



# *City of Marquette*

## *Annual Report*

### *Fiscal Year 2017*



*Photo by Yvonne Bonsall, Marquette City*

## EXECUTIVE DEPARTMENT



Pictured above (left to right)

City Manager Mike Angeli, Executive Assistant Wendy Larson,  
Assistant City Manager Jen LePage and Management Analyst Sean Hobbins



## EXECUTIVE DEPARTMENT 2017 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 2017 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.

### Accomplishments/Statistics/Remarkable Events

- *New Municipal Service Center Construction:* 2017 marked the second year of this major project. Groundbreaking on the Wright Street site took place in May of 2016 and as scheduled, the building was substantially completed by June of 2017. The move was due to an agreement with the local hospital, Duke LifePoint (DLP), in which they purchased 37 acres of City property – the property that housed the City's Municipal Service Center as well as the adjacent "roundhouse" property.

The City's Design-Builder, Gundlach Champion, Inc., invited several local contractors to bid on the various work packages necessary for this construction project and was able to utilize local contractors for 75% of the work. Aside from the cost of property acquisition, the Guaranteed Maximum Price for the project was set at \$16,522,000.

The Public Works and Engineering staff moved into the new building over the summer and Community Development staff will move in yet this fall.

- *Duke LifePoint Marquette General Hospital:* In the past year the Duke LifePoint (DLP) project saw the beginning of actual vertical improvements on the new hospital site on Baraga Avenue. The City Public Works Department had maintained a lease on the hospital property in order to operate the Motor Pool Division out of the old Cold Storage building and the lease expired at the end of July of 2017 – at which time the hospital took over occupancy of the entire property. A Special Assessment District was established on the DLP property in order to protect the City further in the event the taxes collected did not meet the obligation of the required public infrastructure bond payments in the future.

An Amended Brownfield Plan for this project was approved by the City Commission on August 28, 2017. Through the road improvement design process, there were four factors which increased the budget for road improvements related to the hospital project:

- Improvements to McClellan Avenue – Baraga Street were required for regulatory approval (estimated cost -- \$770,000);
- Whetstone Creek Monitoring and Maintenance was required for regulatory approval to monitor water levels (estimated cost -- \$190,000);
- A contingency was recommended to be included to cover unforeseen circumstances (estimated cost - \$800,000); and
- Inflationary cost increases from the original budget (estimated cost - \$682,650, approximately 7% over three years).

An Amendment to the Brownfield Plan was sought to cover additional capital costs of \$2,021,000, additional interest costs estimated at \$1,180,049, and an estimated \$10,000 in additional Brownfield Plan/Work Plan development and approval, for a total increase of \$3,211,049. Being this project is not yet completed, the requested and approved budget amendment is a “worst-case” scenario. Actions are being pursued to lower the projected cost, including a reallocation from the DLP budget balance (described in a companion amendment to the Brownfield Reimbursement Agreement—approved by the City Commission on September 11, 2017), State grants for McClellan Avenue, lower anticipated interest costs for the road bond, and limited requirement for contingency, that staff anticipates will bring the projected cost increase to approximately \$1.1 million.

While these cost increases will be funded by allocation of local tax capture, the final approval for State tax capture from the Michigan Strategic Fund was greater than the more conservative estimate included in the original Brownfield Plan. As a result, there is no net effect on the length of capture for local taxes. Essentially, funding is simply being moved between existing line items already included in the Plan.

Several City departments, including the City Attorney's Office, were involved in the DLP project with each department reflecting their individual involvement in their sections of the Annual Report.

- Property Acquisitions: In the past year, the Assistant City Manager worked with the City Attorney, Community Development and Engineering staff on acquiring additional right-of-way property needed to build three local roundabouts as well as all necessary acquisitions required for the new Marquette Hospital Transportation Improvements Project. All of the road improvement projects were recommended through professional traffic studies.

The local roundabouts included construction at Wright Street and Lincoln Avenue; Wright Street and Sugarloaf Avenue; and Fair and Presque Isle Avenues. These projects required partial property acquisitions from three businesses and several partial pieces of property from Northern Michigan University (NMU) as well as an easement from the Michigan Army National Guard at the Marquette Armory location. The property requirements for these three projects totaled roughly \$44,000. None of the six properties acquired from NMU required cash payments. The funding for the Wright Street projects was provided through the funding agreement the City has with Lundin Mining.

The City had to purchase two properties (including homes) in their entirety as well as five other partial properties for the new Marquette Hospital Transportation Improvements Project. Five grading easements were sought for other properties that required driveway grading be done to meet the new elevation of the improved roads. Funding for this project and these property acquisitions was made available through the Brownfield Plan for the new Duke LifePoint Marquette General Hospital Project. Roughly \$630,000 was required for property acquisitions for this project.

- *Labor Negotiations/Contracts:* The Assistant City Manager had the opportunity to attend labor negotiation sessions with two of the City's Labor Unions – the Department of Public Works Supervisors and Police. The new collective bargaining agreement with the Police union has not yet been finalized; however, the City Commission approved the Supervisors' Labor Agreement on September 25, 2017.
- *New City Website:* In the past year, the Management Analyst, with the assistance of the web design committee, worked on the planning, bidding, development and implementation of a new City website. After the project was bid out, the resulting bids were either quoted over the project budget (\$20,000) or did not meet the desired specifications. The resulting decision was to develop the webpage in-house utilizing the WordPress platform. The amount spent on the new site was less than \$1,000, resulting in a \$19,000 savings to the City. This process also included a domain name switch, including City email addresses, to an official .Gov domain to further legitimize the City's web presence.

An additional benefit of this process has been the decentralization of web updating. City staff members have been trained to update their own pages on the new site. This allows departments to have control over their pages and provide information quickly and efficiently to the public, rather than going through a request system. The new City website can be found at <https://www.marquettemi.gov>.



- *Marquette 365:* Marquette 365 ([marquette365.com](http://marquette365.com)) is a community calendar effort started by the Marquette Chamber of Commerce. The City Commission approved three years of fiscal support from the City in June 2016 to the amount of \$6000, \$4000 and \$4000 in years 1, 2 and 3 respectively. The Management Analyst was tasked with tracking the projects progression and assisting with implementing it within the City. Eighteen (18) users in the City were trained to utilize Marquette 365 for board and committee meetings although the City has since made the decision to change back to using Google Calendars for this purpose. The public launch of the project was June 15, 2017.

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

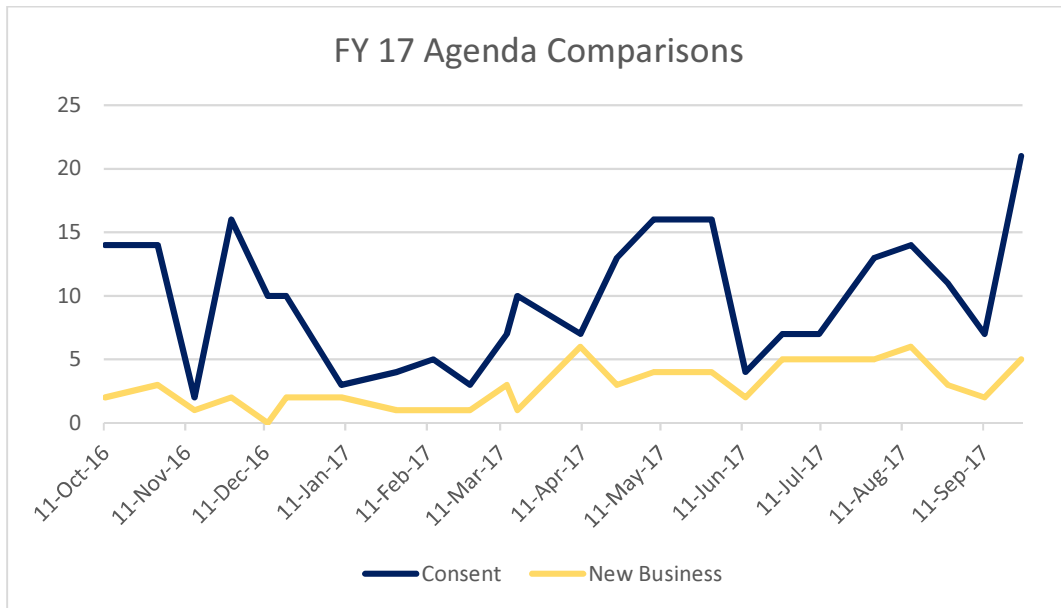
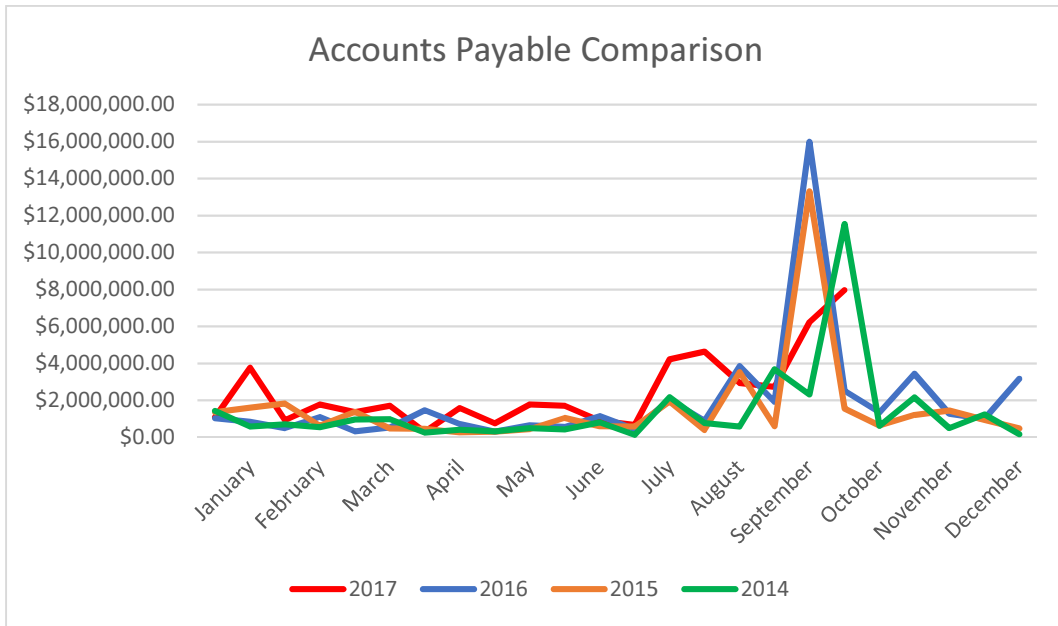
- *Community Office Hours:* The City Manager hosts monthly office hours at the Peter White Public Library. These two-hour open sessions provide residents, employees and Commissioners the opportunity to ask questions, discuss concerns, or to make suggestions regarding any City interests.
- *Art in City 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 enthusiasts is provided should visitors wish to purchase their favorites.
- *Committee Orientation Sessions:* The City Manager, City Attorney and City Clerk conducted one committee orientation session for roughly 18 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:* Prior to each of the 24 regular City Commission meetings, the City Manager provides a preview through the “Walt and Mike in the Morning” show at *Great Lakes Radio*. The interviews, which can be heard live on 101.9 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.

## **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): 40
- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 299
- *Quarterly Meetings:* The City Manager continues to participate in quarterly meetings with other area City Managers, Township Supervisors and the Marquette County Administrator. The meetings are used to engage in discussions and share ideas. These meetings are held in various municipalities in Marquette County.
- *U.P. Managers Meetings:* The U.P. Managers cohort 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 U.P. Managers group is made up of 26 cities and villages in the Upper Peninsula and meets twice annually – once in the spring and once in the fall. Marquette City Manager's Office staff attended meetings in Escanaba and Ishpeming this past 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 Fiscal Year 2017. 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: Dan Frederickson, Director of Information Technology; Susan Bohor, Director of Administrative Services; Kris Hazeres, City Clerk

Back Row: Tina Tregembo, Human Resources Assistant; Todd Carruth, Network Specialist; Max Genaw, IT Specialist; Kyle Whitney, Deputy City Clerk; Tim Raich, Payroll Clerk; Lisa McGuire, Administrative Assistant



## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **2017 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 2017 fiscal year.**

#### Department Overview

The Administrative Services Department is made up of three divisions: Human Resources, the City Clerk, and Information Technology (IT) Divisions. This past year each of the divisions experienced some major challenges. Human Resources completed labor contract negotiations with one of the City's five labor unions and is in the middle of negotiations with the Police Officers Association of Michigan, implemented a new health plan which maintained benefits while still complying with the hard cap limits of P.A. 152 of 2011, complied with the complex reporting requirements of the "Pay or Play" provisions of the Affordable Care Act, implemented a Health Care Savings Program with MERS for the Supervisory Unit of AFSCME and for the Peter White Public Library employees, and complied with the new reporting requirements for unfunded accrued liabilities mandated under P.A. 530.

The Clerk's Office had to relocate three precinct locations lost once the Armory was no longer available as a polling place. The three precincts that had been temporarily moved have been permanently relocated. For the August primary, one precinct was added to the YMCA gym location, one precinct was added to the Baraga Gym location and the smallest precinct was relocated to the new Municipal Services building on Wright Street. The State also issued new election equipment during the last year. Marquette was the only county in the Upper Peninsula to roll out the equipment in August, and was also the largest County in the State to use the new equipment during the primary.

During the past year, the Information Technology department continued to focus on security of systems and data while planning for future capabilities on the City network. Cybersecurity awareness training was implemented to equip employees with the knowledge they need to recognize threats with suspicious email and websites. At the same time, servers were virtualized to failover to other servers and sites in the event of a disaster. Planning effective enterprise solutions now requires taking a critical look at how security is addressed at the individual application as well as at the enterprise level.

New projects planned for the immediate future, including Advanced Metering Infrastructure, traffic controls, video security and new software application solutions, promise to challenge bandwidth capabilities of the infrastructure and plans are being made to acquire additional bandwidth for the long term.

## **HUMAN RESOURCES**

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

- **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. Revisions were made this year to comply with new requirements.  
  
*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. This year's fee totaled \$434.00.  
  
