshound Tim Skubick goes head-to-head with legislative leaders willing to sit on the hot seat for a spirited debate on the state of Michigan politics.
9:45-10:15 am	**Networking Break**
10:15-11:30 am	BREAKOUT SESSIONS
	Putting Talent in Place The newly formed Talent and Place Caucus is a bi-partisan group of legislators seeking to increase awareness about the importance of attracting and retaining talent as a fundamental aspect of placemaking. Learn how the League plans to work with these lawmakers on specific legislation advancing the goals of the Partnership for Place agenda.
	Building Up from Blight Learn about creative ways to attack blight that protect land values and help build the kind of strength in structure that comes from smart growth and sustainable redevelopment.
	Fixing the Future of Municipal Finance Everyone knows Michigan's municipal finance system is broken – but how do we fix it? Join State Department of Treasury officials and members of the local government funding task force for a discussion on sustainable solutions.
	Streets That Add Value to Your Community A panel of experts will discuss the importance of building streets that promote livable, walkable, and vibrant communities, and explain the economic benefits that accrue as a result of creating urban environments which support multiple modes of transportation. These principles are in line with today's demand for a sense of place within our communities and to live within walking distance of daily amenities.
11:30 am-1:00 pm	**Awards Luncheon** The League's Outstanding Service Award is an annual honor given to recognize those who have gone above and beyond the call of duty in supporting the League's legislative efforts in Lansing on behalf of Michigan communities.
1:00-1:30 pm	**Dessert Break in the Expo Hall**
1:30-2:45 pm	BREAKOUT SESSIONS
	PPT: Fixed or Fiction? Ever since the Legislature passed extensive changes to the personal property tax (PPT) on the last day of the 2012 lame duck session, the League has been working with local government officials and members of the business community on reforms that would "fix" the many outstanding issues and problems. Lt. Gov. Brian Calley has been invited back to update League members on the current status of PPT reform, along with the League's Samantha Harkins
	Community-University Partnerships Learn how Michigan's 15 public universities and their public education partners are enabling the transformational changes needed to build a sustainable and diverse workforce for our 21st century knowledge-based economy.
	The Lobbyist 2.0 The Legislature is constantly changing and taking on new issues. How can you keep up with it all? Join members of the League's lobbying staff as we discuss the ins and outs of understanding the Michigan Legislature.
	CLOSUP on Local Fiscal Health Learn about recent trends in local fiscal health and the impact on local services, as revealed by the University of Michigan Center for Local, State and Urban Policy (CLOSUP) survey. UM-Dearborn and Citizens Research Council researchers will also share their analysis of the fiscal model in Michigan and other states, to determine what policy changes might be needed for local government fiscal stability in Michigan.
2:45-3:15 pm	**Networking Break in Expo Hall**
3:15-4:30 pm	GENERAL SESSION
	From Local to Lansing Do former mayors and councilmembers really forget where they came from once they're elected to the state legislature? Who comes first: your citizens or your political party? Flint Mayor Dayne Walling asks the tough questions as he moderates a panel of former local officials now serving in public office at the state level.
4:30-6:30 pm	**Legislative Reception** End the Conference in a relaxed setting as you network with senators, representatives, key legislative staff members, and other top state officials and hear their perspectives on state issues.

St. Joseph Downtown Development Authority
Commission Chambers
700 Broad St, St Joseph, MI 49085

AGENDA
February 20, 2014
8:30 AM

Call to Order

Consent Agenda

1. Minutes - January 16, 2014 Regular Meeting
2. January 31, 2014 Financial Report

Old Business

3. Consideration of adoption of the 2014 Goals and Objectives
4. Rules of Procedure Governing the City of St. Joseph Downtown Development Authority

New Business

5. St. Joseph Today Request for Promotional Assistance

Reports

6. St. Joseph Today & Director Update

Public Comments

Board Member Comments

Adjournment

Generated 2/18/2014 4:34 PM

CITY OF St. Joseph

Agenda Item

TO:	**Downtown Development Authority**
FROM:	**Richard Lewis**
RE:	**Minutes - January 16, 2014 Regular Meeting**
MEETING DATE:	**February 20, 2014**

As part of the Consent Agenda, the Downtown Development Authority Board will be asked to accept the Minutes of the January 16, 2014 Regular Meeting.

