

## Board of Public Utilities

### Regular Meeting Agenda

Monday, September 30, 2013  
4:00 p.m., DPW Conference Room, 1199 8<sup>th</sup> Avenue



1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Acceptance of Minutes for the Record – August 26, 2013
5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

#### REPORTS

6. **Cost of Energy from Indiana-Michigan Power Company (AEP)**
  - A. 2013 Billings – All Charges
  - B. 2012 Billings – All Charges
7. **Financial Reports**
  - A. Water Fund CuFt Comparisons
  - B. Water Fund Financial Statement
  - C. Sewer Fund Financial Statement
  - D. Electric Fund KWH Comparisons
  - E. Electric Fund Financial Statement
8. **Indian Grove Infrastructure Project**
  - A. Sewer Study Progress Report
9. **Unresolved Issues Report**

#### NEW BUSINESS

10. **Board will be presented updates on the Phoenix Street, Fall Paving, and Dyckman Bridge Projects.**

#### OLD BUSINESS

**11. Board will continue discussion concerning the 10% penalty rate for late utility payments.**

**12. Next meeting is scheduled for Monday October 28, 2013 at 4:00 pm in the DPW Conference Room, 1199 8<sup>th</sup> Avenue, South Haven, Michigan.**

**13. Director's Comments**

**14. Board Member Comments**

**15. Adjourn**

RESPECTFULLY SUBMITTED,

Roger Huff  
Public Works Director

South Haven Department of Public Works Building is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0750.

## Board of Public Utilities

### Regular Meeting Minutes

Monday, August 26, 2013  
4:00 p.m., DPW Conference Room, 1199 8<sup>th</sup> Avenue



#### 1. Call to Order by Stickland at 4:00 p.m.

#### 2. Roll Call

Present: Burr, Henry, Stickland  
Absent: Winkel (excused), Overhiser (ex-officio), Rose (ex-officio), Stein (ex-officio)  
(Arrived a few minutes late)

Also present: Roger Huff, Public Works Director; Larry Halberstadt, City Engineer

#### 3. Approval of Agenda

Item 10 was moved to Item 5.

Motion by Henry, second by Burr to approve the August 26, 2013 regular meeting agenda as amended.

All in favor. Motion carried

#### 4. Acceptance of Minutes for the Record – July 29, 2013

Motion by Burr, second by Henry to accept the July 29, 2013 Regular Meeting Minutes.

All in favor. Motion carried.

#### 5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

### REPORTS

#### 6. Cost of Energy from Indiana-Michigan Power Company (AEP)

- A. 2012 Billings – All Charges
- B. 2011 Billings – All Charges

#### 7. Financial Reports

August 26, 2013  
Board of Public Utilities  
Regular Meeting Minutes  
draft

- A. Water Fund CuFt Comparisons
- B. Water Fund Financial Statement
- C. Sewer Fund Financial Statement
- D. Electric Fund KWH Comparisons
- E. Electric Fund Financial Statement

**8. Indian Grove Infrastructure Project**

- A. Phase II Smoke Testing Plan

Smoke testing starting next week – per Halberstadt crew on St. Joe Street today

**9. Unresolved Issues Report**

New item concerning Electric Vehicle Charging - Halberstadt to contact Meijer concerning possible charging stations at the new location.

**NEW BUSINESS**

**10. Board will hear from Ms. Jessica Nickel concerning the 10% penalty rate for late utility payments.**

Ms. Nickel presented her request to lower the penalty rate for late utility payments from 10% to 2%

The legal opinion and rates from other municipalities and utilities were discussed

Per Stickland, the BPU will further review the request, taking into consideration what is fair to all customers to provide electric service and maintain the system

Stickland/Huff – follow up discussion at the next board meeting

**11. Board will be requested to approve consulting contracts with GRP Engineering, Inc. for design, construction administration, and start-up for the 2013-14 Electric Projects.**

Motion by Burr, second by Henry to approve a recommendation to City Council for consulting contracts with GRP Engineering for the 2013-14 Electrical Projects including the following:

Phoenix Rd Substation Transformer Procurement

Project #102 PR-C Circuit 2nd Avenue

Project #103 PR-D Circuit Veterans Blvd

Core City Secondary Upgrades

All in favor. Motion carried.

**12. Board will be requested to consider offering private beach water quality analysis on a limited basis.**

Not a normal function of the Water Filtration Plant (WFP).

WFP has very limited capabilities to do multiple samples.

The Board does not want the City to compete with local private labs.

Staff is directed to refer inquiries from private individuals and associations to the various State and local labs for these services.

**13. Next meeting is scheduled for Monday September 30, 2013 at 4:00 pm in the DPW Conference Room, 1199 8<sup>th</sup> Avenue, South Haven, Michigan.**

**14. Director's Comments**

None

**15. Board Member Comments**

**Burr:** Special Meeting tonight; Phoenix Street Project

**16. Adjourn**

Motion by Henry, second by Burr to adjourn at 5:05 p.m.

