



# *City of Marquette*

## *Annual Report*

### *Fiscal Year 2014-2015*



*Photo by Yvonne Bonsall, Marquette City Employee*

## EXECUTIVE DEPARTMENT



Pictured above (left to right)

Front Row: Assistant City Manager Jen LePage and Executive Assistant Wendy Larson

Back Row: City Manager Mike Angeli and Management Analyst Sean Hobbins



## EXECUTIVE DEPARTMENT

### 2014-2015 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Executive Department for the 2014-2015 fiscal year.**

#### Department Overview

The City Manager serves as the Chief Administrative Officer for the City government, enforces all laws and ordinances adopted by the City Commission, recommends an annual budget and provides counsel and support to the City Commission on all issues affecting city residents.

The Manager's Office has recently saw a transition, as City Manager William Vajda resigned effective October 5, 2015 to pursue other opportunities. Bill, a Marquette native, had been with the City for five years.

At its October 13, 2015 meeting, the City Commission appointed L. Michael Angeli as the new Marquette City Manager. Mike had been serving as Acting City Manager since September 9, 2015, following the resignation of City Manager Bill Vajda. Mike has worked for the City for 39 years, the last seven as its Chief of Police. Mike retired as the Chief of Police on Friday, October 16, 2015 and his appointment as City Manager became effective Monday, October 19, 2015.

#### Events

- *U.P. Managers Meeting:* The Upper Peninsula Local Government Managers Association (UPLGMA) is a group of municipal leaders from the Upper Peninsula that collaborate on regional issues to share ideas, gain support from local elected leaders and help identify ways to make a stronger and more effective Upper Peninsula. The UPLGMA is made up of 26 cities and villages in the Upper Peninsula. As Chairperson of "Team U.P.," City Manager Bill Vajda and his staff coordinated the spring and fall 2015 meetings in the City of Munising and Menominee, respectively. Specific information on the meetings can be found on <http://uplgma.org>.



## **Greater Transparency and Open Communication for Residents and Taxpayers**

- *Community Office Hours:* The City Manager hosts monthly office hours at the Peter White Public Library. These two-hour open sessions provide residents, employees and Commissioners the opportunity to ask questions, discuss concerns, or to make suggestions regarding any City interests. More than 30 individuals attended the Manager's Community Office Hours during the fiscal year.
- *24-Hour-Response:* Over 24 informational requests were completed during the fiscal year through resident contact.
- *Commission Resident Advocates:* Commissioners are appointed by the City Manager to serve as resident advocates to citizens requiring specific information in regards to a specific project, City activity, or concern. The Commissioners then receive all responses associated with any of these contacts from the City Manager as updates become available.
- *City Open House:* The fifth annual City Open House was hosted at the Marquette Arts and Culture Center, located in the lower level of the Peter White Public Library, in February. More than 200 individuals attended this year's event. The Open House is an opportunity for the community to meet City Commissioners and City partners. Participants included all City Departments, the Marquette Brownfield Redevelopment Authority, the Marquette Board of Light and Power, Associated Students of Northern Michigan University, Marquette Senior High School Student Robotics Team, and many more partner and civic organizations.
- *Meetings with Northern Michigan University (NMU) Students:* The City continued its outreach to the Associated Students of Northern Michigan University (ASNMU), as well as conducted meetings with other NMU students, faculty, and staff, including hosting interns selected from the NMU Masters of Public Administration program.
- *Let's Chat:* Northern Michigan University President Fritz Erickson and Marquette City Manager Bill Vajda hosted a Let's Chat at Northern Michigan University. The meeting was to provide students with an opportunity to ask questions of the President and City Manager, for students to discuss concerns and ideas for Northern Michigan University and City of Marquette, and to provide the President and City Manager an opportunity to address the student body.
- *Art in City Hall:* City Hall Art Galleries ("The People's Gallery," the "City Manager's Suite" and the "City Walls of Art") continued strong support for public art with the display of regional artists in City Hall. The Marquette Arts and Culture Center works with artists to schedule a display of art on a rotating basis. Viewing times are during normal operating hours, and information for aficionados is provided should visitors wish to purchase their favorites.

- *City Hall Show Case:* The show case, located outside of Commission Chambers and the City Manager's Office, offers a view of products from local Marquette businesses. These products are often locally produced and are lent to the City for quarterly periods. The show case has so far featured more than 30 individual items from Donckers, Art of Framing, Ore Dock, Casualties, RTI Surgical, Beth Milner Jewelry, and the Peter White Library.
- *MSHS Student Council:* This past year marked the fourth consecutive year that the City of Marquette and Marquette Senior High School Student Council continued our relationship. For the second consecutive year, the City Commission appointed Student Council members as ex officio members of Marquette advisory committees. The Marquette City Commission and City Manager hosted Marquette Senior High School Student Council members during a live City Commission meeting for the third consecutive year. Prior to the meeting, City officials held an orientation, a tour of Commission Chambers and a question-and-answer session. The students then sat side-saddle with the Commissioners during the February 23, 2015 Regular City Commission meeting (pictured below).



- *Committee Orientation Sessions:* The City Manager, City Attorney and City Clerk conducted three committee orientation sessions for roughly 30 new volunteer members of authorities, boards and committees. These sessions provide incoming volunteers with a framework of basic information needed for effective participation in City government.
- *Radio Interviews:* In order to ensure all opportunities are taken to inform residents and taxpayers of issues before the City Commission, the City Manager provides a preview through the "Walt and Mike in the Morning" show at *Great Lakes Radio* and "Mornings in Marquette with the Fat Man" at *The Point*. The interviews, which can be heard live on 101.9 FM and 100.3 FM, update the public on scheduled agenda items, government processes and opportunities for residents (and non-residents alike) to participate in City government.
- *Marquette Matters:* *Marquette Matters* is a bimonthly publication created and distributed by the City Manager's Office in both hard copy and online formats. The subscriber list for the online edition continues to grow, and each edition includes focus articles regarding various issues before the City, as well as a column which provides an opportunity for the City Manager and other various administrative staff members to share candid information and visions directly with community members and interested readers throughout the country.

- *Letters to Donors and Organizations:* The City Manager sends thank you notes to local area organizations for their generosity on behalf of the Marquette community. Reports of these efforts are collected through the local news media, and this year 70 letters were gratefully forwarded for these acts of compassion and kindness.
- *Regular Meetings with State Officials:* City Officials held quarterly meetings with elected federal and state officials and their representatives to discuss and provide input to current issues and updates facing the City.
- *Media Attention:* As a top destination for recreation and retirement and as a top city to raise a family, the City of Marquette is routinely in the national news. Unsurprisingly, the City's Landmark Inn was featured during a travel segment on the *Today Show*. The City and the region also received widespread attention due to the myriad energy issues related to the Upper Peninsula. Stories on the topic ran in the *Detroit Free Press*, the *Milwaukee Journal*, *Midwest Energy News*, the *National Law Review*, *Crain's Business*, *Platt's* and *National Public Radio*.

### **Manager Communications**

- *Agenda Coordination:* The City Manager, along with the Mayor and two Commissioners, review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a brief of the meeting to the Commission.
- *Commission Meetings:* Total Number of Commission meetings supported (regular, special, work sessions, joint): 52
- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 317

### **Economic Development**

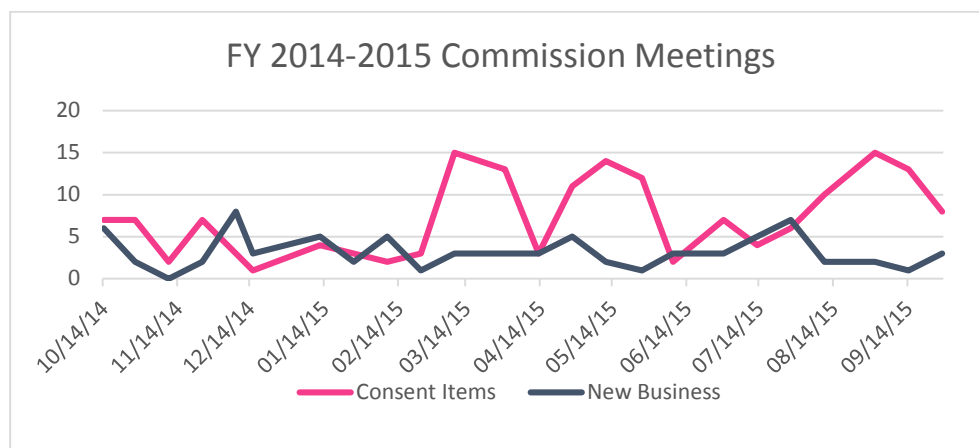
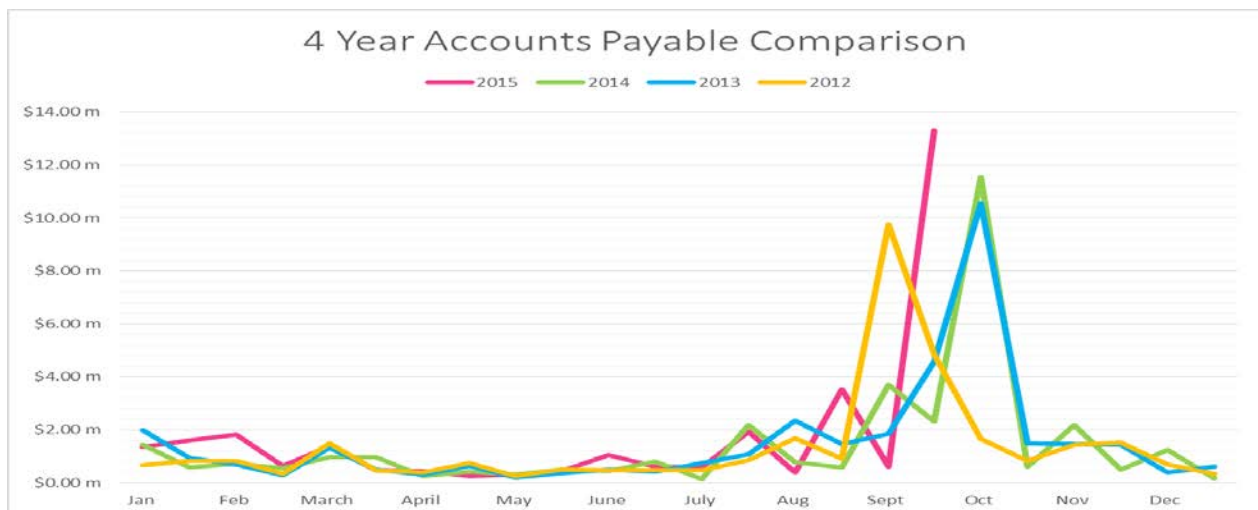
- *Local Brownfield Development Coordination:* The City remained a supportive partner with the Marquette Brownfield Redevelopment Authority and provided active coordination and support to a number of new and existing developments within the City, including the Liberty Way development, Founders Landing, the Nestledown Bed and Breakfast, Duke LifePoint/UP Health System replacement hospital and consideration for other proposed projects and activities. The Brownfield Plan for UP Health System's proposed new acute-care hospital includes \$4 million in environmental activities, \$3.5 million in demolition and site preparation and \$31.7 million in infrastructure improvements that will serve the hospital and the community. The project will significantly add to the local and state tax base. When completed, property taxes are estimated to total over \$6.1 million per year (following the retirement of Brownfield obligations) with over 47.5% of these revenues going to the State of Michigan and 52.5% to local taxing jurisdictions. The eligible property is currently owned by the City of Marquette and generates no property taxes.



- **Recycling:** The City of Marquette continued its partnership with the Marquette County Solid Waste Management Authority (MCSWMA), wherein the City delivers its recyclable materials – collected through weekly residential curbside collection – to the Authority facilities in Sands Township. From there, the Authority processes the materials and gets the recyclables to market. The net revenue (the revenue remaining after the MCSWMA's costs for processing and distribution) is then split, with 60 percent going to the City and 40 percent remaining with the Authority. According to Authority data from the year, the City's 60 percent share has equated to roughly \$9 per ton of recyclable materials, down from \$12/ton last year.

### **Management Analysis**

- The charts below detail the Marquette City Commission's average monthly accounts payable amounts for a four-year period and a comparison of the number of consent items to new business items per meeting over the course of 2015. The amount of accounts payable can be seen to be consistent over the year with an annual deviation occurring after tax collection and subsequent fund distribution. The comparison of consent to new business items shows the general length of Commission meetings (excluding appointments, public hearings, and presentations) and the efficiency gained by using the consent agenda process.



## ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right)

Front Row: City Clerk Kris Hazeres, Director of Administrative Services Susan Bohor, and Information Technology Director Dan Frederickson

Back Row: Administrative Assistant Lisa McGuire, Deputy City Clerk Kyle Whitney, Human Resources Assistant Tina Tregembo, Information Technology Specialist Max Genaw, Payroll Clerk Phyllis Johnson, and Network Specialist Todd Carruth





## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **2014-2015 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Administrative Services Department for the 2014-2015 fiscal year.**

#### **Department Overview**

The Administrative Services Department is made up of three divisions: Human Resources, the City Clerk, and Information Technology Divisions. The department, under Department Head Susan Bohor, provides administrative support to the City Manager's office, City departments and citizens by ensuring that staff has the information, technology and human resources necessary to provide the best possible service to both employees and the public.

#### **Human Resources**

The mission of Human Resources is to recruit, hire, develop, motivate and retain a diverse and highly qualified workforce. The department is responsible for the recruitment of all full-time, part-time and seasonal personnel, as well as the City's internship program. The division is also responsible for employee orientation, labor/management relations, labor contract negotiations and administration, payroll, federal and state compliance reporting and employee policies. In addition to maintaining employee job descriptions and other personnel and payroll records, the division administers the City's various benefit programs, compensation, deferred compensation and pension plans.

#### **Accomplishments/Statistics/Remarkable Events**

During the last year there were several challenging events that impacted the Human Resources division. On the regulatory front, the employer mandates of the Affordable Care Act were delayed, but the reporting period for all applicable large employers (ALE) was effective as of January 1, 2015. The City will be filing Forms 1095C and 1094C for this year along with the W-2's in early 2016. Setting up the reporting structure to capture and report this information to both the IRS and to all full-time employees was a major task during the last few months of the fiscal year. In addition, the health plan for active employees was changed in July after the renewal rates came in higher than expected and took us significantly over the State cap. A higher deductible plan was put into place; however, employees were still required to pay a small portion of their premium this year.

As part of our strategy to lower or eliminate Other Post Employment Benefits (OPEB) costs, Human Resources implemented changes to our retiree health insurance programs that saved the City money and maintained a quality plan for our retirees. Retirees now participate in a seamless wrap plan and are offered benefits that closely mirror our active employee plans. Retirees over 65 participate in a Medicare Advantage plan instead of a Medicare Supplemental Plan, which has significantly reduced costs while maintaining quality benefit levels. In addition, future OPEB liability has been capped by eliminating entitlements to retiree health benefits for all new hires.

The other significant challenge we have faced this year is the aging employee population. We have had significant turnover in many of our key positions due to retirements. The amount of time spent on internal succession plans and promotional testing and interviews has more than doubled. With 27 employees eligible to retire next year alone, the trend is going to continue for the next few years as more and more of our employees reach retirement age.

- **Affordable Care Act (ACA) Compliance:**

SBC Documents: Implementation of health care reform required the City to issue annual Summary of Benefits and Coverage (SBC) documents during open enrollment and throughout the year to new hires.

PCORI Reporting: The City must pay the Patient Centered Outcomes Research Institute (PCORI) fee to the IRS for the HRA seamless wrap. The Affordable Care Act requires this once a year filing and payment for all health plans through 2019.

Federal and State Taxes and Fees: The fees are billed as a separate line item on the insurance invoice and are approximately 5% of the total premium. The employee or retiree pays the fees which are calculated based on the plan they are in and whether or not they have a single, two-person or family plan.