That the Minutes of the January 16, 2014 City Commission Meeting be approved, as presented.

ATTACHMENTS:

- 20140116 (PDF)

Minutes of the St. Joseph Downtown Development Authority Meeting held in the Commission Chambers, 700 Broad St, St Joseph, MI 49085 on January 16, 2014.

Call to Order

The meeting was called to order at 8:35 AM by Chairman Mary Goff

Attendee Name	Title	Status	Arrived
Michael Garey	Mayor	Present	
Mary Goff	Chairman	Present	
Phil Kalamaros	Board Member	Present	
Vicki Campbell	Board Member	Present	
Debra Sailor	Board Member	Present	
Stephanie Grill	Board Member	Present	8:40 AM
Tom Jennings	Board Member	Present	8:47 AM
Janet Dykstra	Board Member	Present	
Diane Wollenslegel	Board Member	Present	

Consent Agenda

Motion to approve Consent Agenda including items 1 and 2, as presented.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Michael Garey, Mayor
SECONDER:	Janet Dykstra, Board Member
AYES:	Mayor Garey, Chairman Goff, Board Member Kalamaros, Board Member Campbell, Board Member Sailor, Board Member Grill, Board Member Jennings, Board Member Dykstra, Board Member Wollenslegel

1. Approval of the November 21, 2013 Minutes
2. Financial Report - December 30, 2013

Old Business

New Business

3. Discussion Items

The following four items were discussed.

1. **Goals and Objectives.** The 2013 Goals and Objections were reviewed and modifications discussed. The Director will prepare a revised set of 2014 Goals and Objectives for consideration by the Downtown Development Authority at their February 20, 2014 Board Meeting.

2. **Rules Governing DDA.** Discussion was held regarding the state statute requirement for the DDA to adopt rules. A copy the Traverse City DDA Rules was reviewed as an example. It was noted that the only required item for the rules is to be consistent with the Open Meetings Act. Board members Phil Kalamaros and Deb Sailor agreed to work with the Director to develop a set of Rules for consideration at the February 20, 2014 Board Meeting.

3. **Expansion of DDA Boundary.** Discussion regarding the possibility of expanding the DDA boundaries to include Lake Bluff Park was undertaken. The possible expansion is to be included in the 2014 Goals and Objectives.

4. **Way Finding Project / Kiosks**. Discussion was held and noted this was one the current Goals

Attachment: 20140116 (1350 : Minutes - January 16, 2014 Regular Meeting)

and Objectives of the Board and should remain in the revision. Board members Diane Wollenslegel, Stephanie Grill, and Tom Jennings agreed to serve as a committee to review further and bring back recommendations for the Board to be considered.

Reports / Updates

Jill Stone, St. Joseph Today Executive Director and Richard Lewis, DDA Executive Director provided updates on activities.

4. St. Joseph Today

5. Executive Director

Public Comment

Gloria Mance comment on signage and parking within the DDA.

Board Member Comments

There was no Board Member comment.

Adjournment

The meeting was closed at 9:50 AM

_____

Executive Director

Attachment: 20140116 (1350 : Minutes - January 16, 2014 Regular Meeting)

CITY OF St. Joseph

Agenda Item

TO:	**Downtown Development Authority**
FROM:	**Richard Lewis**
RE:	**Consideration of adoption of the 2014 Goals and Objectives**
MEETING DATE:	**February 20, 2014**

Attached are the proposed Goals and Objectives for 2014. At the January 16, 2014 Board meeting, the 2013 Goals and Objectives were reviewed and modifications suggested. The proposed 2014 Goals and Objectives reflect that discussion. If the Board is satisfied with the proposal, then the following motion would be appropriate:

That the 2014 Goals and Objectives for the Downtown Development Authority be approved.