All in favor. Motion carried

RESPECTFULLY SUBMITTED,

Roger Huff  
Public Works Director

CITY OF SOUTH HAVEN																					
Cost of Electric Energy from Indiana-Michigan Power Company (AEP)																					
2013																					
Date	ACTUAL				BILLING			COST				PJM Open Access Transmission Tariff						Total Cost	cts/ KWHR		
	KW Demand	KVAR Demand	KVA	Power Factor	KW Demand	KVAR Demand	KWHR	\$ KW Demand	\$ KWHR	\$ Fuel Charge	\$ Fuel Adjust	Actual Fuel True-up	Sch 1A \$ KWHR	\$ Network	RTO Start-up \$	Other	Credits			Total PJM	
Main	16,543	4,854	17,240	0.9595	16,543	4,854	7,898,702	\$271,999.92	\$75,988.67												
Welder	287	267	392	0.7314	287	267	113,753	\$4,710.63	\$1,094.34												
Phoenix	11,964	4,370	12,737	0.9393	11,963	4,370	5,525,867	\$196,703.78	\$53,161.05												
Welder	8	17	19	0.4154	8	17	21,391	\$129.89	\$205.79												
<b>Aug-13</b>	<b>28,801</b>	<b>9,508</b>	<b>30,330</b>	<b>0.9496</b>	<b>28,801</b>	<b>9,508</b>	<b>13,559,712</b>	<b>\$473,544.23</b>	<b>\$130,449.85</b>	<b>\$204,087.23</b>	<b>\$8,981.95</b>	<b>(\$35,351.84)</b>	<b>\$1,162.43</b>	<b>\$65,299.25</b>	<b>\$206.53</b>	<b>\$9,643.55</b>	<b>(\$1,020.06)</b>	<b>\$75,291.70</b>	<b>\$857,003.12</b>	<b>6.320</b>	
Main	19,550	6,147	20,494	0.9540	19,550	6,147	8,600,694	\$321,441.35	\$82,742.12												
Welder	122	168	207	0.5882	122	168	72,641	\$2,004.28	\$698.83												
Phoenix	14,385	5,953	15,568	0.9240	14,385	5,953	6,014,292	\$236,521.71	\$57,859.89												
Welder	18	30	35	0.5132	18	30	15,349	\$295.96	\$147.67												
<b>Jul-13</b>	<b>34,075</b>	<b>12,297</b>	<b>36,226</b>	<b>0.9406</b>	<b>34,075</b>	<b>12,297</b>	<b>14,702,976</b>	<b>\$560,263.29</b>	<b>\$141,448.51</b>	<b>\$221,294.49</b>	<b>\$69,969.99</b>	<b>\$72,804.58</b>	<b>\$1,260.44</b>	<b>\$65,299.25</b>	<b>\$206.53</b>	<b>\$8,934.19</b>	<b>(\$1,057.32)</b>	<b>\$74,643.09</b>	<b>\$1,140,423.95</b>	<b>7.756</b>	
Main	14,830	4,272	15,433	0.9609	14,830	4,272	6,741,714	\$243,834.78	\$64,857.99												
Welder	298	322	439	0.6792	298	322	102,884	\$4,901.36	\$989.78												
Phoenix	10,721	3,707	11,343	0.9451	10,721	3,707	4,734,771	\$176,269.67	\$45,550.39												
Welder	19	37	41	0.4645	19	37	14,096	\$315.69	\$135.61												
<b>Jun-13</b>	<b>25,868</b>	<b>8,337</b>	<b>27,178</b>	<b>0.9518</b>	<b>25,868</b>	<b>8,337</b>	<b>11,593,465</b>	<b>\$425,321.49</b>	<b>\$111,533.77</b>	<b>\$174,493.25</b>	<b>\$63,031.35</b>	<b>\$51,836.92</b>	<b>\$770.88</b>	<b>\$54,110.29</b>	<b>\$199.87</b>	<b>\$8,339.01</b>	<b>(\$879.14)</b>	<b>\$62,540.91</b>	<b>\$888,757.69</b>	<b>7.666</b>	
Main	13,029	3,332	13,448	0.9688	13,029	3,332	6,455,809	\$183,239.86	\$78,302.51												
Welder	382	403	555	0.6878	382	403	172,669	\$5,366.82	\$2,094.30												
Phoenix	9,812	3,161	10,308	0.9518	9,812	3,161	4,524,171	\$137,988.94	\$54,873.67												
Welder	19	44	48	0.4065	19	44	15,359	\$272.84	\$186.29												
<b>May-13</b>	<b>23,242</b>	<b>6,939</b>	<b>24,255</b>	<b>0.9582</b>	<b>23,242</b>	<b>6,939</b>	<b>11,168,009</b>	<b>\$326,868.46</b>	<b>\$135,456.78</b>	<b>\$169,279.09</b>	<b>(\$846.54)</b>	<b>(\$20,309.17)</b>	<b>\$742.59</b>	<b>\$55,913.96</b>	<b>\$206.53</b>	<b>\$7,741.19</b>	<b>(\$905.80)</b>	<b>\$63,698.47</b>	<b>\$674,147.09</b>	<b>6.036</b>	
Main	10,379	1,565	10,496	0.9888	10,379	1,565	6,014,325	\$145,970.61	\$72,947.75												
Welder	310	366	480	0.6455	310	366	144,533	\$4,355.62	\$1,753.04												
Phoenix	7,106	1,507	7,264	0.9782	7,106	1,507	4,059,293	\$99,944.76	\$49,235.16												
Welder	21	58	62	0.3419	21	58	15,181	\$296.75	\$184.13												
<b>Apr-13</b>	<b>17,816</b>	<b>3,497</b>	<b>18,156</b>	<b>0.9813</b>	<b>17,816</b>	<b>3,497</b>	<b>10,233,332</b>	<b>\$250,567.74</b>	<b>\$124,120.08</b>	<b>\$155,111.73</b>	<b>\$22,709.81</b>	<b>\$22,668.66</b>	<b>\$680.44</b>	<b>\$54,110.29</b>	<b>\$199.87</b>	<b>\$7,727.55</b>	<b>(\$862.24)</b>	<b>\$61,855.91</b>	<b>\$637,033.93</b>	<b>6.225</b>	
Main	11,123	1,244	11,192	0.9938	11,123	1,244	6,608,087	\$156,434.29	\$80,149.49												
Welder	391	357	529	0.7388	391	357	139,920	\$5,500.43	\$1,697.08												
Phoenix	7,222	917	7,280	0.9920	7,222	917	4,346,681	\$101,570.63	\$52,720.90												
Welder	22	51	55	0.3957	22	51	15,969	\$306.60	\$193.68												
<b>Mar-13</b>	<b>18,758</b>	<b>2,569</b>	<b>18,933</b>	<b>0.9908</b>	<b>18,758</b>	<b>2,569</b>	<b>11,110,656</b>	<b>\$263,811.95</b>	<b>\$134,761.15</b>	<b>\$168,409.77</b>	<b>\$19,466.98</b>	<b>\$32,019.07</b>	<b>\$738.78</b>	<b>\$55,913.96</b>	<b>\$206.53</b>	<b>\$7,727.55</b>	<b>(\$865.41)</b>	<b>\$63,721.41</b>	<b>\$682,190.33</b>	<b>6.140</b>	
Main	11,561	1,160	11,619	0.9950	11,561	1,160	6,250,121	\$162,593.97	\$75,807.72												
Welder	130	305	332	0.3914	130	305	137,266	\$1,825.51	\$1,664.90												
Phoenix	7,514	864	7,563	0.9935	7,514	864	4,148,351	\$105,675.56	\$50,315.35												
Welder	22	45	50	0.4456	22	45	14,696	\$313.63	\$178.25												
<b>Feb-13</b>	<b>19,227</b>	<b>2,374</b>	<b>19,373</b>	<b>0.9925</b>	<b>19,227</b>	<b>2,374</b>	<b>10,550,434</b>	<b>\$270,408.67</b>	<b>\$127,966.22</b>	<b>\$159,918.21</b>	<b>\$744.86</b>	<b>\$9,033.45</b>	<b>\$701.53</b>	<b>\$50,502.94</b>	<b>\$186.55</b>	<b>\$7,727.55</b>	<b>(\$899.26)</b>	<b>\$58,219.31</b>	<b>\$626,290.72</b>	<b>5.936</b>	
Main	7,956	1,231	8,051	0.9882	7,956	1,231	6,835,812	\$111,896.42	\$82,911.57												
Welder	24	351	352	0.0687	356	351	170,192	\$5,006.78	\$2,064.25												
Phoenix	11,518	926	11,555	0.9968	11,518	926	4,535,845	\$161,990.98	\$55,015.26												
Welder	356	46	359	0.9918	24	46	18,216	\$340.35	\$220.94												
<b>Jan-13</b>	<b>19,855</b>	<b>2,554</b>	<b>20,018</b>	<b>0.9918</b>	<b>19,855</b>	<b>2,554</b>	<b>11,560,064</b>	<b>\$279,234.53</b>	<b>\$140,212.02</b>	<b>\$175,221.67</b>	<b>(\$11,764.68)</b>	<b>\$18,342.99</b>	<b>\$768.66</b>	<b>\$55,913.96</b>	<b>\$206.53</b>	<b>\$7,727.55</b>	<b>(\$1,124.11)</b>	<b>\$63,492.59</b>	<b>\$664,739.12</b>	<b>5.750</b>	