Employer Mandate Compliance: For calendar year 2015, the City was subject to the employer shared responsibility provision of the Affordable Care Act, also known as the employer mandate. Last year the President delayed the enforcement of the employer mandate until 2015. Employers with 50 or more full-time equivalent employees (or FTEs) are required to offer affordable coverage that meets minimum value requirements to their full-time employees and their dependents or pay tax penalties. For 2015, employers with 100 or more FTEs must offer coverage to 70 percent of full-time employees, increasing to 95 percent in 2016 and beyond or pay significant fines and penalties. To comply with the IRS final regulations (issued in February of 2014), all part-time employees are limited to a maximum of 29 hours a week, and seasonal workers are limited to a maximum of six contiguous months on payroll per calendar year. The department has been working to develop reporting procedures to capture this information on all employees (including temporary, seasonal and part-time employees).

- **Board Memberships:** The Director served as the appointed Employer Delegate for the Municipal Employees' Retirement System annual meeting and as the Chair of the Board of Directors of the Northern Michigan Public Service Academy. The Director also served on the board of the Janzen House and the Upper Peninsula Labor Management Council.
- **Creditable Coverage Notices:** The Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA) added a new prescription drug program to Medicare. A Disclosure to CMS Form is required whether the entity's coverage is primary or secondary to Medicare. The filing to CMS must be done within 60 days of open enrollment each plan year. A separate notice is required to all Medicare eligible employees or retirees notifying them that the City's prescription drug coverage is creditable.
- **Employment:** Supported the City's workforce needs in recruiting, testing, hiring, on-boarding, promoting and processing employees for all full-time and part-time and seasonal positions; continued the use of validated testing where appropriate. Continued utilization of non-traditional recruitment sources such as Facebook, Monster and websites in addition to traditional advertising. Human Resources hired 12 full-time, seven part-time, 103 seasonal employees and 123 election workers during FY 2014/15.
- **Internships/Fellowship:** Administered the City's internship and Northern Michigan University Fellowship program. The City placed fourteen (14) unpaid interns in various City departments for on-the-job experience in their field and to earn course credit. Northern Michigan University also agreed to fund one Fellowship student. The Fellowship is for graduate students interested in careers in local government. The City paid the Fellow's salary and Northern reimbursed the City for 100% of the total cost.
- **Labor Relations:** Administered five collective bargaining agreements; three AFSCME Local #1852 units (Department of Public Works, City Hall and Supervisors), the Marquette Professional Police Association and the Firefighters Association Local #643. One request for arbitration was filed but the hearing date has been delayed until FY 2015/16.
- **Merit Ordinance Revision:** Section 6-12 of the new City Charter required the City Commission to provide by ordinance for a merit system of personnel management and for a personnel appeals board for all employees not covered by a collective bargaining agreement. The old Charter was much more detailed on what should be covered by a Merit Ordinance and also defined full-time and part-time employees in a way that conflicts with the federal Affordable Care Act. The Director was requested to draft a revision of the Merit Ordinance (also known as the Employee Code) by no later than January 1, 2015. The ordinance was drafted and after a public hearing, was adopted on November 24, 2014.

- **OPEB Valuation:** Governmental Accounting Standards Board Statement No. 45 (GASB 45) requires governmental entities to change the way the cost of Other Post-Employment Benefits (OPEB) are reported. OPEB generally takes the form of health insurance and dental, vision, prescription, or other healthcare benefits provided to eligible retirees, including their spouse and dependents. The OPEB valuation is prepared every two years (the last one was completed in 2013). The Director worked with the Assistant City Manager to provide the actuaries with the health insurance plan contracts, premium costs and employee demographic data they need to complete the valuation. The final report is expected during the first quarter of the next fiscal year.
- **Open Enrollment:** Held several city-wide meetings to explain benefit options during the open enrollment window for the new health insurance plan, 457 deferred compensation, and Section 125 cafeteria plans. A new, higher deductible plan was offered to minimize the amount over the “hard-cap” that employees had to pay. Several meetings were held with retirees to explain the new Medicare Advantage program that was implemented in November of 2014.
- **PA 152 Hard Cap Limits for 2015:** Our medical insurance rates increased over 7% while the State of Michigan increased the hard cap by only 2.3%. To remain compliant with the hard caps of PA 152, we made several changes to the Blue Cross/Blue Shield portion of our seamless wrap plan. Each year we complete an analysis during open enrollment to determine our compliance with PA 152. As a result of the analysis, beginning in July of 2015 City employees had to pay a small portion of the premium that exceeded the hard cap limit in addition to the taxes and fees.
- **Public Housing and Library:** Provided payroll and benefits administration services for the Marquette Housing Commission and the Peter White Public Library. Also worked with Public Housing to reduce their retiree health costs by transitioning retirees to a Medicare Advantage Plan.
- **Retiree Health Plans:** The City switched to a Blue Cross Blue Shield of Michigan Medicare Advantage Plan in November for all retirees or beneficiaries over 65. The transition from a traditional Medicare supplemental plan to a Medicare Advantage plan lowered the City’s cost by an estimated \$54,000 over the plan year, streamlined the administrative burden and maintained a high level of benefit coverage for our retirees. The City also reduced costs and maintained benefits for the under 65 retirees by using a seamless wrap plan similar to the plan for active employees. The reduction in premiums paid to Blue Cross is estimated at \$340,000, with the cost savings shared between the City and the retirees.
- **Title VI Annual Certification:** As a sub-recipient of federal funds, the City is required to submit an annual report that details our Title VI activities for the previous fiscal year. The completed form was electronically filed on Tuesday, September 25, prior to the October 5 deadline. Failure to file the certification or to comply with the requirements of Title VI may disqualify the City from future Act 51 funding. The City’s annual certification of compliance with Title VI was posted on our website in October.

In addition, all employees have been trained on the requirements of the City's Title VI plan and on the procedures to follow for individuals with limited English proficiency. The training is part of the orientation for new employees, including seasonal hires and part-time employees.

## **CITY CLERK'S OFFICE**

The City Clerk serves as the Clerk for the City Commission, Chair of the Elections Board and as the Freedom of Information Act (FOIA) Coordinator for the City of Marquette. The Clerk's office administers elections and oversees the publishing of legal notices, public service announcements, meeting notices, meeting agendas and ordinances. The Clerk is the custodian of the City seal and all official City records, and the office handles all petitions, oaths of office, pet licenses, business licenses and absentee voter ballots.

The office has a full-time Clerk, a full-time Deputy Clerk, and a full-time Administrative Assistant. The Election Division is served by the Clerk and Deputy Clerk, and temporary workers that are employed during election cycles.

The previous year saw some transition, as Clerk Dave Bleau retired after nine years with the City. Kris Hazeres, who had served as Deputy City Clerk for 12 years, was appointed to the office of City Clerk. Kyle Whitney transitioned from the City Manager's Office into the role of Deputy Clerk – now classified as a middle management position – and Lisa McGuire, who had previously worked in the office for three years as a part-time clerical aide, was brought on full-time as an Administrative Assistant.

## **Accomplishments/Statistics/Remarkable Events**

### **Licenses/Permits**

- **Business Licenses:** The City Clerk's Office is responsible for issuing business licenses for the City of Marquette. Yearly licenses are issued in April, while periodic licenses are issued throughout the year. In FY 2014-15, 49 business licenses were issued. Business licenses generated \$5,772 in revenue for this fiscal year.

<b>Type of Business License</b>	<b>Number Sold in FY 2014-15</b>
Second Hand Dealer	17
Hawker Peddler Confectionary	9
Hotels-Motels	9
Transient Merchant	3
Auctioneer	2
Precious Metals/Gems	2
Sidewalk Café without Alcohol	2
Sidewalk Café with Alcohol	1
Farm Produce Vendor	1
Burning Permit	2
Rooming House	1
Bed and Breakfast	1

- **Dog/Cat Licenses:** This was the sixth complete year of the County Treasurer's revised program for issuing dog licenses. During the last few years, the new procedure reduced sales at the City Clerk's Office significantly; however, the County continues to have a significant increase in their overall revenue because of licenses being available at five of the six area vet clinics. We sold 80 dog licenses and 12 cat licenses during the fiscal year. This marked an increase over last year, from license sales of 49 and 7, respectively.
- **Off Leash Area (OLA) Permits:** The OLA at the City's Tourist Park continues to be a fairly popular service in the community. Each year, the Off Leash Area opens Nov. 1, and closes on May 1 of the following calendar year. This past season 108 OLA permits were sold, which is down considerably from the 131 sold in the previous year. In fact, we have seen a steep decline in permit sales during the last few years. Since 2010-2011, permit sales have fallen 53 percent. While we can't point definitively to a reason for the decline, it's assumed that increased patrols of the OLA would lead to more permit sales.

<b>Season</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>	<b>13-14</b>	<b>14-15</b>
<b>Permit Sales</b>	215	171	149	131	108

### **Elections and Voter Registration Maintenance**

- **Elections:** In FY14-15, the Clerk's office conducted three elections. In the same period, the City Elections Board held numerous public meetings, in order to confirm election workers, conduct public accuracy tests of City election equipment and to certify candidates for office.

In the General Election of November 2014, 5,835 votes were cast (a 43.02 percent turnout). The election placed Tom Baldini, Mike Conley and Peter Frazier on the City Commission, while Dave Carlson and Tom Tourville gained the most votes in the race for two seats on the Board of Light and Power.

The May special election was called to decide a statewide ballot issue, which involved amendments to the Michigan Constitution to change the structure of state gas taxes and road funding. In the City, 2,907 votes were cast (a turnout of 22.56 percent) and locals voted similarly to other residents in the state: 77.88 percent of voters cast a ballot against the proposed changes.

At the special election held in August, turnout was extremely low. Voters cast ballots related to millage requests for City senior services and for a county medical care facility. Just 1,134 City voters (a turnout of 8.8%) cast a ballot, and 782 voters cast absentee ballots. Only 352 residents came to the polls on Election Day. For some context, 2,007 voters came to the polls for the May election, and more than 6,300 turned out for the 2012 Presidential election.

Though the November 2015 election occurred after the end of FY14-15, candidates filed in the spring to run for seats on the Marquette City Commission and the Marquette Board of Light and Power. Due to the minimum candidate requirements for holding a primary election, no primary was required and all candidate names were moved directly to the November ballot.



Sara Cambensy, Meredith Lyons, Mike Plourde and Jason Zdunek filed petitions for two open seats on the City Commission, while John Braamse, Jerry Irby, David A. Puskala and Kenneth C. Wanberg filed petitions for two seats on the BLP. Members of both boards serve three-year terms.

- *Election Outreach*: For all three elections, the Clerk's Office continued pre-election outreach efforts with voters residing at senior and assisted living facilities and nursing homes within the City of Marquette. These efforts have been well-received and facility staff has been appreciative and helpful with organizing residents who wish to vote but are unable to attend the polls on election-day. When she served as Deputy City Clerk, Kris Hazeres organized the outreach effort, and Kyle Whitney began assisting this year.
- *Electronic Poll Book (EPB)*: In FY 2010-11, the Michigan Secretary of State's Office initiated the use of new technology in the form of electronic poll books (EPB's). The equipment was then rolled out in 2011 and has been used successfully in the City of Marquette ever since. Initially, few other municipal agencies in the Upper Peninsula took advantage of the new technology. However, since that time we have assisted other local units in their startup efforts. Also, the State continues to make improvements in the programming. Our staff and election inspectors have worked very hard to become knowledgeable and proficient in the use of EPBs. Statewide, new election equipment will likely be implemented within the next year or two. We are working with our partners at the State to ensure we are aware and prepared for any changes. The City replaced the original computers this year with updated units as the software support was no longer available, and the five year old laptops were beginning to fail.
- *Permanent Absent Voter (AV) List for Ballot Applications*: Each year, City voters who qualify have the opportunity to vote using AV ballots. Qualifying voters may request an application for an AV ballot be mailed to them automatically prior to each election simply by adding their name to our permanent AV list. The list began five years ago with 30 names; today the permanent AV list has grown to 1,212. Absentee voting has increased in popularity in recent years as the Michigan Secretary of State has encouraged the use of this method.

Rep. Lisa Lyons this year introduced a bill in the Michigan House that would institute a "no reason" absentee voting system, where all registered voters could request absentee ballots for an election. The bill, however, never made it out of the House Elections Committee, which Lyons actually chairs. This inaction may have been due to push back from the Senate, where Senate Majority Leader Arlan Meekhof said he opposed the "no reason" absentee option because voting is a responsibility. "It's a right they get to vote," he said. "But they should be responsible enough to make sure that they can get to their polling place and vote." Michigan is one of 14 states that doesn't offer some form of early voting to all eligible voters.

- State Qualified Voter File (QVF): During this fiscal year the Clerk's Office completed 3,578 transactions on the QVF system. This is an average of nearly 70 transactions per week. QVF transactions are initiated when a voter registers for the first time, changes their address, moves from another jurisdiction, moves to another jurisdiction, changes their name or dies.

The greatest number of transactions were completed for change of address and moved to/from jurisdictions. All change of address, moved, new voter and name change transactions require that we send out a new voter identification card. A new ID card is required for the bulk of the QVF transactions. New ID cards cost \$0.12, and it costs \$0.35 to mail each card (total cost to the City is approximately \$1,000 annually).

- Master Card Update: After a complete Master Card review and update in 2011 and 2012, our staff has continued to maintain the voter records in a real time manner. We have thousands of voter Master Cards on file, and being a university community, we tend to see fairly significant fluctuations in our voter registration numbers from year to year, especially if we are approaching a Presidential election.

### **City Commission Activities**

- During FY 2014-15, the City Clerk's Office attended and transcribed minutes for 24 regular meetings and 11 special City Commission meetings. The Clerk's Office formats meeting materials for publication on the City's website and emails them to City Commissioners and Department Heads. Each City Commission meeting involves follow-up on a number of issues ranging from preparation of minutes to filing of deeds, easements, agreements; publication of summary minutes, ordinances, public notices, and various other issues that may arise. Regular City Commission meetings are taped and saved to DVD's. Once the minutes are approved by the Commission, the DVD for that particular meeting is filed with the Peter White Public Library for public access. City Commission meetings are broadcast live on Charter Cable Channel 191 to enhance public awareness and involvement. In an effort to keep the public informed, the Commission meetings are also rebroadcast on Channel 191 several times between each of the Commission's meetings.

### **Other Accomplishment/Updates**

- Board/Committee/Commission Orientation Sessions: The Clerk has participated in several orientation sessions for members of appointed City boards, commissions and committees (along with the City Manager and City Attorney) by presenting information on both the Open Meetings Act (OMA) and the Freedom of Information Act (FOIA). For the first time this year, the Clerk also provided training for Chairs and Vice-Chairs of appointed boards, commissions and committees of the City Commission on the topic of how to effectively and efficiently run public meetings.

- *Marquette Moments*: During the last fiscal year, the City started producing a short interview program titled Marquette Moments. The show has a “man on the street” feel, as the Mayor meets various members of the local community and discusses wide-ranging topics. In the last year, Marquette Moments featured interviews with local business owners and entrepreneurs, the president of Northern Michigan University, retiring City employees and new residents. Marquette Moments is filmed one to two times per month; it airs on Charter Cable Channel 191, and is available on the City’s YouTube channel.
- *Public Notifications*: The Clerk’s Office worked to overhaul and streamline the City’s public notification processes, standardizing a system whereby announcements are submitted, reviewed for clarity and relevance and shared with the public in a timely manner.

#### FY14/15

#### **Elections**

Total Active Registered Voters	12,819
Number of Elections	3
Number of Votes Cast-Primary	2,936/1,134*
Number of Votes Cast-General	5,339
Average Number of Precinct Workers	57
Number of QVF Transactions	3,578

\*May and August Special Elections

## **INFORMATION TECHNOLOGY**

During the past year, the Information Technology division continued to upgrade technology and deploy new software in an effort to reduce support costs and equipment repair and improve staff efficiencies. Leasing new technologies, coupled with decreasing costs of hardware and software, continued to play a key role in keeping up with rapidly changing technologies while keeping costs down.