*Employer Mandate Compliance:* For calendar year 2016, the City was subject to the employer shared responsibility provision of the Affordable Care Act (ACA), also known as the employer mandate. 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. The City mailed 214 Form 1095-C's in March of 2017 to all full-time employees (including public library and public housing employees) showing that they were offered affordable health insurance that meets the minimum value requirements of the ACA. Form 1094-C is the transmittal form that was sent to the IRS at the same time.
- **Board Memberships:** The Director served 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 as a Management Representative on the Board of 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 the Centers for Medicare & Medicaid Services (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 sent prior to October 15<sup>th</sup> to all Medicare eligible employees or retirees (who are not on the City's Medicare Advantage Plan) 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, 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 13 full-time, 9 part-time, 102 temporary/seasonal employees and 38 election workers during FY 2016-17.
- **Internships/Fellowship:** Administered the City's internship and MARESA Student Work/Study program. The department placed eight (8) unpaid interns and two work/study students in various City departments for on-the-job experience in their field and to earn course credit.
- **Labor Relations:** Completed successful negotiations with the Fire Department for a new four-year contract effective October 1, 2016-September 30, 2020. The City was able to implement a new health plan in compliance with PA 152 of 2011, a 2% wage increase for all four years, offer a more competitive hiring rate for incoming Firefighter/Paramedics, provide for certification pay for all Firefighters who maintain a valid Paramedics license, and increase the employees' contribution to their pension plan from 5% to 6% effective with the new contract.

The City also completed negotiations with the Supervisory unit of AFSCME. The contract expired on September 30, 2017 and the new four-year agreement was ratified and approved by the City Commission in early October of 2017. The settlement package gave employees a 2% increase over the each of the next four years, an increase in their uniform allowance to match the Public Works bargaining unit and increased the employee's contribution to their pension plan by 1% while maintain the City contribution at the same level. We also changed divisions to reflect the re-organization of Public Works into three separate departments.

We are currently in negotiations with the Police Association of Michigan. The Police contract also expired on September 30, 2017 and the Union requested that we open negotiations at the end of July. In addition to contract negotiations, Human Resources 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. There was one grievance filed by the City Hall bargaining unit that is scheduled to go to arbitration in January of 2018.

- **P.A. 530 of 2016**  
In accordance with Public Act 530 of 2016, summary annual reports of retirement systems must be filed with the Michigan Department of Treasury (Department) beginning March 29, 2017. The City was required to post on its website, an informational report outlining the steps we took to reduce our unfunded actuarial accrued liability (UAAL). We were required to file the report if our actuarial accrued liability for retiree health coverage or pension were not at least 60%

funded; and to submit those steps to the Department. While our MERS pension plan is 61% funded and our Police/Fire Retirement System plan is 75% funded, our retiree health plan is 0% funded since we use a pay-as-you-go funding method.

- **OPEB Valuation:** Governmental Accounting Standards Board Statement No. 45 (GASB 45) requires governmental entities to change the way 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 eligible dependents. The OPEB valuation is prepared every two years (the last one was completed in 2015). The Director provided the actuaries with the health insurance plan contracts, premium costs and employee demographic data they need to complete the valuation. The final report was to be issued in September of 2017, but it has been delayed until November.
- **New Health Plan:** Health Plan renewals in July resulted in a 15% increase over the previous years' premium costs. The Director worked with our benefits consultant, 44North, to develop options to keep costs down while maintaining benefits. Human Resources held several citywide meetings with employees to present various benefit options and solicited employee feedback before determining to switch to a Blue Cross plan with a \$5,000/\$10,000 deductible. By lowering the utilization rate, adding the 4th tier pharmacy management plan to prescription drugs and wrapping benefits to the same level as the previous plan through our seamless HRA, we were able to keep employees' share of the premium costs down while keeping the City's costs below the hard cap annual limits of PA 152 of 2011.

**Retiree Health Plans:** This year we continued using the seamless wrap HRA with our retirees and we changed the drug co-pays to coincide with what active employees in the Core plan must pay. This helped lower the cost of the coverage to both the City and the retirees. There was no increase in our Medicare Advantage plan which renewed in January of 2017 (instead of July with the other health insurance plans).

- **Public Housing and Library:** Provided payroll and benefits administration and governmental reporting 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.
- **Retirements/Resignations/Promotions:** The department processed nine retirements and seven resignations/terminations of full-time employees. We also had eight part-time employees resign and we processed 14 promotions or transfers. This does not include the seasonal hires and temporary election workers that are hired and laid-off periodically during the year.

- **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. 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 is posted on our website each October.

In addition, all employees and new hires 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.

## **CLERK'S OFFICE**

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

#### **LICENSES/PERMITS**

- **Business Licenses:** Each spring, the Clerk's Office contacts those business owners who will require a license under current City regulations. The City's business license year runs through April 30, with the exception of the sidewalk café licenses, which expire at the end of October. In FY 2016-17, 54 business licenses were issued, down very slightly from 54 last year.

At the request of the City Manager, the Clerk's Office conducted a cost analysis of the City's business license processes. Business license applications are reviewed by several departments and, depending on the type of license sought, that review can be time-consuming. The true cost of this process had not been calculated in some time.

The goal of the Clerk's Office, and of the City Administration, is to ensure that these licensing procedures are cost-neutral. The cost analysis was used to inform recommended changes to some business license costs; all recommendations were adopted by the City Commission as a part of the 2017-18 Fee Schedule. A handful of license fees saw increases – most notably, the license to sell secondhand goods, which increased from \$53 to \$175. The largest change to a single license was a drop in the cost of a Mobile Food Vending License, which previously cost up to \$1,200 per season, and will now cost \$430. Other minor changes were also made within the food vending license process this year.

During the 2016-17 fiscal year, the City collected about \$12,000 through the various business license applications; based on the overall impacts of the license changes, we estimate that number will rise by about 15 percent next year.



- Dog/Cat Licenses: This was the eighth 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 many area Vet clinics. We sold 91 dog licenses and 37 cat licenses during the fiscal year. Compared to last year, this marked a modest increase in sales for both types of licenses. It's likely that this increase has been driven, in part, by the fact that more local housing complexes seem to be allowing small animals, and they require the pets be licensed. Just two years ago, we sold only 12 cat licenses.
- Off-Leash Area (OLA) Permits: A visit to the Off-Leash Area at the City's Tourist Park would lead you to believe it is a fairly popular location for community dog owners. However, sales for OLA permits have continued to plummet. During the last fiscal year, our office sold 90 OLA permits. Since 2010, when 215 permits were sold, we have seen a consistent annual decrease in sales. This may be influenced by low snow totals in recent winters, but we also hope to step up monitoring and enforcement in the park.

The Off-Leash Area is open from November 1 through May 1 and provides a lighted area for residents to walk their dogs off-leash (the park closes at 11 p.m.). An increase in policing of the City's OLA would lead to more permit sales and to greater compliance.

## **ELECTIONS and VOTER REGISTRATION MAINTENANCE**

Elections: During FY 2016-17, more than 12,600 total votes were cast in two elections conducted by the Clerk's Office. This is as many votes as were cast in the City during four elections held in the previous year. Also during the 2016-17 Fiscal Year, 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 November 2016 Presidential Election, 9,584 votes were cast (a 68.48 percent turnout). In the City Commission contest, incumbents Dave Campana and Sarah Reynolds were re-elected. Robert Niemi gained the most votes in the race for a single seat on the Board of Light and Power.

The Primary Election held in August included races for the City Commission, Board of Light and Power and 109<sup>th</sup> State House seat. In total, 3,049 votes (22.86 percent turnout) were cast. In the 109<sup>th</sup> Race, Democrat Sara Cambensy and Republican Rich Rossway moved to the November ballot, where their names were joined by that of Green Party candidate Wade Roberts. Ed Angeli and John Prince were on the November ballot, competing for two Board of Light and Power seats held by incumbents Dave Carlson, and Tom Tourville. On the City Commission, Justin Brugman, Tony Ghiringelli, Jerney Ottaway, Fred Stonehouse and incumbents Tom Baldini and Peter Frazier were the six candidates running for three City Commission seats.

- Election Outreach: During the last year, 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, as well as those directed at voter registration, have been well-received in the community.

Locally, the League of Women Voters has been working to re-establish a Marquette chapter. A group has organized under the banner of the Delta County group and was working throughout the fall to do election outreach and information-sharing. This group could help to alleviate some pressure on our staff, which routinely gets questions about candidates and issues – these are questions we can't, by law, answer.

	<u>Aug. 2016</u>	<u>Aug. 2017</u>
Total Active Registered Voters	12,806	13,338
Number of Votes Cast	3,651	3,049

- New Election Equipment: New election equipment was rolled out statewide in 2017, beginning in the August Primary Election. The State selected three vendors, and gave County Clerks the option of purchasing new machines through the vendor of their choice. In Marquette County, the Clerk selected a company that we already had a history of working with.

While the entire State will have implemented new machines by the end of 2017, we were on the cutting edge of this transition. Marquette was the only county in the Upper Peninsula to roll out the equipment in August, and was also the largest County in the State to be using the new equipment at that point.

Marquette County implemented new voting equipment in the August 2017 Primary Election. The vast majority of the initial cost for the machines was covered by a combination of State-appropriated funds, dollars from the Federal Help America Vote Act and assistance from the vendor. Under the agreement reached by Marquette County, Dominion Voting Systems agreed to provide machines for each City precinct at no additional cost and will provide maintenance free of charge for the first five years (2017-2021) of the agreement. A maintenance fee will be required during the next five years (2022-2026) of the agreement. The City purchased additional backup machines at cost.

- Polling Locations: In conjunction with City building projects and relocations, the Marquette City Commission confirmed the relocation of some City voting precincts and polling locations. Beginning with the August election, voters in City Precincts 1, 2 and 3 vote in the Baraga Gym, located in City Hall; voters in Precinct 4 vote in the City's new Municipal Service Center, located on Wright Street; voters in Precincts 5, 6 and 7 vote in the YMCA on Fair Avenue.

- 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 six years ago with 30 names; today the permanent AV list has grown to 1,528. Those looking to be added to the list can contact the Clerk's Office by mail or phone.
- State Qualified Voter File (QVF): During this fiscal year the Clerk's Office completed 3,564 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 passes away.

A new ID card is required for the bulk of the QVF transactions. New ID cards cost \$0.12, and it costs \$0.34 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 there is a Presidential Election.
- Meeting Materials/Minutes: During FY 2015-16, the City Clerk's Office attended and transcribed minutes for 24 regular meetings and five special City Commission meetings. Staff also recorded and published the minutes from 13 City Commission work sessions. For citywide meeting materials, the Clerk's Office formats documents for publication on the City's website and emails them to City Commissioners and Department Heads.
- Board/Committee/Commission Initiation Sessions: The Clerk has participated in 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).
- Record Retention Policy: The Clerk's Office drafted a records retention policy that was implemented Citywide this year. At a base level, the policy details the expectations for department heads to implement procedures that ensure staff are adhering to State retention guidelines.
- Freedom of Information Act: The City Clerk acts as the Freedom of Information Act Coordinator for the City, which involves processing information requests and disseminating them to the appropriate department, as well as reviewing and compiling responsive documents before replying to the requester. This must all be done on a state-mandated timeline – new requests must be answered within five days and can be extended for 10 additional days.

In FY 2016-17, the Clerk's Office received 36 FOIA requests. While the staff time and cost of much of the work done on FOIA requests is not recovered (due, in part, to recent changes to the State's FOIA law), we are able to bill requesters for time spent seeking, compiling or reviewing records, as well as for the actual cost of record reproduction. During the last fiscal year, our office received \$1,054.04 from FOIA requests.

- Professional Development: Both the Clerk and Deputy Clerk attended training opportunities hosted by the Michigan Association of Municipal Clerks (MAMC). The Clerk attended the MAMC summer conference, while the Deputy Clerk attended the annual Clerk's Institute. Training received at the Clerk's Institute and at conferences can be used eventually to obtain accreditation as a Certified Michigan Municipal Clerk and Certified Municipal Clerk, along with providing credits to renew certifications.
- Communications: Our staff has been involved in providing feedback throughout the process of re-designing the City's website, and has assisted in the initial outreach and meetings regarding the purchase of an audio upgrade for City Commission Chambers.

## **INFORMATION TECHNOLOGY**

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

- Implemented a disaster recovery (DR) solution that ensures continued network availability and data access in the event of a catastrophic failure of equipment or security breach at City Hall. The Project involved utilizing hardware and software virtualization and failover processing to protect information assets.
- Configured, tested and installed network switches for the Municipal Service Center (MSC).
- Configured and installed two firewall appliances at the MSC that provide high availability, redundant service.
- Installed an internet connection at the MSC to support increased bandwidth requirements and to serve as a failover solution in the event primary internet connectivity fails at City Hall.
- Renewed the lease with the telephone system provider that reduces the monthly lease cost by \$400 and includes upgraded telephones and virtualized phone system servers.
- Configured and installed a network monitoring and performance application viewable from either City Hall or MSC. The software application monitors devices continuously for switch failures, server issues and performance degradation, and proactively notifies staff of network problems.

- Conducted a security audit on the City's network switches to look for weaknesses that may be exploited if left unchanged. Results revealed changes were necessary to close known loopholes and minimize risk on the network.
- Installed multiple high-definition, wireless security cameras along Washington Street and other locations in a joint project development between the City and Downtown Development Authority (DDA). Video from the cameras are viewable in the Police Department and stored on a server in the server room.
- Participated in a support project for a DDA pilot to test parking pay stations in conjunction with City's citation management application.
- Provided project management for a citation management software application request for proposal (RFP) intended to replace the existing application. Costs proposed by vendors for the subscription and parking devices exceeded the budgeted amount so the current parking application continues to be used for the immediate future.
- Supported technology needed for temporary staff relocations, including new network and fiber, internet, copy, print and communication services, from the Baraga Avenue Public Works building to various other City locations in preparation for demolition.
- Installed a time-lapse video camera at Wright Street to capture construction images for viewing on the website.
- Configured, tested and installed five ruggedized tablets in police cars enabling secure access to the same software applications as in the Police Department.
- Initiated transfer of the newly developed City website to another hosted site and implemented a different domain name to more accurately describe the website as a government site (<https://www.marquettmi.gov>). The old domain ([www.mqtcty.org](http://www.mqtcty.org)) continues to be active and redirects the user to the new site.
- Implemented additional security technology for the City website to enhance data exchange between the website and client. The Secure Sockets Layer (SSL) protocol establishes an encrypted link that allows information to be transmitted securely.
- Diagnosed issue with Commission Chambers camera failure and returned to manufacturer for repair.

