



City of Marquette *Annual Report* *Fiscal Year 2018*



Photo by Yvonne Bonsall, Marquette City Employee

EXECUTIVE DEPARTMENT



Pictured above (left to right)

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



EXECUTIVE DEPARTMENT

2018 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 2018 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

- *Duke LifePoint Marquette General Hospital:* In the past year the Duke LifePoint (DLP) project saw many significant developments including a majority of the Transportation Improvements Project.

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 widen McClellan Avenue as required in the last phase of the new Marquette Hospital Transportation Improvements Project.

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 the City's Police Officers Labor Union. The new collective bargaining agreement with the Police union was finalized December 18, 2017.
- *Marquette Merchandise Program:* The Assistant City Manager worked with the Community Services Department to develop and implement a program called *These Goods are Good for Marquette*. The program was inspired by the MDNR's merchandise program called *These Goods are Good for Michigan* which allowed private businesses to sell promotional merchandise focused on Michigan state parks and donate a portion of the proceeds back to the state parks. With the help of local businesses, we launched the Marquette program as of Memorial Day weekend with two t-shirt designs – Presque Isle and Blackrocks – and on Labor Day launched an ore dock shirt as well.

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.
- *MSHS Student Council:* The City of Marquette and Marquette Senior High School Student Council continue their relationship. The Marquette City Commission and City Manager hosted Marquette Senior High School Student Council members during a live City Commission meeting. Prior to the meeting, City officials held an orientation, a tour of Commission Chambers and a question-and-answer session. The students then sat side-saddle with the Commissioners during the March 12, 2018 Regular City Commission meeting.

- *Committee Orientation Sessions:* The City Manager, City Attorney and City Clerk conducted three committee orientation sessions for roughly 21 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.

Economic Development

- *Local Brownfield Development Coordination:* The City remained a supportive partner with the Marquette Brownfield Redevelopment Authority and provided active coordination and support to a number of existing developments within the City, including the Liberty Way development, Founders Landing, Duke LifePoint/UP Health System replacement hospital and consideration for 231 West Patisserie development in the downtown district. The Patisserie was the first Brownfield project of its kind in Marquette and required local development agreements with both the Downtown Development Authority and Local Development Finance Authority in order to capture taxes that both Authorities would be capturing on already. The project is a win-win as the City is eager to see this blighted downtown property developed into something useful.

Manager Communications

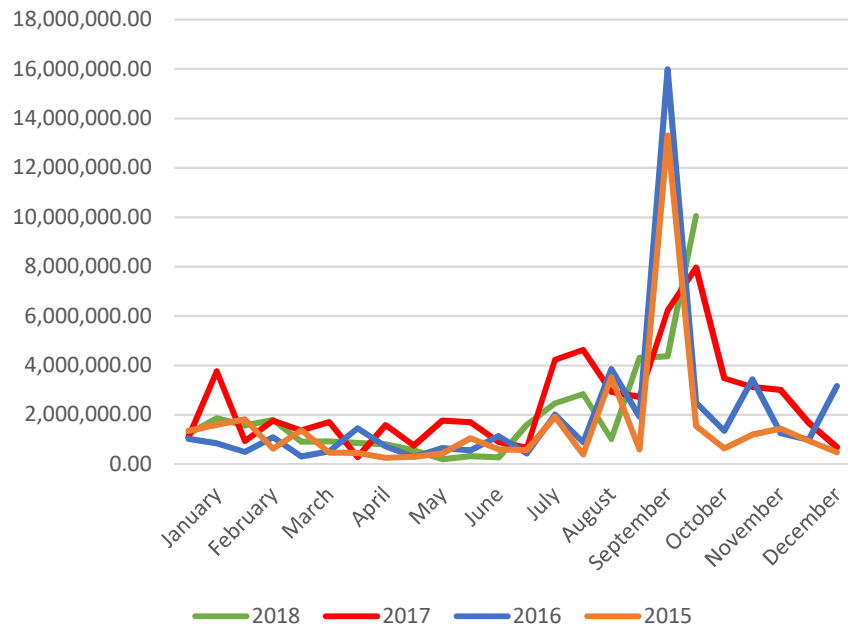
- *Agenda Coordination:* The City Manager, along with the Mayor and two Commissioners, review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a brief of the meeting to the Commission.
- *Commission Meetings:* Total Number of Commission meetings supported (regular, special, work sessions, joint): 41

- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 321
- *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 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 Ishpeming and Watersmeet this past year.