Year to Date 2013: 94,478,648 \$6,170,586 6.531

Date	ACTUAL				BILLING			COST				PJM Open Access Transmission Tariff								
	KW Demand	KVAR Demand	KVA	Power Factor	KW Demand	KVAR Demand	KWHRS	\$ KW Demand	\$ KWHR	\$ Fuel Charge	\$ Fuel Adjust	Actual Fuel True-up	Sch 1A \$ KWHRS	\$ Network	RTO Start-up \$	Other	Credits	Total PJM	Total Cost	cts/ KWHR
Main	11,992	1,726	12,116	0.9898	11,992	1,726	7,258,601	\$175,538.81	\$88,450.41											
Welder	309	328	451	0.6861	309	328	153,255	\$4,526.07	\$1,867.50											
Phoenix	7,708	874	7,757	0.9936	7,707	874	4,477,882	\$112,822.34	\$54,565.67											
Welder	38	62	73	0.5264	38	62	23,707	\$559.17	\$288.88											
<b>Jan-12</b>	<b>20,047</b>	<b>2,990</b>	<b>20,269</b>	<b>0.9891</b>	<b>20,047</b>	<b>2,990</b>	<b>11,913,444</b>	<b>\$293,446.39</b>	<b>\$145,172.46</b>	<b>\$195,737.44</b>	<b>(\$1,504.66)</b>	<b>\$18,840.08</b>	<b>\$1,130.95</b>	<b>\$81,705.56</b>	<b>\$274.86</b>	<b>\$7,764.31</b>	<b>(\$1,605.84)</b>	<b>\$89,269.84</b>	<b>\$740,961.55</b>	<b>6.220</b>
Main	11,246	1,489	11,344	0.9913	11,246	1,489	6,660,702	\$164,619.02	\$81,164.65											
Welder	356	420	550	0.6466	356	420	170,777	\$5,208.20	\$2,081.02											
Phoenix	7,083	787	7,127	0.9939	7,083	787	4,106,471	\$103,685.35	\$50,039.81											
Welder	10	30	31	0.3085	10	30	6,689	\$140.52	\$81.51											
<b>Feb-12</b>	<b>18,695</b>	<b>2,726</b>	<b>18,892</b>	<b>0.9895</b>	<b>18,695</b>	<b>2,726</b>	<b>10,944,640</b>	<b>\$273,653.09</b>	<b>\$133,367.00</b>	<b>\$179,820.02</b>	<b>(\$35,803.12)</b>	<b>(\$36,698.09)</b>	<b>\$1,038.98</b>	<b>\$76,434.23</b>	<b>\$257.13</b>	<b>\$7,764.54</b>	<b>(\$1,303.19)</b>	<b>\$84,191.69</b>	<b>\$598,530.59</b>	<b>5.469</b>
Main	11,229	2,433	11,490	0.9773	11,229	2,433	6,659,854	\$164,369.52	\$81,154.32											
Welder	245	291	380	0.6442	245	291	180,979	\$3,581.92	\$2,205.34											
Phoenix	7,798	2,001	8,050	0.9686	7,798	2,001	4,202,080	\$114,142.73	\$51,204.86											
Welder	11	34	36	0.2995	11	34	7,398	\$158.09	\$90.15											
<b>Mar-12</b>	<b>19,282</b>	<b>4,759</b>	<b>19,861</b>	<b>0.9709</b>	<b>19,282</b>	<b>4,759</b>	<b>11,050,311</b>	<b>\$282,252.26</b>	<b>\$134,654.67</b>	<b>\$181,556.19</b>	<b>(\$16,811.90)</b>	<b>\$3,379.59</b>	<b>\$1,049.01</b>	<b>\$81,705.56</b>	<b>\$274.86</b>	<b>\$7,768.31</b>	<b>(\$1,217.13)</b>	<b>\$89,580.61</b>	<b>\$674,611.42</b>	<b>6.105</b>
Main	10,627	1,593	10,746	0.9890	10,627	1,593	6,305,565	\$155,559.49	\$76,837.09											
Welder	332	293	443	0.7501	332	293	147,837	\$4,859.82	\$1,801.48											
Phoenix	6,679	902	6,739	0.9910	6,679	902	3,935,313	\$97,765.55	\$47,954.14											
Welder	9	32	34	0.2802	9	32	7,231	\$137.60	\$88.11											
<b>Apr-12</b>	<b>17,647</b>	<b>2,820</b>	<b>17,871</b>	<b>0.9875</b>	<b>17,647</b>	<b>2,820</b>	<b>10,395,945</b>	<b>\$258,322.45</b>	<b>\$126,680.83</b>	<b>\$170,804.99</b>	<b>(\$14,733.10)</b>	<b>\$40,292.41</b>	<b>\$986.89</b>	<b>\$79,069.90</b>	<b>\$265.99</b>	<b>\$8,032.02</b>	<b>(\$1,177.43)</b>	<b>\$87,177.37</b>	<b>\$668,544.95</b>	<b>6.431</b>
Main	14,868	3,529	15,281	0.9730	14,868	3,529	6,982,457	\$217,637.42	\$85,085.43											
Welder	9	22	23	0.3633	9	22	161,210	\$124.42	\$1,964.44											
Phoenix	11,010	3,754	11,633	0.9465	11,010	3,754	4,593,576	\$161,166.94	\$55,975.48											
Welder	9	23	25	0.3638	9	23	7,021	\$133.21	\$85.56											
<b>May-12</b>	<b>25,896</b>	<b>7,328</b>	<b>26,913</b>	<b>0.9622</b>	<b>25,896</b>	<b>7,328</b>	<b>11,744,265</b>	<b>\$379,061.99</b>	<b>\$143,110.91</b>	<b>\$192,957.82</b>	<b>\$12,775.38</b>	<b>\$48,832.40</b>	<b>\$1,114.88</b>	<b>\$81,705.56</b>	<b>\$274.86</b>	<b>\$7,731.13</b>	<b>(\$1,641.24)</b>	<b>\$89,185.19</b>	<b>\$865,923.69</b>	<b>7.373</b>
Main	16,941	5,210	17,724	0.9558	16,941	5,210	7,846,934	\$238,261.81	\$95,175.47											
Welder	295	108	314	0.9388	295	108	153,300	\$4,148.88	\$1,859.38											
Phoenix	12,351	4,745	13,231	0.9335	12,351	4,745	5,260,728	\$173,700.24	\$63,807.37											
Welder	9	24	25	0.3571	9	24	6,972	\$127.98	\$84.56											
<b>Jun-12</b>	<b>29,596</b>	<b>10,087</b>	<b>31,268</b>	<b>0.9465</b>	<b>29,596</b>	<b>10,087</b>	<b>13,267,935</b>	<b>\$416,238.92</b>	<b>\$160,926.78</b>	<b>\$201,108.72</b>	<b>\$48,449.19</b>	<b>(\$309,170.24)</b>	<b>\$1,259.53</b>	<b>\$79,069.90</b>	<b>\$265.99</b>	<b>\$9,839.06</b>	<b>(\$1,359.24)</b>	<b>\$89,075.24</b>	<b>\$606,628.61</b>	<b>4.572</b>
Main	20,496	6,532	21,512	0.9528	20,496	6,532	10,295,162	\$288,255.60	\$124,870.02											
Welder	8	22	23	0.3253	8	22	128,982	\$105.48	\$1,564.42											
Phoenix	15,340	6,482	16,653	0.9212	15,340	6,482	7,035,099	\$215,745.84	\$85,328.72											
Welder	9	19	21	0.4242	9	19	6,927	\$125.17	\$84.01											
<b>Jul-12</b>	<b>35,853</b>	<b>13,054</b>	<b>38,155</b>	<b>0.9396</b>	<b>35,853</b>	<b>13,054</b>	<b>17,466,170</b>	<b>\$504,232.09</b>	<b>\$211,847.17</b>	<b>\$264,743.47</b>	<b>(\$19,193.57)</b>	<b>(\$40,623.32)</b>	<b>\$1,161.37</b>	<b>\$78,298.01</b>	<b>\$274.86</b>	<b>\$10,546.62</b>	<b>(\$1,585.43)</b>	<b>\$88,695.43</b>	<b>\$1,009,701.27</b>	<b>5.781</b>
Main	18,275	5,807	19,175	0.9530	18,275	5,807	8,491,292	\$257,020.09	\$102,990.88											
Welder	396	292	492	0.8050	396	292	177,889	\$5,572.16	\$2,157.62											
Phoenix	13,609	5,565	14,703	0.9256	13,609	5,565	5,682,143	\$191,397.47	\$68,918.72											
Welder	9	22	23	0.3831	9	22	7,129	\$126.58	\$86.46											
<b>Aug-12</b>	<b>32,289</b>	<b>11,686</b>	<b>34,339</b>	<b>0.9403</b>	<b>32,289</b>	<b>11,686</b>	<b>14,358,453</b>	<b>\$454,116.29</b>	<b>\$174,153.68</b>	<b>\$217,638.25</b>	<b>(\$35,392.15)</b>	<b>(\$81,153.32)</b>	<b>\$954.73</b>	<b>\$78,298.01</b>	<b>\$274.86</b>	<b>\$11,047.37</b>	<b>(\$1,692.02)</b>	<b>\$88,882.95</b>	<b>\$818,245.70</b>	<b>5.699</b>
Main	14,899	4,209	15,482	0.9623	14,899	4,209	6,811,660	\$209,539.40	\$82,618.62											
Welder	168	282	328	0.5108	168	282	133,197	\$2,355.72	\$1,615.54											
Phoenix	10,722	3,804	11,377	0.9424	10,722	3,804	4,529,165	\$150,796.94	\$54,934.24											
Welder	9	28	30	0.3142	9	28	7,124	\$132.20	\$86.40											
<b>Sep-12</b>	<b>25,798</b>	<b>8,323</b>	<b>27,108</b>	<b>0.9517</b>	<b>25,798</b>	<b>8,323</b>	<b>11,481,145</b>	<b>\$362,824.25</b>	<b>\$139,254.81</b>	<b>\$174,025.46</b>	<b>\$9,809.49</b>	<b>\$50,997.46</b>	<b>\$763.41</b>	<b>\$75,772.27</b>	<b>\$265.99</b>	<b>\$10,863.70</b>	<b>(\$1,487.44)</b>	<b>\$86,177.93</b>	<b>\$823,089.40</b>	<b>7.169</b>
Main	10,168	1,680	10,306	0.9866	10,168	1,680	6,194,885	\$143,002.86	\$75,137.76											
Welder	317	308	441	0.7173	317	308	134,487	\$4,452.66	\$1,631.19											
Phoenix	7,222	1,552	7,387	0.9777	7,222	1,552	4,209,479	\$101,574.54	\$51,056.77											
Welder	9	32	33	0.2720	9	32	7,059	\$127.98	\$85.62											
<b>Oct-12</b>	<b>17,716</b>	<b>3,572</b>	<b>18,072</b>	<b>0.9803</b>	<b>17,716</b>	<b>3,572</b>	<b>10,545,910</b>	<b>\$249,158.05</b>	<b>\$127,911.34</b>	<b>\$159,849.63</b>	<b>(\$4,356.52)</b>	<b>\$29,460.67</b>	<b>\$701.23</b>	<b>\$78,298.01</b>	<b>\$274.86</b>	<b>\$10,244.30</b>	<b>(\$1,395.97)</b>	<b>\$88,122.43</b>	<b>\$650,145.60</b>	<b>6.165</b>
Main	10,566	781	10,595	0.9973	10,566	781	6,216,737	\$148,600.36	\$75,402.80											
Welder	368	417	556	0.6616	368	417	126,491	\$5,170.00	\$1,534.20											
Phoenix	7,089	1,514	7,249	0.9780	7,089	1,514	4,108,928	\$99,699.70	\$49,837.19											
Welder	23	37	43	0.5233	23	37	14,002	\$317.85	\$169.83											
<b>Nov-12</b>	<b>18,045</b>	<b>2,748</b>	<b>18,253</b>	<b>0.9886</b>	<b>18,045</b>	<b>2,748</b>	<b>10,466,158</b>	<b>\$253,787.90</b>	<b>\$126,944.03</b>	<b>\$158,640.78</b>	<b>(\$28,994.40)</b>	<b>(\$41,615.71)</b>	<b>\$695.92</b>	<b>\$75,772.27</b>	<b>\$265.99</b>	<b>\$9,303.79</b>	<b>(\$1,436.03)</b>	<b>\$84,601.94</b>	<b>\$553,364.54</b>	<b>5.287</b>
Main	10,705	1,261	10,779	0.9931	10,705	1,261	6,787,395	\$150,555.96	\$82,324.31											
Welder	377	415	560	0.6720	377															