- Launched a cybersecurity awareness training program to raise employee awareness concerning cybersecurity and industry best practices. Video instruction and test phishing emails are released on a regular basis throughout the year.
- Installed fiber optic cable to the Marquette lighthouse in preparation for security cameras video feed.
- Provided technical support to utility billing staff for configuring the utility billing application to enable customers to receive electronic bills every month.
- 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 convert an existing storage space at the Fire Hall to a secure wiring closet for network equipment. The project involves upgrading old network cable and installing electrical circuits and devices for power and lighting.
- Initiated a project at the request of others to evaluate security cameras and equipment at Father Marquette Park as the system is currently inoperable. The project is on hold until the video security storage server, cameras and software are upgraded.
- Initiated a project to replace microphones and mixing devices in Commission Chambers. The mixers will support centralized control of microphone volume and power at either the clerk station or in the IT department in addition to the individual controls at each microphone.
- Initiated a project to install fiber optic cable to the Cinder Pond marina for data, voice and video cameras that reduces utility costs and improves uptime.
- Initiated a project for upgrading network switches on the technology refresh (TRP) schedule. Approximately six switches are planned for replacement.



## COMMUNITY DEVELOPMENT



Pictured above (left to right)

Front Row: Director of Planning and Community Development Dennis Stachewicz and Administrative Assistant Ann Cook

Second Row: Engineering Technician/Senior Drafter Dan Salmon, City Engineer Keith Whittington, and Planning/Zoning Official Andrea Landers

Back Row: Staff Surveyor Sven Holmquist, City Planner Dave Stensaas, Planning/Zoning Technician Michael Anderson, Hydrology Engineer Jim Compton, Engineering Technician/GIS Matt Koss, and Assistant City Engineer Mik Kilpela

Not Pictured: Engineering Aide/Inspector Jared Kangas



## COMMUNITY DEVELOPMENT

### 2017 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 2017 fiscal year.**

#### Division Overview

Planning, Zoning, and Code Enforcement Division: Three full-time employees – City Planner/Zoning Administrator; Zoning Official; and Zoning Technician. Two shared-time employees - Administrative Assistant and Director of Planning and Community Development.

Strategic Development Division (Eliminated in FY 2017-18 Budget): 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 (currently vacant), 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**

The following is a synopsis of the major projects the Planning Division was responsible for in FY 2016-17

- *Economic Development Plan:* The City previously hired Place Dynamics, LLC in 2013 to assist with the drafting of an Economic Development Plan which included a comprehensive Community Economic Development Assessment, interviews with local businesses and key stakeholders, and recommendations for a path forward; however, the plan was never reconciled with the Community Master Plan. In order to address City Charter requirements, the City again hired the consultant to update the plan, which is awaiting review and discussion by the City Commission.
- *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 a major highway construction effort along with street upgrades and utility coordination.

- *Cliffs-Dow*: The Director continues to serve as project manager for the Cliffs-Dow property response activity. The 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 has submitted 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.
- *Nordic Bay Development*: The Director and City Manager negotiated a local development agreement that will result in an investment in excess of \$10 Million in exchange for expediting the installation of a previously planned water system utility upgrade.
- *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.
- *Marquette Brownfield Redevelopment Finance Authority*: Provided staff support to the Marquette Brownfield Redevelopment Finance Authority for several large-scale projects.
- *Municipal Property*: The Zoning Administrator processed two licenses for use of City property.
- *Zoning Ordinance*: The Zoning Administrator and Zoning Official assisted the Planning Commission and Fire Department with one major amendment to the Zoning Ordinance regarding short-term rentals (residential). This major initiative to address short-term rental property in the City will be reviewed by the City Commission approximately one year after the related ordinances were adopted – which should be in May of 2018.
- *Land Development Code Project*: The City hired McKenna Associates to lead the project for creating a new Code document that will combine new zoning, sign, fence, and subdivision ordinances into one user-friendly volume. The project began in June and is anticipated to be completed in draft form and ready for adoption during the summer of 2018. Online platforms are being evaluated to provide improved access and understanding of the new Code by the public.

- *Community Master Plan Update:* The Planning Commission committed to annual reviews of the Community Master Plan (CMP) in its recommendations for “plan maintenance” during the recent overhaul of the document (2015), and in the spring of 2017 it opened a process to make some significant updates, seeing many changes taking place in the community in less than two years since the Plan was adopted. The update to the CMP has extended beyond the expected time horizon for completion due to the implementation of the Land Development Code (LDC) and a desire to make sure that the land use and zoning recommendations in the CMP update are synched with those for the LDC, which will be law once adopted. The adopted recommendations for land use and zoning in the CMP are one of the major guiding influences on the drafting of the LDC, but some of the recommendations are going to be revised in light of further study and superior alternatives that have been developed. The update to the CMP will also include a bicycle route plan for guiding the expansion of the local transportation network for bicycles.

### **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 the above mentioned long-range planning projects.
- The Director acts as liaison for the City Manager/Commission, the City Planner acts as the liaison for the Planning Commission, and the Zoning Official is the liaison for the Board of Zoning Appeals. During the past fiscal year staff cumulatively attended the following:
  - 23 - Planning Commission meetings (one cancelled)
  - 24 - City Commission meetings
  - 1 - Joint City Commission/Planning Commission work session
  - 10 - Board of Zoning Appeals meetings – (two cancelled)
  - 2 - US 41/M-28 Corridor Management Team Meetings

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

- Zoning activities are a major day-to-day focus of the Planning and Zoning Division. Staff manages a very large portfolio of work, including 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, helping to develop ordinance amendments as required, and preparing reports for the Planning Commission (staff analysis for site plan reviews, conditional use permits, street reconstruction projects) and the Board of Zoning Appeals (variances, interpretations, and appeals).

## **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 Official. There were 196 Zoning Compliance permits issued; 91 fence permits and 50 sign permits issued; and 0 Home Office permits issued.

Permit Type	FY 2016-2017
ZCP	196
SGN and FNC	141
HOP	0
Total	337

ZCP – Zoning Compliance Permit  
SGN - Sign Permit    FNC – Fence Permit  
HOP – Home Occupation Permit

<i>Application Type</i>	<i>FY 2016 - 2017</i>
VAR	25
CAN	0
CUP	9
REZ	2
SPR	29
PUD	3
Total	70

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

The total permits and applications processed by this office was 407, which is a significant increase from last year's total but a bit under the decade's 2013-2014 peak of 418. Spring and summer are the peak seasons for permits and applications in this office, but again during Fiscal Year 2016-17 there wasn't much of a lull between seasons. In addition to the permits and applications processed by staff, the Zoning Official and Planner also processed 29 address assignments during the last fiscal year.

## **Code Enforcement**

- The zoning, sign, and fence ordinances, and other portions of the City Code of Ordinances - are 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 is a function of the Planning and Zoning Division, but enforcement of many of the City Codes is a responsibility of the Code Enforcement function, including those covered under separate ordinances but intertwined with Zoning (e.g. signs and fences). Items covered by

Code Enforcement include garbage and rubbish, household furniture, inoperative/unlicensed vehicles, noxious weeds, prohibited accumulation (miscellaneous materials), property numbering, the International Property Maintenance Code, and signs.

- There were 1,097 total recorded violations in FY 2016-17, which is a reduction of over 34 percent from the FY 2015-16 total, but still a large figure when it is evaluated against previous years. The reduction in numbers may be at least partially attributed to the effectiveness of issuing so many violation notices the previous year, reducing repeat/serial code violations. The Planning/Zoning Technician performs most of the Code Enforcement duties and spends a large amount of time actively pursuing violations and following up on complaints, but there is approximately as much time required for the administrative side of the job as for the field work.
- In the past fiscal year there were 81 noxious weeds/long grass violations, 223 household furniture violations (indoor furniture being used or dumped outdoors), and 119 prohibited accumulation violations recorded. These three types of violations typically constitute the majority of complaints our office receives during the spring through fall. We also recorded 390 front-yard parking violations (a significant reduction from the previous year), 78 garbage/rubbish violations, 112 zoning violations, 19 property maintenance violations, 79 sign violations (the same number as the previous year), 47 fence violations (often a fence built without a permit), 44 inoperable/unlicensed vehicle violations, and five (5) property-numbering violations.

VIOLATION CATEGORY	10-01-16 to 9-30-17
Noxious Weeds	81
Property Numbering	5
Front Yard Parking	390
Prohibited Accumulation	119
Household Furniture	223
Sign Infraction	79
Property Maintenance Code	19
Garbage/Rubbish	78
Zoning Infraction	112
Inoperative/Unlicensed Vehicle	44
Fence Infraction	47
Total	1097



## **ENGINEERING**

- The 2017 construction season has been extremely busy due to our own local projects and those private-public partnerships associated with the City of Marquette. The costs for these projects are highest on record that the Engineering Division has managed. This year included four street reconstruction type projects at a proposed cost of \$5,560,000, three gravel street upgrade projects at a proposed cost of \$469,000, and our annual maintenance type projects at a proposed cost of \$1,500,000. The private-public partnership projects, which included the Marquette Hospital Transportation Improvements Project and the US 41 Water Main Extension Project, have a proposed cost of \$9,600,000.
- With all the work throughout Marquette County and the Upper Peninsula, we witnessed a shortage of labor force in the construction trades. This was especially prevalent in the asphalt, concrete, and electrical trades. These shortages resulted in delays for most of our projects.
- This year we continued with work required to meet the Stormwater, Asset Management, and Wastewater (SAW) grant project requirements. Approximately 2,000 sewer structures were located accurately with GPS, and condition/structure assessed. Two part-time college students assisted with the process along with staff certified in condition assessments. Most of the structures have been located and condition assessed. A few remaining will require location assessments by use of our survey equipment. Engineering staff will review the data to provide an overall condition rating for each of the structures this winter.

Another requirement of the SAW grant included the televising and condition assessment of the sewer piping. The contractor will be performing the televising using new 3-D technology that can be integrated into our GIS system. This will be completed in November of 2017.

This year's projects will be discussed in the following sections along with those projects with unique circumstances.

### **Annual Maintenance Projects**

- *Sidewalk Replacement and Repair Project:* This program is mandated by the City Ordinance. This year over 1,000 feet of sidewalk was replaced at a cost of \$72,000 and is substantially complete.
- *Sanitary Sewer Cleaning and Televising Project:* 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. As mentioned, this project is part of the SAW grant and will use 3-D technology. The project started in September 2016 and will be completed in November 2017. The majority of the sewer piping in the City will be cleaned, televised, and condition assessed. This project is being funded by the SAW grant for a total cost of \$584,107.

- Street Improvement/Maintenance Project 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 a 4 or 5 can extend the pavement life by 10-15 years. The method of crack sealing (preventive maintenance) for streets rated a 6 or 7 can extend the pavement life by 3+ years. This project started in July and was completed in October. The project consisted of heavy maintenance activities on 1.5 miles of street and preventive maintenance on 6.8 miles of street. 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 condition or consisting of orangeburg material were replaced. Those laterals lacking cleanouts were provided with such at the right-of-way line. A total of 70 sanitary sewer laterals were either replaced or repaired. The total cost of this project is \$1,278,000 and it was completed in mid-October.
- Heavy maintenance street locations for this year:
  - Longyear Avenue – Center Street to Wright Street
  - Altamont Street – McMillan Street to US 41
  - Altamont Street – Mesnard Street to Genesee Street
  - Baraga Avenue – Third Street to Fifth Street
  - Fourth Street – Spring Street to Baraga Avenue
  - Front Street – Spring Street to Fisher Street
  - Front Street – Washington Street to Ridge Street
  - Front Street – Hewitt Avenue to Crescent Street
  - Genesee Street – Division Street to Altamont Street
  - Harrison Street – Fourth Street to Sixth Street
- Traffic Lane and Pavement Markings Replacement Project: This project was not budgeted in FY 2016-17
- Dead River Multi-Use Pathway Bridge Repairs: The Dead River multi-use pathway bridge at County Road 550 is considered a historical bridge and is one of the last remaining camel back type bridges in the State of Michigan. The lack of maintenance over the years has resulted in the bridge requiring some badly needed repairs. Work on the bridge started in August and was completed in October. The project came in at a bid cost of \$200,805.

### **Reconstruction/Construction Projects**

- Altamont Sidewalk Extension Project: This is the last phase and continuation of the original Safe Routes to School project. Previous grant funding covered the construction of sidewalk from Tierney Street to Altamont Street along Mesnard Street and along Altamont Street from Mesnard to Craig Street in 2013. The City's Department of Public Works extended the sidewalk from Craig to Jackson Street in 2014. A project funded in 2016 extended the sidewalk up to Newberry Street. This project resulted in the sidewalk being extended from Newberry Street to the US 41 overpass. The cost for this project was \$79,000 and it is substantially complete.

- *Gravel Streets Upgrades:* This project upgraded the gravel streets of Hancock Avenue, Jefferson Street, and Sherman Street (from Sheridan Street west to the bike path). Additional work is required on Sheridan Avenue to upgrade utilities on Jefferson Street. This project consisted of the upgrade of the gravel streets with curbing and construction of an asphalt surface. Minor utility work was included to upgrade, storm, sanitary, and water utilities as needed. The cost of this project is \$475,000 and it was completed in October.
- *Wright Street Reconstruction (Sugarloaf Avenue to Industrial Parkway):* This project started in June and consists of the reconstruction of the street structure and curbing, upgrade and replacement of storm sewer, upgrade and replacement of the water main/services, repairs on the sanitary sewer main/manholes/laterals, street lighting upgrades, and sidewalk replacement and extension. This project includes the construction of two roundabouts; one at the Sugarloaf Avenue intersection and one at the Lincoln Avenue intersection. This project came in at a bid cost of \$2,949,221 and will be completed in early November.

It should be noted that the street, storm sewer, sidewalk, curbing, and electrical aspects of the Wright Street Reconstruction Project are being covered by the road maintenance and safety funds provided by Lundin's Mining Corridor Usage Agreement.