ATTACHMENTS:

- DDA goals - 2014 draft (DOCX)
- 2013 Goals & Objectives (PDF)

CITY OF St. Joseph

Downtown Development Authority
Goals & Objectives

1. Main Street Beautification: Continue to work with the City on ideas which will enhance the beautification efforts within the DDA including the replacement of and addition of trees.
2. Way-finding Signage. The DDA will continue to study ways to better "locate" businesses in the downtown area. This should be priority line items with decisions being made in 2014 and implementation as soon as possible thereafter in 2014.The study should include possible use of the existing kiosks and the development of a policy for the use of the kiosks, whether or not they are utilized for way-finding.
3. Banners: The DDA will continue to oversee the Banner Program initiated in 2012. As previously decided, the banners will be changed out with new designs every two years. The next change out is anticipated for spring 2015. Work with the City to replace banners as needed.
4. Parking Lot Improvements and Landscaping within the DDA: As an ongoing line item, the DDA cannot financially support a parking lot improvement project, but will encourage the City Commission to consider upgrades as a priority over the next 5 years. Investigate the possible to fund periodic maintenance regarding resurfacing / restriping of lots.
5. Review DDA Boundaries: The DDA will periodically review the DDA boundaries and will investigate the inclusion of Lake View Park, Band Shell, and Arboretum.
6. Additional/Improved Street Lighting: This line item will remain in the Master Plan and should be revisited on an annual basis. The DDA cannot financially support this project; thus, will encourage the City Commission to make it a priority over the next 5 years.
7. Beautification of Alleys: The DDA will continue to explore ways to improve the appearance of our downtown alleys.
8. Scheduled Transit: Work with St. Joseph Today to study possible ways to provided scheduled transit from designated parking lots, such as the "church" lot, into the downtown.
9. Coordinate Infrastructure Projects: This will be an ongoing line item.
10. Research and Review Traffic Patterns in the Downtown Area: This will be an ongoing line item.
11. Green Space: The DDA will encourage the City Commission to develop and/or improve green space in the downtown.

2/25/2013
Revised 2/20/2014

JOINT BOARD OF COMMISSIONERS

Benton Harbor - St. Joseph
Joint Wastewater Treatment Plant

REGULAR MEETING

FEBRUARY 20, 2014

AGENDA

CALL TO ORDER.

PLEDGE OF ALLEGIANCE.

1. APPROVAL OF THE AGENDA.
2. APPROVAL OF MINUTES JANUARY 16, 2014 REGULAR MEETING.
3. APPROVAL OF VOUCHERS.
4. CORRESPONDENCE.
5. MORRISON CHANNEL CROSSING PROJECT. – APPROVED EASEMENT
6. INDUSTRIAL PRETREATMENT PROGRAM - SIX MONTH COMPLIANCE REPORT.
7. RETIREMENT SYSTEM ACTUARIAL REPORT.
8. ANNUAL SAFETY REPORT.
9. RESOLUTION OF APPRECIATION - HARRY C. "CHRIS" FARLEY.
10. MONTHLY OPERATION REPORTS.
11. MANAGER'S REPORT.
12. OLD BUSINESS.
13. NEW BUSINESS.
14. COMMISSIONERS' COMMENTS.
15. PUBLIC COMMENTS.

DATE: FEBRUARY 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 January 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	St. Joseph	x	

Also in attendance: Timothy Lynch, Plant Manager.

1. **Call to Order & Pledge of Allegiance:** Mr. Zebell called the meeting to order at 11:05 a.m. The Pledge of Allegiance was recited. Mr. Zebell asked for additions and/or corrections to the minutes of the December 19, 2013 regular meeting. There being none, the minutes were approved as mailed. On a motion by Thomas, seconded by and unanimously carried by roll call vote; the Board approved the minutes of the closed session held at the December 19, 2013 meeting. Those in favor: Hodgson, Zebell, Archibald, Baldwin, Thomas, and Watson. Opposed: none.

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

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

December 20, 2013	Vouchers # 32701-32731	$ 90,585.21
January 8, 2014	Vouchers # 32732-32758	98,276.86

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

4. **Second Quarter Financial Reports:** Mr. Lynch reviewed the financial reports for the six months ending December 31, 2013. Operating revenues through the second quarter of the fiscal year totaled $1,862,261, down $6,057 from the previous year. Operating expenses through the second quarter were $1,294,958, down $38,436 from last year. Expenditures for capital equipment items and major improvements totaled $290,709 through December 31, 2013. Interest income for the period was $23,478. The plant's investment portfolio was reviewed. Governmental flow records through December were also reviewed.

5. **Correspondence:** A communication from MDEQ's Gary Wozniak relating to the Joint Plant hosting a hydraulics course was reviewed. A letter from Alutech reporting their name has been changed to Chassix was also reviewed.