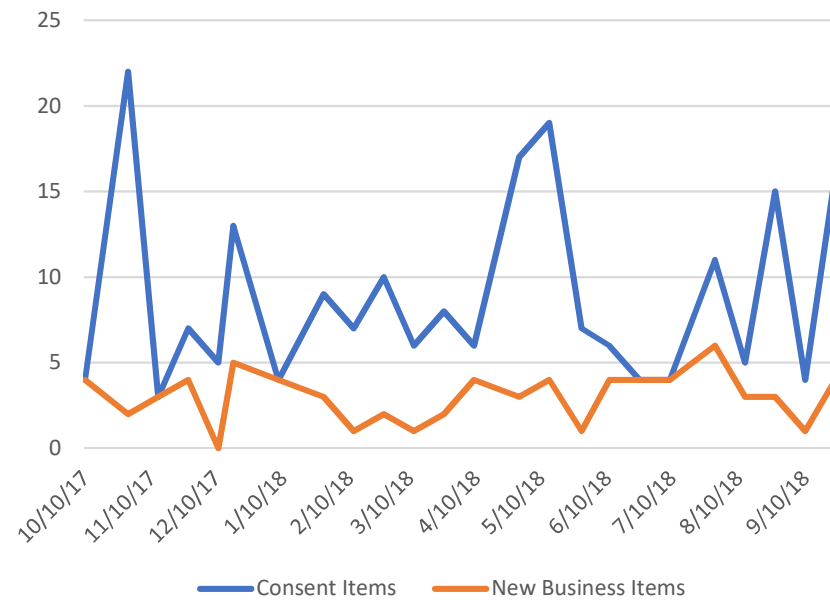
Management Analysis

- *Computer Maintenance Management Software:* A required component of the National Pollution Discharge Elimination System permit is the implementation of an asset management program. Funding for the implementation of this program comes from the Stormwater, Asset Management and Wastewater (SAW) Grant through the Michigan Department of Environmental Quality. A computer maintenance management software (CMMS) system was selected to satisfy this requirement and the City Commission approved the purchase of this system from Lucity, Inc. in December 2017. The Management Analyst was selected to be the administrator for this system by the Municipal Utilities Director and has been working on implementing this system since the beginning of the contract in early 2018. This project has involved coordination between the City Manager's Office and the Municipal Utilities, Public Works and Community Development Departments and is expected to launch in late 2018 for the Wastewater Treatment Plant and the Sewer and Stormwater divisions of Public Works.
- 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 2018. 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.

Accounts Payable Comparison



FY 18 Agenda Comparisons



ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right)

Front Row: Kris Hazeres, City Clerk; Susan Bohor, Director of Administrative Services; Todd Carruth, Manager of Information Technology

Back Row: Tina Tregembo, HR/Benefits Coordinator; Lisa McGuire, Administrative Assistant; Kyle Whitney, Deputy City Clerk; Max Genaw, IT Specialist; Mike Adams, Network Specialist; Tim Raich, Payroll Clerk



ADMINISTRATIVE SERVICES DEPARTMENT

2018 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 2018 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 the department experienced some major challenges with the move to new offices and the consolidation of staff into one location. While living through the construction and temporary relocation was difficult, the results were worth it. Security, functionality and working conditions are greatly improved as a result of the renovations and department consolidation. In addition to the move, Human Resources implemented two new MERS plans during 2018. One plan is to help management employees (who are ineligible for any retiree health plan) save for post-employment health care expenses, and the other is to pre-fund our unfunded, accrued liabilities for retiree health insurance. Human Resources also worked with Finance to comply with the new reporting requirements pursuant to P.A. 530 of 2016 and P.A. 202 of 2017.

During the past year, long-time Director of IT, Dan Frederickson, retired and Network Specialist Todd Carruth was promoted to the position of IT Manager. Todd's promotion also led to the hiring of Mike Adams as the new Network Specialist. New staff had to be quickly brought up to speed amid major renovations, budgeting, and the roll-out of new leased computers, laptops and peripherals in late August.

Information Technology continues to focus on the security of systems and data while planning for future demands on the City's network. Cybersecurity training was implemented to equip employees with the knowledge they need to recognize threats and "phishing" from suspicious emails or websites. At the same time, servers were virtualized to fail over to other servers and sites in the event of a disaster. Other projects, introduced in 2018 and continuing to future years, include Advanced Metering Infrastructure (AMI), connecting traffic control devices to City fiber, video security and new software application solutions. Each of these projects promises to challenge the bandwidth capabilities of our infrastructure and plans are being implemented to acquire additional bandwidth for the City's long-term technology needs.