- *Presque Isle Avenue Reconstruction (College Avenue to Fair Avenue):* This project started in August and consists of the reconstruction of the street structure and curbing, upgrade and replacement of storm sewer, upgrade and replacement of the water main/services, upgrade and replacement on the sanitary sewer, street lighting upgrades, and sidewalk replacement. This project includes the construction of a roundabout at the intersection of Fair Avenue and Presque Isle Avenue. In addition, the traffic signal at Kaye Avenue has been removed and replaced with two-way stop control. This project came in at a bid cost of \$1,305,004 and will be completed in early November.
- *Fair Avenue Reconstruction (McClellan Avenue West to City Limits):* This project started in June and consists of the reconstruction of the street structure and curbing, upgrade and replacement of storm sewer, upgrade and replacement of the water main/services, repairs on the sanitary sewer main/manholes/laterals, and sidewalk replacement and extension. This project came in at a bid cost of \$808,287 and was completed in October.
- *Wilson Street Upgrade Project (Ward Street to McClellan Avenue):* This project started in July and consists of the upgrade of the street structure, replacement of curbing found in poor condition, minor upgrade and replacement of storm sewer, minor upgrade and replacement of the water main/services, and the minor upgrade and replacement of the sanitary sewer main/manholes/laterals. In addition, the storm culvert that crosses Wilson Street for Minnie Creek was removed and replaced due to its poor condition. This project came in at a bid cost of \$549,213 and will be completed in November.

## **Private-Public Partnership Projects**

- **Marquette Hospital Transportation Improvements:** This project is a result of the new Marquette Hospital construction and the infrastructure required to serve this development. All funding for the infrastructure improvements is through the Brownfield agreement plan. This project started in June and consists of the reconstruction of the street structure and curbing, upgrade and replacement of storm sewer, upgrade and replacement of the water main/services, repairs on the sanitary sewer main/manholes/laterals, street lighting upgrades, and sidewalk replacement and extension for US 41 corridor and various local streets. Local streets included with this project are Spring Street (Seventh to the west end), Seventh Street (Spring Street to US 41), Baraga Avenue (Seventh Street west to the Whetstone Brook crossing), Fisher Street and Seventh intersection, and the Grove Street and Homestead Street intersection. This project includes the construction of three roundabouts: one at the Grove Street/US 41 intersection, one at the new Hospital Drive/US 41, and one at the new Hospital Drive/Baraga Avenue intersection. Major upgrades are being completed on the Whetstone Brook at the Seventh Street and new Hospital Drive stream crossings. Due to the disturbance of existing wetlands near the Whetstone Brook, additional wetlands are being mitigated and created at the Presque Isle Bog area. Two homes have been removed at the northwest intersection of Fisher Street and Seventh Street to allow for proper clear vision site distance. This project came in at a bid cost of \$9,136,269 and will be completed in early November.
- **US 41 Water Main Extension:** This project will extend the water main along the west side of US 41 from Tonti Road to Cliffs Power Road and to Lake Street. This will provide a water main loop for that area and provide the required water service for the new development at the old Tiroler Hof/Nordic Bay Lodge area. In addition to the water main upgrades, the existing sanitary sewer main will be upgraded from Cliffs Power Road to Lake Street. Due to the proximity to US 41 and the crossing at US 41 most of the water main and sewer main will be placed by directional drilling methods. This project came in at a bid cost of \$400,165 and will be completed by early November.

## **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 has issued a record 253 permits during this fiscal year totaling \$41,284.
- 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 stormwater utilities are planned per City standards and specifications. The Engineering Division reviewed 24 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.
- 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. Additional layers that will require substantial time and personnel are related to our sanitary and stormwater 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, which will be accomplished through a grant from the Michigan Department of Environmental Quality.
- In the spring of 2016, the City of Marquette was awarded a Stormwater, Asset Management, and Wastewater (SAW) Grant from the Michigan Department of Environmental Quality (MDEQ). The MDEQ established the SAW Grant Program to assist communities in developing an asset management program for stormwater and wastewater collection systems and treatment plants, stormwater management plans, and/or planning and design of stormwater and wastewater projects. The City of Marquette is using the grant to inspect, rate, photograph and video sanitary/storm structures, and sanitary/storm pipelines. This information will then be analyzed using GIS and added to the City of Marquette's asset management program.

- 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, manuals, legal documents, video clips, and internet sites. We are currently hyperlinking all sanitary/stormwater video to the City's sanitary/stormwater GIS layers. We are also hyperlinking Department of Public Works scanned portable documents to the GIS layer.

### **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 requiring monitoring and annual reporting for 10 years (we are in year five). As a result, 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. 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 2016 by the Marquette County Conservation Service. Evaluation of tree and plant survival rates will be ongoing to determine species tolerance of on-site conditions.

### **Stormwater Fee Administration**

- In accordance with Section 48-187 of the City Code, the stormwater fee is used for the construction, operation, and maintenance of all public stormwater 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 stormwater 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 stormwater runoff.
- Last year the Hydraulic Engineer and the GIS technician reviewed and revised 57 parcels due to splits, development, or the integration of onsite water quality measures. Many more are waiting to be done and will be completed as soon as the summer's busy construction season starts to wind down.

### **Founders Landing – Marquette Place Development**

- Staff continues to coordinate with the developer for the next phase of the Founders Landing development. The City is responsible for the construction of Baraga Avenue extension into a public parking area along with public utilities, multiuse pathway, and other amenities. The developer has started construction of the building with complete build-out anticipated in 2018. The City's infrastructure responsibilities will also be completed in 2018.



# COMMUNITY SERVICES DEPARTMENT

## ARTS AND CULTURE - PARKS AND RECREATION – SENIOR SERVICES



Pictured above (left to right)

Parks and Recreation Laborer John Rolling, Administrative Assistant Kim Eliassen, Assistant Director of Community Services Jon Swenson, Community Services Director Karl Zueger, Secretary Justina Hautamaki, Arts and Culture Manager Tiina Harris, Parks and Recreation Coordinator Andrew MacIver Not Pictured: Arena Custodian Joe Speruzzi

## **ARTS AND CULTURE**



Pictured above (left to right)  
Arts and Culture Manager Tiina Harris, Administrative Assistant Tristan Louma,  
Marketing and Promotions Assistant Marcella Godoy

## **SENIOR SERVICES**



Pictured above (left to right)  
Senior Services Coordinator Jane Palmer, Social Worker Vickie Bullock, Social Worker  
Gail Hermann, Administrative Assistant Cindy DePetro and Social Work Coordinator  
Lisa Balko



## **COMMUNITY SERVICES**

### **2017 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 2017 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. Staff is responsible for the planning, development, management and operation of all parks facilities, and City-sponsored and co-sponsored recreation programs. Staff administers the Promotion Fund and Discount Fee Waiver resulting in \$60,780 in cash, fee or in-kind relief.

#### **PARKS AND RECREATION**

##### **Grant Administration**

- Michigan Natural Resources Trust Fund – \$200,000 Father Marquette Park – Grant Received – Construction in Process
- Michigan Department of Natural Resources Trust Fund Grant – \$160,000 – Williams Park ADA Accessibility and Resurfacing of the Tennis and Basketball Courts – Submitted
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Playground – Design and Construction in FY 2018-19
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Universal Design Pods – Grant Received - Design 75% Complete

##### **Planning**

- Trail Master Plan – Completed
- Lighthouse Land Use Plan – 90% Complete

##### **Capital Improvements**

- Father Marquette Accessibility Project – Construction underway and will be completed in FY 2017-18

<u>Facility</u>	<u>FY 2016/17 * Hours Rented</u>
Baraga Gymnasium	694
Presque Isle Pavilion	420.25
Senior Pavilion	36
Island Store Pavilion	54.5
Bandshell	38
Gazebo	40
Baseball Fields	304
Soccer Fields	1243.5
Events Contracts/Permit	62
Administration	
Total Revenue	\$116,372.12
Promotional Fund	(\$13,015.00)
Maritime Lighthouse Tours	\$ 7,966.75
Superior Kayaking Co. (5-month lease)	\$ 147/month
	\$ 190/month
U.P. Community Rowing Club	\$1,200/month
Vango's-Ice Cream Concession (3-month lease)	

*\* FY 2016-17 Hours rented reflects revenue hours only and does not include internal, in-kind, special events, or maintenance hours.*

## **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 provides mooring for 54 vessels, two launch ramps and staff monitored parking area. Cinder Pond Marina provides mooring for 101 vessels, a double boat launch, a travel lift equipped with a mast boom, fish cleaning station and a staff monitored parking area. The mooring field can accommodate 21 vessels.

### **Operational Overview**

Marina operations involve the assistance of eight seasonal Marina Attendants and one seasonal Manager. Marina staff duties include 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 - All employees trained and certified.
- Updated all transient information on the Michigan Department of Natural Resources Online Reservation System.
- All staff trained by United States Coast Guard on safety, boat handling and radio etiquette.

### Grant Administration

- Michigan Department of Natural Resources Waterways - Presque Isle Marina - Submitted
- Clean Vessel Act – Pump out Replacement - \$17,852 - Completed

### Planning

- Presque Isle Marina Phased Replacement Revision Study
- Cinder Pond and Presque Isle Marinas Long-Term Maintenance and Replacement Fund Policy

<u>Presque Isle Marina</u>	<u>FY 2016-17</u>
Seasonal Slip Rentals	45
Transient Slip Rentals	83
Launch - Daily	1,227
Fuel Sales	\$6,763.51
Waiting List	1

<u>Cinder Pond Marina</u>	<u>FY 2016-17</u>
Seasonal Slip Rentals	93 includes Bulkhead
Transient Slip Rentals	235
Launch - Daily	981
Launch - Seasonal	162
Fuels Sales	\$75,506.62
Waiting List	24
Mooring Field	15

## **LAKEVIEW ARENA**

Lakeview Arena is a multi-purpose facility with a primary function of providing artificial ice six months of the year. The facility accommodates trade shows, special events, weddings, and other entertainment-related activities during non-ice periods. Lakeview Arena is home to the Community Services – Parks and Recreation Division; and leases office space to Marquette Junior Hockey, Marquette Senior High School Hockey, Marquette Figure Skating Club, Superior Hockey and the Noquemanon Trail Network. The Community Development – Engineering Division utilized office space until the new Municipal Service Center was completed.

### Operational Hours

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

- Ice Season: September 23 – March 19, 7 a.m. – 12 p.m. (midnight)
- Summer: March 20 – September 17, 8 a.m. – 5:00 p.m. (or later for events)

### Planning

- Johnson Controls Energy Assessment for energy conserving projects.
- Lakeview Arena Evaluation Study - Budgeted for FY 2018

### Accomplishments

- Replaced a portion of rental skates for public skating.
- Hosted numerous tournaments, including a Michigan Amateur Hockey Association State Tournament and an Adult Co-ed charity tournament.
- Hosted multiple sled hockey clinics through Superior Alliance for Independent Living and U.P. Sled Hockey.

	<u>FY 2016-17</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	1033.25	\$ 190,436.25
Marquette Figure Skating	232.5	\$ 42,892.50
Marquette Senior High School	192	\$ 35,545
Marquette Mutineers	39	\$ 7,485
Old Timers Tournament	32	\$ 5,275
Public/Open Skate – all types	809*	\$ 14,381
Drop-in Figure/Hockey		\$ 4,506
Senior Skate - Mondays		\$ 7,030
Skate and Skate Aid Rental		\$ 4,111
Citizens' Forum	110	\$ 5,539
Dry Floor/Pk Lot Events	16 events	
Dead River Derby Dry Floor	5 months	\$7,525
Promotional Fund		(\$4,242)
<i>*Total Public Skating Hours</i>		

	<u>FY 2016-17</u>	
	<u>Rent</u>	<u>Revenue</u>
Marquette Junior Hockey	\$377.50/mo	\$ 4,530
Marquette Mutineers	\$595.56/mo	\$ 3,573.33
Marquette Figure Skating	\$41.67/mo	\$ 500
NTN	\$ 360/mo	\$ 4,320
YMCA	\$ 1/year	\$ 1
Marquette Junior Hockey	\$ 600/mo	\$ 3,300
Concessions		
Superior Hockey	\$ 855/mo	\$10,260
Marquette Senior High School	\$422.50/mo	\$ 5,070
Community Development	-----	-----

## **TOURIST PARK CAMPGROUND**

The Tourist Park Campground consists of 110 campsites, two shower/washroom facilities and office building. The operating season is May 12, 2017 to October 15, 2017 with office hours for spring and fall 9 a.m. – 7 p.m. and summer 8 a.m. – 10 p.m. Tourist Park Campground operates with seven seasonal Attendants and one seasonal Manager.

### **Planning**

- Tourist Park Family Pods Restroom Additions – Michigan Department Natural Resources Grant Funded
- Tourist Park Playground – Michigan Department Natural Resources Grant Funded

### **Highlights**

- Hosted International Guts Frisbee Tournament
- Hosted Fourth Annual Rainbow Pride Festival
- Hiawatha Music Festival held its 39<sup>th</sup> Festival at the Park

### **Accomplishments**

- Fourth consecutive season for record revenue, occupancy, and concession sales.

	<u>FY 2016-17</u>
Camping Days Open	156
Season Capacity Average	67.09%
Total Campsite Revenue	\$335,543.00
Total Concessions/Sales	\$ 24,479.00
Special Events/Picnic Sites	\$ 18,184.00
Promotional Fund	(\$ 2,410.00)

## **ARTS AND CULTURE**

The Arts and Culture Center staffing consists of the Community Services Arts and Culture Manager, a part-time Administrative Assistant and a part-time Marketing and Promotion Assistant. 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 and Grant Writing Assistance**

- Michigan Council for Arts and Cultural Affairs program grant - \$18,000
- Michigan Council for Arts and Cultural Affairs capital grant - \$9,000
- Michigan Realtors Association Lighter Quicker Cheaper grant - \$3,000

- Michigan Council for Arts and Cultural Affairs operational grant - \$17,000 (Lake Superior Art Association)
- Michigan Council for Arts and Cultural Affairs mini grant - \$4,000 (Downtown Development Authority)
- Go Fund Me Delta Sky Ad Campaign - \$1,500 (Marquette Chamber of Commerce, leveraged \$14,500 additional funds)
- Travel Marquette Promotional Fund - \$1,500 (Lake Superior Art Association/Plein Air Painting Festival)
- Michigan Film and Digital Media Office Grant - \$222,600 (Assisted Marquette Chamber of Commerce in grant submission)

### Planning

- Upper Peninsula Arts and Culture Alliance Development. Partners include Arts Midwest, CUPPAD and regional arts organizations.
- Public Art Policy
- Father Marquette Improvement Project – Art Components
- Bach Festival 2018
- Evolve Marquette – Assisted Chamber of Commerce in developing
- Peter White Public Library Strategic Plan

### Additional Accomplishments

- Assisted Marquette Chamber of Commerce in establishing an online community calendar, Marquette 365 ([marquette365.com](http://marquette365.com)).
- Presented at the U.P. Managers Meeting, Marquette Beautification and Restoration Committee Meeting, Lake Superior Community Partnership Leadership Academy and Downtown Development Authority – Promotions Meeting
- Established Fresh Coast Plein Air Painting Festival
- Expanded Senior Arts Theater Program

### Special Events and Exhibits

An estimated 20,000 participated in special events, workshops, and exhibits:

- Halloween Spectacle
- Holiday Art Sale
- Art Week (Plein Air Painting Festival)
- City Arts Awards
- Creative Community Series
- Senior Arts



## **SENIOR CENTER**

The Marquette Senior Center has three licensed Social Workers, Senior Center Coordinator, one part-time Center Aide 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 Coordination, 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 (2016-2020)	UPCAP Contract
.4474 mills	.3500 mills	
2016 Contract: \$339,010	2016 \$240,580	2015-16 \$38,166
2017 Contract: \$259,924	2017 \$225,729	2016-17 \$40,901

### **Accomplishments:**

- Marquette Community Foundation Grant recipient (\$500) and Michigan Health Endowment Fund Grant recipient (\$1,200) – Silver Sampler Program
- Superiorland Pickleball join the Center as an activity
- Add two fitness classes to the annual calendar

### **Accomplishments and Statistics:**

- Visitors/Phone Inquiries Walk-Ins/Registrations: 20,177
- Enhanced Senior Arts/Seniors Arts and Acting Participants: 411
- Medicare Open Enrollment Clients: 356/\$167,202 savings to clients

	<u>Clients</u>	<u>Hours</u>
Information and Referral	6445	1977.25
Outreach	173	1974.50
Health Related	373	322.25
Financial Management	629	1967.50
Case Coordination and Support	257	1598.25
Homemaking	142*	3252.25
UPCAP Contract	142*	2556.00

\*Clients split among contract.