CITY OF SOUTH HAVEN  
 WATER FUND  
 CuFt COMPARISONS  
 ROLLING TWELVE MONTHS

		GALLONS PUMPED TO MAINS	CuFt PUMPED TO MAINS	CuFt PLANT TAP UNBILLED	CuFt WATER QUALITY FLUSHING	CuFt BILLED	PERCENTAGE BILLED PLUS PLANT TAP TO PUMPED TO MAINS (ROLLING 12 MOS)	PERCENTAGE BILLED PLUS PLANT TAP TO PUMPED TO MAINS CURRENT MONTH
<b>FISCAL 2012</b>								
July	2011	68,313,000	9,132,754	0	190,312	7,441,256	85.55%	81.48%
August	2011	59,907,000	8,008,957	103,610	244,928	7,402,180	84.90%	93.72%
September	2011	50,823,000	6,794,519	19,658	231,936	6,658,175	85.02%	98.28%
October	2011	38,457,000	5,141,310	23,888	231,936	4,862,072	85.07%	95.03%
November	2011	30,875,000	4,127,674	4,273	231,936	3,573,435	85.44%	86.68%
December	2011	30,441,000	4,069,652	17,174	231,936	3,191,493	85.57%	78.84%
January	2012	32,467,000	4,340,508	14,319	68,972	3,074,589	85.44%	71.16%
February	2012	29,495,000	3,943,182	23,262	68,972	3,219,167	85.84%	82.23%
March	2012	30,150,000	4,030,749	38,320	65,764	3,450,952	86.13%	86.57%
April	2012	32,927,000	4,402,005	31,678	68,972	3,378,738	86.74%	77.47%
May	2012	50,646,000	6,770,856	37,087	78,956	4,537,251	86.12%	67.01%
June	2012	72,150,000	9,645,722	41,402	144,360	6,461,594	84.46%	66.99%
		<u>526,651,000</u>	<u>70,407,888</u>	<u>354,672</u>	<u>1,858,980</u>	<u>57,250,902</u>		
<b>FISCAL 2013</b>								
July	2012	97,223,000	12,997,727	42,043	149,172	9,601,173	81.95%	74.19%
August	2012	73,095,000	9,772,059	40,244	227,566	10,549,444	83.36%	108.37%
September	2012	51,928,000	6,942,246	36,348	218,946	7,875,634	84.80%	113.97%
October	2012	37,774,000	5,050,000	27,350	259,447	4,949,605	85.50%	98.55%
November	2012	28,082,000	3,754,278	16,894	255,838	3,275,439	86.15%	87.70%
December	2012	27,941,000	3,735,428	34,835	160,400	3,150,827	86.30%	85.28%
January	2013	29,090,000	3,889,037	35,639	83,007	3,204,712	86.22%	83.32%
February	2013	27,257,000	3,643,984	25,791	72,180	3,368,685	86.69%	93.15%
March	2013	28,716,000	3,839,037	30,416	75,789	2,955,708	87.40%	77.78%
April	2013	27,256,000	3,643,850	38,784	79,398	3,120,869	88.84%	86.71%
May	2013	44,617,270	5,964,876	52,314	342,855	3,962,497	88.14%	66.43%
June	2013	52,158,000	6,972,995	57,485	312,780	5,366,701	91.24%	76.96%
		<u>525,137,270</u>	<u>70,205,517</u>	<u>438,141</u>	<u>2,237,378</u>	<u>61,381,294</u>		
<b>FISCAL 2014</b>								
July	2013	70,321,000	9,401,203	62,968	127,844	6,705,606	88.48%	72.00%
August	2013	62,517,000	8,357,888	48,003	196,427	8,322,168	88.81%	100.15%
		<u>132,838,000</u>	<u>17,759,091</u>	<u>110,971</u>	<u>324,271</u>	<u>15,027,774</u>		
Prior Year-to-date		170,318,000	22,769,786	82,286	376,738	20,150,617		
Two Years Prior		128,220,000	17,141,711	103,610	435,240	14,843,436		

City of South Haven  
 Water Fund - Fund 591  
 For the period ended August 31, 2013

Col 6 & 11

<i>Revenues:</i>	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to Budget	MTD Variance to Prior Year	YTD Actual	YTD Budget	Prior YTD Actual	Variance to Budget	Variance to Prior Year	2013-14 Adopted Budget	% of Annual Budget
Sales	\$ 241,740	\$ 170,341	\$ 278,461	\$ 71,400	\$ (36,721)	\$ 454,667	\$ 340,681	\$ 261,526	\$ 113,986	\$ 193,140	\$ 2,044,086	22%
Debt Service Charges	\$ 133,388	\$ 117,634	\$ 115,883	\$ 15,754	\$ 17,505	\$ 261,728	\$ 235,268	\$ 123,425	\$ 26,460	\$ 138,303	\$ 1,411,610	19%
Charges for Service	-	6,250	7,249	(6,250)	(7,249)	4,035	12,500	4,267	(8,465)	(233)	75,000	5%
Interest Income	31	167	134	(135)	(103)	69	333	145	(265)	(76)	2,000	3%
Special Assessment Revenue	3,993	1,083	978	2,909	3,015	4,805	2,167	-	2,638	4,805	13,000	37%
Other Revenue	3,401	2,917	9,468	485	(6,066)	6,896	5,833	8,006	1,062	(1,110)	35,000	20%
<b>Total Revenues</b>	<b>\$ 382,553</b>	<b>\$ 298,391</b>	<b>\$ 412,174</b>	<b>\$ 84,162</b>	<b>\$ (29,620)</b>	<b>\$ 732,198</b>	<b>\$ 596,783</b>	<b>\$ 397,370</b>	<b>\$ 135,416</b>	<b>\$ 334,829</b>	<b>\$ 3,580,696</b>	
	1	2	3	4	5	6	7	8	9	10	11	
<i>Expenses:</i>	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to Budget	MTD Variance to Prior Year	YTD Actual	YTD Budget	Prior YTD Actual	Variance to Budget	Variance to Prior Year	2013-14 Adopted Budget	% of Annual Budget
Operating Expenses	\$ 108,467	\$ 114,259	\$ 92,968	\$ (5,793)	\$ 15,499	\$ 167,961	\$ 228,519	\$ 92,122	\$ (60,557)	\$ 75,839	\$ 1,371,112	12%
Property Tax Equivalents	8,349	8,349	7,103	0	1,246	16,699	16,699	7,103	0	9,596	100,193	17%
Capital Outlay	3,355	30,000	489	(26,645)	2,865	3,424	60,000	5,594	(56,576)	(2,170)	360,000	1%
Debt Service	-	120,970	-	(120,970)	-	500	241,939	-	(241,439)	500	1,451,636	0%
Transfers Out	167	2,824	112,843	(2,657)	(112,676)	333	5,647	123,425	(5,314)	(123,092)	33,884	1%
Depreciation	47,917	47,917	16,307	-	31,610	95,833	95,833	32,614	-	63,219	575,000	17%
Administrative Expenses	9,679	18,376	29,471	(8,697)	(19,792)	21,115	36,752	13,778	(15,637)	7,337	220,512	10%
<b>Total Expenses</b>	<b>\$ 177,933</b>	<b>\$ 342,695</b>	<b>\$ 259,181</b>	<b>\$ (164,762)</b>	<b>\$ (81,247)</b>	<b>\$ 305,866</b>	<b>\$ 685,390</b>	<b>\$ 274,636</b>	<b>\$ (379,524)</b>	<b>\$ 31,230</b>	<b>\$ 4,112,337</b>	
 Net Fund Change	 \$ 204,620	 \$ (44,303)	 \$ 152,993	 \$ 248,924	 \$ 51,627	 \$ 426,333	 \$ (88,607)	 \$ 122,733	 \$ 514,940	 \$ 303,599	 \$ (531,641)	

City of South Haven  
 Sewer Fund - Fund 592  
 For the period ended August 31, 2013

Col 6 & 11

<i>Revenues:</i>	<i>Month Actual</i>	<i>Monthly Budget</i>	<i>Prior year MTD</i>	<i>MTD Variance to Budget</i>	<i>MTD Variance to Prior Year</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>Prior YTD Actual</i>	<i>Variance to Budget</i>	<i>Variance to Prior Year</i>	<i>2013-14 Adopted Budget</i>	<i>% of Annual Budget</i>
Sales	\$ 209,907	\$ 183,638	\$ 207,975	\$ 26,269	\$ 1,932	\$ 408,924	\$ 367,276	\$ 207,768	\$ 41,649	\$ 201,157	\$ 2,203,654	19%
IPP Revenues	3,943	7,310	3,499	(3,367)	445	16,861	14,621	13,060	2,241	3,801	87,724	19%
Interest Income	1	625	45	(624)	(45)	17	1,250	1,610	(1,233)	(1,593)	7,500	0%
Special Assessment Revenue	2,244	1,423	1,385	821	858	3,394	2,845	-	549	3,394	17,071	20%
Grant Revenue	-	-	-	-	-	-	-	28,451	-	(28,451)	-	#DIV/0!
Other Revenue	200	292	215	(92)	(15)	400	583	200	(183)	200	3,500	11%
<b>Total Revenues</b>	<b>\$ 216,294</b>	<b>\$ 193,287</b>	<b>\$ 213,120</b>	<b>\$ 23,007</b>	<b>\$ 3,175</b>	<b>\$ 429,597</b>	<b>\$ 386,575</b>	<b>\$ 251,089</b>	<b>\$ 43,022</b>	<b>\$ 178,508</b>	<b>\$ 2,319,449</b>	

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<i>Expenses</i>	<i>Month Actual</i>	<i>Monthly Budget</i>	<i>Prior year MTD</i>	<i>MTD Variance to Budget</i>	<i>MTD Variance to Prior Year</i>	<i>0</i>	<i>YTD Actual</i>	<i>YTD Budget</i>	<i>Prior YTD Actual</i>	<i>Variance to Budget</i>	<i>Variance to Prior Year</i>	<i>2013-14 Adopted Budget</i>	<i>% of Annual Budget</i>
Operating Expenses	\$ 83,808	\$ 101,321	\$ 87,760	\$ (17,513)	\$ (3,951)	\$	\$ 149,340	\$ 202,642	\$ 66,225	\$ (53,302)	\$ 83,115	\$ 1,215,852	12%
Grant Expense-SSSES	17,412	3,333	-	14,078	17,412		31,240	6,667	28,816	24,574	2,424	40,000	78%
Property Tax Equivalents	7,453	7,453	7,317	0	137		14,907	14,907	7,317	0	7,590	89,441	17%
Capital Outlay	7,603	31,175	3,861	(23,572)	3,743		7,687	62,350	473	(54,662)	7,215	374,098	2%
Transfers Out	19,917	23,680	1,360	(3,763)	18,557		39,833	47,360	-	(7,526)	39,833	284,158	14%
Depreciation	22,917	22,917	20,379	-	2,538		45,833	45,833	40,758	-	5,076	275,000	17%
Administrative Expenses	17,439	25,966	34,455	(8,527)	(17,016)		34,774	51,931	20,671	(17,158)	14,102	311,588	11%
<b>Total Expenses</b>	<b>\$ 176,549</b>	<b>\$ 215,845</b>	<b>\$ 155,131</b>	<b>\$ (39,295)</b>	<b>\$ 21,418</b>	<b>\$</b>	<b>\$ 323,615</b>	<b>\$ 431,690</b>	<b>\$ 164,259</b>	<b>\$ (108,075)</b>	<b>\$ 159,356</b>	<b>\$ 2,590,137</b>	