The Clerk's Office also had to relocate to temporary offices during the renovations until their newly remodeled offices were completed in May. In addition to the normal election cycle, ordinance revisions and FOIA requests, the State updated the Qualified Voter File (QVF) platform, which required all members of the Clerk's staff to attend mandatory training on the new system. In a very unusual set of circumstances, the Clerk's Office also assisted in a process to fill two City Commission vacancies in the past year. Sara Cambensy resigned her Commission seat immediately following her November 2017 election to the Michigan House of Representatives. The City Commission then decided on a process to fill the vacancy, in which the Commission solicited and reviewed applications from interested community members and then voted to appoint a new Commissioner to the vacant seat. The Clerk's Office assisted in this process and served as the collection point for applications from interested parties. Sadly, this process was repeated just weeks later, following the untimely death of Mayor Baldini. On a positive note, Deputy Clerk, Kyle Whitney, obtained his Certified Michigan Municipal Clerk (CMMC) certification in April of this year.

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 reflect the new lower seamless wrap and Health Reimbursement Arrangement (HRA) rate structures. On average, health insurance rates saw an average 2% decrease.

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 \$1,395.

Employer Mandate Compliance: For calendar year 2017, 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 210 Form 1095-C's in February of 2018 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 prescription drug program to Medicare. A Disclosure to the Centers for Medicare and 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 15th 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 social media in addition to traditional advertising. Human Resources hired 14 full-time, two part-time, 103 temporary/seasonal employees and 124 election workers during Fiscal Year 2017-18.
- **Health Care Savings Plan (HCSP):** A new HCSP through MERS was established for management personnel who were hired or promoted after 2005 and are not eligible for any City health insurance benefit upon retirement. The HCSP allows eligible employees to put money aside pre-tax, which grows tax-free and can be withdrawn tax-free after separation of employment to pay for qualified, unreimbursed medical expenses or premiums.
- **Internships/Fellowship:** Administered the City's internship and MARESA Student Work/Study program. The department placed five unpaid interns and four work/study students in various City departments for on-the-job experience in their field and to earn course credit.
- **Labor Relations:** The City concluded contract negotiations with the Marquette Professional Police Association in November. The union ratified the Agreement on December 5th and the City Commission approved the Agreement at their December 18th meeting. The new four-year Agreement was effective retroactive to October 1, 2017.

There were no other contract negotiations this past year and only three grievances (two in Public Works and one in the City Hall bargaining unit) and several special conferences. All grievances were successfully resolved prior to going to arbitration.

The City and AFSCME sponsored a joint workshop/training for all Supervisory bargaining unit personnel and the Public Works Chapter Chair and union stewards. The training covered the grievance process and past practice doctrine and was provided by Laura Katers Reilly of Kendricks, Boudeau, Keefe, Seavoy and Larsen, P.C.

- **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 beginning March 29, 2017. All local units of government that have a retirement system must file their summary annual report for their individual plan with the Treasurer and post the report on their financial dashboard. The 2017 annual valuations for the MERS and the Police/Fire Retirement System defined benefit pension plans reflected a funded status of 63% for the MERS plan (up 2% from the previous year) and our Police/Fire Retirement System plan was 74% funded (down 1% from the previous year). Since our funded status exceed 60% for both plans, we were not required to file an action plan detailing how we expect to achieve fully funded status. However, our retiree health plan was 0% funded because in the past we have used a pay-as-you-go funding method. To comply with the new Public Act 202 of 2017 (see below), the City established two retiree health funding vehicles (Section 115 Governmental Trusts) to begin pre-funding retiree health insurance liabilities in early 2018.
- **P.A. 202 of 2017 Application for Waiver and Plan:** In 2017, the Protecting Local Government Retirement and Benefits Act (Public Act 202 of 2017) was signed into law in Michigan. The legislation implemented recommendations from the Responsible Retirement Reform Task Force on addressing unfunded pension and retiree health care liabilities (OPEB) of local governments in Michigan. The new law requires local units of government to submit a Retirement System Annual Report (form 5572) and related system funding information for retirement systems in addition to the annual actuarial valuation report information required under Public Act 530 of 2016.