## FACILITIES AND MOTOR POOL



Pictured above (left to right)

Director of Facilities and Motor Pool Eric Stemen, Sexton/Arborist Supervisor  
Paul Albert, Facilities Maintenance Supervisor Tom Florek,  
Fleet Maintenance Supervisor Carl Miller



## **FACILITIES AND MOTOR POOL**

### **2017 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Facilities and Motor Pool Department for the 2017 fiscal year.**

#### **Department Overview**

The Facilities and Motor Pool Department provides maintenance and support for the City of Marquette vehicle/equipment fleet, public buildings, park cemetery and all recreational parks. The Department is comprised of the following divisions: Forestry, Park Cemetery, Motor Vehicle Equipment, Facilities and Parks and Recreation Maintenance. Some of the core functions of the Department include: routine preventative and corrective maintenance, parking lot snow and ice control, tree maintenance and park maintenance.

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

- The City of Marquette broke ground on the new \$18 Million Municipal Service Center (below) in June of 2016 and the building was completed in July of 2017. The new Service Center is the result of the new Duke LifePoint Hospital being located at the site of the previous Service Center. Relocation of City personnel and inventory to the new Service Center is nearly complete. The construction project came in on budget and all Department of Public Works employees were very happy to transition back into a permanent facility.



- In the spring of 2017, the City of Marquette entered into an energy improvement performance contract with Johnson Controls, Inc. The purpose of the contract is to update our City infrastructure and reduce energy consumption. The project is funded through a Tax-Exempt Lease Purchase program and the savings generated from improvements made will cover the cost of the project. The total amount of the improvements total \$27,940,723. Some of the projects included in the contract include renovation to City Hall, an updated ice system at Lakeview Arena, a gas co-generation system at the Wastewater Treatment Facility, new traffic signals across the entire city and full implementation of an Advanced Metering Infrastructure water meter system.
- The Maple Grove Columbarium (below), Park Cemetery's third preassembled granite columbarium, was delivered on April 28, 2017. The 80-niche structure--which matches the Pinery Columbarium purchased in 2013--allows for the inurnment of up to 160 cremated remains.

When viewed as a percentage of total interments, cremations have increased both steadily and dramatically over the past 46 years:

1970	4% of 113
1980	10% of 90
1990	16% of 89
2000	26% of 76
2010	51% of 69
2016	62% of 65

Columbariums offer an alternative to traditional in-ground urn burial, while also providing a more efficient use of cemetery space. Park Cemetery columbarium statistics as of October 1, 2017:

- A) Grotto of the Good Shepherd (purchased 2001) 46 of 48 niches (96%) sold
- B) Pinery Columbarium (purchased 2013) 17 of 80 niches (21%) sold
- C) Maple Grove Columbarium (purchased 2017) 2 of 80 niches (2%) sold



## **FORESTRY DIVISION**

- 0 in-house tree planting, 0 containerized shrubs
- 53 street-side and park trees were planted via contractor
- 265 trees transplanted
- 483 small (diameter less than 10") trees were pruned
- 185 large (diameter more than 10") trees were pruned
- 258 dead, dying, diseased or otherwise dangerous trees were removed while 73 of these were street side, residential trees
- 59 stumps were ground out
- 12 Ash trees treated to protect against Emerald Ash Borer

## **PARK CEMETERY**

- 25 traditional burials
- 40 cremains burial
- 47 grave space sales
- 94 monument foundations placed
- 251 genealogy searches

## **MOTOR VEHICLE EQUIPMENT DIVISION**

Below is a list of equipment approved for purchase for Fiscal Year 2016-17:

- One fire vehicle - \$31,000
- Six vehicle lifts - \$70,000
- One plow truck
- Three Public Works vehicles
- Two Police patrol vehicles - \$70,000
- One loader

### **Equipment in Fleet**

- Small Equipment - 162
- Sedan/Pickups – 93
- Large Equipment – 99

### **Marquette City Online Auction**

- The City of Marquette surplus online auction generated \$27,185 worth of surplus equipment revenue last year. Most of these items are purchased by local residents.

### **Maintenance**

- Tune-up – 63
- Brakes – 84
- Suspension work – 80
- Drive train – 16
- Engine work – 4
- Oil changes – 400
- Restoration work (average restoration takes 120 hours) – 9

- Equipment painting – 2
- Snow plow under body changes – 70
- Schedule maintenance (above routine oil change) – 183
- New equipment outfitted – 6

#### Fuel Usage

- Waste Water Treatment Plant – 1,294 gallons
- Marquette Housing – 583 gallons
- Downtown Development Authority – 2,095 gallons
- Lakeview Arena – 814 gallons
- Motor Pool – 91,884 gallons
- Marquette Area Public Schools – 38,400
- AMCAB – 1,623 gallons
- Powell Township – 3,682 gallons
- Peter White Public Library – 25 gallons

### **FACILITY MAINTENANCE DIVISION**

- Ten (10) Memorial Park benches were purchased and installed throughout the City
- Continue to assist set-up for events at Mattson Park
- Installation of a foul ball net on the south side of Hurley field was done thanks to the help of Gundlach Champion's boom truck
- Several hours of road maintenance on the Island Road, including graveling and tree removal
- Completed the move into the new Municipal Service Center and training on the facilities maintenance
- Installation of an irrigation system at the Municipal Service Center
- Installation of marina docs, ramps, arena boards, and glass
- Maintaining irrigation systems, drinking fountains, ballfield lighting and score boards
- Working out cooling issues at City Hall and Cinder Pond Marina

### **PARKS AND RECREATION MAINTENANCE DIVISION**

- Playgrounds with woodchip replacement – 3
- Toys that were replaced – 3
- Toys that were repaired – 35
- Playground inspections – 414
- Trash cans maintained – 210
- Dog boxes maintained – 10
- Picnic tables maintained – 123
- Flag pole maintained occurrences – 30
- Gravel parking lots graded occurrences – 38
- Barrier post replacement – 22
- Lift station pump repairs – 2

## FINANCIAL SERVICES DEPARTMENT



Pictured above (left to right)

Front Row: Meter Reader Leah LaCasse, City Appraiser Ellen Britton, Staff Accountant Katie Burnette, and Accounts Payable Clerk Terra Bahrman

Back Row: Deputy Treasurer Linda Poole, Chief Financial Officer Gary Simpson, Meter Reader David Blackburn, Utility Billing Clerk Christina Tyynismaa, Customer Account Clerk/Cashier Amber Uuro, Customer Account Clerk/Cashier Michelle Schroeder, City Treasurer Mary Schlicht, and Assessing Technician Amanda Gerber (Not Pictured: City Assessor Miles Anderson)



## FINANCIAL SERVICES DEPARTMENT

### 2017 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 2017 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 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:	4,715
Dollar Amount of Accounts Payable checks issued:	\$58,468,280
Number of Accounts Receivable invoices issued:	1,788
Dollar Amount of Accounts Receivable billings:	\$2,245,718
Number of Bids and RFPs administered:	31
Number of Fixed Assets records maintained:	1,323*
Number of Fixed Asset records maintained:	268,000,000*
Number of Funds maintained:	42
Dollar Amount of Net Assets maintained:	\$64,000,000*
Dollar Amount of Long-term Debt maintained:	\$84,722,918

\*Figures are estimated.



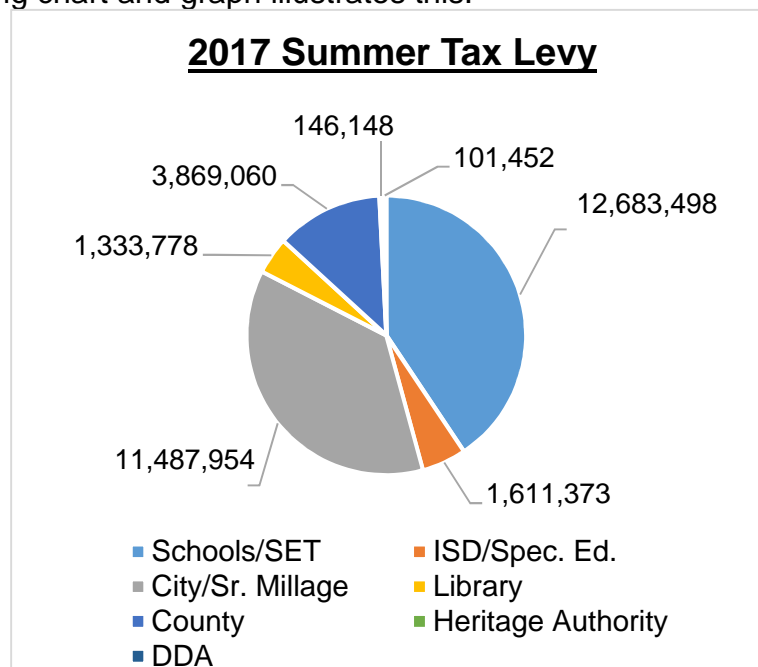
## **TREASURY**

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:	\$60,738,269
Dollar Amount of Parking Ticket payments received:	\$166,851
Number of Property Tax parcels billed:	6,449
Percent of Tax Billings collected:	97%
Number of Landfill Permits (Commercial/Residential):	125
Dollar Amount of Landfill Permits (Commercial/Residential):	\$3,175

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.



### **2017 Summer Tax Levy:**

Schools/SET	12,683,498	40.61%
ISD/Spec. Ed.	1,611,373	5.16%
City/Sr. Millage	11,487,954	36.78%
Library	1,333,778	4.27%
County	3,869,060	12.39%
Heritage Authority	146,148	0.47%
DDA	101,452	0.32%
	<u>31,233,263</u>	<u>100.00%</u>

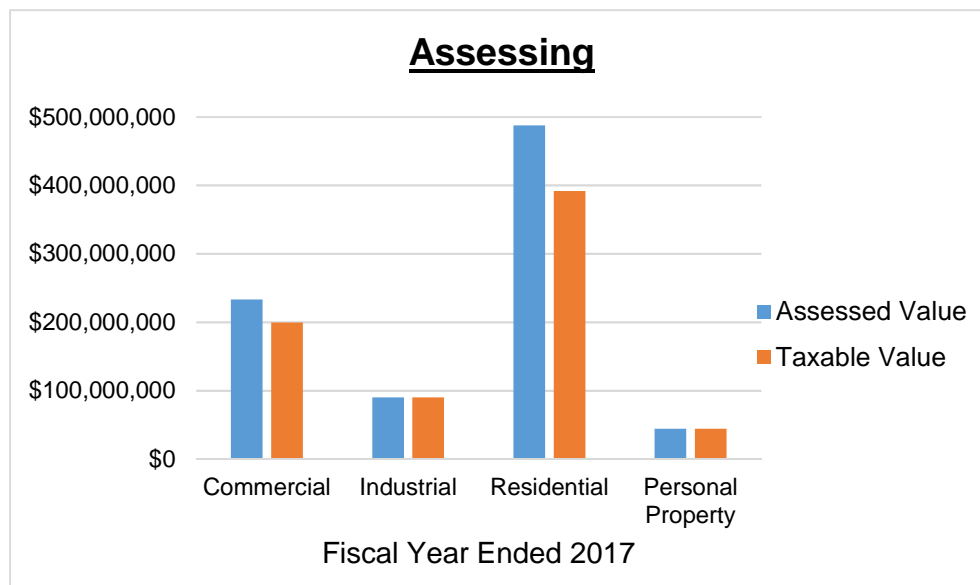
## **ASSESSING**

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.

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.

The following tables and chart show the change in Assessed Value and Taxable Value by property classification type.



### **Property Classification (Assessed Value):**

Commercial	\$233,104,200
Industrial	\$90,148,700
Residential	\$487,633,600
Personal Property	\$44,290,400
<b>Totals</b>	<b>\$855,176,900</b>

### **Property Classification (Taxable Value):**

Commercial	\$199,610,317
Industrial	\$90,062,100
Residential	\$391,628,375
Personal Property	\$44,290,400
<b>Totals</b>	<b>\$725,591,192</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:	75,542
Water Meters Read:	84,032
Water Shutoffs:	73

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

DLP Marquette General Hospital and Municipal Service Center Relocation: Continued as part of the City team in negotiations and implementation of agreements in the relocation of the hospital and the Municipal Service Center. Work continues on the financing of the projects.

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. CVTRS consists of one phase which involves transparency in financial reporting and other service metrics. For FY 2017, the City continued to comply with the program and received approximately \$357,000 which is the maximum amount the City was eligible to 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 \$494,875 in expenditures for various grant programs the City was awarded.