Net Fund Change \$ 39,745 \$ (22,557) \$ 57,989 \$ 62,302 \$ (18,244) \$ 105,982 \$ (45,115) \$ 86,829 \$ 151,096 \$ 19,152 \$ (270,688)

CITY OF SOUTH HAVEN  
 ELECTRIC FUND  
 KWH COMPARISONS  
 ROLLING TWELVE MONTHS

		KWH PURCHASED	KWH BILLED	KWH STREET LTS	STREET LTS 12 MO AVE.	TOTAL KWH BILLED AND STREET LTS	PERCENTAGE BILLED AND STREET LTS TO PURCHASED (ROLLING 12 MOS)	PERCENTAGE BILLED AND STREET LTS TO PURCHASED CURRENT MONTH
<b>FISCAL 2012</b>								
July	2011	15,964,582	12,755,514	37,013	52,009	12,792,527	95.31%	80.13%
August	2011	14,632,086	15,136,722	42,500	52,092	15,179,222	95.19%	103.74%
September	2011	11,307,801	12,319,850	47,553	52,087	12,367,403	95.87%	109.37%
October	2011	10,969,854	9,722,952	56,849	52,308	9,779,801	95.46%	89.15%
November	2011	10,739,972	10,221,480	61,585	52,280	10,283,065	95.52%	95.75%
December	2011	11,617,747	9,798,051	68,085	52,367	9,866,136	95.17%	84.92%
January	2012	11,913,417	11,146,773	65,812	52,441	11,212,585	94.66%	94.12%
February	2012	10,944,615	10,940,177	58,568	52,236	10,998,745	95.24%	100.49%
March	2012	11,050,285	10,825,582	58,568	52,363	10,884,150	95.14%	98.50%
April	2012	10,395,921	10,227,215	47,347	52,247	10,274,562	95.46%	98.83%
May	2012	11,744,237	10,681,872	44,415	52,218	10,726,287	95.09%	91.33%
June	2012	13,267,935	10,895,095	38,072	52,197	10,933,167	93.60%	82.40%
		<u>144,548,453</u>	<u>134,671,283</u>	<u>626,367</u>		<u>135,297,650</u>		
<b>FISCAL 2013</b>								
July	2012	17,466,170	14,702,549	38,276	52,303	14,740,825	93.26%	84.40%
August	2012	14,358,453	15,845,089	43,385	52,376	15,888,474	93.50%	110.66%
September	2012	11,481,145	12,211,557	48,595	52,463	12,260,152	94.22%	106.79%
October	2012	10,545,910	9,741,443	54,699	52,284	9,796,142	94.11%	92.89%
November	2012	10,466,158	10,312,656	61,617	52,287	10,374,273	94.68%	99.12%
December	2012	11,131,795	9,798,623	69,065	52,368	9,867,688	94.46%	88.64%
January	2013	11,560,064	10,621,867	68,768	52,615	10,690,635	94.14%	92.48%
February	2013	10,550,434	10,544,686	59,658	52,705	10,604,344	94.21%	100.51%
March	2013	11,110,656	10,170,132	53,004	52,242	10,223,136	93.95%	92.01%
April	2013	10,233,332	9,906,424	48,201	52,313	9,954,625	94.19%	97.28%
May	2013	11,168,009	10,537,176	44,120	52,288	10,581,296	94.78%	94.75%
June	2013	11,593,465	10,064,318	37,708	52,258	10,102,026	95.35%	87.14%
		<u>141,665,592</u>	<u>134,456,520</u>	<u>627,096</u>		<u>135,083,616</u>		
<b>FISCAL 2014</b>								
July	2013	14,702,976	12,364,189	37,740	52,213	12,401,929	94.64%	84.35%
August	2013	13,559,712	13,582,248	42,342	52,126	13,624,590	94.42%	100.48%
		<u>28,262,688</u>	<u>25,946,437</u>	<u>80,082</u>		<u>26,026,519</u>		
Prior Year-to-date		31,824,623	30,547,638	81,661		30,629,299		
Two Years Prior		30,596,668	27,892,236	79,513		27,971,749		

City of South Haven  
 Electric Fund - Fund 582  
 For the period ended August 31, 2013

Col 6 & 11

Revenues:	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to Budget	MTD Variance to Prior Year	YTD Actual	YTD Budget	Prior YTD Actual	Variance to Budget	Variance to Prior Year	2013-14 Adopted Budget	% of Annual Budget
Electric Sales	\$ 1,473,654	\$ 1,227,993	\$ 1,678,935	\$ 245,661	\$ (205,281)	\$ 2,781,026	\$ 2,455,986	\$ 3,191,309	\$ 325,041	\$ (410,283)	\$ 14,735,913	19%
Charges for Service	\$ 2,797	\$ 27,083	\$ 850	\$ (24,286)	\$ 1,947	\$ 11,158	\$ 54,167	\$ 4,548	\$ (43,009)	\$ 6,610	\$ 325,000	3%
Interest Income	\$ -	\$ 4,167	\$ 830	\$ (4,167)	\$ (830)	\$ 0	\$ 8,333	\$ 1,724	\$ (8,333)	\$ (1,724)	\$ 50,000	0%
Other Revenue	\$ 4,065	\$ 4,583	\$ 4,519	\$ (519)	\$ (454)	\$ 29,971	\$ 9,167	\$ 9,357	\$ 20,804	\$ 20,614	\$ 55,000	54%
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Revenues</b>	<b>\$ 1,480,516</b>	<b>\$ 1,263,826</b>	<b>\$ 1,685,134</b>	<b>\$ 216,690</b>	<b>\$ (204,618)</b>	<b>\$ 2,822,155</b>	<b>\$ 2,527,652</b>	<b>\$ 3,206,937</b>	<b>\$ 294,503</b>	<b>\$ (384,782)</b>	<b>\$ 15,165,913</b>	

1 2 3 4 5 6 7 8 9 10 11

Expenses	Month Actual	Monthly Budget	Prior year MTD	MTD Variance to Budget	MTD Variance to Prior Year	YTD Actual	YTD Budget	Prior YTD Actual	Variance to Budget	Variance to Prior Year	2013-14 Adopted Budget	% of Annual Budget
Purchased Power	\$ 857,003	\$ 800,000	\$ 818,246	\$ 57,003	\$ 38,757	\$ 1,997,427	\$ 1,600,000	\$ 1,827,947	\$ 397,427	\$ 169,480	\$ 9,600,000	21%
Other Operating Expenses	\$ 158,450	\$ 146,581	\$ 111,202	\$ 11,869	\$ 47,248	\$ 264,027	\$ 293,162	\$ 229,039	\$ (29,134)	\$ 34,989	\$ 1,758,969	15%
Property Tax Equivalents	\$ 57,236	\$ 57,236	\$ 54,821	\$ (0)	\$ 2,415	\$ 114,472	\$ 114,472	\$ 109,642	\$ (0)	\$ 4,830	\$ 686,830	17%
Energy Optimization Costs	\$ 21,917	\$ 21,800	\$ 21,684	\$ 117	\$ 233	\$ 44,074	\$ 43,600	\$ 43,367	\$ 473	\$ 706	\$ 261,602	17%
Capital Outlay	\$ 4,120	\$ 127,333	\$ 1,233	\$ (123,213)	\$ 2,887	\$ 4,420	\$ 254,667	\$ 7,531	\$ (250,247)	\$ (3,111)	\$ 1,528,000	0%
Transfer Out	\$ 14,754	\$ -	\$ -	\$ 14,754	\$ 14,754	\$ 29,508	\$ 29,508	\$ -	\$ (0)	\$ 29,508	\$ 177,049	17%
Depreciation	\$ 45,000	\$ 45,000	\$ 39,510	\$ -	\$ 5,490	\$ 90,000	\$ 90,000	\$ 79,021	\$ -	\$ 10,979	\$ 540,000	17%
Administrative Expenses	\$ 40,304	\$ 60,153	\$ 74,845	\$ (19,849)	\$ (34,541)	\$ 79,857	\$ 120,306	\$ 124,725	\$ (40,449)	\$ (44,868)	\$ 721,836	11%
<b>Total Expenses</b>	<b>\$ 1,198,784</b>	<b>\$ 1,258,103</b>	<b>\$ 1,121,541</b>	<b>\$ (59,319)</b>	<b>\$ 77,243</b>	<b>\$ 2,623,785</b>	<b>\$ 2,545,714</b>	<b>\$ 2,421,271</b>	<b>\$ 78,071</b>	<b>\$ 202,514</b>	<b>\$ 15,274,286</b>	

Net Fund Change \$ 281,732 \$ 5,723 \$ 563,593 \$ 276,009 \$ (281,861) \$ 198,370 \$ (18,062) \$ 785,666 \$ 216,433 \$ (587,296) \$ (108,373)



Engineering  
Architecture  
Land Surveying  
Marina/Waterfront  
Community Planning  
Landscape Architecture  
Development Services

# MEMORANDUM

DATE: September 25, 2013

TO: Brian Dissette, City of South Haven  
Roger Huff, City of South Haven  
Amanda Morgan, City of South Haven

FROM: Daniel A. Dombos, PE, Abonmarche

CC: Cindy Clendenon, MDEQ  
Marcus Tironi, MDEQ  
Timothy R. Drews, P.E., PTOE, Abonmarche  
Tony McGhee, Abonmarche  
Christopher J. Cook, PE

**RE: City of South Haven – Sewer Study Progress Report**

The following will summarize our progress to-date on the City of South Haven Sewer Study:

## UTILITY MAPPING

We have completed this work. This task entailed compiling City record drawings, maps and field data into a comprehensive sanitary sewer system map. We added data fields such as reference drawing; installation/rehabilitation date; and length, material and slope of pipe. We converted city GIS information into AutoCAD for presentation, modeling, field investigation and study purposes.