The FY 2014-15 budget reflected a 10% reduction from the previous year in accordance with a City-wide budget reduction. The reduced budget enabled staff to re-examine current systems and software, and to eliminate those that were cost-prohibitive relative to derived benefit. In addition, staff used the opportunity to evaluate newer technologies in preparation for the next fiscal year’s projects. Communications experienced the largest drop when telephone system and common carrier lines were transitioned to newer technologies. Resulting savings were used to replace obsolete equipment, systems and software applications.

Several upgrades to the IT infrastructure increased reliability of systems and lowered service delivery costs. Upgrading network switches on the fiber optic network, installing new fiber optic cable and completing a cable tray management system at City Hall all contributed to improving performance and reliability of the City’s technology backbone.

New computers installed throughout the City with upgraded office applications provide continued reliability and ensure software compatibility across multiple locations. The City also took advantage of upgrading the printer/copier fleet when new lease terms were offered that reduced the cost per unit. Both upgrades resulted in lease costs lower than the originals.

Cybersecurity continued to play a major role with the overall security of computers and networks. Desktops were upgraded with anti-virus software and password/workstation security was deployed following Microsoft's recommended security standards. Patch management software installed on the network ensures upgrades/patches are current on servers and workstations and a new web content management filter ensures incoming/outgoing data traffic is as secure as possible.

Delivery of core services continued including operating and managing the IT infrastructure, data security, help desk support, application development and support, project management expertise, and hardware and software management. Managing the City's web presence and web content, government access programming, and social networking tools continued to play an increasing role in effective communications with internal staff and the public. Upgrading software applications and equipment with current technology, introducing new technology solutions and staying abreast with cybersecurity developments will continue during the next year to improve efficiencies, reduce overall IT costs and minimize potential security risks.

### Accomplishments/Statistics/Remarkable Events

- Installed a cable tray backbone on the ground floor of City Hall as a continuation of the tray installed the previous year. The cable tray system provides a structure for the routing and support for audio, video and network cables.
- Evaluated leading anti-virus applications and installed ESET on all workstations and servers in the enterprise when the current subscriptions expired.
- Purchased subscriptions to upgrade desktops from Office 2003 to the current version of Office 365. The 2003 version was no longer supported and incompatibilities between the versions caused issues with supported file formats and increased security risks.
- Migrated City website to another hosted site to improve dependability. The previous hosted service affected availability on numerous occasions ranging from several minutes to more than 24 hours.
- Completed the transition of email filtering and storage services to Google Apps. Google discontinued the Postini email filtering process and began moving customers to Google Apps for content filtering.
- Installed a new web content filter to replace the subscription that expired on the firewall. The appliance provides the capability to block internet pages that are likely to include spyware, viruses, and other objectionable content.

- Installed new fiber optic cable to the server room for outgoing Channel 191 video to Charter Communications. The new fiber eliminates the need for fiber in the media services room on the first floor and is expected to improve overall picture quality.
- Replaced network switches at eight locations on the fiber optic network as part of the obsolescence and replacement program. The new switches were configured for redundancy to ensure other locations continue to be operational even with the failure of a switch on the fiber network.
- Renewed the lease for multi-functional devices (Xerox copiers) at a lower lease cost per unit and upgraded all copiers/printers to new models.
- Replaced all desktops, laptops and workstations at the City with new equipment at a lower cost than the previous lease.
- Deployed a software application update service that automatically downloads updates and patches for software installed on desktops. The new service ensures software applications on PCs have the latest patches and closes the holes for potential security risks due to out-of-date software.
- Implemented tighter security controls on computers on the City network using Windows Active Directory Services and Group Policy. The controls include stricter user password with expiration, workstation inactivity timeouts and automatic software patch installation.
- Installed the newest version of AutoCad Civil 3D on engineering workstations. Related survey and water modeling applications used in conjunction with AutoCAD were also updated.
- Provided technical support for the initial testing and configuration of laptops and printers for elections as well as support for poll workers on Election Day.
- Initiated a project to upgrade two servers as part of the obsolescence and replacement program.
- Initiated a project to determine feasibility and cost for using cloud (hosted) services at the City. Storage for data backups, compute services as an alternative to on-site servers, and disaster recovery services are just three of the many services being considered for cloud migration.
- Continued work to enhance disaster recovery planning for City systems involving mission-critical systems, servers and backup requirements. The project encompasses protection of information assets, security processes, and disaster recovery planning.

## Channel 191 Programming\*

	<u>FY14/15</u>
Commission Meeting	14%
Marquette Promotional Videos	61%
Public Health Videos	20%
Public Safety Videos	7%
Non-Profit Videos	18%

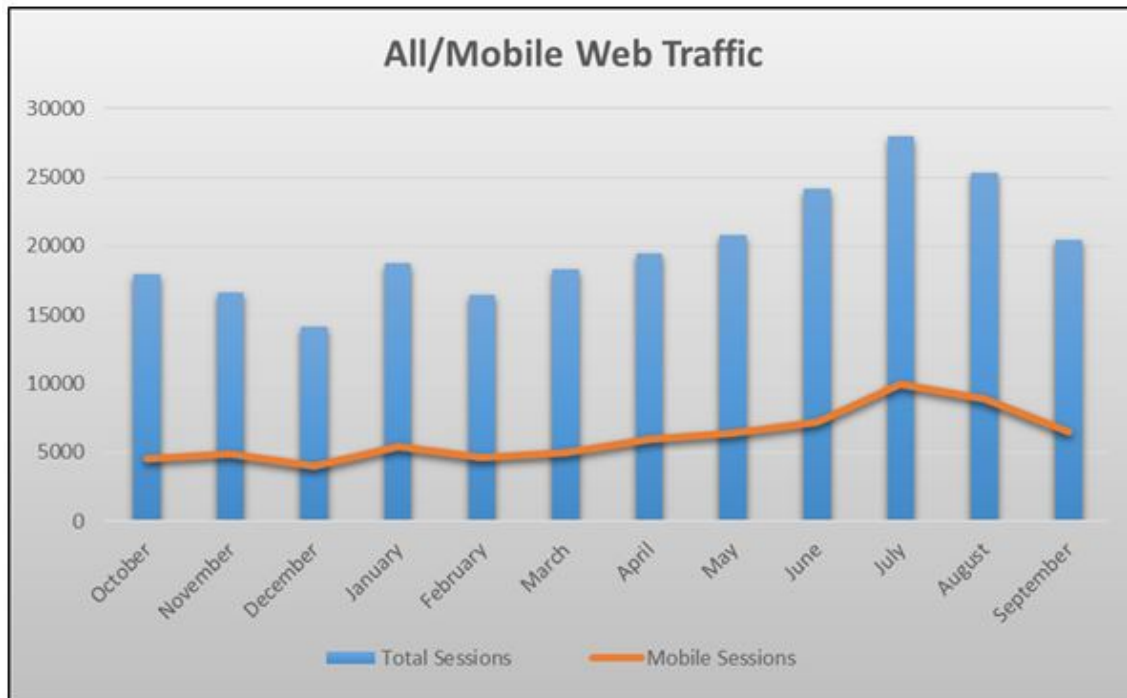
## Performance Metrics

### **Online Auction**

	<u>FY14/15</u>
Assets Sold	35/\$13,297
Assets Sold Since Inception	255/\$148,597

### **Web Site ([www.mgtcty.org](http://www.mgtcty.org))**

	<u>FY14/15**</u>
Total Page Views	855,168
Average Time on Site	104 sec.



\* Excludes slides and announcement

\*\* Source: Google Analytics



## COMMUNITY DEVELOPMENT



Pictured above (left to right)

City Planner Dave Stensaas, Director of Planning and Community Development Dennis Stachewicz, City Engineer Keith Whittington, Engineering Technician Matt Koss, Hydrology Engineer Jim Compton, Assistant City Engineer Greg Borzick, Planning/Zoning Official Andrea Landers, Staff Engineer Mik Kilpela, Engineering Technician Dan Salmon, and Staff Surveyor Sven Holmquist

Not Pictured: Administrative Assistant Pam Greenleaf and Engineering Tech Jared Kangas, and Zoning Field Technician Michael Anderson



## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **2014-2015 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Development Department for the 2014-2015 fiscal year.**

#### **Division Overview**

Planning, Zoning, and Code Enforcement Division: Three full-time employees – City Planner/Zoning Administrator; Zoning and Planning Official; and Zoning/Code Enforcement Official. Two shared-time employees - Administrative Assistant and Director of Planning and Community Development. The Zoning and Code Enforcement Official position was vacant for most of the year. Multiple attempts to consolidate and reorganize the positions of the Zoning and Planning Official and the Zoning/Code Enforcement Official into Zoning Administrator and Planning and Zoning Technician positions were not supported by the AFSCME City Hall Chapter. In order to provide services to the residents, a temporary position has been authorized by the Director.

Strategic Development Division: Three shared-time employees - City Manager, Director of Planning and Community Development, and Administrative Assistant.

Engineering Division: Eight full-time employees - City Engineer, Assistant City Engineer, Hydrology Engineer, Staff Engineer, GIS/CAD Technician, Engineering Technician II/Senior Drafter, Engineering Aid/Inspector, and Staff Surveyor. One shared-time employee - Administrative Assistant.

#### **PLANNING, ZONING, CODE ENFORCEMENT, AND STRATEGIC DEVELOPMENT**

##### **Long-Range Planning Projects**

- **Community Development Master Plan:** The Planning Commission began working on a major update and amendment of the Community Master Plan in mid-2012, conducting six visioning workshops that year to identify community priorities, and determine what would be necessary to adopt an appropriate plan for the times. The 2004 Master Plan served as a basis for creating a new plan but it was quite outdated in general and, though some elements of it were carried forward, the update process created a document that is in large measure new.

The Planner was the project manager for the project, providing both professional recommendations on new and revised plan content and format, as well as working with Planning Commission guidance to create a document that would have broad community support. Three other sub-plans were incorporated into the Master Plan, each being a separate project that was undertaken since 2012 (and authored by different organizations): the Third Street Corridor Sustainable Development Plan (Gibbs Consulting); the Climate Change Adaptation Report (Michigan State University-Extension/Great Lakes Integrated Sciences and Assessments); and a Mobility Management/Transit Study (Smart Growth America). The new Community Master Plan was adopted in August 2015.

- *Economic Development Plan:* The City previously hired Place Dynamics, LLC to assist with the development of an Economic Development Plan that will be reconciled with the Community Master Plan. The consultant conducted a comprehensive Community Economic Development Assessment, which included interviews with local businesses and key stakeholders, and presented the findings to the community in 2013. Information from that plan was consolidated into a much smaller document and presented to the City Commission for review and comment.
- *Lakeshore Boulevard Relocation and Lake Superior Restoration Project:* The Director continues to work with the United States Army Corps of Engineers to seek Section 14 program funding to implement the road relocation and address the erosion challenges along Lakeshore Boulevard.

### **Special Planning and Economic Development Projects**

- *Duke LifePoint:* The Director continues to serve as primary contact and project lead for the Duke LifePoint Architectural, Engineering, and Construction Team. The past year saw the successful completion of the Planned Unit Development process, as well as the kick-off for highway transportation planning, street upgrades, and utility coordination.
- *Cliffs-Dow:* The Director continues to serve as project manager for the Cliffs-Dow property response activity. This past year saw continued investigation and examination that led to correspondence and meetings with Michigan Department of Environmental Quality. Subsequent to the meetings, the project team is in the process of completing a Request for Mixing Zone Determination, which includes a request for the ability to remove parcels from the response activity area, thus providing the ability for those properties to be put into use in the future.
- *Economic Development Pipeline:* The Director continues to maintain an economic development opportunity tracking system where opportunities are shared with likely interested parties in the private sector and potential community partners.

- *Downtown Development Authority:* Provided staff support to the Downtown Development Authority.
- *Internships:* The City Planner/Zoning Administrator coordinated multiple Geographic Information Systems intern positions with Northern Michigan University, which enabled the zoning map to be updated, and helped to accomplish mapping for the Community Master Plan and several other smaller projects to keep our records accurate and up-to-date. Also coordinated one Northern Michigan Public Service Academy fellowship student who assisted with the Community Master Plan.
- *Municipal Property:* The Zoning and Planning Official assisted the Planning Commission with a complete update of the Municipal Property Inventory.
- *Food Truck Ordinance:* The Director worked with the Downtown Development Authority to draft standards for the operation of food trucks on public property and assisted the City Attorney and Clerk with ordinance drafting/fee establishment.
- *Clark Park:* The Director provided assistance on the project through oversight of environmental aspects of the transaction (Baseline Environmental Assessment/Due Care Plan/Legal Consultation).
- *Lighter, Quicker, Cheaper:* The Director provided assistance to the Downtown Development Authority during the “Lighter, Quicker, Cheaper” project by working with Northern Michigan University to secure assistance from the Northern Michigan University Construction Management Department for the design and construction of the parklet portion of the project.
- *Third Street Corridor Plan Implementation:* The Director led a multidisciplinary team effort to gather data, plan, implement, and monitor the implementation of bicycle infrastructure on Third Street. The transportation effort will continue to be monitored and evaluated.

### **Day-to-Day Planning Activities**

- Most of the day-to-day activities for the Planning division include working on items that are required to be reviewed by the Planning Commission, property inquiries, providing oversight and assistance to the Zoning and Code Enforcement operations, and working on long-range planning projects (e.g. Master Plan update, Ordinance amendments).
- Planning technical assistance was provided for the review of many City permit applications during the year.

- The City Planner acts as the primary staff liaison for the Planning Commission, and the Zoning/Planning Official is the primary staff liaison for the Board of Zoning Appeals. During the past fiscal year staff attended 22 regular Planning Commission meetings (two were cancelled) and three work sessions, 24 City Commission meetings, 11 Board of Zoning Appeals meetings, 10 Downtown Development Authority meetings, six US-41/M-28 Corridor Management Team Meetings, and various other community meetings.

### **Day-to-Day Zoning Activities**

- Zoning activities, as noted above, continue to be the major day-to-day focus of the Planning and Zoning division. Staff manages a very large portfolio of work including preparing reports for the Planning Commission (staff analysis for site plan reviews, conditional use permits, rezoning) and Board of Zoning Appeals, reviewing site plans and other development proposal materials, processing permit applications, researching zoning and planning legal issues, making staff interpretations of ordinances (including researching past practice/cases), making address assignments for new/changed street addresses, and helping to develop ordinance amendments as required.

### **Zoning Permits and Applications**

- Processing permits and applications, whether they are to be reviewed by the Planning Commission, Board of Zoning Appeals, or administratively approved, constitutes a large portion of the day-to-day activities of the Zoning/Planning Official.
- Permits: In FY 2014-15 there were 186 Zoning Compliance permits issued; 44 Fence permits issued; 33 Sign permits issued; and zero Home Office permits issued. The monthly average of permit applications for zoning activity in FY 2014-15 was 21.9 permits issued per month. Spring and summer are the peak seasons for permits and applications in this office in addition to the permits and applications processed by staff, the Planning/Zoning Official also processed 24 address assignments during the last fiscal year.
- Special Applications: The total number of permits and applications processed by this office was 332. See the chart below for specific numbers of various applications.

Application Type	FY 2014-15
VAR	21
CAN	3
CUP	15
REZ	0
SPR	25
PUD	5
Total	69

Variance (VAR); Class-A Non-conforming (CAN); Conditional Use Permits (CUP); Re-zoning (REZ); Site Plan Review (SPR); Planned Unit Development (PUD).

## **Code Enforcement**

- The City Code of Ordinances is supported by a Code Enforcement Program, which in turn protects property values and provides high-quality places to reside, conduct business, and recreate. Code Enforcement (CE) is a function of the Planning and Zoning division. CE is responsible for enforcement of many City Codes, including some covered under separate ordinances but intertwined with Zoning (e.g. signs). Items covered by CE are shown in the chart below, which also show violations recorded from the past year.
- There were 399 total recorded violations in Fiscal Year 2014-15. There has historically been frequent employee turnover in code enforcement staff, and in September of 2013 the officer in this position resigned, and the position remaining vacant until August of 2015.
- In order to still provide a service to the community, the Planning-Zoning Official was tasked with addressing code enforcement on a complaint-only basis while the Code Enforcement Officer position was vacant. However, the Director was able to contract a temporary full-time position that is limited to six months.