Project Financings: Maintained the City's AA bond rating as issued by Standard & Poor's. During FY 2017, bonds were issued for FY 2016 and FY 2017 Capital Improvement Projects and the refinancing of FY 07, 08, and 09 bonds. Financing for the Johnson Controls energy efficiency project was accomplished through the newly enacted Tax-Exempt Lease Purchase (TELP) program. Work was performed for financings for the Peter White Public Library and the Marquette Brownfield Redevelopment Authority/Duke LifePoint Phase 2 projects which are expected to close in early FY 2018.

Economic Development: Work continues with the City's Local Development Finance Authority (LDFA) and the City's SmartZone (Innovate Marquette) initiative. The Tax Increment Finance Plan (TIF) for the SmartZone is in its second year and is authorized for 15 years total.

Work also continues with the Next Michigan Zone, now called "Superior Trade Zone", which is a regional economic trade zone for the municipalities in Delta and Marquette Counties. Funding sources and project opportunities are being explored.

Budget/Audit: The budget for FY 2018 was formulated and adopted and the FY 2017 audit process has begun. The department 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 2016 Comprehensive Annual Financial Report (CAFR), the 31st year in a row the City has received this prestigious award.

Assessing Department: We have successfully settled several large Michigan Tax Tribunal cases and are spending considerable time and effort in preparing for pending full and small claims tribunal cases. Staff continues to successfully reappraise twenty-percent (20%) of the residential property class and the revalue continues. New construction will be inspected and valued this fall. We have assisted the City for valuation of proposed easements and acquisitions for roundabouts and highway work. We have established a good working rapport with Duke LifePoint construction staff and personnel.

# FIRE DEPARTMENT



**Shift #1** (pictured left to right)

Captain Jeff Green  
Lieutenant Greg Guertin  
Sergeant/Inspector Brian Anderson  
Sergeant Mike Gwinn  
Engineer Brett Beaudry  
Relief Engineer Dustin Hennessy  
Firefighter Garrett Fuller  
Firefighter Ryan Slifka

**Shift #2** (pictured left to right)

Captain Brian Talvensaari  
Lieutenant John Koshorek  
Sergeant Kurt Hillier  
Engineer Dan Pruner  
Engineer Kris Shirtz,  
Relief Engineer/Inspector Ken LaMarre  
Firefighter Corey Teinert  
Firefighter Kevin Serkowski



**Shift #3** (pictured left to right)

Captain Dean Mallos  
Lieutenant Jeff Haile  
Lieutenant Brian Phillips  
Engineer/Inspector Ben Wilder  
Engineer Matt Jackson  
Engineer Kirk Vogler  
Relief Engineer Tom LaTourneau  
Firefighter David Stowe



Fire Chief Ian Davis  
Fire Inspector Tom Dunleavy  
Administrative Assistant  
Teresa Locknane





## **MARQUETTE CITY FIRE DEPARTMENT**

### **2017 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 2017 fiscal year.**

#### **Department Overview**

The Marquette City 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 advanced life support EMS care; combating fires; investigating fire cause and origin; mitigating hazmat incidents; maintaining an aggressive training program for Fire Department personnel; acting on fire and life safety complaints; and interacting with the community at large as an all hazard life-saving organization to manage the community risk.

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

During the 2016-2017 fiscal year the department responded to 1,864 emergency incidents representing a 40% increase, or 541 incident increase over 2015-16. Of these responses, 1,634 were emergent medical incidents representing 87% of all responses. The department also responded to 22 fires of all types during the year with the remainder of the alarms classified as general responses and totaling 207 incidents. There were no reportable civilian injuries or fatalities during the year. Additionally, no firefighter injuries resulting in lost days or requiring light duty assignment occurred.

Estimated fire losses for the year were \$50,327 in real property and personal property losses. The most significant fire incident during 2016-17 occurred August 4, 2017 at a private residence at 525 N. Third Street with total losses exceeding \$30,000.

This year we welcomed one new hire into our department, Firefighter/Paramedic Ryan Slifka. Ryan brings with him extensive medical and fire service experience. His addition brings the department up to 14 paramedics on staff.

Captain Dean Mallos retired this year after 27 years of exemplary service. His experience and dedication will be missed.

Fire Chief Ian Davis and Captain Brian Talvensaari attended Executive and Incident Command Training at the National Fire Academy, respectively.



Engineer Brett Beaudry and Relief Engineer Kirk Vogler attended the Michigan State Police Fire Investigation School and are now certified fire investigators.

Relief Engineer Dustin Hennessy attended a rope rescue operations class with Michigan Urban Search and Rescue. He is now certified in rope operations.

Northern Michigan University donated the use of their Summit Street apartments for training from June 27<sup>th</sup> through July 19<sup>th</sup>. The department conducted extensive fireground evolutions including search and rescue, forcible entry, incident command, laddering and ventilation. It also provided an opportunity to conduct joint training with both Marquette and Chocolay Township Fire Departments.

Additionally, Marquette Fire Department personnel trained with other area fire departments on tanker and water shuttle operations.

As of January 1, 2017, the Marquette Fire Department became a licensed advanced life support provider. All personnel are emergency medical technician certified, with 14 firefighters at the paramedic level. All three front line apparatuses have a full complement of advanced life support equipment. This additional level of training and expertise greatly enhances our service to residents.

The 2017 Pigs-N-Heat hockey game raised approximately \$10,000 to help victims of fire.

A total of 4,269.5 hours of firefighter training were conducted.

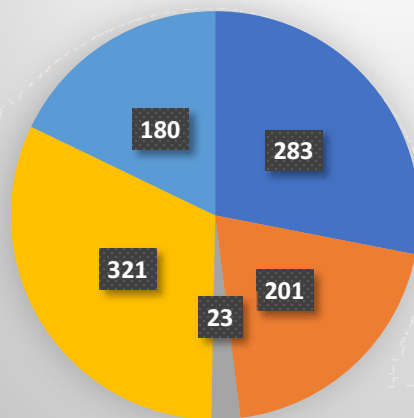


The annual Fire Prevention Month static display and parade was a success. We hosted 14 Fire Departments, the Marquette Police Department, and UP Health System EMS. The agencies had over 20 emergency vehicles on display. This community event allows children to meet their local firefighters and for the parents to become aware of the services offered in their communities. *Sparky the Fire Dog* made his appearance. This, along with the bike raffle made it an exciting and fun event!

Our theme this year, *Every Second Counts/Plan 2 Ways Out*, supports the importance of preparedness in case of a fire or other emergency.



## Fire Prevention Activities October 2017

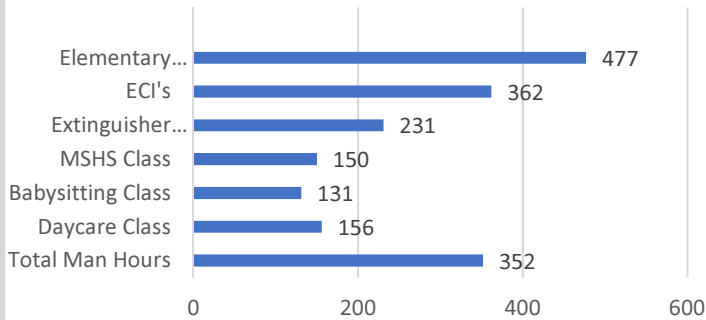


- Site Visit Participants
- Fire Safety Tour Participants- Station #1
- Fire Safety Tour Participants-Station #2
- Fire Safety House Participants
- MSHS Extinguisher Training Participants





## COMMUNITY SAFETY 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)	399	Car Seats Installed	37
Learn Not to Burn (Man Hours)	33	Car Seats Checked	27

EMERGENCY INCIDENTS	FY 16/17
Fire	12
Vehicle Fire	10
Rescue/EMS	1635
Scare	29
False Calls	95
Good Intent	30
Hazardous Condition	48
Mutual Aid	2
Stand-by (Water/Ice Rescue 2015)	1
Life Flight/Stand-by	2
<b>TOTAL RESPONSES</b>	<b>1864</b>

FIRE PREVENTION	FY 16/17
Daycare Class (# Students)	156
Daycare Class (Man Hours)	15
Elementary Class (# Students)	477
Elementary Class (Man Hours)	60
Babysitting Class (# Students)	131
Babysitting Class (Man Hours)	7
MSHS Class (# Students)	150
MSHS Class (Man Hours)	24
Extinguisher Trng-Reg (#Attend)	231
Extinguisher Trng-Reg (Man Hours)	22
ECI's (# Visited)	362
ECI's (Man Hours)	224
Smoke Detectors Distributed	22
Smoke Detectors Installed	21
Smoke Detectors Checked	26
Company Computer Drawings	0
Fire Drills Attended	0
Fire Drills Man Hours	0
Juvenile Fire-Setter (Contacts)	0
Children's Museum Inspections	11
Station Tours (#People)	221
Stations Tours (Man Hours)	53

PERSONNEL TRAINING	FY 16/17
In-House (Man Hours)	1109.5
Remote (Man Hours)	759
Specialized (Man Hours)	674.5
Haz-Mat WMD (Man Hours)	92
Vehicle Maintenance (Man Hours)	663
Property Maintenance (Man Hours)	571
Hose Testing (Man Hours)	142
Service Testing (Man Hours)	25
Hydrant Testing (Man Hours)	85
Hydrant Testing (# Tested)	71
Meetings (Man Hours)	162.5
<b>TOTAL (MAN HOURS)</b>	<b>4283.5</b>

## **RENTAL AND FIRE CODE ENFORCEMENT**

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. Three Rental Inspectors promote the continuing maintenance of quality and safe rental properties. This department also investigates rental occupancy complaints, and acts as the consultant to prospective purchasers of rental properties.

In support of the short-term rental ordinance, which was passed this year, the Marquette Fire Department is now responsible for identifying, registering, and inspecting short-term rental properties within the city. These life safety inspections and requirements help ensure the safety of visitors to the city of Marquette.

The Marquette City Fire Inspector performs a wide variety of fire code enforcement jobs, including Commercial Fire Inspection, Rental Compliance Inspection, Life Safety Inspection, Special Event Inspection and oversight of the Rental Inspection Program.

Along with the inspection duties listed above, the Fire Inspector is also responsible for the creation and administration of the City's Emergency Response/Preparedness Plan, Fire Code Interpretation, Code Enforcement Public Relations, Fire Department Procurement and Waterfront Safety Program assistance.

The Fire Inspector enforces the National Fire Protection Association Codes and the International Property Maintenance Code. The Fire Inspector serves as fire code expert for the City and as a fire code resource for the Marquette Fire Department Code Enforcement staff.

The Marquette City Fire Inspector is the City's only State Licensed Inspector.

<b>RENTAL CODE ENFORCEMENT</b> October 2016-September 2017	<b>FY 16/17</b>	<b>FIRE CODE ENFORCEMENT</b> October 2016-September 2017	<b>FY 16/17</b>
Inspections	1259	Inspections	180
Re-Inspections	151	Re-Inspections	15
Letters and Notices	732	Letters and Notices	920
Citations	39	Citations	28
Code Review	56	Plan Review	60
Meetings/Trainings	92	Meetings/Trainings	162
Public Assistance	121		
Contacts/Miscellaneous	1423		
Rental Registrations	211		
<b>TOTAL</b>	<b>4084</b>	<b>TOTAL</b>	<b>1367</b>

## WATERFRONT SAFETY

The Waterfront Safety Department is responsible for resident and visitor well-being near the city shoreline; including Tourist Park and Clark Lambros' Beach Park. This department manages the lifeguards, their training, and the associated education 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, lifesaving stations, personal floatation devices, and all appurtenances associated with the waterfront safety mission. As an adjunct, all firefighters are waterfront lifeguard certified.

Officers in our department trained and certified new lifeguards at the Marquette Senior High School pool. These classes enabled participants to obtain a Red Cross waterfront certificate upon successful completion. This made them eligible to work on the beachfront for the City of Marquette. The Clark Lambros' Beach Park was open for its first full season. It proved popular with its shallow waters and many amenities.

Statistics from the head lifeguard include beach attendance, days open, and average attendance. This data is compiled daily by the on-duty lifeguards.

<b>McCarty's Cove</b> <i>* May 27– Sept. 4, 2017</i>	<b>FY 16/17*</b>	<b>Tourist Park</b> <i>* May 27– Sept. 4, 2017</i>	<b>FY 16/17*</b>	<b>South Beach</b> <i>* May 27– Sept. 4, 2017</i>	<b>FY 16/17*</b>	<b>Clark Lambros' Beach</b> <i>* May 27– Sept. 4, 2017</i>	<b>FY 16/17*</b>
Attendance	8315	Attendance	1988	Attendance	4992	Attendance	5534
Days Open	89	Days Open	89	Days Open	64	Days Open	89
Average Attendance	115	Average Attendance	25	Average Attendance	81	Average Attendance	67



## DEPARTMENT OF MUNICIPAL UTILITIES



Pictured above from (left to right)

Front Row: Administrative Assistant Pam Greenleaf, Wastewater Treatment Plant Supervisor Mark O'Neill, Operator Neil Traye, and Operator Weston Dishaw

Back Row: Operator Dan Johnston, Director of Municipal Utilities Curt Goodman, Lab Technician Lyle Michaels, Maintenance Mechanic Neil Hayward, Operator Adam Diedrich, and Operator Jarrod Molise.



## DEPARTMENT OF MUNICIPAL UTILITIES

### 2017 ANNUAL REPORT

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Department of Municipal Utilities for the 2017 fiscal year.**

#### Department Overview

The Department of Municipal Utilities is a leader in effective water pollution control, continuously evolving to reflect the ever-changing demands of our many customers at the local, regional, state, national and international levels. Protecting public health and preserving resources through technology is the focus in achieving our goals.



Marquette Water Filtration Plant



Marquette Area Wastewater Treatment Facility

### Water and Wastewater Staffing

Staffing at the Wastewater Treatment Facility and related lift stations was down by one employee. The vacancy was filled in August 2017. The department's preventive maintenance program was brought up to a service level that provides an efficient operation.