Based on our filing of form 5572, the State determined that our MERS defined benefit plan was underfunded. In lieu of filing an action plan with the Treasury Department, the City completed an Application for Waiver and Plan last July, which outlined the steps the City has already taken to adequately address our underfunded status. As of this date, we have not had a determination from the State on the status of our waiver application.

- **Health/Drug/Vision/Dental Plan:** Health Plan renewals in July resulted in a 1.6% decrease over the previous years' premium costs. Human Resources held several citywide meetings with employee representatives from both union and management groups to present various benefit options and solicited employee feedback before determining to maintain the current Blue Cross plan with a seamless wrap Health Reimbursement Arrangement (HRA). The City budgets for only the maximum amount of premium allowed under the hard caps of PA 152 for single, two person and family coverage, so the decrease in premium did not impact the budget. However, employees saw a decrease in the premium co-pays they pay each pay period.

Retiree Health Plans: This year the retiree health plans also saw an average 1.7% decrease in premium rates. This reduction saved the City money for those retirees for whom the City pays either 100% or 80% of the premium. There was no increase to our Medicare Advantage plan premiums which renewed in January of 2018 (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 the Peter White Public Library to set up a Health Care Savings Plan (HCSP) through MERS for their employees.
- **Retirements/Resignations/Promotions:** The department processed three retirements, four resignations/terminations and one death of a full-time employee. We also had three part-time employees resign and processed 15 promotions and 11 transfers. This does not include the seasonal hires and temporary election workers that are hired and laid-off periodically during the year.
- **Retiree Health Funding Vehicle (RHFV):** The City has traditionally used a pay-as-you-go system to fund retiree health insurance costs. Last year, the State of Michigan passed P.A. 202 of 2017 which, among other things, requires public pension plans to begin pre-funding their unfunded accrued liabilities for other post-employment benefits (OPEB), which includes retiree health insurance. In response, the City established two Retiree Health Funding Vehicles (RHFVs) through the Municipal Employees' Retirement System (MERS) in the spring of 2018. One RHFV is for employees of the Wastewater Treatment Plant and the other is for all other City of Marquette employees.

The MERS Retiree Health Funding Vehicle (RHFV) is a Section 115 Governmental Integral Part Trust which gives employers the ability to establish a qualified trust using MERS' diversified investments to fund OPEB. Marquette Area Wastewater Treatment Board funds the plan for Wastewater Treatment Plant employees and the City uses funds remaining at the end of each fiscal year from the monies budgeted for health insurance to fund the other RHFV. Funds in the RHFVs will not be used to pay for retiree health insurance costs until a sustainable balance has been built up.

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, except for the sidewalk café licenses, which expire at the end of October. In Fiscal Year 2017-18, 63 business licenses were issued, up from 54 last year.

The goal of the Clerk's Office, and of the City Administration, is to ensure that these licensing procedures are cost-neutral. After calculating the true cost of the business license process last year and amending all the license fees to account for that, the decision was made this year to implement a slight (roughly two percent) across-the-board increase in these license fees. This will help to avoid a situation in the future where fees are raised drastically to make up for several years of no increases.

In previous years, it has been a challenge to get some business owners to submit and pay for the required license application, even following direct contact. This year, we implemented a stricter process and realized obvious benefits. This involved amending the City Code to clarify the penalties for not complying with City licensing provisions and Community Development staff working with our office to issue tickets to those business owners who were not in compliance. Previously, staff spent several weeks making follow-up calls and drafting letters; this year, we saw a higher rate of initial compliance and two civil infraction tickets were issued to non-compliant businesses. Both quickly paid their fines, and then submitted the applications for their required licenses.

Additionally, the City Commission in April adopted an Ordinance allowing for the creation of Outdoor Display Areas within the boundaries of the Downtown Development Authority. Permitting for these is handled through the business license process, although we only licensed two this year.

During the 2017-18 fiscal year, the City collected about \$11,900 through the various business license applications. This is almost identical to the \$12,000 in revenue from the previous year, and we anticipate this revenue to hold steady in coming years.

- *Dog/Cat Licenses:* This was the ninth 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 veterinary clinics. We sold 82 dog licenses and 32 cat licenses during the fiscal year. Compared to last year, this marked a slight decrease in sales for both types of licenses.
- *Off-Leash Area (OLA) Permits:* For the first time in several years, permit sales increased for the City's Off-Leash Area at Tourist Park. During the last fiscal year, our office sold 119 OLA permits, up from just 90 the previous year. This increase may be due to an increase in enforcement in the park.