VIOLATION	FY 2014-15
Noxious Weeds	59
Property Numbering	3
Front Yard Parking	47
Prohibited Accumulation	59
Household Furniture	90
Sign Infraction	6
International Property Maintenance Code	43
Garbage/Rubbish	33
Zoning Infraction	26
Inoperative/Unlicensed Vehicle	22
Fence Infraction	11
<b>TOTAL</b>	<b>399</b>



## **ENGINEERING**

- We saw a slowdown in municipal work for the 2014-2015 construction season due to challenges associated with funding that is required to accomplish the proposed projects per the Capital Improvement Plan. Due to this slowdown and increase in grant funded projects for other departments, the Engineering division was able to assist with design, survey, and inspection for the other department projects. This year we did not have any reconstruction type projects in the Engineering budget, however, our annual maintenance type projects were completed at a cost of \$997,209.
- We did see a slight upward trend in construction costs. While the previous year's costs were either flat or deflationary, the recent increase in costs appears to be dependent on greater availability of work, resulting in the contractors being able to act more discretionary on what projects they choose to bid on. This is good news for the economy, however, it has resulted in construction costs increasing across the board.
- This year's projects will be discussed in the following sections along with a those projects with unique circumstances.

### **Annual Maintenance Projects**

- Sidewalk Replacement and Repair: This program is mandated by the City Ordinance but was not funded for the 2014-2015 fiscal year.
- Sanitary Sewer Cleaning and Televising: This project is proactive in determining piping that may be close to failure and require immediate repair, a candidate for root control, or a candidate for the cure-in-place lining process due to potential failure, excessive root intrusion, or infiltration. This project started in July 2015 and was completed in August. Over 20,141 feet of main was cleaned and televised at a cost of \$23,481.
- Sanitary Sewer Root Control: This project treats roots in the most maintenance intensive areas as determined by past televising projects and as with the assistance of the Department of Public Works. This project was broken up into two phases to minimize the effect on the microbes that are used in the waste water treatment process at the treatment plant. The first phase was completed in May and the next phase was completed in September. This project treated 15,735 feet of main at a cost of \$26,728.00.
- Street Improvement/Maintenance in Conjunction with Sanitary Lateral Replacements: This project extends the useful service life of our street pavement structures by heavy maintenance or preventive maintenance methods. Our current method of mill and overlays for streets rated poor to fair can extend the pavement life by 10-15 years. The method of crack sealing (preventive maintenance) for streets rated a fair to good can extend the pavement life by three-plus years. This project started in August and will be completed in early October. The project consisted of heavy maintenance activities on three miles of

street and preventive maintenance on 7.1 miles of street at a cost of \$800,000. As a means to become more “sustainable” and provide a substantial savings, the City incorporated the use of recycled asphalt shingles into the asphalt mixture design. As part of this project all sanitary sewer laterals that were found to be in poor shape or consisting of orangeburg materials were replaced. A total of only three sanitary sewer laterals were replaced. Heavy maintenance street locations for this year consist of Fourth Street from Washington Street to the Pathways Driveway, Granite Avenue from Wright Street to Huntington Street, Gray Street from Norwood Street to Wright Street, Hawley Street from Presque Isle Avenue to Lakeshore Boulevard and from Longyear Avenue to the bike path, Jefferson Street from Lincoln Avenue to the westerly end, west of Garfield Avenue, Lakeshore Boulevard from Hawley Street to the Dead River bridge, the Dead River bridge to Island Beach Road, and from Fair Avenue to Pine Street, Grove Street from McClellan Avenue to Specker Circle, Center Street from Gray Street to Woodland Avenue and Tracy Avenue to Schaffer Avenue, McClellan Avenue from Fair Avenue to Cleveland Avenue and Peter White Drive from the Marina to Sunset Point.

- *Traffic Lane and Pavement Markings Replacement:* This project included the replacement or addition of lane lines and traffic related pavement symbols for the entire City of Marquette. Currently the City has over 190 intersections and approximately 36.5 miles of lane delineation striping that may require repainting on an annual basis. This is the first year that Community Development has led this project (formerly done by Department of Public Works) and the Engineering division has developed a plan and systematic process to analyze the useful service life of these markings from which we can make an informed decision on replacement cycles for the various markings. This project started in July 2015 and was completed in September at a cost of \$147,000.

### **Reconstruction/Construction Projects**

- *Washington Streetscape (Third Street to Fourth Street):* This project was funded by the Downtown Development Authority with design, inspection and management oversight conducted by the Engineering division. The project started in May of 2015 and was wrapped up in July. Upgrades to the streetscape included removal of the brick pavers with colored stamped concrete replacement, plain concrete sidewalk replacement where warranted, removal and replacement of the curb and gutter, additional tree plantings, and installation of electrical outlets in the tree locations. The project was completed at a cost of \$212,772.
- *Hawley Street Multi-Use Pathway Extension Wilkinson Avenue to Dead River Bridge):* This project was partially funded by the Land and Water Conservation Fund through the National Park Service and the Michigan Department of Natural Resources. The project started in July of 2015 and was completed in September. Construction included a 10-foot wide asphalt multi-use pathway and included amenities such as benches, bike racks, and trash receptacles. The pathway winds around the south side of the Kaufman Sports Complex area just north of Hawley Street. This project was funded under the Community Services budget and was designed and inspected by the Engineering division. The project was completed at a cost of \$170,000.00.

- *Presque Isle Marina Boat Launch and Parking Lot Reconstruction:* This project was partially funded by the Michigan Department of Natural Resources – Waterways Grant Program. The project started in June of 2015 and was completed in September. Reconstruction included the removal and replacement of the boat launch and parking lot. Upgrades were made for parking and lighting. This project was funded under the Community Services budget and was designed and inspected by the Engineering division. The project was completed at a cost of \$410,000.
- *Park Bathrooms and Cinder Pond Marina:* Engineering division staff assisted Community Services with inspection and minor site design for the Harlow Park, McCarty's Cove, and Williams Park bathroom projects. In addition, our division assisted with field survey work for the Cinder Pond Marina building project.

### **Permitting and Site Plan Review**

- Right-of-way permits ensure that activities performed in the City right-of-way are done in a manner that protects the safety and welfare of the public. Permits also ensure that utilities connected to the public system are inspected for conformance with City standards and specifications. The Engineering division issued 252 permits during this fiscal year totaling \$37,370.
- The Engineering division, in cooperation with the Zoning division of Community Development, reviews site plans to ensure aboveground structures such as driveway openings and belowground structures such as sewer, water, and storm water utilities are planned per City standards and specifications. The Engineering division reviewed 16 site plans during the last fiscal year. Site plan review fees are collected by the Zoning division of Community Development.

### **Geographic Information System and Global Positioning System**

- The City of Marquette's Geographic Information System/Global Positioning System (GIS/GPS) program began in 1998 and provides various geographic analysis and mapping services to City departments throughout the year. The GIS/GPS program is also responsible for the daily and long-term maintenance and development of the City's GIS. Duties include: integrating, storing, editing, analyzing, sharing, gathering, and displaying information. Other duties include the training of City staff in the use of GIS/GPS and the creation of drawings and maps for use by departments as well as contractors, consultants, other governmental agencies, and the public.
- The backbone of the City's GIS is the data layers. The City has approximately 80 different layers, which are continually being updated, viewed and accessed by most departments. These layers include, but are not limited to water/sanitary/storm infrastructure, parcels, easements, parks, whole reports, trails, street signs, street right-of-way, street centerlines, street quality ratings, sidewalks, fiber optic lines, building footprints, topography, and orthophotography.

- The digital orthophoto is one of the most useful layers in our GIS. Digital orthophotography provides all of the visual content of a photograph while being as accurate as a map for measurements. In the spring of 2012, we hired Ayres Associates to produce a highly accurate orthophoto of the City. We use the orthophoto for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling etc.



- The priority of the City's GIS program has been to update the City infrastructure layers. The sanitary, storm and water main layers are complete, with new updates coming in daily. The two layers of the sanitary and water system that need further mapping are the sanitary cleanout and water shut-off locations. These geographic features are being collected by the Department of Public Works and Engineering interns utilizing the two Leica global positioning units and will be complete within the next few years. Additional layers that will require substantial time and personnel are related to our sanitary and storm water systems. To accurately reflect and model these systems all invert and rim elevations need to be gathered from field surveys and entered into the GIS system.
- Another step in the evolution of the City's GIS is called hyperlinking. Hyperlinking in GIS is another way to use geography to organize and provide context for many kinds of information. Hyperlinking functionality built into GIS, provides direct access to external files, project components, or applications from within a project. Simply clicking on a hyperlinked feature with the hyperlink tool within GIS lets the user view photographs, building floor plans, legal documents, video clips, and internet sites. We are currently hyperlinking all sanitary/storm water video to the City's sanitary/storm water GIS layers. We are also hyperlinking Department of Public Works scanned portable documents to the GIS layer.
- We are currently in the process of transforming the City of Marquette's GIS from a desktop to an enterprise application, which will provide staff, boards/commission, and the community with a "one stop shop" source for municipal information. In order to manage and use location based data effectively, systems integration with enterprise GIS is needed. Implementing enterprise GIS and integrating GIS applications with other systems requires additional GIS software licensing at a substantial cost. The City of Marquette took the first step of integration by acquiring the Environmental Systems Research Institute (ESRI) Small Local Government Enterprise License Agreement (ELA) in the spring of 2013. This software package will actually save the City funding versus integrating with various other software applications. This will allow the City to have unlimited access to a full suite of GIS software for a flat annual rate. The ELA includes maintenance on all software, technical support, services, and training during the term of the agreement. The ELA also provides software that will give the City the ability to create, manage, and distribute GIS services over the web to support desktop, mobile and web mapping applications.

### **Lundin Corridor Truck Study**

- The current agreement with the Lundin Mining Corporation includes traffic and safety upgrades to County Road 550, Sugarloaf Avenue, and Wright Street Corridor west to the City limits. To better assess and address the concerns for vehicular, pedestrian, and bicycle traffic, a study is being conducted along this corridor by DLZ. The Engineering division staff are working closely with Northern Michigan University, Lundin, and DLZ on a draft report. This report will not only evaluate the deficiencies but provide possible mitigation options for safety, street treatments and pedestrian access. Once this report is finished, the recommendations will be reconciled into the Capital Improvements Plan and future budgets, with funding being provided by Eagle Mine, in accordance with the provisions of their agreement with the City.

### **McClellan Avenue and Presque Isle Bog Wetlands Mitigation**

- The 2012 McClellan Avenue extension project required a permit from the Department of Environmental Quality for the filling of wetlands. The permit required that the filled wetlands be replaced with new wetlands, with the new wetlands requiring monitoring and annual reporting for 10 years. Wetlands were constructed on-site at McClellan Avenue and off-site at Presque Isle.
- Every year wetlands monitoring and invasive species control is contracted out to a consultant specializing in environmental studies. This is year three of monitoring and invasive species control of the constructed wetlands. Seasonal high water levels have drowned the majority of trees that were planted in 2012. Vegetative test plots consisting of wetland tree, shrub, and plant species were planted/seeded in June and September of 2015 by the Marquette County Conservation Service. Evaluation of tree and plant survival rates will be ongoing in order to determine species tolerance of on-site conditions.

### **Engineering Design Standards**

- The Engineering division with input from consultants, developers, contractors, and other City staff have created an engineering design standards manual for use by the public. The purpose of the this document is to provide a set of standards for designing streets, drainage facilities, water lines, sanitary sewer lines and preparing construction plans for such facilities that are to be owned, operated and/or maintained by the City of Marquette. These standards will be used by the City staff and consulting engineers employed by the City for the above described improvement projects, and engineers for private developments in the City of Marquette.

### **Storm Water Fee Administration**

- In accordance with Section 48-187 of the City Code, the storm water fee is used for the construction, operation, and maintenance of all public storm water collection and retention systems in the City. In addition, this fee is used to cover the costs associated with the control of erosion and sedimentation associated with storm water run-off and the protection of water quality in natural water courses throughout the City. The fee is based on a flat fee for residential units while other properties are charged a fee based upon the amount of impervious material areas that contribute to storm water runoff.
- Last year the Hydraulic Engineer and the GIS technician reviewed and revised 32 parcels due to splits, development, or the integration of onsite water quality measures.



# COMMUNITY SERVICES DEPARTMENT

## ARTS AND CULTURE - PARKS AND RECREATION



Pictured above (left to right)

Front Row: Community Services Manager/Marquette Arts and Culture Director Tiina Harris

Back Row: Assistant Director of Community Services Jon Swenson, Secretary Justina Hautamaki, Administrative Assistant Kim Eliassen, Community Services Parks and Recreation Coordinator Andrew MacIver, Community Services Director Karl Zueger. Not pictured: Arena Laborer/Custodian Joe Speruzzi and Arena Laborer/Custodian Paul Homburg

## SENIOR SERVICES



Pictured above (left to right)

Senior Services Coordinator Jane Palmer, Social Worker Gail Hermann, Social Worker Vicky Bullock, and Social Work Coordinator Lisa Balko



## **COMMUNITY SERVICES**

### **2014-2015 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Services Department for the 2014-2015 fiscal year.**

#### Department Overview

The Community Services Department – Parks and Recreation division consists of the Director, Assistant Director, Parks and Recreation Coordinator, full-time Administrative Assistant and a part-time Secretary. They are responsible for the planning, development, management and operation of all parks facilities as well as all City-sponsored and co-sponsored recreation programs. Staff administered the Promotion Fund resulting in \$18,200 in fee relief to special events.

#### **PARKS AND RECREATION**

##### Grant Administration

- Michigan Natural Resources Trust Fund – McCarty's Cove Restroom \$88,800
- Michigan Natural Resources Trust Fund – Williams and Harlow Parks Restrooms \$205,000
- Land and Water Conservation Fund – Hawley Street Multi-Use Pathway Extension \$84,000
- Michigan Natural Resources Trust Fund – Clark Lambros Beach Park – \$1,050,000 ongoing administration.
- Michigan Natural Resources Trust Fund – \$200,000 Father Marquette Park – application submitted.
- Reviewed all City grant projects and replaced/installed grant recognition signs at each location.

##### Planning

- Dog Park
- Park Land Use Policy
- Michigan Department of Natural Resources – Pilot Trail Mapping
- North Country Trail – Urban Re-sign
- Assisted Iron Ore Heritage Trail – Art Place Grant

##### Capital Improvements

- McCarty's Cove Restroom \$120,000
- Williams and Harlow Parks Restrooms \$277,000

- Hawley Street Multi-Use Pathway Extension \$168,000
- Skate Plaza – Erosion Control/Recognition Signage \$5,000
- Bandshell – Roof replacement \$11,500
- Shiras Park – Electric Upgrade \$2,500

<u>Facility</u>	<u>FY 2014/15 *</u> <u>Hours Rented</u>
Baraga Gymnasium	1180
Presque Isle Pavilion	440
Senior Pavilion	25
Island Store Pavilion	68
Bandshell	61
Gazebo	53.50
Baseball Fields	888
Soccer Fields	824
Contract/Permit Administration	56
Total Revenue	\$105,921
Total Transactions	Not available
Promotional Fund	(\$9,795)
Vango's-Ice Cream Concession**	\$1200/month

*\* FY 2014-15 Hours rented reflects revenue hours only and does not include internal, in kind, special events, or maintenance hours.*

*\*\*Ice Cream Concessions include Mattson Park and Island Store – three month lease.*

## **CINDER POND AND PRESQUE ISLE MARINAS**

The City of Marquette operates two marina facilities, a seasonal mooring field and four seasonal dock slips near Founders Landing. Presque Isle Marina is currently capable of mooring 57 vessels. Presque Isle Marina has two launch ramps and a staff monitored parking area. Cinder Pond Marina provides mooring for 101 vessels, and also has a double boat launch and a travel lift equipped with a mast boom. The Cinder Pond Marina also has staff monitored parking. The City of Marquette's mooring field can accommodate 21 vessels.