<b>Current Operational Staffing Positions</b>	
<b>Wastewater Treatment Facility</b>	<b>Water Filtration Plant</b>
5 - Operators	4 - Operators
1 - Lab Technician/Coordinator	1 - Working Supervisor
1 - Maintenance Mechanic	
1 - Supervisor	
1 - Administrative Assistant	

### Accomplishments/Statistics/Remarkable Events

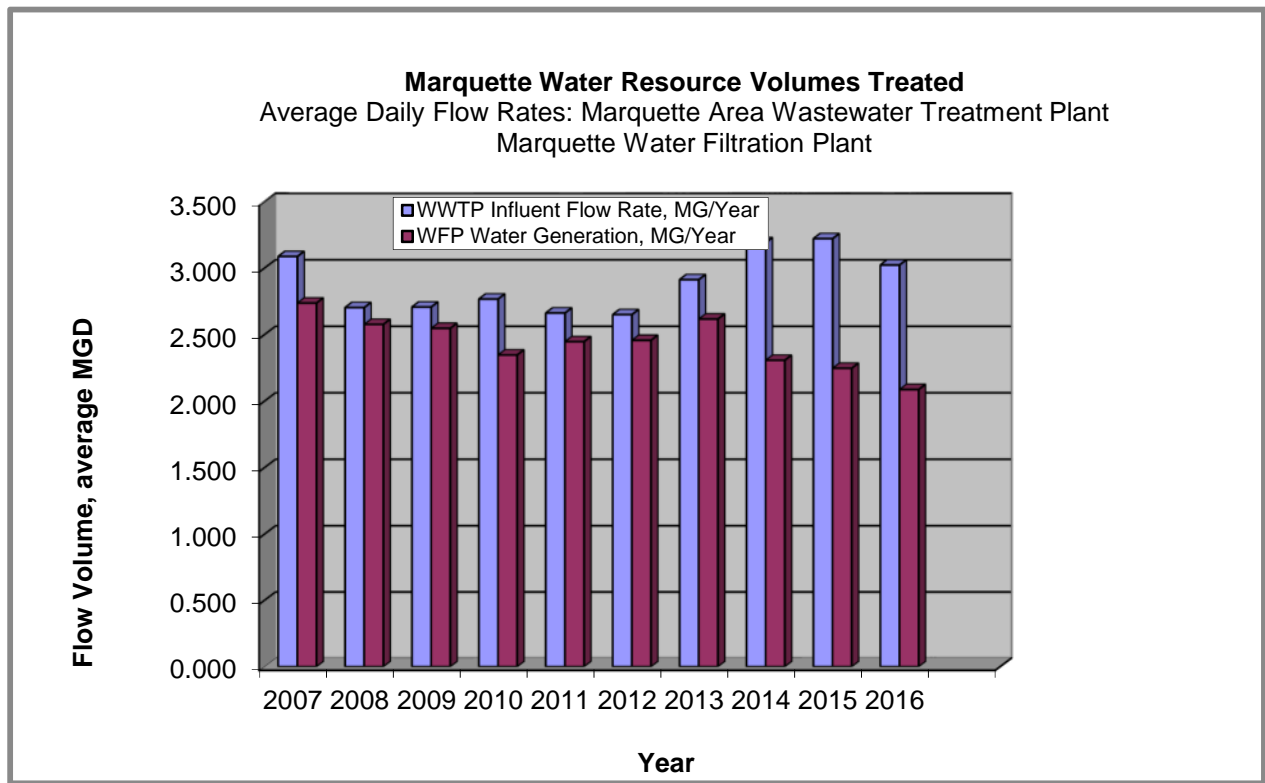
The City of Marquette Water and Wastewater Department is very fortunate to have experienced and dedicated staff. Despite complex technical issues, staff continues to problem solve and maintain each facility providing City of Marquette residents excellent drinking water and the treatment of wastewater that meets all regulatory standards. The purpose of this report highlights the Department goals and accomplishments.

#### Training and Professional Development Attended by Staff

- Upper Peninsula Water Distribution Seminar
- Upper Peninsula Water Institute - Drinking Water Treatment Practices
- Upper Peninsula Wastewater Conference
- Water Infrastructure Conference
- Local Section 21 Administrative Wastewater Workshop
- Michigan Wastewater Environmental Association State Conference
- Annual Great Lakes Beach Conference

### Department Statistics

The following bar chart illustrates treated water and wastewater volumes at the two City treatment facilities.



### Department Notable Events

- The renewal process for the plant's National Pollutant Discharge System permit was completed and submitted to the Michigan Department of Environmental Quality. The five-year permit is expected to be issued in 2018.
- Wastewater Treatment Plant Emergency Digester Cleaning and Repair – The repair of a 39-year-old gas collection line in the #2 digester was made after it had collapsed into the tank. The tank was drained and taken off-line. Cleaning and repair of the tank was done in August-September 2017.
- Water Filtration Plant Lift Station Upgrade – Replaced two pumps and associated equipment.
- Baraga Avenue Lift Station Roof Replacement - The Baraga Avenue wastewater lift station roof replacement was bid and awarded. Completion of this project is to take place late fall 2017 or early spring 2018.
- Water Intake Pipe Replacement – A dive inspection revealed undermining of the city's water intake piping. This piping extends out into Lake Superior and required an easement from the State of Michigan's Corps of Engineers. The easement was acquired and joint and undermining repairs were made.



- Beach Monitoring Lab Equipment Purchase – Through the Great Lakes Beach Monitoring Grant, as part of the Environmental Assessment and Coastal Health Act of 2000 (Beach Act), funding was made available for the purchase of a freezer with the capability of freezing water samples to a temperature of 80 degrees below zero. This testing method, Complete Quantitative Polymerase Chain Reaction, allows for water quality results in two hours instead of 24 hours.
- Chocolay Township Wastewater Treatment Plant Capacity – Two percent (2%) plant capacity was sold to Chocolay Township, with the City of Marquette and Marquette Township each selling 1% to Chocolay Township for expansion in their township.
- City of Marquette Water and Sewer Rate Study – A comprehensive water and sewer rate study was done to review the utility rate structure and prepare recommendations for the next six years of establishing rates to meet the goals of the approved six-year capital outlay plan. A formal presentation is scheduled for early 2018 to the City Commission.
- Biosolids Removal Agreement Extension – Biosolids disposal is a critical component of meeting all regulatory requirements. An extension of the City's Biosolids Removal Contract was accepted. The new contract deadline is December 31, 2019.

### Biosolids Disposal

During the Fiscal Year 2016-17 the Marquette Area Wastewater Treatment Facility applied biosolids as a fertilizer/soil amendment at the following properties:

- Cliffs Natural Resources
- Eagle Mills
- Van Damme Farm properties



Eagle Mills Land Reclamation Site

After the 2012 construction of a Biosolids Storage Facility, handling and management of biosolids has become much more efficient. The cost related to landfilling biosolids has virtually been eliminated. Staff continues to work with farming landowners that have an interest in the program.



### SAW Grant

The City was awarded a \$1,080,669 Stormwater Asset Management / Wastewater (SAW) Grant for the development of a Comprehensive Asset Management Program. Components of the SAW Grant are comprised of the following:

- Inventory of all physical assets; sanitary/storm sewer mains and all equipment located at the Wastewater Treatment Facility and lift stations.
- The implementation of an Asset Management Program, a requirement of the Michigan Department of Environmental Quality.
- Purchase of a Computerized Maintenance Management System.
- Sewer and Stormwater Ordinance review and update
- Creation of a sewer rate methodology which will outline demand projections. Based on these projections, a revenue forecast will be created utilizing the existing rates. This will provide a baseline for proposed revenue adjustments to the wastewater utility.

### Energy Savings Projects

The Wastewater Facility and the Water Plant are included in the Johnson Controls Energy Savings Project. The following projects are slated for completion in conjunction with the Energy Savings Program. Projects are expected to be completed in the fall of 2018.

- Wastewater Facility Digester Gas to Energy
- Solids Handling Study
- Final Effluent Water System Replacement
- Wastewater Facility Filtrate Pump Replacement
- Water Plant Boiler Pump Replacement
- Water Plant boiler replacement
- Melanosis building energy savings improvements

### 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 2017 the water quality met all standards and there were no beach closures.

The City of Marquette hosted the Annual Great Lakes Beach Association Conference held in October 2016. The conference was well attended and very successful.

### *The Environmental Protection Agency - Great Lakes Restoration Initiative*

In conjunction with the Superior Watershed Partnership, the Environmental Protection Agency (EPA) Great Lakes Restoration Initiative (GLRI) recently announced the award of a \$288,500 grant to the Superior Watershed Partnership to implement a large scale green infrastructure project that will protect Lake Superior water quality, help prevent public beach closures and restore Great Lakes coastal wetlands. These projects are in cooperation with the City of Marquette which will address urban runoff impairments by relocating an open-channel stormwater drain adjacent to Hawley Street that currently discharges directly across a public beach into Lake Superior. Relocation of the outfall of this storm drain (100 % disconnection) into an adjacent coastal wetland restoration project will provide a consistent source of hydrology to the wetlands (12 acres), and reduce documented human health risks as well as water quality impacts to the nearshore waters of Lake Superior and adjacent public beaches.

The project will reduce water quality impacts and human health impacts (including E. coli bacteria levels) at public beaches identified through a previous Environmental Protection Agency funded Great Lakes beach monitoring project.

### *2000-2017 Beach Monitoring Program*

The Environmental Protection Agency, in partnership with state and local governments, has provided grant funding to monitor the nation's beach water quality. The City of Marquette is annually awarded Great Lakes Beach Monitoring Grant Funds as part of the Environmental Assessment and Coastal Health Act of 2000 (Beach Act) and received \$17,000 during Fiscal Year 2016-17.



*Photo by Yvonne Bonsall, Marquette City*

# POLICE DEPARTMENT



Pictured above (left to right)

Police Chief R. Blake Rieboldt and Patrol Captain Michael Laurila



Pictured above (left to right)

Patrolman Craig Marker, Clerk Patrick Chartier, Clerk Yvonne Bonsall, Animal Control Officer John Waldo, Patrolman Tim Forslund, Parking Enforcement Daniel Sterbenz, Patrolman Seth Bjorne, Patrolman Lisa Bennett, Clerk Elizabeth Paupore, Youth Services Officer Nate Dawson



## **MARQUETTE CITY POLICE DEPARTMENT**

### **2017 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 2017 fiscal year.**

#### Department Overview

The Marquette City Police Department provides police services to the City of Marquette. Principal 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 and is overseen by the Chief of Police:

The Patrol Division is currently staffed with 19 patrol officers, seven supervisors, and is overseen by the Patrol Captain. A Youth Services Officer works in the Marquette Area Public Schools during the school year and road patrol during the summer months. Two K9 officers handle and maintain two enforcement dogs: one drug detection dog and one explosives detection dog. The department also has various specialty positions, including Evidence Technicians, Accident Reconstructionist, Dive Team members, Bike Patrol Officers, Snowmobile Patrol, Firearms Instructors, Car Seat Technicians, Crisis Intervention Trainers, and certified instructors in various topics.

The Detective Bureau is comprised of five Detectives. An officer is assigned to the Upper Peninsula Substance Enforcement Team and is overseen by the Detective Captain. 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.

Patrolman David Schneiderhan retired in March of this year. He served as the department's Animal Control Officer prior to his retirement. Dispatcher Patricia Fowler retired from the Police Department after serving 25 years. She served time as the Parking Enforcement Officer prior to her position of Dispatcher. Patrick Chartier was hired in August to fill the vacant Dispatcher position left by Fowler. Parking Enforcement Officer Daniel Sterbenz was hired in May to replace retired Sue Johnson. Lieutenant Marty Munger retired in August of this year after serving 25 years, and as one of the department's K9 handlers. The department hired two new Patrol Officers, Michael Courchaine and John Matt. The department promoted several officers as well: Sergeant Ryan Grim to Lieutenant, Corporal James Finkbeiner to Sergeant and Detective Corporal Michael Archocosky to Detective Sergeant. Patrolman Todd Collins was awarded the Kiwanis Patrolman of the Year, and Patrolman Zachry Gauthier was awarded the American Legion Officer of the Year. Patrolman Nate Dawson has been assigned to the Youth Services Officer position, Patrolman John Waldo to the Animal Control Officer position, and Patrolman Rick Neaves to the K9 position.

#### Accomplishments/Statistics/Remarkable Events

- Officers assisted in the safety and operations of several events--Marquette Marathon, Hiawatha Music Fest, U.P. Beer Festival, and Harbor Fest to name a few.
- All officers attended Critical Incident/Active Shooter training at the former U.S. Coast Guard buildings.
- Chief Blake Rieboldt, Captain Mike Laurila and Patrolman Mike Roth 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.
- Tablets were installed in patrol cars allowing officers access to departmental software, records management, and the Law Enforcement Information Network.
- Marquette Police Department Snowmobile Patrol: This year we utilized 55 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, and the City was awarded \$2,000 to cover expenses. Seven hundred and twenty-one (721) contacts were made, fourteen (14) warnings issued, and three (3) snowmobile complaints filed.
- Marquette Police Department Park Patrol: Our three part-time 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. This year, Park Patrol was more involved in the major events at the lower harbor park, assisting in parking enforcement and marina parking violations.
- Chief Rieboldt, Captain Laurila, and Detective Sergeant Archocosky attended the Upper Peninsula Peace Officer Memorial in Sault Ste. Marie in May.
- The Marquette City Police Department continues to participate in a traffic enforcement grant through the Office of Highway and Safety Planning funds. Funded patrol shifts focus on seatbelt and impaired driving enforcement.
- Corporal Hanson continues to provide Crisis Intervention Training to local officers and the Regional Police Academy.

- Patrolman Zachry Gauthier received extensive training in both Lansing and Arizona in the identification of drugged driving and is now certified as a Drug Recognition Expert.
- The Marquette Police scholarship was developed and awarded to Bryant Bouchard. Bouchard will attend Finlandia University pursuing a career in law enforcement.



- Chief Rieboldt and Lieutenant Grim became members of the Law Enforcement Action Forum (LEAF) for the Michigan Municipal League. The LEAF committee meets several times yearly to exchange information and ideas relating to law enforcement issues and to address risk reduction efforts that affect losses from employee accidents and incidents resulting from officers' participation in high-risk police activities.
- The bike auction was held this past spring and raised \$2,167.58.