6. **Material and Services Proposals:** Mr. Lynch reviewed a proposal from IBID County Electric and Infratech to provide electrical inspection / infrared thermal scanning services of the Joint Plant's major electrical equipment (see attached). On a motion by Watson, seconded by Thomas and unanimously carried; the Board authorized retaining the firms to perform the work for a proposed price of $3,900.00 based upon a 3-day inspection period.

7. **Monthly Operation Reports:** The monthly operating reports were reviewed. The plant met all NPDES permit requirements for the month of December 2013.

8. **Manager's Report:**
   a) **Snowstorm issues:** Mr. Lynch apprised the Board on challenges in dealing with snowstorm issues relating to the event that occurred on January 6th and 7th. He noted that although not all employees could get to work, several did and that the most critical services were maintained at the plant on those days. Ms. Thomas recommended the Joint Board recognize the employees for their actions on those days. On a motion by Thomas, seconded by Archibald and unanimously carried, the Joint Board authorized a Resolution of Appreciation be developed to recognize the Joint Plant employees for their actions on January 6th and 7th. Mr. Zebell suggested Mr. Lynch work with Ms. Thomas in developing the wording for the resolution. The Board concurred with this approach.

b) **Electric Blower #4 update:** Mr. Lynch reported Blower #4 and motor has been shipped to Harrison Electric's repair shop in Michigan City as directed by Hartford Steam Boiler. An inspection of the blower and motor will take place at that location the week of January 20th.

c) **Pension actuary report:** The pension actuary report for the period ending June 30, 2013 has been received and will be reviewed at the February meeting.

d) **Headworks project site visits:** Mr. Lynch reported he has visited several wastewater plants in recent weeks scouting out prospective grit removal and screening equipment that could potentially be utilized at the Joint Plant. Sites visited included Grandville and Saginaw in Michigan and Romeoville and DuPage County in Illinois.

e) **Property appraisal:** The recently completed property appraisal has been reviewed. The Joint Plant's insurable value has increased from approximately $51.6 million to $53.1 million since the last appraisal in 2012.

9. **Old Business:** None

10. **New Business:** None

11. **Commissioners' Comments:** Mr. Zebell reported he is the General Employee representative on the City of St. Joseph Pension Board. He indicated discussions are currently taking place relating to the pros and cons of the current defined benefit plan versus the potential implementation of a defined contribution plan. Mr. Baldwin reported sanitary sewer replacement work is being performed in the Township in the Rocky Gap area. Work is scheduled to be completed in approximately three weeks.

12. **Public Comments:** None

The meeting was adjourned.

_____
Steve Archibald, Secretary

Date: _____

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

AGENDA
February 19, 2014
4:00 PM

Call to Order

Order of Business

1. Approval of the February 19, 2014 Agenda
2. Minutes of the January 15, 2014 Regular Meeting
3. January 31, 2014 Financial Report

Old Business

4. Status of Fairplain Acceptance
5. Strategic Capital Improvements Plan
6. Capital Improvement Plan Amendment

New Business

7. Proposed 2014-2015 Fiscal Year System Water Fund Budget
8. Fiscal Year 2014-2015 Recommended Water Rate

Reports

9. Superintendent Report - January 2014

Public Comment

Board Member Comment

Adjournment

Generated 2/16/2014 3:13 PM

Minutes of the St. Joseph Water Services Joint Operating Board Meeting held in the St. Joseph Water Plant, Lion Park Drive, St. Joseph, MI 49085 on January 15, 2014.

Call to Order

The meeting was called to order at 4:00 PM by Trustee Deborah S. Koroch

Attendee Name	Title	Status	Arrived
Deborah S. Koroch	Trustee	Present	
Tim Zebell	Trustee	Present	
John Hodgson	Chairperson	Present	4:05 PM
Bob Basselman	Trustee	Present	
Ray Mak	Trustee	Absent	
Charles Garlanger	Trustee	Present	
Dave Boelcke	Alternate	Present	

Order of Business

1. Approval of the January 15, 2014 Agenda

MOTION: That the January 15, 2014 Agenda be approved, as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bob Basselman, Trustee
SECONDER:	Tim Zebell, Trustee
AYES:	Trustee Koroch, Trustee Zebell, Trustee Basselman, Trustee Garlanger, Alternate Boelcke
ABSENT:	Chairperson Hodgson

2. Approval of the November 20, 2013 Minutes

MOTION: That the Minutes of the November 20, 2013 Regular Meeting be approved, as presented.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tim Zebell, Trustee
SECONDER:	Charles Garlanger, Trustee
AYES:	Trustee Koroch, Trustee Zebell, Trustee Basselman, Trustee Garlanger, Alternate Boelcke
ABSENT:	Chairperson Hodgson

3. December 31, 2013 Financial Report

MOTION: That the December 31, 2013 Financial Report be approved, as presented.