### **Operational Overview**

Marina operations involve the assistance of eight seasonal Marina Attendants, one Assistant Manager, and one seasonal Manager. Marina staff is responsible for cleaning and maintaining the grounds and facilities; assisting with docking, fueling and pump-outs of vessels; and coordinating all transient arrivals and departures.

### **Accomplishments**

- Obtained Class "C" Underground Fuel Storage Tank Operator Certification and all employees were certified.
- Re-skinned accessible docks 17, 18, 47, and 48 to correct instability issues.
- Addressed Winter Storm Damage - \$2,700.

### Grant Administration

- Michigan Department of Natural Resources Waterways Grant – Presque Isle Marina Boat Launch \$201,000
- Michigan Department of Natural Resources Waterways Grant – Cinder Pond Marina Harbor Service Building \$75,000
- MML Property and Liability Pool – Insurance Claim \$602,257
- Clean Vessel Act – Pump out Replacement - \$12,000 (submitted).

### Planning

- Presque Isle Marina Phased Replacement Revision Study
- Cinder Pond Marina – Harbor Service Building Design

### Capital Improvements

- Presque Isle Marina Boat Launch \$404,000
- Cinder Pond Marina - Harbor Service Building \$652,800

<u>Presque Isle Marina</u>	<u>FY 2014/15</u>
Seasonal Slip Rentals	48
Transient Slip Rentals	46
Launch Ramp Daily*	499
Fuel Sales	\$6,788.68
Waiting List	15

*\*Presque Isle Boat Launch project from July-September 2015*

<u>Cinder Pond Marina</u>	<u>FY 2014/15</u>
Seasonal Slip Rentals	93 includes FL Wall
Transient Slip Rentals	179
Launch Ramp Daily	1026
Launch Ramp Seasonal	134
Fuels Sales	\$59,582.85
Waiting List	33
Mooring Field	11

## **LAKEVIEW ARENA**

Lakeview Arena is a multi-purpose facility with a primary function of providing artificial ice six months of the year. The facility is utilized by trade shows, special events, weddings, and other entertainment-related activities during non-ice periods. Lakeview Arena is home to the offices of the Community Services – Parks and Recreation division, Marquette Junior Hockey, Marquette Royales, Marquette Figure Skating Club, Superior Hockey and the Noquemanon Trail Network.

### Operational Hours

Lakeview Arena operations involve the assistance of eight seasonal zamboni drivers, two seasonal skate guards, a part-time custodian and secretary, and the Parks and Recreation Coordinator. The building is maintained by the Department of Public Works staff.

- Ice Season: September 23 – March 13, 7 a.m. – 12 p.m. (midnight)
- Summer: March 14 – September 20, 8 a.m. – 5:00 p.m. (or later for events)

### Grant Administration

- Michigan Health Endowment Fund – Pickle Ball and Floor Hockey Pilot Programs  
\$2,700

### Planning

- Michigan Energy Options Study completed
- Advertising Plan – Ice Periods

### Capital Project

- Glycol Pump Replacement \$75,000
- Door Project \$18,000

### Accomplishments

- Rebuilt one compressor; made critical repairs to other units.
- Installed automation controls over glycol pumps and compressors – efficiency controls.
- Marquette Iron Rangers – new minor league hockey team.
- Arena glass replacement – Russell Arena \$4,000.
- Installed netting on west end of Russell.

	<u>FY 14/15</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	1235	\$208,987
Marquette Figure Skating Club	229	\$38,930
Marquette Senior High School	199.5	\$33,135
Marquette Royales	149	\$25,660
Men's League Tournament	59	\$9,700
Figure Skating Passes	852*	\$278
Adult Skating Passes		\$4,789
Hockey Skating Passes		\$2,902
Senior Skating Passes		\$521
Youth Skating Passes		\$2,437
Citizens Forum	299	\$7,475
Birthday Room	20	\$200
Dry Floor Events	16 events	
Promotional Fund		(\$7,520)

*\*Total Public Skating Hours*

	<u>FY 14/15</u>	
	<u>Rent</u>	<u>Revenue</u>
Mqt Junior Hockey	\$ 737/mo.	\$7,089
Mqt Electricians	\$ 625/mo.	\$6,875
Mqt Figure Skating	\$41.67/mo.	\$500
NTN	\$ 360/mo.	\$4,320
United Way/MCCF**	\$ 921/mo.	\$6,452
Vango's	\$ 650/mo.	\$3,900
Superior Hockey	\$ 855/mo.	\$12,438
Royales	\$ 725/mo.	\$7,380

*\*\*Terminated Lease 5/2015 Vacated*

*\*\*Terminated Lease 9/2015 Vacated*

## **TOURIST PARK CAMPGROUND**

This report will cover the operating season of May 15, 2015 to October 11, 2015. Tourist Park office hours for spring and fall were 9 a.m. – 7 p.m., summer hours 8 a.m. – 10 p.m. Tourist Park operates with seven seasonal Attendants and one seasonal Manager.

### **Grant Administration**

- Michigan Recreation Passport – Tourist Park Playground – \$45,000 application submitted
- Michigan Recreation Passport – Restroom Pods - \$45,000

### **Highlights**

- Hosted International Guts Frisbee Tournament
- Hosted Second Annual Rainbow Pride Festival
- Hiawatha Music Festival held its 37th festival at the park
- Harley Davidson Bike Rally
- Record year for campers, firewood and ice revenues

### **Accomplishments**

The following were accomplished during the 2015 season:

- Tree Maintenance Plan
- Upgraded Underground Electric Service
- Fully integrated online reservation system – MaxGalaxy
- Upgraded the emergency egress gate

	<u>FY 2014/15</u>
Total Revenue	\$266,491
Total Concessions/Sales	\$20,445
Season Capacity Average	56.9%
Camping Days Open	149
Picnic Sites	\$1,000

## **ARTS AND CULTURE**

The Arts and Culture Center staffing consists of the Community Service Arts and Culture Manager, a part-time Administrative Assistant and a part-time Marketing and Promotion Assistant. Serves to support, facilitate and grow an empowered and vital arts, culture and creative community. The Center is located in the lower level of the Peter White Public Library, which includes a large and small gallery, workshop space, and an administrative office.

### **Grant Administration**

- Michigan Council for Arts and Cultural Affairs program grant \$13,750
- Michigan Council for Arts and Culture Affairs capital grant \$5,850
- Michigan Council for Arts and Culture Affairs operational grant (Lake Superior Art Association – leased Arts and Culture gallery space) \$9,984
- Marquette County Community Foundation program grant

### Planning

- Public Art Policy
- Initiated Regional Arts Alliance
- Participated with Marquette County Convention and Visitors Bureau – Smart Summit

### Highlights

- Lighter, Quicker, Cheaper Placemaking on Third Street – Improvement (bike corrals/artist benches/parklets)
- Art Week –week long street performances, exhibits, film screenings, art receptions, and workshops
- Participated in Michigan Council for Arts and Cultural Affairs State Grant Review Panel
- Attended American for the Arts – Conference on Public Art Policy
- Co-Hosted Regional Michigan Council for Arts and Cultural Affairs Grant Training
- Assisted Marquette County Convention and Visitors Bureau – Arts and Culture Promotion
- Assisted Iron Ore Heritage Recreation Authority – ArtPlace Grant and Public Art Request for Proposal

### Department Accomplishments

- Implemented New Office Hours
- Developed Internal Administrative Street Performer Policy
- Developed Curator and Jury Agreement – Lake Superior Art Association Art Exhibits City-Owned Property
- Assisted with transitioning Marquette Area Sister City Partnership
- Installed and Trained with MaxGalaxy – POS/Reservation Software
- 33 Exhibits
- 86 Workshops
- 45 Senior Arts Programs

### Special Event Programming

- Halloween Spectacle (1,000+ viewers)
- ArtWeek
- Holiday Art Sale
- City Arts Awards
- Suzan Pitt Art Workshop and City Hall Exhibit
- First Thursday Concerts Series (final year)
- City Open House

*Over 21,000 participate in special events, exhibits and workshops.*

## **SENIOR CENTER**

The Marquette Senior Center has three licensed Bachelor Social Workers, a Senior Center Coordinator, two part-time Center aides and seven Homemaker Aides who provide services to seniors in the service area. The service area includes the City of Marquette, as well as Marquette, Chocolay and Powell townships. Complying with Office of Services to the Aging standards, seniors 60+ are eligible for homemaking and personal care, as well as social work services which are comprised of Case Management, Outreach and Financial Services (including Medicare Part D). Seniors ages 50+ are eligible to take part in health, educational, recreational and leisure activities offered by the Center.

### **Funding Sources**

County Millage (2012-2016)	City Millage (2012-2015)	UPCAP Contract
.4474 mills	.3500 mills	
2014 Contract \$296,208	2014 \$220,082	2013-14 \$24,105
2015 Contract \$311,018	2015 \$238,781	2014-15 \$25,897

### **Accomplishments**

- Renewal of Senior Millage 2016-2020 (Summer 2015)
- Michigan Parks and Recreation Grant recipient – Silver Sampler Senior Program (Winter 2015)

### **Accomplishments and Statistics**

	<u>FY 2014/15</u>	
• Visitors/Phone Inquiries		
Walk-Ins/Registrations	21,559	+ 2 % from 2014
• Enhanced Senior Arts		
Seniors Arts/Acting/Dance	400	+ 51% from 2014
• Medicare Open Enrollment		
Clients / Savings Ratio	325 / \$158,187	+ 22% from 2014

	<u>FY 2014/15</u>	
	<u>Clients</u>	<u>Hours</u>
Information and Referral	6305	1759.75
Outreach	186	199.50
Health Related	454	334.50
Financial Management	407	1456.50
Case Coordination & Support	200	1945.75
Homemaking	129*	4911.75
UPCAP Contract	129*	1671.00

\*Clients split among contract.



## FINANCIAL SERVICES DEPARTMENT



Pictured above (left to right)

Front Row: Meter Reader Leah LaCasse, Customer Account Clerk/Cashier Christina Tynismaa, Chief Financial Officer Gary Simpson, Staff Accountant Katie Burnette, Deputy Treasurer Linda Poole, Utility Billing Clerk Tim Raich, City Appraiser Ellen Britton, and Accounts Payable Clerk Terra Bahrman

Back Row: Meter Reader David Blackburn, City Assessor Miles Anderson, Customer Account Clerk/Cashier Michelle Schroeder, Assessing Assistant Amanda Forslund, and City Treasurer Mary Schlicht



## **FINANCIAL SERVICES DEPARTMENT**

### **2014-2015 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Financial Services Department for the 2014-2015 fiscal year.**

#### **Department Overview**

The Financial Services department provides administrative support to the City of Marquette government. It maintains excellence in the accounting of all financial activity and provides support to City departments with financial, budgetary and procurement issues. The goal of the department is to provide relevant, timely and accurate financial reporting, and to exhibit fiscal accountability in accordance with Generally Accepted Accounting Principles (GAAP). The department has received its 29<sup>th</sup> consecutive *Certificate of Achievement for Excellence in Financial Reporting* by the Government Finance Officers Association (GFOA) of the United States and Canada.

The Financial Services Department is comprised of four divisions: Finance, Treasury, Assessing and Utility Billing. Some of the core functions of the department include preparation of the Comprehensive Annual Financial Report (CAFR), preparation and monitoring of the budget, cash management and debt management, tax billing and disbursements, utility billing, parking ticket violation notification, City revenue collection, property appraisal and valuation and the administration of the Police and Fire Retirement System. The department also provides administrative services to the Peter White Public Library.

#### **FINANCE**

The Finance division provides a wide range of services which include Accounts Payable, Accounts Receivable, Central Office Supplies, Bid Administration, Fixed Asset Accounting, Budget Administration, Financial Reporting, Cash Management and Debt Management. This division is also responsible for the annual preparation of the CAFR.

**Finance Program Statistics:**

Number of Accounts Payable checks issued:	4,694
Dollar Amount of Accounts Payable checks issued:	\$36,111,998
Number of Accounts Receivable invoices issued:	1,782
Dollar Amount of Accounts Receivable billings:	\$1,868,388
Number of Bids and RFPs administered:	30
Number of Fixed Assets records maintained:	1,275*
Dollar Amount of Fixed Asset records maintained:	\$234,000,000*
Number of Funds maintained:	41
Dollar Amount of Net Assets maintained:	\$89,000,000*
Dollar Amount of Long Term Debt maintained:	\$53,772,350

\*Figures are  
estimated.

**TREASURY**

The Treasury division oversees the collection and distribution of City revenues and maintains appropriate accounting and financial records to document these transactions. This division also administers the Police and Fire Retirement System.

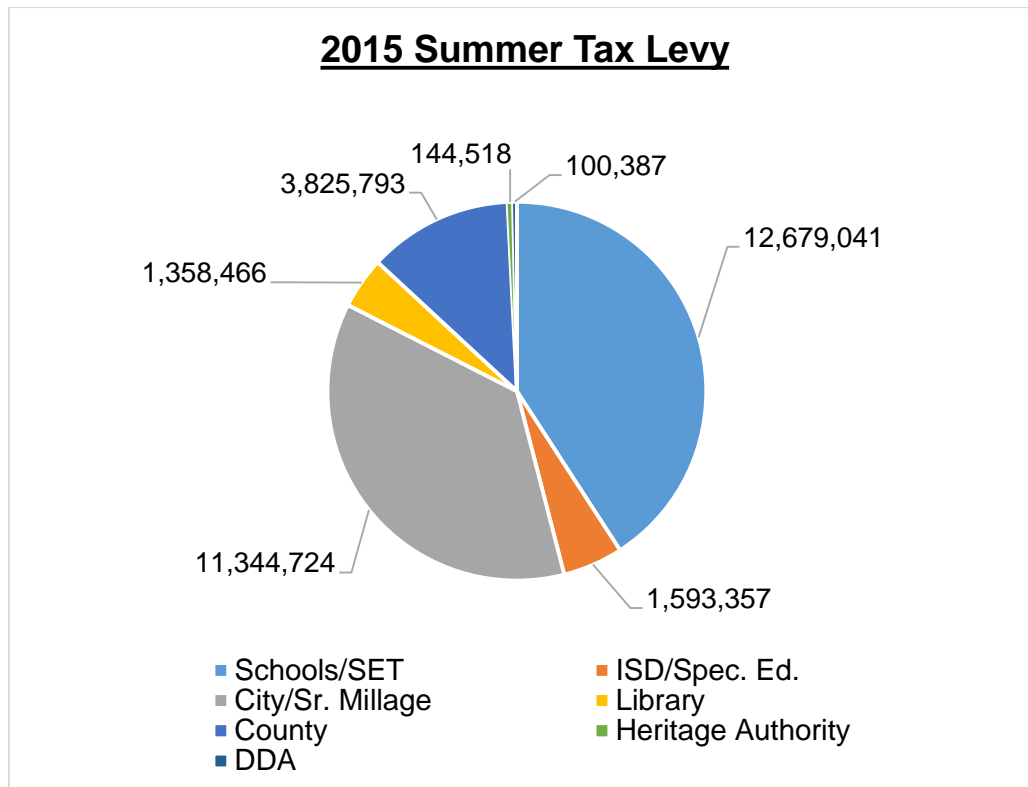
**Treasury Program Statistics:**

Dollar Amount of Total Cash Receipts:	\$79,181,642
Dollar Amount of Parking Ticket payments received:	\$99,434
Number of Property Tax parcels billed:	7,537
Percent of Tax Billings collected:	97%
Number of Landfill Permits (Commercial/Residential):	118
Dollar Amount of Landfill Permits (Commercial/Residential):	\$3,655

Because the City bills and collects taxes on behalf of other governmental units, it is important to note that the City does not keep all of the taxes that are billed out. When a taxpayer receives the summer tax bill, for instance, the City's portion is actually only a little over one-third. The rest is distributed to the other taxing jurisdictions that the City bills. The following chart and graph illustrates this.