### Marquette Police Department Statistics

Calls for Service	16,673
Incidents	1,132
Arrests	749
Citations	3,802
Accidents	911
Parking Citations	6,212
Booted Vehicles	63



## **K9 UNIT**

*Handler Lieutenant Marty Munger - K9 Frodo*

*Handler Officer Todd Collins - K9 Scud*

*Handler Officer Rick Neaves - K9 Nitro*

During FY 2017, the K9 unit had a total of 93 deployments and searches. Lieutenant Munger and K9 Frodo retired from the department in August of this year. Officer Rick Neaves was selected as a K9 handler in May and currently handles K9 Nitro. The following is a breakdown of K9 statistics:

- *The K9 Unit has completed the following in K9 Sniffs:*  
Marquette Police Department: 17  
NMU Public Safety: 1  
Ishpeming Police Department: 1  
Negaunee Police Department: 3  
Michigan State Police: 10  
Marquette County Sheriff's Office: 2  
Chocolay Police Department: 5
- *The K9 Unit has completed the following in K9 Tracks:*  
Marquette Police Department: 3  
Michigan State Police: 2  
Marquette County Sheriff's Office: 1
- *The K9 Unit has completed the following in Explosives Detection:*  
Marquette Police Department: 3  
Marquette County Sheriff's Office: 2  
Michigan State Police: 1
- The K9 Unit completed one article search for the Marquette County Sheriff's Office.
- Twelve public demonstrations were conducted by the K9 unit.
- Nine school narcotic and explosives searches were conducted for the following schools: Marquette Senior High, Westwood High, Aspen Ridge, Bothwell, Gwinn High, and Iron Mountain High School.
- The K9 unit attended the National Association of Professional Canine Handlers conference in Alpena, Michigan. Officer Todd Collins received his Trainer status with the National Association of Professional Canine Handlers.
- The K9 unit assisted in the training of three separate Upper Peninsula agencies and three agencies in Wisconsin. Currently assisting in the training of a K9 for the Delta County Sheriff's Office.
- The K9 unit has assisted in the forfeiture of over \$11,000 dollars for the Michigan State Police.

## **DETECTIVE BUREAU**

*Detective/Captain Mike Kohler*

*Detective/Lieutenant Greg Kinonen*

*Detective Sergeant Doug Heslip*

*Detective Sergeant Chris Aldrich*

*Detective Sergeant Michael Archocosky*

### **Detective Bureau Investigations**

- Detectives arrested a suspect on a seven-count warrant for his involvement in breaking into numerous vehicles.
- Investigation into the suicide of an 11-year-old boy in Marquette; a juvenile suspect was charged in this case with using a telecommunications device to commit a crime and for using a computer to commit a crime.
- Two suspects were arrested for felony warrants which stemmed from an alleged incident where a juvenile victim was held against his will and assaulted.
- Suspect arrested on a felony warrant for possession of marijuana with intent to deliver. This was after a search warrant was executed at his residence.
- Suspect arrested on a two-count felony warrant for embezzlement from a non-profit or charitable organization and for financial transaction device-stealing/retaining without consent stemming from an investigation in relation to the suspect's position with the *Marquette Mutineers* hockey team.
- A suspect was arrested in his involvement in numerous breaking and entering of cars in Marquette.
- Three suspects were arrested on three felonies for their involvement in over 30 cases of damage to cars and houses by way of shooting at them with a pneumatic gun.
- Two juvenile subjects were apprehended for their involvement in larcenies from motor vehicles and for the spray painting of vehicles in Marquette.
- Two runaways were apprehended in reference to a stolen vehicle near Shiras Hills. They were also believed to be involved in numerous larcenies from motor vehicle complaints in both Marquette and Negaunee. A handgun was stolen and since recovered.
- A suspect was arrested near the *Warming Center* for felonious assault after he allegedly stabbed another homeless person with a pair of scissors.
- A suspect was arrested for three counts of criminal sexual conduct 3<sup>rd</sup> degree involving a 14-year-old juvenile.
- A suspect was arrested for home invasion 1<sup>st</sup> degree and three counts of home invasion 2<sup>nd</sup> degree.
- Two suspects were arrested for the alleged involvement in stealing mailed packages from citizen porches.
- A suspect was arrested and charged with assault with intent to murder, kidnapping, home invasion-1<sup>st</sup> degree, assault with intent to commit sexual penetration, and four counts of felony firearms.



### Activities

- Numerous presentations were provided by members of the Detective Bureau covering the following topics: scams, active shooter response, and social media safety (cyber bullying and sexting).
- Training attended: forfeitures, active shooter, opioid, child protective services, use of force, legal updates, homicide training, dive, crimes against children, domestic violence, critical infrastructure, medical marijuana, Emergency Integrated Lifesaving Lanyard (EMILY) water rescue, sex offender registry, firearms, and strangulation training.

### **UPPER PENINSULA SUBSTANCE ENFORCEMENT TEAM (UPSET)**

*Detective/Officer Mark Hanes*

- Response to meth labs in the area was down for FY 2017, with 30 Meth related calls. The number of Crystal Meth cases, however, has grown significantly with the Crystal Meth being imported from Mexico via several hubs in Wisconsin and Minnesota.
- Two ongoing major Heroin cases which came to fruition in the past two months. Two suppliers were arrested and both have been indicted in federal court and are facing prison sentences. They were responsible for the importing and sales of over 16 kilos of high grade Heroin. The two suppliers were not only involved in Marquette city, but also all the counties and cities west of Schoolcraft County.
- In the past year, UPSET has infiltrated and arrested six individuals for delivery and distribution of Crystal Meth.
- UPSET is investigating a "criminal enterprise" in which Opiates were imported from India and sold in the Alger and Marquette area along with four other states. To date, over 30,000 pills have been confiscated, seven raids conducted, and five subjects arrested. This is ongoing and additional pill confiscations along with arrests are expected.
- Specialized training in the handling of substances suspected of being or containing Fentanyl was attended.
- Ongoing conferences to obtain knowledge on the upcoming changes to the Michigan Medical Marijuana laws.
- Lead investigator in over 80 cases with over 40 arrests to date with another 25 arrests expected soon.

### **YOUTH SERVICES OFFICER**

*Officer Nate Dawson*

- 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 2016-2017, the total number of students enrolled was 3,386.

- The Youth Services Officer complaints are generated in several ways. Complaints can be assigned by a supervisor, officer's presence in the school or by the school's administration.
- *Complaints in 2016-17:*

Criminal Sexual Conduct: 5	K9 Searches: 2
Drugs and Alcohol: 14	Trespass: 5
Stalking: 12	Suspicious Situations: 24
Assaults: 7	Tobacco: 12
Threats: 11	Runaways: 8
Larcenies: 7	Weapons: 4
Domestic: 4	Accidents: 6
Malicious Destruction of Property: 10	Parking tickets: 105
Fraud: 2	General Assists: 263
- *The Youth Services Officer attends school events:*

Football and Basketball games	Marquette High School Graduation
Assemblies	Homecoming/Dances
- *Programs and Presentations:*

Halloween Safety	Shop with a Cop
Bicycle Rodeo	Lockdown/Fire/Tornado Drills
Kindergarten Fingerprinting	Active Shooter Training
Distracted Driving	Social Media (Bullying and Sexting)
Bullying Presentations	Drug and Alcohol Presentations
	Dome Days
- *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 responsible for training and scheduling Crossing Guards at three elementary schools and one middle school.

## **ANIMAL CONTROL**

*Officer John Waldo*

During the 2017 fiscal year, Patrolman David Schneiderhan worked a dayshift position as a uniformed patrol officer with primary duties as the Animal Control Officer for the City of Marquette until his retirement in March. Patrolman John Waldo assumed the Animal Control Officer duties on a part-time basis along with his regular patrol functions until June of 2017 when he fulfilled the role full-time. Animal Control Officer Waldo is responsible for handling all animal complaint calls for service as well as trapping and removing nuisance wild animals. He also engages in educating the public on animal related ordinances and or issues.

In addition to the most commonly handled wild animals, such as raccoons and skunks, other animals such as deer, coyote, seagulls, squirrels, geese and even a California pine snake, bearded dragons, and iguana were dealt with.

Besides the animal complaint calls handled by Officer Waldo, he is responsible for handling general police calls for service during his assigned shift. Officer Waldo also maintained the off-site storage facility where lost and found items are held for safe keeping. Officer Waldo served as a Firearms Instructor and Tactical Trainer as well as a Dive Team member for the department. During the fiscal year ending September 30, 2017, Officer Waldo was responsible for a total of 750 calls for service. Not all 750 complaints were related to animal control. The Marquette City Police Department handled a total of 636 animal complaints, compared to 543 last year. Of the 636 complaints, Officer Schneiderhan handled 279.

*Below is a breakdown of the most prevalent animal complaints:*

Cat at large/unlicensed: 36	Nuisance raccoon: 36
Dog at large/unlicensed: 198	Injured birds: 23
Dog barking: 80	Injured cormorant: 3
Dog left in vehicle: 51	Injured sugar glider: 1
Dog bites: 20	Removal of deceased: 5
Cat bites: 3	Pine Snake to UPAWS: 1
Nuisance skunks: 57	Chickens: 5
Deer rescue from break wall: 1	Domestic bees: 2
Bearded Dragons to Children's Museum: 2	Iguana to Children's Museum: 1



*Animal Control Officer John Waldo*

## **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 from foreign countries, in particular cruise ship vessels, to dock at the Mattson Park Bulkhead Pier.

This past year, our Facility Security Plan was updated and submitted for a scheduled five-year plan review. Final approval was achieved on April 17, 2017.

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### **Mattson Park Bulkhead Pier – Facility Security Plan**

*Lieutenant Mark Wuori - Facility Security Officer*

*Lieutenant Ryan Grim - Assistant Facility Security Officer*

*Patrolman Durand - Security Officer*

*Patrolman Forslund - Security Officer*

*Patrolman Bjorne - Security Officer*

*Patrolman Britton - Security Officer*

Training Record: Conducted on 12/18/16 to train in new Security Officers, Patrolman Bjorne and Patrolman Britton.

Quarterly Training Drills: Conducted on 12/18/16, 04/06/17, 06/18/17 and 08/22/17.

Annual Training Exercise: Conducted on 08/22/17. This exercise was completed with the assistance of our department dive team and bomb dog.

Annual Facility Security Plan Audit: Conducted on 05/08/17 by Chief of Police R. Blake Rieboldt.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated 06/16/17 – 06/19/17.

Security Screening of Vessel Passengers and Baggage Log: Updated on 09/18/17.

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 DIVE OPERATIONS**

The Marquette City Police dive team conducted the following activities during the 2017 fiscal year:

- Multiple dive operations were performed on the City of Marquette's lower harbor mooring field which included the installation, maintenance, inspection, adjustment and removal of moorings.
- Participated in tow bar training with the Sheriff's Office dive team in Lake Superior (lower harbor).
- Assisted with Marquette City Police Department Facility Security drill at the lower harbor bulkhead. Dive team members simulated a sweep of the bulkhead mooring area for submerged suspicious objects.
- Participated in ice dive training with the Marquette County Sheriff's Office dive team in Teal Lake (Negaunee).



## PUBLIC WORKS



Pictured above from (left to right)

Water Distribution Supervisor Bruce Gauthier, Director of Public Works Scott Cambensy, Sewer Maintenance Supervisor Chad Hightshoe, Street Maintenance Supervisor Art Carlson



## **PUBLIC WORKS**

### **2017 ANNUAL REPORT**

**In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Public Works Department for the 2017 fiscal year.**

#### **Department Overview**

The Public Works Department provides maintenance and support for the City of Marquette water distribution system (including mains, services, tanks and pumping stations), sanitary sewer and stormwater collection systems, roads and bridges, as well as solid waste management (including special collections, drop-off sites and administration of contracted curbside collection and hauling services).

The Public Works Department is comprised of the following divisions: Water Transmission and Distribution, Street Maintenance, and Sewer Maintenance. 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 and solid waste management.

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

- The City of Marquette's new \$18 million Municipal Service Center reached substantial completion in June of 2017. The new Service Center is the result of the new Duke LifePoint Hospital being located at the site of the current Service Center.
- The City of Marquette entered a new seven-year solid waste collection contract with Waste Management for curbside collection of garbage and recycling. The contract offers a choice for the resident between the status quo green bag system and a cart collection option. The contract also supports the Marquette County Solid Waste Management Authority dual stream recycling program.
- The City of Marquette entered a new seven-year solid waste collection contract with North Country Disposal for City facility collection and special collections such as rubbish drop-off.



- The Flink Farm site was developed as a replacement site for the public works operations currently taking place at the Cliffs-Dow site. The public works operations at the Cliffs-Dow site are expected to be decommissioned by the spring of 2018.
- The City of Marquette hosted a scrap tire collection in August. The Public Works Department partnered with the Marquette County Solid Waste Management Authority to haul and process the tires. Over 4,000 tires were collected. The disposal was funded through a Michigan Department of Environmental Quality (MDEQ) scrap tire grant.
- The City of Marquette hosted an electronics recycling collection in September. The Public Works Department partnered with the Marquette County Solid Waste Management Authority and the MDEQ to run the collection. The Marquette collection was one of three collections held in the County. Over three semi-trailers of electronics were collected and recycled for the Marquette collection alone.
- A newly constructed vector pad (below) was built by the sewer crew staff at the Municipal Service Center. It is a structure to decant stormwater from the catch basin sand that is collected during catch basin cleaning operations. The drain is connected to the sanitary system for wastewater treatment. The dried sand is then hauled to the landfill for disposal. Prior to the construction of this site, we relied on limited space provided by the Wastewater Treatment Plant.



## **WATER TRANSMISSION AND DISTRIBUTION**

- Zero water customers thawed due to freeze-up
- Zero water service customers authorized to let run to prevent freezing
- Frost index was 913, normally is on average at 1,220
- 326 new water meters installed
- 796 Cross connection accounts
- 1,463 Backflow devices in system
- 17 Backflow devices needing repair
- 4 Hydrants replaced
- 4 Large water taps installed
- Tested 62 large meters for accurate meter water consumption
- 8 Water mains repaired
- 28 Water service lines repaired
- 4 Water main valves replaced
- One-quarter of the total distribution system flushed

## **SEWER MAINTENANCE DIVISION**

### **Storm Sewer Maintenance**

- 2,124 storm sewer catch basins cleaned
- 1,319 catch basin grates cleaned
- 2 storm structures installed
- 1 storm culvert replaced
- 1 new storm culver installed
- 19 catch basins repaired
- 11,483 feet of drainage ditch cleaned
- 873 feet of drainage ditch repaired

### **Sanitary Sewer Maintenance**

- 236,560 feet of sewer main cleaned
- 222 sanitary manholes cleaned
- 1,062 sanitary manholes inspected
- 37 sanitary sewer manholes repaired
- 2 sanitary lateral replacements
- 5 lateral point repairs
- 5 sanitary clean outs repaired
- 10 sewer backups / 0 were City responsibility
- 179 laterals televised
- 1,231 utility locates