Mr. Zebell asked that since the November 2013 was cancelled, the invoices paid in November 2013 be provided at the next meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bob Basselman, Trustee
SECONDER:	Dave Boelcke, Alternate
AYES:	Trustee Koroch, Trustee Zebell, Chairperson Hodgson, Trustee Basselman, Trustee Garlanger, Alternate Boelcke

Old Business

4. Status of Fairplain Acceptance

Mr. Zebell provided a brief update on the status of the St. Joseph Charter Township East water acceptance. Mr. Zebell stated that a license agreement for the water main in Riverview Park was prepared by the City Attorney and that it was on his desk to review. He continued that following his review the license agreement would be forwarded to Attorney Bell and Mr. Smaka. Mr.

Attachment: WSJOB 20140115 Minutes (1344 : Minutes of the January 15, 2014 Regular Meeting)

Zebell also noted that the number of interconnects needed to be resolved. Mr. Alimenti stated that he would contact Mr. Smaka to check on the status of the system hydraulic modeling that is needed to determine the recommended number of interconnects between Fairplain, the City of Benton Harbor and Benton Township. Mr. Zebell recalled that the modeling had been put on hold at Mr. Smaka's request because WAI was focusing their efforts to complete multiple SAW Grant applications by the December 2nd deadline.

5. Strategic Capital Improvements Plan

Mr. Alimenti reviewed the proposals received in response to the Request for Proposals for the Water Plant Strategic Capital Improvement Study; he stated that the SCIP committee had reviewed the proposals and then interviewed both CH2M Hill and AECOM by phone. Following the interviews and reference checks, the committee was recommending CH2M Hill to complete the project. Discussion ensued.

MOTION: To recommend the St. Joseph Commission accept the proposal from CH2M Hill for the St. Joseph Water Plant Strategic Capital Improvement Study to include Alternate #2 (extended time frame to 2034) at a cost of $93,600.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bob Basselman, Trustee
SECONDER:	Tim Zebell, Trustee
AYES:	Trustee Koroch, Trustee Zebell, Chairperson Hodgson, Trustee Basselman, Trustee Garlanger, Alternate Boelcke

New Business

6. Budget Development - Capital Improvement Plan

MOTION: To approve the Capital Improvement Plan for Fiscal Year 2014-2015, as presented by Mr. Alimenti.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Garlanger, Trustee
SECONDER:	Deborah S. Koroch, Trustee
AYES:	Trustee Koroch, Trustee Zebell, Chairperson Hodgson, Trustee Basselman, Trustee Garlanger, Alternate Boelcke

Reports

7. Superintendent Report - December 2013

Mr. Alimenti briefly reviewed the December 2013 Superintendent Report; a copy of the full report was provided as part of the Agenda Packet.

Public Comment

There was no public comment.

Board Member Comment

Mr. Zebell reported that he received a letter from Mr. Smaka earlier in the week regarding the acceptance of the Authority Tower and Booster Station and that he took exception to Mr. Smaka's assumption that the project was "hereby accepted". Mr. Zebell reminded the board that the acceptance had been put on hold for over a year at the request of the Authority due to a pending liquidated damages claim with

Attachment: WSJOB 20140115 Minutes (1344 : Minutes of the January 15, 2014 Regular Meeting)

Caldwell Tanks. He stated City staff's goal is to complete the acceptance review within the next several months.

Mr. Basselman inquired as to the estimated water loss at the watermain break at the intersection of Lakeshore/Lake Boulevard; Mr. Alimenti stated that an estimate would be part of the January 2014 Superintendent Report.

Mr. Garlanger reported that the Authority was entering into a new contract with Wachs Water regarding valve turning project.

Adjournment

The meeting was closed at 5:00 PM

Presiding Officer

City Clerk/ Recording Secretary

Attachment: WSJOB 20140115 Minutes (1344 : Minutes of the January 15, 2014 Regular Meeting)