### 2015 Summer Tax Levy:

Schools/SET	12,679,041	40.84%
ISD/Spec. Ed.	1,593,357	5.13%
City/Sr. Millage	11,344,724	36.54%
Library	1,358,466	4.38%
County	3,825,793	12.32%
Heritage Authority	144,518	0.47%
DDA	100,387	0.32%
	<u>31,046,286</u>	<u>100.00%</u>



## **ASSESSING**

The Assessing division appraises the value of each property within the City limits, including Real (land and buildings) and Personal (tangible) property. The division establishes Assessed and Taxable values. It provides the City Treasurer with taxable values on all City properties which are used to produce annual tax bills. Assessment rolls are prepared annually which identify all known property owners, legal descriptions, assessed values, state equalized values and taxable values.

The Assessed Value is 50% of the true cash value (market value) of the property as of December 31<sup>st</sup> of the preceding year. Listed below is the Assessed Value by *property classification type*.

### Assessed Values:

#### **Property Classification:**

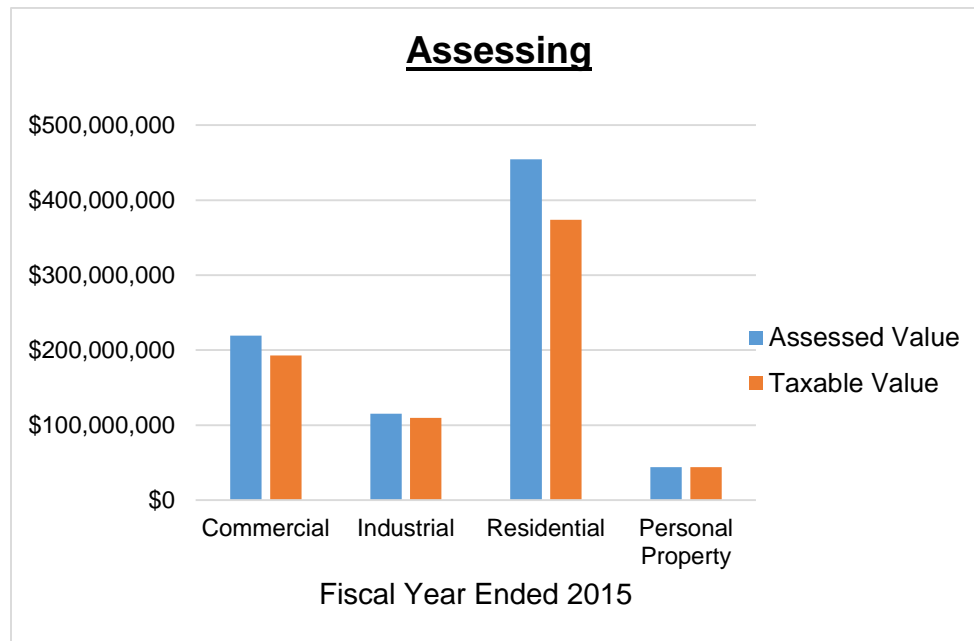
Commercial	\$219,513,000
Industrial	\$115,047,600
Residential	\$454,649,790
Personal Property	<u>\$43,728,000</u>
<b>Totals</b>	<b>\$832,938,390</b>

The Taxable Value is a value based on a formula which was set in March of 1994 when voters approved Proposal A. This value is used as a factor against which the tax rate is applied. Listed below is the change in Taxable Value by *property classification type*.

### Taxable Values:

#### **Property Classification:**

Commercial	\$192,751,608
Industrial	\$109,686,988
Residential	\$373,930,945
Personal Property	<u>\$43,728,000</u>
<b>Totals</b>	<b>\$720,097,541</b>



## **UTILITY BILLING**

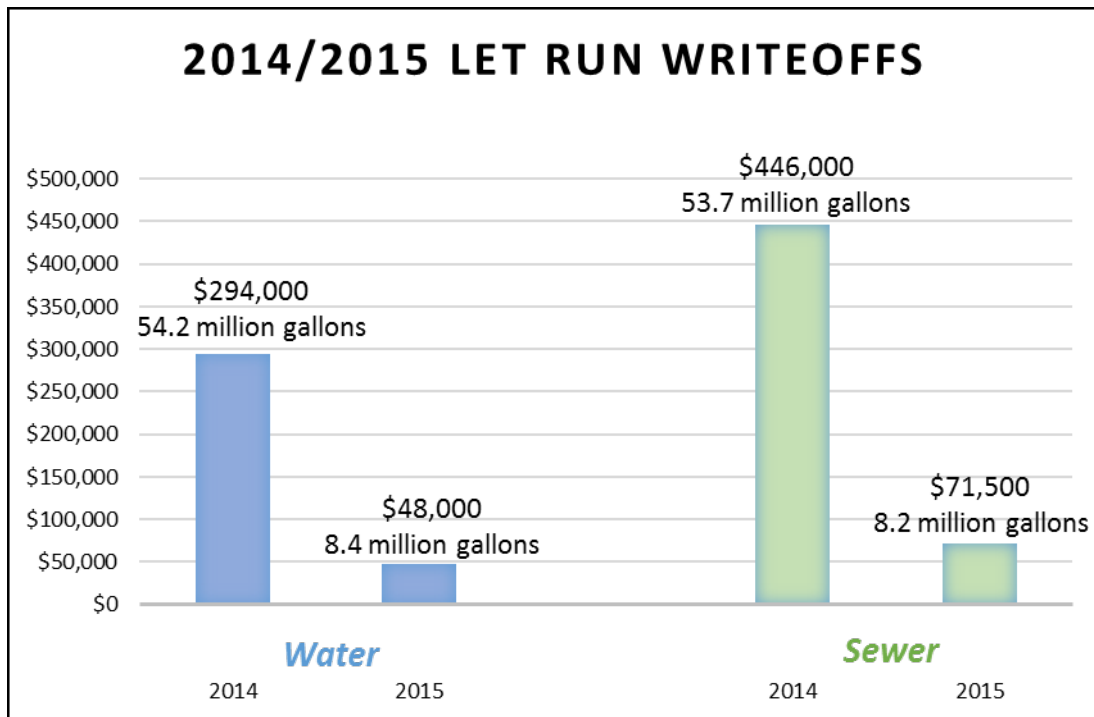
The Utility Billing division is responsible for obtaining and processing water/sewer readings, preparing utility bills, and collecting and recording payments. The division also prepares and processes service requests, maintains customer records, and handles customer inquiries.

### Utility Services:

Utility Bills Mailed:	76,351
Water Meters Read:	83,424
Water Shutoffs:	71

### Department Accomplishments/Statistics/Remarkable Events

- Water and Sewer Charge Write-Offs: While not as severe as the 2013-2014 winter, the sustained extreme cold in February 2015 and resulting abnormally deep frost levels again made it necessary to put a large number of water and sewer customers on let run orders to prevent frozen or re-freezing of service lines and water mains. This required office personnel to manually adjust water bills down to the customer's average water bill amount. In determining the amounts to be adjusted, historical usage as well as higher use in the summer months due to watering was factored in. These adjustments were done under the billing line items "Water Let Run" and "Sewer Let Run" as in the previous year so customers would easily be able to see the billing adjustments. The graph below shows the amount of charges written off as a result of the let run orders, which were issued for over 1,600 locations in 2014 and over 500 locations in 2015. For comparison, in a typical winter, there are generally 20 or less let run orders issued. Prior to the last two winters, the last large scale let run orders were back in 1994!



*The volume variance is due to locations that have city water service, but no city sewer.*

- The City Assessor's Office successfully assisted in preparing the database for use in establishing a base line value for the City of Marquette's "Smart Zone" implementation of the Tax Increment Finance tax capture.
- Tax Appeals: The City of Marquette has several property owners who have filed appeals with the Michigan Tax Tribunal. These appeals have the following range in differences of value between the city assessment and the petition filed with the Michigan Tax Tribunal: \$149,856 to \$8,471,016. The City also has several small claims petitions. In addition, work continues on the WE Energies tax appeal which has a difference of opinion in value of \$154,206,062. A considerable amount of time has been spent on these appeals by the Assessor's Office.
- AMAR (assessing minimum assessing requirements) Audit: Reviewed the following topics for those units of government audited: Public policy regarding public inspection of records, properly documented changes to taxable value by the Board of Review, were required state forms such as L-4021/L4022/L4025 timely delivered to the County equalization department, appropriately documented economic condition factors, accurate land value maps, appropriately documented land values, does the true cash value on assessment roll agree with true cash of the local units database, a review of new construction permits and assessing records, uncapping laws followed by local unit, and uniformity of assessments. The engineering GIS department provided excellent maps for the economic condition factor neighborhoods and land value charts. The Assessing Department will need to allocate time and resources to meet these requirements and others in the upcoming year.
- Duke LifePoint Marquette General Hospital: The Chief Financial Officer continues to serve as part of the City team in negotiations and implementation of agreements in the relocation of the hospital. A Purchase Agreement was approved and signed on August 3, 2015 for the hospital to be relocated on property currently owned by the City. It is anticipated that final closing will occur by the end of calendar year 2015. Work continues on negotiating Post-Closing agreements and implementing terms of the Purchase Agreement.
- City, Village, Township Revenue Sharing (CVTRS): Formerly known as Economic Vitality Incentive Program (EVIP), this program provides requirements for the City to comply with and receive Statutory Revenue Sharing. EVIP consisted of three phases, CVTRS consists of one phase which is essentially the same as the first phase under EVIP. For FY 2015, the City continued to comply with the program and received approximately \$357,000 which is the maximum amount the City could receive. The program is designed to help improve accountability and transparency of the state's municipalities to the public.
- Grant Administration: Responsible for the financial reporting requirements of approximately \$792,556 in expenditures for various grant programs the City was awarded.

- *Project Financing:* Maintained the City's AA bond rating as issued by Standard & Poor's. On September 17, 2015, closed on FY 2015 Capital Improvement Bonds for \$2.2 million of capital projects, which included street/water/sewer/stormwater infrastructure improvements.
- *Economic Development:* Continued with the resurrection of the City's Local Development Finance Authority (LDFA) and establishment of the City's SmartZone initiative. After much work, meetings, public forums and hearings, the Development and Tax Increment Finance Plan (TIF) for the SmartZone was successfully approved by the City Commission, the Michigan Economic Development Corporation, and the State Treasurer. TIF collections began with the Summer 2015 Tax Billings and will continue for 15 years.
- *LDFA:* Successfully went through the process of establishing the SmartZone and on September 4, 2015, entered into a SmartZone Services Agreement with "Innovation Marquette Enterprise Corporation" (IMEC). IMEC is a separate 501(c)(3) organization and is beginning start-up operations for the SmartZone initiative.
- *Next Michigan Zone:* Now called "Superior Trade Zone," is an initiative to be a regional economic trade zone for the municipalities in Delta and Marquette Counties. Approval has been given by the State for this endeavor and the start-up process has begun. Funding sources and project opportunities are being explored.
- *Budget/Audit:* Successfully completed a 15 month transition fiscal year audit (FY 2014) to get the City on its new October through September fiscal year. This required many changes to budgetary and financial management system functions, processes, and procedures. We are now back to a normal 12 month cycle for the fiscal year. The budget for FY 2016 was adopted on September 14, 2015 and the FY 2015 audit process has begun. Received the Certificate of Achievement for Excellence in Financial Reporting as presented by the Government Finance Officers Association of the United States and Canada for the City's FY 2014 Comprehensive Annual Financial Report.
- *City Treasurer Retirement and other staff changes:* On July 31, 2015, Diane Giddens retired as the City Treasurer after 26 years of excellent service to the City. Mary Schlicht, formerly the Staff Accountant, accepted the position of City Treasurer, which also created a change in the Staff Accountant position. There were also changes in the positions of Accounts Payable Clerk and both Cashier positions. The Utility Billing Clerk continues to train as the backup to the Payroll Clerk. While many changes occurred in a short period of time, and we will miss those who left, we are excited by the new staff and welcome the opportunity to continue our standard of excellence in all that we do.



# FIRE DEPARTMENT



Pictured above (left to right)

Front Row: Administrative Assistant E. Beckman, Fire Fighter T. LaTourneau, Relief Engineer K. Shirtz, Lieutenant J. Haile, Lieutenant J. Koshorek, Engineer Inspector B. Talvensaari, Sergeant G. Guertin, Lieutenant J. Green, Captain D. Mallos, Captain S. Hodgins, Chief T. Belt, Inspector I. Davis, Captain D. Lancour, Fire Fighter C. Teinert, Relief Engineer M. Gwinn, Fire Fighter M. Vallin, Engineer Inspector B. Wilder, Sergeant Inspector T. Dunleavy, Engineer B. Anderson, Fire Fighter D. Hennessy, Engineer D. Pruner, and Fire Fighter K. LaMarre.

Back Row: Engineer K. Hillier, Fire Fighter K. Vogler

Not Pictured: Sergeant B. Phillips, Relief Engineer M. Jackson, Fire Fighter B. Beaudry



## MARQUETTE CITY FIRE DEPARTMENT

### 2014-2015 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Marquette City Fire Department for the 2014-2015 fiscal year.**

#### Department Overview

The Fire Department is responsible for developing and delivering a full array of Fire Education programs; engaging in vigorous code enforcement and plan review; offering technical assistance on fire and life safety matters; rendering all-incident rescue and basic EMS service, combating fires; investigating cause and origin; mitigating haz-mat incidents; maintaining an aggressive upgrade training program for Fire Department personnel; acting on fire/life safety complaints; and interacting with the community at large as a complete life-saving organization that manages the community's risk.

The Rental Code Department is responsible for identifying and registering rental units and performing certification inspections of all identified rental units in the City of Marquette. This department also investigates rental occupancy complaints, and acts as a consultant to prospective purchasers of rental properties.

The Waterfront Safety Department is responsible for resident and visitor well-being near the City shoreline; this includes the Tourist Park Lake. This Department manages the lifeguards, their training, and the associated information education and training program targeting the general public. This Department is also responsible for all active and passive rescue devices, and equipment found in the waterfront environs. These would include the personal watercraft, life-saving stations, personal floatation devices, and all appurtenances associated with the waterfront safety mission. As an adjunct, all firefighters are waterfront lifeguard certified.





This year we welcome two new hires into our Department, Firefighter Thomas LaTourneau and Firefighter Corey Teinert. Both men are certified paramedics. This compliments the department's commitment to incorporating certified paramedics as part of our mission. Currently, nine firefighters have committed more than 1,000 hours of training each to achieve the paramedic status. This training will enhance the Marquette City Fire Department's abilities to respond and deliver life-saving procedures. This represents a significant upgrade to our present Emergency Medical Technicians program.

Two officers in our Department attended command training at the National Fire Academy in Emmitsburg, Maryland. This training includes emergency scenarios based on decision making models as prescribed by the national incident management system. Three additional firefighters will be attending these courses in 2016.

Inspector Ian Davis completed his first year of the Executive Fire Officer Training program. His applied research paper received a perfect score of 4.0 and will be published and available at the National Fire Academy library. Inspector Davis will be attending three more years of this highly specialized training and will be required to submit three more applied research documents.



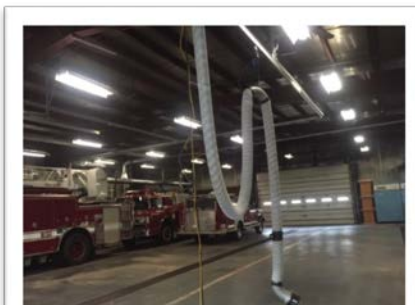


## FEMA GRANTS

We received two competitive and two mini grants this year totaling \$119,020. Primarily these grants funded replacement and upgrade of our Vehicle Exhaust Emission Removal Systems for both fire stations and 12 Self Contained Breathing Apparatus, 24 air bottles, and 21 new masks.



SCBA



Vehicle Exhaust Emission Removal System



The system connects directly to truck magnetically

•Our ice/water rescue calls have increased (seven in the last two winters). This year we took part in ice/water rescue training with the U.S. Coast Guard and the Sheriff's Department.

•Officers in our Department trained and certified young Lifeguards at the Marquette Senior High School pool. These classes enabled participants to obtain a Waterfront Red Cross certificate upon successful completion. This made them eligible to work on the beachfront for the City of Marquette.