With that said though, several customers still complain that they routinely see residents without permits using the park and that they rarely see enforcement. In 2010, 215 permits were sold. We are working with the Animal Control Officer and the Police Department for additional enforcement.

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.).

ELECTIONS and VOTER REGISTRATION MAINTENANCE

- **Elections:** During Fiscal Year 2017-18, more than 8,900 total votes were cast in two elections conducted by the Clerk's Office. Also, during the 2017-18 fiscal year the City Elections Board held numerous public meetings to confirm election workers, conduct public accuracy tests of City election equipment and to certify candidates for office.

In the November 2017 General Election, 4,734 votes were cast (a 35.39 percent turnout). In the City Commission contest, incumbents Tom Baldini and Peter Frazier were elected, as was Fred Stonehouse, who filled the seat previously held by Mike Conley. Edward Angeli and Tom Tourville gained the most votes in the race for two seats on the Marquette Board of Light and Power.

The Primary Election held in August of 2018 included races for the City Commission, as well as for State House and Senate seats and Governor and U.S. Congress. The turnout was surprisingly high, even for a primary leading up to a mid-term General Election. In total, 4,214 votes (31.56 percent turnout) were cast. A quick glance through records going back a decade indicates that 2018 represented the highest local voter turnout for an August Primary Election. In that time frame, the next highest turnouts were 28.51 percent in 2016, followed by 23.05 percent in 2012.

In the 109th District State House Race, Democrat Sara Cambensy and Republican Melody Wagner will move to the November ballot. In the 38th District State Senate Race, Republican Ed McBroom and Democrat Scott Dianda will be on the November ballot, where their names will join that of Green Party candidate Wade Paul Roberts.

Locally, there was no primary for the Board of Light and Power, and Jerry Irby and John Prince will move to the November ballot, running for two Board of Light and Power seats. On the City Commission, eight candidates were on the August Primary ballot, with the top four moving on. Mike Plourde, Jenna Smith, Margaret Brumm and Jenn Hill will be on the November ballot, running for two seats currently held by Plourde and Smith.

The November ballot will also include several countywide and statewide contests, including the Marquette County Board, Governor, Secretary of State, Attorney General, U.S. Senate and U.S. House of Representatives. Additionally, there are three statewide proposals related to gerrymandering, election law and recreational marijuana.

- **Absent Voter Counting Board:** Beginning with the August Primary Election, the City of Marquette implemented an Absent Voter Counting Board. This board acts as its own Election Precinct, spending Election Day processing and tabulating all absentee ballots cast in the City. Prior to this arrangement, absentee ballots were sent to the precincts, where they were processed and tabulated by regular poll workers across the City.

This change allows for better organization of the ballots and should make it easier to process absentee ballots on our new equipment, which is significantly slower than the previous hardware.

- **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 re-established a Marquette chapter, currently organized under the banner of the Delta County group. In the early summer, they conducted a forum, where they talked with City Commission candidates, and worked 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. 2017</u>	<u>Aug. 2018</u>
Total Active Registered Voters	13,338	13,353
Number of Votes Cast	3,049	4,214

- **Polling Locations:** Since August of 2017, voters in City Precincts 1, 2 and 3 have voted in the Baraga Gym, located in City Hall; voters in Precinct 4 have voted in the City's new Municipal Service Center, located on Wright Street; voters in Precincts 5, 6 and 7 have voted in the YMCA on Fair Avenue. This arrangement has worked well, and there are no immediate plans to change these polling locations.
- **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 300 names; today the permanent AV list has grown to 1,598. 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 3,290 transactions on the QVF system. This is an average of more than 63 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 significant fluctuations in our voter registration numbers from year to year, especially if there is a Presidential Election.
- *Meeting Materials/Minutes*: During Fiscal Year 2017-18, 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 12 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).
- *Social Media Policy*: The Clerk's Office drafted a social media policy that was implemented Citywide this year. At a base level, the policy details how City departments are expected to utilize social media portals to share information with the public.
- *Freedom of Information Act (FOIA)*: 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(s), 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 Fiscal Year 2017-18, the Clerk's Office received 42 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 \$547.80 from FOIA requests, but this does not reflect revenue from all FOIA work.

Specifically, we received a FOIA request in August from a mysterious organization seeking copies of all voted ballots from the 2016 Presidential Election. It quickly became clear that the same organization had submitted similar requests to clerks across Michigan, and news reports identified a national voting rights organization – the Priorities USA Foundation – as the true originator of the requests.