## FIELD INVESTIGATION AND DATA REVIEW

We have completed field work on the sewer lines to determine the size and slope of key runs and mapping that information for the modeling effort. We completed further investigation of the sewers in the Peterson Ravine Interceptor upstream of Clinton Street to the city limits. A significant portion of the I/I appears to be coming from the Peterson Ravine interceptor and this is the basis for additional metering along the interceptor and its tributaries. An amendment to the S2 Grant was awarded to complete this work.

95 West Main Street  
Benton Harbor, MI 49022  
269.927.2295

361 First Street  
Manistee, MI 49660  
231.723.1198

503 Quaker Street  
South Haven, MI 49090  
269.637.1293

750 Lincoln Way East  
South Bend, IN 46601  
574.232.8700

341 Airport North Office Park  
Fort Wayne, IN 46825  
260.497.8823

## COMPUTER MODELING AND FLOW MONITORING

Computer modeling, using calibration methods to adjust and fine tune the model will ensure that the results closely match actual flows observed during metering. The results will be used to predict the system response during certain large scale wet weather events (25 year, 24 hour storm). Meters were reset to measure both dry weather and wet weather flows since June. That metering work has been completed and will allow the improvement of the modeling along the Peterson Ravine where the wet weather flows are entering the system. The model is being recalibrated and re-run this fall.

## SMOKE TESTING

We completed smoke testing of several key areas in the south-central portion of the City in June 2012 and presented the results to the BPU at that time. With the reaction of the Kalamazoo St., Main and other Lift Stations to the spring rains we conducted additional smoke testing in the LS tributary areas to further identify connection points for Inflow. Generally, the west-central and northern portions of the city were smoke tested. This was also part of the S2 amendment approval for completion this fall.

That additional smoke testing work is complete. We discovered connections to a few roof drains in the downtown business district as well as some residential connections north of the Black River. We also witnessed smoke coming from catch basins at the northeast, northwest and southeast corners of the intersection of Dyckman Avenue and Black River Street. CCTV inspection in this area revealed a number of structural sewer concerns including collapsed pipe and undermining beneath Dyckman Avenue. No direct pipe connections were observed during the CCTV work. We suspect these cross-connections may be a result of the structural defects and undermining present in this area. We are summarizing the findings and will update the exhibit drawings to indicate the locations and types

## SEWER TELEVISIONING

The originally planned work has been completed. We have reviewed the results and prepared a summary of the findings for inclusion in the SRF Project Plan. We are reviewing the older tapes of the Peterson Ravine Sewer between Clinton Street (SMH 344) and La Grange Street (SMH 443) to determine whether additional televising is warranted.



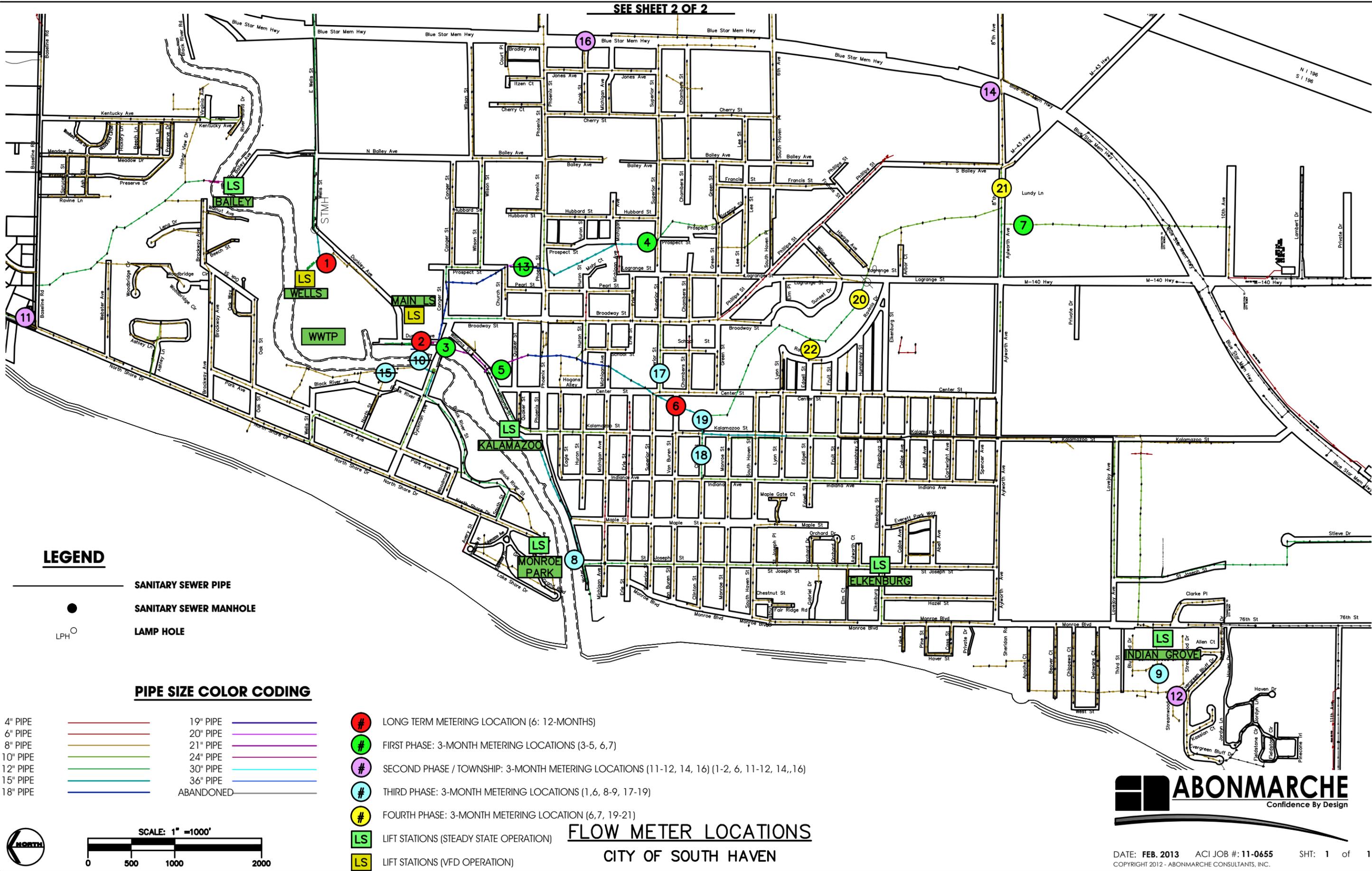
Brian Dissette  
City of South Haven  
City of South Haven – Sewer Study Progress Report  
September 25, 2013  
Page 3 of 3

## SRF PROJECT PLAN

We are roughly 70% complete with this task. The additional information arising out of the new smoke testing work is being added to the report with the remaining work expected to be completed following the additional metering/modeling. It is expected that the final plan will be submitted to DEQ in the spring of 2014.



SEE SHEET 2 OF 2



**LEGEND**

- SANITARY SEWER PIPE
- SANITARY SEWER MANHOLE
- LAMP HOLE

**PIPE SIZE COLOR CODING**

4" PIPE		19" PIPE	
6" PIPE		20" PIPE	
8" PIPE		21" PIPE	
10" PIPE		24" PIPE	
12" PIPE		30" PIPE	
15" PIPE		36" PIPE	
18" PIPE		ABANDONED	