•Our Fire Prevention Week Parade and Static Display was a success. We hosted 20 fire trucks and emergency vehicles from departments across Marquette County.



## Department Statistics/Events

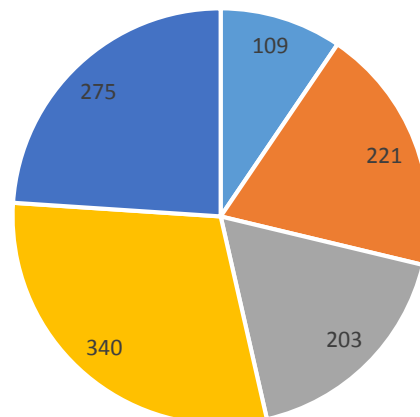
- 4,700 hours of Firefighter specialized training.
- Firefighter Jim Feliciano retired this year.
- Pigs-N-Heat hockey game raised \$15,000 to help victims of fire.

Our Annual Fire Prevention Week was a success. We had thirteen fire departments across Marquette County participate in the 23<sup>rd</sup> Annual Fire Prevention Parade and Static Display on October 4. This community event allows children to meet their local firefighters and for the parents to become aware of the services offered in their communities. Sparky the Fire Dog makes his appearance at this event. This highlight, along with the bike and debit card raffle make it an exciting and fun event! Our theme this year “Hear the BEEP where you SLEEP” supports the important message of having working smoke alarms in every bedroom.



Fire Prevention Activities, October 2015

- Site Visits
- Station 1 Tour Participants
- Station 2 Tour Participants
- Fire Safety House Participants
- MSHS Extinguisher Training



Other Fire/Safety Education Services include our Learn Not to Burn classroom series and Child Car Seat Technician installation safety check service.

Miscellaneous Fire/Safety Education Services			
Learn Not To Burn (#Students)	1,023	Car Seats Installed	66
Learn Not To Burn (Man Hours)	112	Car Seats Checked	45

# FIRE DEPT. INSPECTOR

## **101-371 RENTAL CODE ENFORCEMENT**

Three Rental Program Inspectors promote the continuing maintenance of quality and safe rental properties. The Fire Inspector enforces life-safety requirements for the design, operation, and maintenance to buildings in the City.

RENTAL CODE ENFORCEMENT <i>October 2014 – September 2015</i>	FY 14/15	COMMERCIAL CODE ENFORCEMENT <i>October 2014 – September 2015</i>	FY 14/15
Inspections	720	Inspections	78
Re-Inspections	146	Re-Inspections	17
Letters and Notices	821	Letters and Notices	192
Citations	53	Citations	68
Plan/Code Review	4	Plan/Code Review	66
Meetings/Training	9	Meetings/Training	98
Public Assistance	94	Public Assistance	550
Contacts	1302	Contacts	765
Miscellaneous	152	Miscellaneous	858
<b>TOTAL</b>	<b>3,302</b>	<b>TOTAL</b>	<b>2,692</b>

## **101-777 WATERFRONT SAFETY**



The Water Front Safety Task Force reconstituted for 120 days starting May 2015. Their recommendation will be delivered to the Commission in December.

Statistics from the head lifeguard include beach attendance, days open, air temperature and water temperature. These stats are taken daily by the on-duty lifeguards. This year temperatures started off cool in June but warmed up considerably the following months.

<b>McCarty's Cove</b> <i>May 23 - July 16, 2015</i>	FY 14/15*	<b>Tourist Park</b> <i>May 23 - July 16, 2015</i>	FY 14/15*	<b>South Beach</b> <i>May 23 - July 16, 2015</i>	FY 14/15*
Attendance	6,771	Attendance	1,111	Attendance	2581
Days Open	49	Days Open	49	Days Open	48
Avg. Attendance	138	Avg. Attendance	23	Avg. Attendance	53
Avg. Air Temp	61.24°	Avg. Air Temp	68.7°	Avg. Air Temp	64.47°
Avg. Water Temp	52.29°	Avg. Water Temp	64.2°	Avg. Water Temp	62.85°



# 101-336 FIRE ACTIVITY REPORT



**Shift 1**



**Shift 2**



**Shift 3**

ALARMS		FY 14/15
Fire		22
Vehicle Fire		10
Rescue/EMS		923
Scare		22
False Calls		83
Good Intent		34
Hazardous Condition		59
Mutual Aid		3
Stand-by (Water/Ice Rescue 2015)		8
Life Flight/Stand-by		27
<b>TOTAL RESPONSES</b>		<b>1,191</b>
FIRE PREVENTION		FY 14/15
Daycare Class (# Students)		189
Daycare Class (Man Hours)		26
Elementary Class (# Students)		343
Elementary Class (Man Hours)		24
Babysitting Class (# Students)		102
Babysitting Class (Man Hours)		9
MSHS Class (# Students)		260
MSHS Class (Man Hours)		26
Extinguisher Trng-Reg (# Attended)		185
Extinguisher Trng-Reg (Man Hours)		29
ECI's (# Visited)		388
ECI's (Man Hours)		219
Smoke Detectors Distributed		16
Smoke Detectors Installed		19
Smoke Detectors Checked		38
Company Computer Drawings		5
Fire Drills Attended		3
Fire Drills Man Hours		9
Juvenile Fire-Setter (Contacts)		17
Children's Museum Inspections		23
Station Tours (#People)		660
Stations Tours (Man Hours)		64
PERSONNEL TRAINING		FY 14/15
In-House (Man Hours)		1021
Remote (Man Hours)		626.5
Specialized (Man Hours)		4273.5
Haz-Mat WMD (Man Hours)		87
Vehicle Maintenance (Man Hours)		533
Property Maintenance (Man Hours)		471
Hose Testing (Man Hours)		144
Service Testing (Man Hours)		28
Hydrant Testing (Man Hours)		145
Hydrant Testing (# Tested)		156
Meetings (Man Hours)		1369.5
<b>TOTAL (MAN HOURS)</b>		<b>8,698.5</b>

## POLICE DEPARTMENT



Pictured above (left to right)

Animal Control Officer Dave Schneiderhan, Traci Phillips, Corporal Rob McLaughlin, Sergeant Ryan Grim, Barb Grutt, Lieutenant Mark Wuori, Detective Sergeant Greg Kinonen, K9 Sergeant Marty Munger, Captain Mike Kohler, Lieutenant Mike Laurila, Pat Fowler, Yvonne Bonsall, and Acting Police Chief Blake Rieboldt





## **MARQUETTE CITY POLICE DEPARTMENT**

### **2014-2015 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Marquette City Police Department for the 2014-2015 fiscal year.**

#### Department Overview

The Marquette City Police Department provides police services to the City of Marquette. Principle responsibilities include: criminal investigations, traffic enforcement, traffic accident investigation, drug education and enforcement along with community outreach and education.

The Marquette City Police Department is structured in three divisions:

The Patrol division is staffed with 18 patrol officers, seven supervisors, and is overseen by the Patrol Captain. Patrols operate 24 hours a day, 365 days a year and work 10 hour shifts. Dayshift is 6:30 a.m. to 4:30 p.m. Afternoon shift is 4:00 p.m. to 2:00 a.m. Midnight shift runs from 9:00 p.m. to 7:00 a.m. A minimum of three officers are required to be working per shift, with four working between the hours of 9:00 p.m. and 7:00 a.m. A School Liaison Officer works in the Marquette Area Public Schools during the school year and road patrol during the summer months.

The Detective Bureau is comprised of five Detectives which one is assigned to the Upper Peninsula Substance Enforcement Team and one Cyber Crime Detective that works with the local Federal Bureau of Investigation office. Detectives investigate and follow-up on all criminal complaints filed with the Marquette City Police Department. Detectives are also responsible for case management and monitor the status of complaints.

Support staff is comprised of four office staff, Parking Enforcement, and an Animal Control Officer. Duties include department and court report preparation, office operations, parking enforcement and animal control complaint investigations.

On October 16, after 39 years of service, Chief Mike Angeli retired and accepted the City Manager position on a full time basis.

Mike began his career with the Marquette City Police Department in 1976. He served as a Police Support Officer, Patrol Officer and Marine Officer until his promotion to the Detective Bureau as the School Liaison/Corporal in 1987. He later served in the position of Detective Sergeant/School Liaison in 1989. In October of 1998, Mike was promoted to the position of Detective Lieutenant and then to Captain of the Detectives in January of 2001. In 2008 Mike was appointed Acting Chief, and in July of that year, he assumed the role of Chief of the Marquette City Police Department.

Following Mike's retirement, Patrol Captain Blake Rieboldt was appointed acting Police Chief.

Detective Captain Mike Wasie retired after 25 years of service. Captain Wasie started his career with the Marquette City Police on September 10, 1990 as a patrol officer. He served as a DARE Officer, Youth Services Officer, firearms instructor and dive team member/supervisor. He was promoted into the detective bureau on April 22, 2001 and climbed through the ranks being promoted to Detective Captain on June 2, 2014. Detective/Lieutenant Mike Kohler was appointed to the position of Detective Captain to replace retiring Detective Captain Mike Wasie, effective October 2, 2015.

### Accomplishments/Statistics/Remarkable Events

- Starting October 1, 2014, the Marquette Police Department began a new records management system called SRMS. SRMS stands for Statewide Records Management System. Currently there are over 40 other agencies throughout the state of Michigan using this system. Four of the nine police agencies in Marquette County are currently using this system. Law enforcement agencies using this system will now have the ability to share a data system and share information on complaints that are being handled. There is also access to property files so agencies will know if recovered property has been reported stolen or lost with other police agencies. We continue to evaluate the process and work with company staff to complete the transition. We have made huge strides over the past year but still have a way to go.
- Members of the Marquette City Police Dive Team conducted monthly training dives and assisted in mooring field set up and take down. Dive team members conducted a video survey of the water intake located in Lake Superior near the Coast Guard station. This video assessment was instrumental in evaluating the 100+ year old pipe system and intake.
- Staff attended the Michigan Traffic Safety Summit in Lansing. The Traffic Summit is a three day long event with breakout sessions dealing with traffic engineering/design, traffic safety initiatives and traffic safety professionals.
- The Police Lieutenant attended training certifying him nationally as a Crisis Intervention Training Coordinator. This training was funded through a Pathways Grant. The Lieutenant, along with Pathways staff, will bring this training to local and surrounding police agencies. This training teaches Law Enforcement personnel to effectively deal with subjects suffering from mental illness and disorders.
- *Marquette Police Department Snowmobile Patrol:* This year we utilized approximately 70 hours to patrol the trail systems in and around the City of Marquette. This patrol is funded through a grant issued by the Department of Natural Resources.

- *Marquette Police Department Park Patrol:* Our Park Patrol Officers patrol our waterfront area and beaches daily from 12:00 p.m. (noon) until 8:00 p.m. May 1 through October 1. They enforce City ordinances and serve in a public relations role providing citizens with assistance and safety information regarding the dangers of Lake Superior in our community.
- All Marquette Police Department Officers were re-certified in the use of the Taser. The re-certification consisted of a review of the training PowerPoint, review of our department's Taser Policy, and deployment of two Taser cartridges.
- The Marquette City Police Sergeant trained the officer from the Forsyth Township Police Department and Northern Michigan University Regional Police Academy recruits in water rescue.
- The Marquette Police Department continues to participate in a traffic enforcement grant through the Office of Highway and Safety Planning funds. Funded shifts focus on seatbelt and impaired driving enforcement.

Marquette Police Department Statistics	
Calls for Service	17,796
Incidents	2,207
Arrests	903
Citations	4,299
Accidents	893
Parking Citations	5, 290
Booted Vehicles	43

## **K9 UNIT**

*Handler Sergeant Marty Munger – K9 Frodo*

*Handler Officer Todd Collins - K9 Scud*

*K9 - L. Nitro- Explosives detection – Shared handler duties*

The Marquette City Police Department K9 Unit had a total of 95 deployments between two handlers and three Police K9s. The following is a breakdown of the deployments:

- *The K9 Unit has completed the following K9 Sniffs:*

Marquette Police Department: 25	NMU Public Safety: 2
Ishpeming Police Department: 3	Negaunee Police Department: 2
Michigan State Police: 8	Marquette County Sheriff's Office: 6
Forsyth Police Department: 2	Chocolay Police Department: 1
Presque Isle Apartments: 5	Premeau Rentals: 1
Great Lakes Recovery: 1	Marquette County Youth Home: 1
Customs Border Protection: 3 (Totaling over 600 vehicles sniffed)	
- *The K9 Unit has completed the following in K9 Tracks:*

Marquette Police Department: 3	Ishpeming Police Department: 4
Michigan State Police: 1	Marquette County Sheriff's Office: 5
Forsyth Police Department: 1	

- *The K9 Unit has completed the following in Explosives Detection:*  
Marquette Police Department: 2                      Marquette County Sheriff's Office: 1  
Forsyth Police Department: 1
- The K9 Unit has completed 11 public demonstrations.
- The K9 Unit has completed 10 School Narcotic and Explosives searches for the following schools: Marquette Senior High School, Bothwell Middle School, Westwood High School, Gwinn High School, and Aspen Ridge School.
- The Marquette Police Department K9 Unit has also attended the National Association of Professional Canine Handlers conference which is a weeklong certification held in Alpena, Michigan. All three K9s were certified.
- Sergeant Marty Munger received his Master Trainer status with the National Association of Professional Canine Handlers. This title now allows Sergeant Munger to instruct and certify K9s in the National Association of Professional Canine Handlers organization throughout the state of Michigan.
- The Marquette Police Department K9 Unit has forfeited over \$2,000 in cash and property.

## **DETECTIVE BUREAU**

*Detective/Captain Mike Kohler  
Detective/Lieutenant -Pending  
Detective Sergeant Doug Heslip  
Detective Sergeant Greg Kinonen  
Cyber/Detective Corporal Chris Aldrich*

### **Detective Bureau Investigations**

- Five suspects were arrested for a Home Invasion incident on Harrison Street.
- Suspect was arrested for a Home Invasion in Shiras Hills.
- Suspect arrested for Receiving and Concealing Stolen Property. This was the result of a Home Invasion investigation.
- Suspect arrested for stabbing another person on Division Street.
- Suspect arrested on two counts of Using Explosive Devices to Destroy Public Property.
- Two suspects arrested for the Malicious Destruction of over 15 mailboxes in North Marquette.
- Suspect convicted of Criminal Sexual Conduct with an incapacitated victim.
- Suspect arrested for counterfeit checks.

- Suspect arrested for Felon in Possession of a Stolen Firearm after a search warrant was conducted at his residence.
- Suspect arrested for stabbing another person on the bike path behind Flannigan's Bar.
- Two suspects sentenced to 15 to 30 years for their role in a Home Invasion.
- Barricaded gunman arrested without incident on Presque Isle Avenue.
- Four suspects arrested for Operating/Maintaining a Meth Laboratory.
- Suspect arrested for the break-in at Cruise-N-Coffee on N. Third Street.
- Suspect arrested for passing counterfeit money.
- Suspect arrested for stealing a computer and a firearm.

### Activities

- Twenty-seven sex offender address verifications were conducted by the Detective Bureau, with two charges being sought for violations.
- Mooring field maintenance.
- Members of the Detective Bureau conducted numerous presentations including Senior Safety, Home Health Care Worker/Client Safety, Bank Fraud Response, Merchant Fraud and Intelligence Sharing at the Security Awareness Symposium sponsored by Lasco.

## **UPSET (Upper Peninsula Substance Enforcement Team)**

### *Detective/Officer Mark Hanes*

- Meth fire investigation at Birchgrove Trailer Park Lot #46 which occurred in October 2013. Five subjects sentenced to Federal Prison.
- Detective Hanes has responded to 80+ Meth incidents which include Meth Labs and Meth Dump Sites.
- Detective Hanes is involved in an ongoing Heroin trafficking complaint. Three people have been arrested on federal charges with an additional three arrests anticipated. This ring was involved in trafficking large amounts of Heroin and Morphine into the Marquette area.
- Detective Hanes is currently involved in 15+ active investigations involving Morphine, Suboxone, Heroin, Crack Cocaine, Powder Cocaine, Methamphetamine and Marijuana.
- Assisted in the surveillance and arrests of subjects involved in a Heroin ring operating in the Escanaba area. Six subjects have been taken into custody on Possession with Intent to Deliver Heroin.