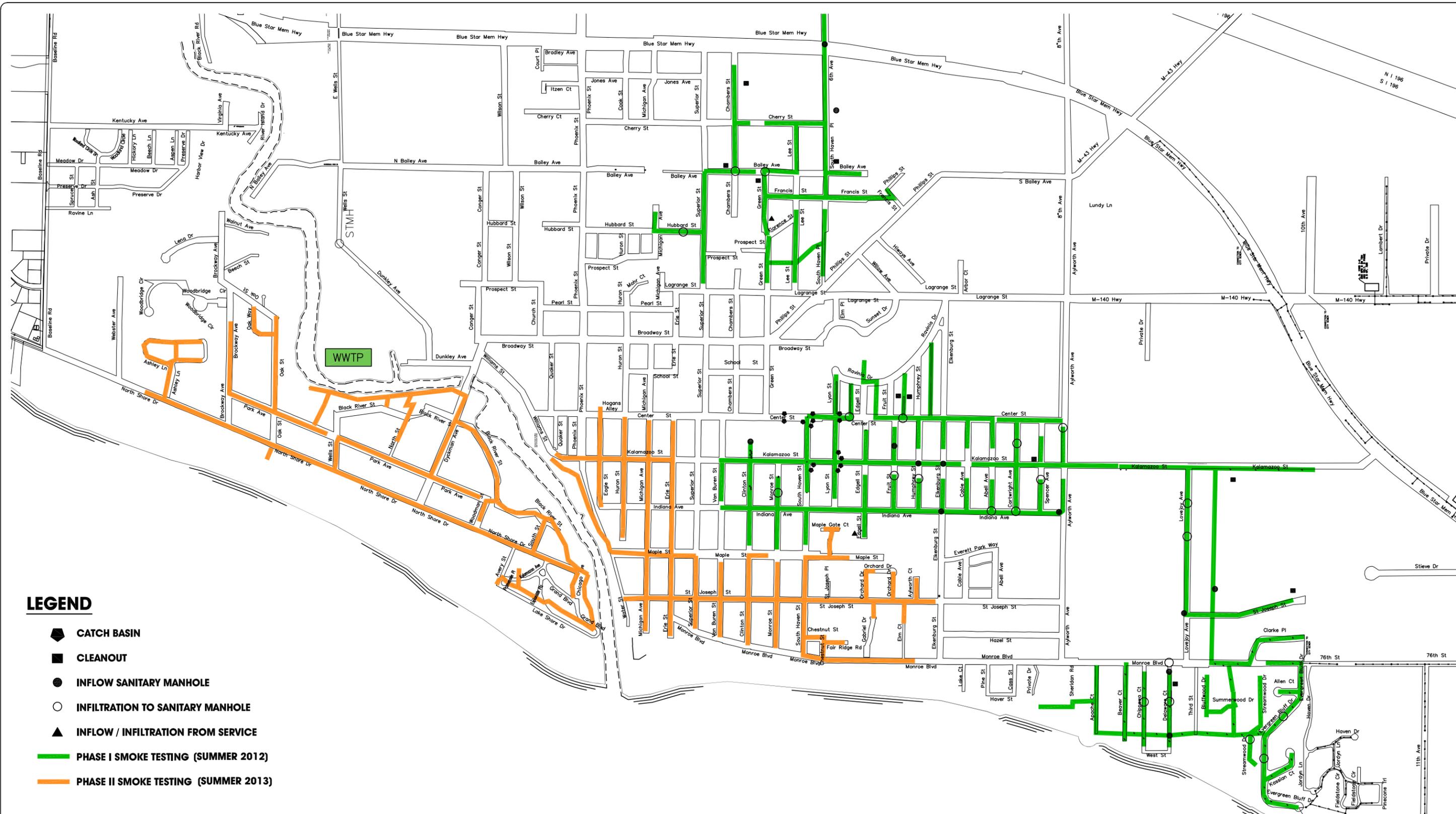
- LONG TERM METERING LOCATION (6: 12-MONTHS)
- FIRST PHASE: 3-MONTH METERING LOCATIONS (3-5, 6,7)
- SECOND PHASE / TOWNSHIP: 3-MONTH METERING LOCATIONS (11-12, 14, 16) (1-2, 6, 11-12, 14,,16)
- THIRD PHASE: 3-MONTH METERING LOCATIONS (1,6, 8-9, 17-19)
- FOURTH PHASE: 3-MONTH METERING LOCATION (6,7, 19-21)
- LIFT STATIONS (STEADY STATE OPERATION)
- LIFT STATIONS (VFD OPERATION)

**FLOW METER LOCATIONS**  
 CITY OF SOUTH HAVEN



E:\CIVIL\_3D\ENGIN\1-0655 SOUTH HAVEN MAPPING\dwg\11-0655 Report maps.dwg, 6/17/2013 1:35:31 PM, adombos, 1:1

E:\CIVIL\_3D\ENG\11-0655 SOUTH HAVEN MAPPING\dwg\11-0655 Report maps.dwg, FIG XXXX - SMOKE TESTING (2) COLOR, 6/4/2013 2:24:06 PM, strobarts, 1:1



- LEGEND**
- CATCH BASIN
  - CLEANOUT
  - INFLOW SANITARY MANHOLE
  - INFILTRATION TO SANITARY MANHOLE
  - INFLOW / INFILTRATION FROM SERVICE
  - PHASE I SMOKE TESTING (SUMMER 2012)
  - PHASE II SMOKE TESTING (SUMMER 2013)



**SMOKING TESTING PLAN**  
 CITY OF SOUTH HAVEN





City of South Haven

## Agenda Item # 9

### Unresolved Issues

New items shown in **bold** text.

Completed items shown with single ~~strike through~~ text for one meeting, then double ~~strike through~~ text for the next meeting, then removed from the list.

#### ACTION ITEMS

- 6/2/10 – Security light costs (material, labor, O & M). File located, under review.
- 5/23/11 – Welder transformer. Addressed under agenda item 11 at the July meeting. GRP Engineering has been requested to perform an analysis of the cost of the “no load losses” associated with these transformers, and to evaluate alternatives. City staff has compiled data and forwarded to GRP. **GRP is proceeding with the analysis. Analysis and recommendations included in the Five-Year Plan presented at the July 29, 2013 meeting.**
- 2/27/12 – October 31, 2011 meeting requested staff pursue possible contract language change not limiting liability to the amount of the contractor’s insurance; and remove statement that the contractor is not liable for making sure the sub-contractors do the work properly.
- 3/26/12 – Stickland requested that staff provide the utility policy concerning tampering fees for review at the next meeting. Addressed under agenda item 15 at the April 30, 2012 meeting. MMEA was contacted requesting their assistance in contacting fellow members for their policies regarding meter tampering, disconnection or tampering with service feeders/pipes, theft of service, and unsealed meter showing consumption. No response has been received from MMEA. City staff is contacting fellow IMMUDA members plus Holland, Lowell, and Coldwater. Policies have been received from Bluffton, IN; Coldwater, MI; Holland BPW; Lowell Light & Power; Niles, MI; Sturgis, MI; Zeeland BPW. These policies will be compiled and summarized and distributed to staff and the BPU for review and comment.
- 4/30/12 – As a result of the tamper fee discussion with a resident, staff was requested to compile a list of electrical and plumbing contractors licensed to work in South Haven for the purpose of sending notification letters concerning the tamper policy. City staff contacted the State of Michigan and Michigan Township services, but they could not provide specific information. City of South Haven Building Services has a bulletin board available for posting notices. Suggestion was made to add it to the building permit form or instructions. Start with the City and then work with the townships.

- 7/29/13 – As a result of the electric vehicle charging station discussion, Stickland requested that staff and the Board do some research and bring this subject to the next meeting. **Halberstadt discussed with Meijer’s engineer and confirmed that a charging unit is not planned for the South Haven site. Huff will draft a letter to Meijer requesting consideration of installation on a charging unit.**
- ~~7/29/13 – The Board requested GRP Engineering provide engineering contracts for the Phoenix Road Substation transformer, the two new associated circuits, and the upgrade of secondary lines in the core downtown area. See agenda item 11.~~



# City of South Haven

## Dept. of Public Works

DPW Building • 1199 8<sup>th</sup> Ave. • South Haven, Michigan 49090  
Telephone (269) 637-0737 • Fax (269) 637-4778

### Phoenix Street Project Update

September 25, 2013

Work continues to progress on schedule. During the past week the primary focus has been on completing the work in Broadway Avenue. Curb and gutter at the Phoenix and Broadway intersection, along with approximately ½ of the concrete pavement in the intersection were poured on Saturday. The remainder of the intersection was poured on Monday. Joints in the concrete pavement were sawed on Tuesday and Wednesday morning, and will be sealed with rubber sealant this afternoon. Asphalt pavement in Broadway north of Phoenix was installed this morning and pavement markings will be painted this afternoon.

In addition to the Broadway Avenue work noted above, work along Phoenix west of Broadway also continued this week, with installation of water services for 5 of the 6 buildings, as well as some of the storm sewer installation near the west end of this first phase. Next steps will include sanitary sewer replacement along with continued storm sewer work.

Southbound traffic on Broadway will be restored by the end of the day today, according to the original project schedule. After the Broadway Avenue traffic is restored, Phoenix Street west of the intersection will remain closed for continued work between Broadway and the "welcome island" until December 1<sup>st</sup>. Pavement removals west of the welcome island to Kalamazoo Street will start November 1<sup>st</sup>.

Please contact Steve Oosting in the engineering department at 637-0776 with any questions.



# City of South Haven

## Department of Public Works

DPW Building • 1199 8<sup>th</sup> Ave. • South Haven, Michigan 49090  
Telephone (269) 637-0737 • Fax (269) 637-4778

### PUBLIC NOTICE

**To:** Affected Property Owners  
Emergency Services

**From:** Larry Halberstadt, PE, City Engineer

**Date:** September 18, 2013

**RE:** Fall Paving Project

Construction of the Fall Paving Project is anticipated to begin on Monday, September 23. The streets included in the Fall Paving Project were reviewed and approved by Council during the priority setting and budgeting process for the current fiscal year. The streets slated for repaving include:

- Center Street from Superior Street to Huron Street
- Cook Street from Cherry Street to Jones Avenue
- Wilson Street from Prospect Street to Blue Star Highway
- Conger Street from Prospect Street to Bailey Avenue
- Hubbard Street from Wilson Street to Conger Street

The work will include replacement of the asphalt wearing surface, curb and gutter repairs, sidewalk repairs, accessible ramps complying with the Americans with Disabilities Act, and other minor improvements.

The general schedule is anticipated to be as follows:

- September 23-27: Sidewalk, stair, and earthwork along Center Street near Erie Street
- September 30 - October 11: Concrete curb & gutter and accessible ramp construction
- October 14-25: Removal of existing asphalt
- October 28 – November 8: Installing new asphalt
- November 8-15: Final restoration

During construction, the streets will remain open to local traffic. Minor traffic disruptions will occur on the days that the old asphalt is removed and on the days when new asphalt is being installed.

Questions regarding the project may be directed to Larry Halberstadt, City Engineer at 269-637-0770 or [lhalberstadt@south-haven.com](mailto:lhalberstadt@south-haven.com).



# City of South Haven

## Department of Public Works

DPW Building • 1199 8<sup>th</sup> Ave. • South Haven, Michigan 49090  
Telephone (269) 637-0737 • Fax (269) 637-4778

### PRESS RELEASE

September 23, 2013

#### BASCULE BRIDGE RECONSTRUCTION DELAYED

On September 6, 2013, the Michigan Department of Transportation (MDOT) opened bids for reconstruction of the Dyckman Avenue Bascule Bridge. Due to receipt of state and federal grant funds, the City was required to bid the project through the MDOT letting system. The low bid was approximately \$400,000 higher than the engineer's estimated cost of construction. In order to ensure that the project can be completed at a reasonable cost, MDOT has decided to release all bids and require rebidding of the project. The City was permitted to participate in evaluation of the bids; however, MDOT controls the bid award process and the City cannot force contract approval.

The project will likely be rebid in January of 2014. As a result, the completion deadline will need to be extended beyond the originally scheduled date of April 30, 2014. The City will meet with MDOT staff and our consultant, Hardesty & Hanover to review the rebidding process and project schedule. At that point in time, a decision on project schedule will be made. It may be feasible to complete some of the work in late winter/spring of 2014 with additional work occurring in the fall. Alternately, we may decide to delay the entire project to the 2014-2015 autumn through spring timeframe. The project schedule will be adjusted to ensure that the channel will remain navigable to boats between May 1 and October 15 in accordance with Title 33, Part 117, §117.624.

The amount of the City's grant award is not affected by the decision to rebid the project. The City still anticipates receipt of approximately \$1,686,000 of state and federal funding through the Local Bridge Program and Small Urban Program. The work includes rehabilitation of the concrete traffic lanes, replacement of the steel deck grating, replacement of the sidewalks on the movable span, steel painting, and new lights and traffic signals. In addition, the electric and mechanical systems that lift the bascules will be completely replaced. The existing equipment was installed at the time of bridge construction in the late 1960s and is beyond its expected design life.

For the remainder of 2013, bridge operations will continue as normal. Bridge tenders will remain on duty until October 31, 2013. No interruptions are anticipated for vehicular or boat traffic other than normal operations.

Questions regarding this project may be directed to Larry Halberstadt, City Engineer at 269-637-0770 or [lhalberstadt@south-haven.com](mailto:lhalberstadt@south-haven.com).

# CLARK HILL

---

Scott G. Smith  
T 616.608.1109  
F 616.608.1169  
Email: sgsmith@clarkhill.com

Clark Hill PLC  
200 Ottawa Avenue NW  
Suite 500  
Grand Rapids, Michigan 49503  
T 616.608.1100  
F 616.608.1199

clarkhill.com

August 16, 2013

Brian Dissette, City Manager  
City of South Haven  
539 Phoenix Street  
South Haven, MI 49090-1490

***CONFIDENTIAL – SUBJECT TO  
ATTORNEY/CLIENT PRIVILEGE***

Re: Penalty rates for late utility payments

Dear Mr. Dissette:

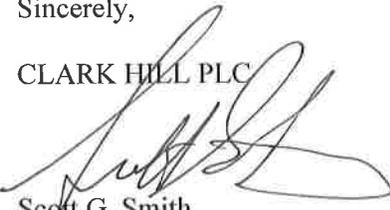
We are writing to confirm our recent conversation regarding the City's fee for late utility payments. We understand that the City charges a 10% fee for payments received after the due date. Some in the community have suggested that the late fee cannot exceed the 2% rate set by the Michigan Public Service Commission ("MPSC"). However, the MPSC has no jurisdiction over municipal utilities.<sup>1</sup> Accordingly, the City is free to set the rate in any manner consistent with the City Charter and applicable state laws.

Michigan courts have recognized that charges for late payments can be imposed as regulatory fees or as fines for municipal civil infractions.<sup>2</sup> The City's charge is currently imposed as a regulatory fee.<sup>3</sup> As such, it must be reasonably proportional to the cost that the City incurs due to late payments.<sup>4</sup> This would include the labor costs involved in reviewing payment records and contacting delinquent customers, as well as lost interest resulting from the delinquency.

We trust that this letter sufficiently responds to your inquiries. Please contact us if you have any further questions.

Sincerely,

CLARK HILL PLC



Scott G. Smith

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<sup>1</sup> MCL 460.6(1) ("The public service commission is vested with complete power and jurisdiction to regulate all public utilities in the state except a municipally owned utility.").

<sup>2</sup> *Landon v Flint*, 2013 Mich App LEXIS 130, Docket No 310241 (unpublished).

<sup>3</sup> See City Code § 86-3 (providing that enforcement mechanisms can be set by policy and regulation).

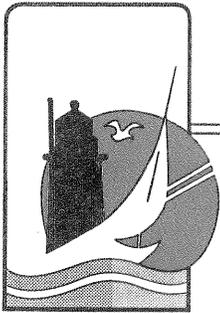
<sup>4</sup> See *Bolt v City of Lansing*, 459 Mich 152, 161 (1998).

<b>UTILITY LATE BILLING FEES</b>			
<b>Utility Name</b>	<b>Late Fee Charged</b>	<b>Utilities Served</b>	<b>Notes</b>
Bay City Electric Light & Power	2%	Electric, Sewer, Water, Trash	Late fee not assessed against inactive accounts or trash billing
Coldwater Board of Public Utilities	2%	Electric, Sewer, Water, Cable,	5 day grace period provided before assessing late fee
City of Charlevoix	5%	Electric, Sewer, Water	Late fee not applied to Energy Optimization Surcharge
Village of Clinton			
City of Dowagiac	8%	Electric, Sewer, Water	Applied to current amount due, less taxes
Grand Haven Board of Light & Power	2%	Electric	
City of Harbor Springs			
Holland Board of Public Works		Electric, Sewer, Water	
Lansing Board of Water & Light		Electric, Water	
Lowell Light & Power		Electric	
City of Marshall	5%	Electric, Water, Sewer	
Marquette Board of Light & Power		Electric	
Mishwaka Utilities (Indiana)	3% Electric & Water, 10% Sewer	Electric, Water, Sewer	Electric & Water, 10% of first \$3.00 and 3% of Balance
City of Niles			
City of Norway			
Village of Paw Paw	10%	Electric, Sewer, Water	
City of Petosky			
Portland Light & Power Board			
Sebawing Light & Water Department	1.50%	Electric, Internet, Water	
City of South Haven	10%	Electric, Sewer, Water	Applied to current amount due, less taxes
City of Sturgis	2%	Electric, Sewer, Water	
Wyandotte Municipal Services			
Zeeland Board of Public Works			

09/23/2013

ACCOUNT BALANCE REPORT FOR CITY OF SOUTH HAVEN  
 PERIOD ENDING 06/30/2013

GL NUMBER	DESCRIPTION	BALANCE 06/30/2012	2012-13 AMENDED BUDGET	END BALANCE 06/30/2013	AVAILABLE BALANCE
Fund 582 - ELECTRIC FUND					
Revenues					
582-000-658-000	PENALTIES - UTILITY BILLS	136,654.58	135,000.00	128,915.24	6,084.76
TOTAL Revenues		136,654.58	135,000.00	128,915.24	6,084.76
Total Fund 582 - ELECTRIC FUND		136,654.58	135,000.00	128,915.24	6,084.76
Fund 591 - WATER FUND					
Revenues					
591-000-658-000	PENALTIES - UTILITY BILLS	34,851.69	35,000.00	33,528.55	1,471.45
TOTAL Revenues		34,851.69	35,000.00	33,528.55	1,471.45
Total Fund 591 - WATER FUND		34,851.69	35,000.00	33,528.55	1,471.45
Fund 592 - SEWER FUND					
Revenues					
592-000-658-000	PENALTIES - UTILITY BILLS	25,994.13	26,000.00	13,103.57	12,896.43
TOTAL Revenues		25,994.13	26,000.00	13,103.57	12,896.43
Total Fund 592 - SEWER FUND		25,994.13	26,000.00	13,103.57	12,896.43
			Totals	175,547.36	



# City of South Haven

City Hall • 539 Phoenix Street • South Haven, Michigan 49090-1499  
Telephone (269) 637-0700 • FAX (269) 637-5319

July 22, 2013

TO: Brian Dissette, City Manager  
FROM: Wendy Hochstedler, Finance Director  
SUBJECT: Percentage Penalty Assessed on Late Utility Payments

Below is a summary of what rates are charged by surrounding communities for late utility payments:

<u>Municipality</u>	<u>Percentage</u>
Village of Hartford	15
City of Douglas	10
City of Grand Haven	10
City of Portage	10
City of Saugatuck	10
City of St. Joseph	10
City of Three Rivers	10
Village of Mattawan	10
City of South Haven	10
City of Dowagiac	8
City of Kalamazoo	5
Village of Paw Paw	5
City of Benton Harbor	2
City of Holland	2

It appears that the City of South Haven is in the majority with the 10% penalty assessed on late payments.