- Detective Hanes is currently investigating 130+ subjects for purchasing Pseudoephedrine for the making of Meth. Twelve subjects have been arrested on Meth related charges in the past six months with additional arrests expected in the near future.
- Detective Hanes conducts Meth presentations for Police, Fire, EMS and the general public. This is a 1-½ hour presentation on the making of meth (not the entire process), its effects and the hazardous material it leaves behind.
- Detective Hanes is certified as a Meth Responder, a Site Safety Officer, a Packaging and Transport Officer of Hazardous Materials.
- In August 2015, Detective Hanes attended an Advanced Clandestine Lab training put on by the Drug Enforcement Administration. Detective Hanes was certified in identifying and dismantling of Fentanyl labs, PCP, LSD and Ecstasy drug labs.

## **YOUTH SERVICES OFFICER**

*Officer Craig Marker*

- The Marquette School district consists of four elementary schools, one middle school, one alternative high school, and one high school. Also in Marquette are two private schools, Father Marquette elementary and Father Marquette Middle School. In 2014, the total number of students enrolled, including Father Marquette, was 3,481.
- The Youth Services Officer complaints are generated in several ways. Complaints can be assigned by a supervisor, Officer's presence in the school, and by the school's administration.
- *Complaints in 2014/15:*

Criminal Sexual Conduct: 4	Drugs and Alcohol: 19
Stalking: 2	Assaults: 12
Threats: 6	Larceny's: 14
Domestic: 4	Malicious Destruction of Property: 7
Trespass: 8	Suspicious Situations: 14
Tobacco: 12	Runaways: 3
Weapons: 6	Traffic: 18
Property Inspections: 1176	General Assists: 301
- *The Youth Services Officer also attends School Events:*

Football and Basketball games	Assemblies
Marquette High School graduation	Homecoming
- *Programs and Presentations:*

Halloween Safety	Bicycle Rodeo
Kindergarten Fingerprinting	Bullying Presentations
Career Day	Shop with a Cop
Active Shooter training	Assist with lockdown drills
Health Fair	Drug and Alcohol Presentations

- *Meetings and Committees:*  
Marquette Area Public Schools Crisis Committee  
Minor in Possession of Alcohol panel  
National Night Out  
Juvenile Incentive Program  
Lake Superior Village Youth and Family Center Board
- The Youth Services Officer is also responsible for training and scheduling Crossing Guards at three elementary schools and one middle school.

## **ANIMAL CONTROL**

*Officer Dave Schneiderhan*

The Animal Control Officer (Officer) works 7:00 a.m. – 3:00 p.m. Monday through Friday. The Officer is a fully empowered Police Officer who shares duties between the road patrol and animal control. He is responsible for handling domestic animal complaints as well as the trapping and removal of nuisance wild animals. During the past year the Animal Control Officer responded to a total of 631 calls for service.

*Below is a breakdown of the animal complaints:*

- Cat at large/unlicensed: 16
- Dog at large/unlicensed: 36
- Dog barking: 5
- Dog on beach: 1
- Nuisance skunk traps: 33
- Nuisance raccoon traps: 5
- Injured birds: 5
- Injured ducks: 3
- Injured squirrels: 2
- Deceased animal removal: 8
- Rescued woodpecker: 1

## **FACILITY SECURITY PLAN - MATTSON PARK BULKHEAD PIER**

The Marquette City Police Department is assigned duties pursuant to Title 33 of the Code of Federal Regulations - Navigation and Navigable Waters in accordance with Subchapter H – Maritime Security Code of Federal Regulations 105, for the U.S. Coast Guard and Department of Homeland Security.

These duties specifically include developing, maintaining and enacting duties and regulations set forth as part of the Mattson Park Bulkhead Pier – Facility Security Plan. This plan permits vessels of foreign countries, in particular cruise ships, to dock at the Mattson Park Bulkhead Pier.

Quarterly Training Drills: Conducted on 12/22/14, 03/30/15, 06/30/15 and 08/18/15.

Annual Training Exercise: Conducted on 08/18/15.

Annual Facility Security Plan Audit: Conducted on 03/17/15.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated 06/30/15 – 07/05/15.

Security Screening of Vessel Passengers and Baggage Log: Updated on 10/05/15.

The Marquette City Police Department's Facility Security Plan along with all records are reviewed annually by members of the U.S. Coast Guard – Sector Sault Ste. Marie and have passed with no deficiencies.

### Marquette City Police Department Retirees



Pictured above (left to right)

Front Row: Captain Orville Dishnow, Sergeant Richard McLaughlin, Lieutenant Dan Krieg, Detective Lieutenant Joe Levandoski, Detective Captain Marv Gauthier

Back Row: Patti Tibbitts, Chief Mike Angeli, Officer Ken Nolan, Officer Mike Hoffman, Lieutenant Tom Knapp, Chief Sal Sarvello, Detective Captain Hank Steede



# PUBLIC WORKS AND UTILITIES

## Facilities Maintenance

*Pictured (left to right)  
Tom Florek, Jarrod Molise,  
Barry Just, and Mike Sjolund*



## Sewer Maintenance

*Pictured (left to right)  
Front Row: Bruce Gauthier,  
Pat Nordquist, Jim Tregear,  
and Chris Sgouris  
Back Row: Jerry Bartlett,  
Dave Whaley, and Randy Paavola  
Not pictured: Dan Beerman (photo  
taken with Street Maintenance)*



## Equipment Maintenance

*Pictured (left to right)  
Al Wendrick, Carl Miller,  
John Steadman, Eric Hinze,  
Duane Suckow, Anthony Baez,  
and Alex Hinze*



## Water Transmission and Distribution

*Pictured (left to right)  
Front Row: Dave Outinen, Kyle  
Johnson, Randy Bullock, and Tim Smith  
Back Row: Chris Tracy, Todd Brugman,  
Art Carlson, and Mark Trembath*

### **Wastewater Treatment Plant**

(From L to R): Weston Dishaw, Lyle Michaels, Neil Hayward, Bernie Stanaway, Mark O'Neill, Dan Johnston, Pam Greenleaf, Curt Goodman, Neil Traye and Adam Diedrich.

Not pictured: Jim MacDonald, Roger Ohman, Randy Ritari, Mary Maki and Mark Spanton



### **Forestry and Cemetery**

(From L to R): Dan Carter, Chad Hightshoe, Paul Albert, and Wayne Goodwin

### **Street Maintenance**

(From L to R): Mike Parsons, Dave Contois, Mark Brandel, Bridget Holm, Dan Chapman, Mark Romero, Luke Chapman, Jim Fraley, Dan Beerman (Sewer Maintenance), Mike Koval, and Jack O'Neill Not pictured: Steve Matt, Don Trezona, George LaFave and Rob Hulverson



### **Administrative**

(From L to R): Tonya Beerman, Curt Goodman, Eric Stemen, Scott Cambensy and Stacie Stone



## **PUBLIC WORKS AND UTILITIES**

### **2014 - 2015 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Public Works and Utilities Department for the 2014-2015 fiscal year.**

#### **Department Overview**

The Public Works and Utilities Department provides maintenance and support for the City of Marquette vehicle/equipment fleet, water tanks, infrastructures, roads, park cemetery, all recreational parks, lift stations as well as the operations of the water and wastewater plants.

The Public Works and Utilities Department is comprised of the following divisions: Water Transmission and Distribution, Street, Sewer, Forestry, Park Cemetery, Motor Vehicle Equipment, Facility Maintenance, Parks and Recreation Maintenance, Water Plant and Wastewater Treatment Plant. Some of the core functions of the Department include: routine preventative and corrective maintenance activities for local and major roads, water main valves, fire hydrants, system water flushing, water and sewer lateral and/or main repair and/or replacement, signage, snow and ice control, sidewalk repair, street paving, storm sewer maintenance, televising sewer laterals, tree maintenance and park maintenance. The Department also performs daily, weekly, monthly and yearly testing of the drinking water system to ensure we comply with both state and federal guidelines. The Marquette Water and Wastewater Treatment Department is a leader in effective water pollution control, continuously evolving to reflect the ever changing demand of our many customers at the local, regional, state, national and international levels. Protecting public health and preserving our resources through technology is our focus in achieving our goals.

#### **WATER TRANSMISSION AND DISTRIBUTION**

##### **Winter Freeze**

With prolonged cold temperatures through the winter season, the Water Distribution Department responded to another year of unusually high number of residential water line freeze-ups. Frost depth were observed to six feet and our frost index was recorded at 1,678. Normally our average index for the year would be 1,220.



- 200 water customers thawed due to freeze-up
- 300 water service customers authorized to let run to prevent freezing
- Frost index was 1,678, normally is on average at 1,220
- Cross connection accounts - 749
- Backflow devices in system - 979
- Installed 746 new meters
- Tested 35 large meters for accurate meter water consumption
- One-third of the total distribution system was flushed
- 16 water main repaired
- 21 water service line repaired
- Backflow devices needing repair – 35

Mountain Tank was taken out of service for a full coating replacement of the interior wet surface and exterior surface. Replacement of safety equipment to access top of tank was also done. Lincoln Tank required a small repair to the foundation along with a yearly foundation coating. Grove Station required replacement of the PLC chassis, corrosion had compromised its operational integrity. Also failure of pump “B” motor starter required replacement.

## **STREET DIVISION**

- Collected approximately 9,000 cubic yards of leaves during the curbside collections.
- Collected approximately 800 cubic yards of brush during the curbside collections.
- Compost site had 6,950 vehicles for grass/leaf drop off.
- Compost site had 3,150 vehicles for brush drop off.
- Household rubbish site had 6,888 vehicles with 1,174 cubic yards of rubbish and 40.2 tons of metal being collected.
- 1,058 tons of salt was used for ice control.
- 3,569 cubic yards of sand was used for ice control.
- More than 225 traffic or parking signs were repaired or upgraded this past year.
- Over 500 lineal feet of concrete curb, sidewalk and drive aprons were poured.
- 6,000 gallons of 32% liquid calcium chloride were applied for dust control.

### **Promotional**

The Street Division provides support for the following activities/events:

- |                          |                               |                                  |
|--------------------------|-------------------------------|----------------------------------|
| • Art on the Rocks       | • New Year's Eve Ball Drop    | • Fourth of July Parade          |
| • Petunia Pandemonium    | • Baraga Harvest Fest         | • Hiawatha Music Festival        |
| • U.P. 200 Dog Sled Race | • Block parties               | • Homecoming Parade              |
| • Blueberry Fest         | • Ore to Shore Bike Race      | • Beer Fest                      |
| • Harbor Fest            | • International Food Festival | • Support for Projects by Groups |
| • Noquemanon Ski Race    |                               |                                  |

## **STORM SEWER MAINTENANCE**

- 3,885 storm sewer manholes and catch basins cleaned
- Nine storm sewer manholes repaired
- 20 catch basins repaired
- Six storm sewer point repairs
- Cleaned 4,705 feet of ditch
- Thawed five frozen storm pipes

## **SANITARY SEWER MAINTENANCE**

- 159,495 feet of sewer main cleaned
- 1,150 sanitary manholes inspected
- 31 sewer backups with all but one being the homeowner's side
- Three sanitary point repairs which included the one City side that caused a sewer backup
- Zero sanitary sewer overflow
- 11 sanitary lateral replacements with 10 laterals being Orangeburg pipe
- One new sewer lateral tap
- 181 laterals televised
- 14 sanitary sewer manholes repaired

## **FORESTRY DIVISION**

- Zero in-house tree planting
- 64 street-side and park trees were planted via contractor
- 364 small (diameter <10") trees were pruned
- 186 large (diameter >10") trees were pruned
- 264 dead, dying, diseased or otherwise dangerous trees were removed while 40 of these were street side, residential trees
- 64 stumps were ground out

## **PARK CEMETERY**

- 29 traditional burials
- 45 cremains burial
- 58 grave space sales
- 72 monument foundations placed
- 193 genealogy searches
- Four special projects:
  - Created an electronic file for nearly 13,000 interments beginning in 1892 to present.
  - Twenty-six recycled park posts were placed along the newly reconstructed road at the far north end to allow for a year-round driving surface in that area.
  - With assistance from the Board of Light and Power, a recycled flag pole replaced the very old primary flag pole.
  - Three landscape mounds were shaped, sodded and 100 grave spaces were laid out with metal pins for the beginning of a cremation garden.

## **MOTOR VEHICLE EQUIPMENT DIVISION**

Below is a list of equipment approved for purchase for Fiscal Year 2014-2015:

- Small equipment - \$5,200
- Vibratory Compactor - \$10,000
- Small All Terrain Turf Vehicle - \$25,000
- Asphalt Paver - \$75,000
- 4WD 1 Ton Cab/Chassis with Service Body - \$50,000
- Three Police Patrol Vehicles - \$105,000

### **Marquette City Online Auction**

The City of Marquette Surplus Online Auction generated \$34,036.50 worth of surplus equipment revenue last year. Most of these items are purchased by local residents.

### **Equipment in Fleet**

- Small Equipment - 169
- Sedan/Pickups – 99
- Large Equipment – 112

### **Maintenance**

- Tune up – 55
- Brakes – 60
- Suspension work – 43
- Drive Train – 10
- Engine work – 6
- Oil changes – 375
- Restoration work (average restoration takes 120 hours) – 6
- Equipment Painting – 3
- Snow Plow under body changes – 75
- Schedule Maintenance (above routine oil change) – 155
- New Equipment Outfitted – 5

### **Fuel Usage**

- Waste Water Treatment Plant – 1,861 gallons
- Marquette Housing – 948 gallons
- Downtown Development Authority (DDA) – 2,121 gallons
- Lakeview Arena – 1,187 gallons
- Motor Pool – 111,388 gallons
- Marquette Area Public Schools (MAPS) – 45,133
- AMCAB – 4,073 gallons
- Powell Township – 4,455 gallons
- Peter White Public Library (PWPL) – 32 gallons

## **FACILITY MAINTENANCE DIVISION**

- Upgraded HVAC control systems at City Hall, Lakeview Arena, Water Plant and Wastewater Treatment Plant.
- Rebuilding of docks and ramps at Cinder Pond Marina.
- Festival preparations at Mattson Park.
- Presque Isle parking lot barrier post replacement.
- Installation of a new gate at Tourist Park.
- Bike path lighting maintenance.
- Tourist Park ballfield topsoil project.
- The copper rock at Presque Isle was removed.
- Pulled three ramps and repaired the structural framing, decking, and handrails at Cinder Pond Marina.

## **PARKS AND RECREATION MAINTENANCE DIVISION**

- Playgrounds with woodchip replacement – 3
- Toys that were replaced – 2
- Toys that were repaired – 35
- Playground inspections – 416
- Trash cans maintained – 214
- Dog boxes maintained – 14
- Picnic tables maintained – 135
- Flag pole maintained occurrences – 30
- Gravel parking lots graded occurrences – 33
- Barrier post replacement – 15
- Lift station pump repairs – 2

## **WATER PLANT AND WASTEWATER TREATMENT PLANT**

The previous 12 months period of time, staff has worked through and “unraveled” several complex technical issues. The plant operation has been stable and overall operation has been excellent. A few National Pollutant Discharge Elimination System minor permit violations occurred during the year. The Water Filtration Plant continues to provide excellent water quality to the residents of Marquette. The City met all water quality standards in accordance of the Safe Drinking Water Act. Water usage and wastewater treatment volumes continue to show a small decrease as a result of water conservation efforts by customers. Major accomplishments within the Department included a complete retrofit of two lift stations and replacement of the 720 microfiltration membrane modules. The Water and Wastewater Facilities operated within budget with few surprises.

### **Beach Monitoring Program**

Through a grant from the State of Michigan and the Great Lakes Restoration Initiative Program, the Department along with the Superior Watershed Partnership monitored five beaches in the City of Marquette. In 2015, the water quality met all standards and did not have any beach closures.



*Photo by Yvonne Bonsall, Marquette City Employee*