Technically, all 9,500 of these ballots are public documents, and subject to FOIA. Per FOIA regulations, our office fashioned a cost estimate and shared it with the requesting party. In response, the organization, which has said it was “undertaking a research effort” narrowed the scope of the request to only four of the City’s seven Election Day precincts.

This is the most labor-intensive FOIA request we have received in several years, and will likely cost the requesting party in excess of \$1,500 to reimburse our office for the labor.

- *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. Through this and previous trainings, Deputy Clerk Kyle Whitney received certification this year as a Certified Michigan Municipal Clerk.
- *City Code:* Staff worked throughout this last year with other City departments to complete ordinance amendments for business licenses, short-term rental regulations and fireworks, among other topics. In total, we oversaw the adoption of eight ordinances.

INFORMATION TECHNOLOGY

Department Accomplishments/Statistics/Remarkable Events

- Enhanced a new disaster recovery (DR) solution purchased last year by increasing necessary resources, memory and storage that allows Information Technology (IT) staff to license and maintain several servers while ensuring space available for proper backup storage for all City data. The expansion also makes it possible for IT staff to spin up necessary test servers and sandbox environments to test potential changes and upgrades without risking the production environment.
- Peninsula Fiber Network (PFN) fiber was run to Tourist Park and Cinder Pond Marina. Switches have been installed at the Lake Street Lift Station and Cinder Pond Marina and will be installed at Tourist Park. These switches will allow both City network and public traffic to be available on fiber at these seasonal sites.

- Installed an internet connection at the Municipal Service Center to support increased bandwidth requirements, and to serve as a failover solution for our network servers and firewalls, in the event primary internet connectivity fails at City Hall. Currently discussing with phone and fiber companies the cost and equipment needed to use the extra connection for virtual phone server failover as well. This has the potential to provide a great benefit to the City.
- Renewed the lease with the telephone system provider that reduced the monthly lease cost by \$400 and included upgraded telephones and virtualized phone system servers. The scheduling of the virtualization of the phone servers is in progress. That portion of the project will be completed before the end of 2018.
- In 2017, IT staff configured and installed a network monitoring and performance application viewable from either City Hall or Municipal Service Center. The software application monitors devices continuously for switch failures, server issues and performance degradation, and proactively notifies staff of network problems. Staff is currently looking at a program/application that will cover more network nodes and save the City \$1,000 or more per year. This application could be implemented by early 2019.
- Continued security audits on the City's network switches and firewalls to look for weaknesses that may be exploited if left unchanged. Initiated additional networking and security training for the City's Network Specialist which is critical to the protection and security of the City's network infrastructure.
- Continued to install and maintain multiple, high-definition, wireless security cameras along Washington Street and other locations in a joint project development between the City and Downtown Development Authority. Video from the cameras are viewable in the Police Department.
- Participated in a support project for a Downtown Development Authority pilot to test parking pay stations in conjunction with the City's citation management application.
- Set up a new four-year lease for computerized equipment. Replaced all leased personal computers, laptops, ruggedized laptops and monitors. Returned old leased equipment to the financing company.
- Purchased and configured 12 ruggedized tablets for Wastewater/Department of Public Works for use with the new Lucity software application.
- Studied the feasibility and cost of getting wireless versus cellular signal throughout the Wastewater Treatment Facility to allow ruggedized tablets to communicate with the Lucity application. Received approval for installing weBoost™ cellular signal boosters at the Wastewater Treatment Facility. Work to be completed in 2019.

- Re-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 Tourist Park to improve internet access and provide streaming to the campers. Also brought in Metro Path to add two point of sale workstations to the City fiber network.
- 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. Project involves upgrading old network cables and installing electrical circuits and devices for power and lighting. This project is still ongoing.
- Initiated a project to evaluate security cameras and equipment at Father Marquette Park because the system is currently inoperable. The project is ready to move forward as soon as the equipment is ordered.
- Completed the project to replace microphones and mixing devices in the Commission Chambers. The mixers now support centralized control of microphone volume and power at either the Clerk's station or in the IT department in addition to the individual controls at each microphone.
- Completed 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.
- Installed new switches at the Lake Street Lift Station and Cinder Pond Marina to provide fiber to point of sale workstations.
- Completed a project for upgrading network switches on the technology refresh (TRP) schedule. Approximately six switches were replaced.

COMMUNITY DEVELOPMENT



Pictured above (left to right)

Front Row: Administrative Assistant Ann Cook, Planning/Zoning Technician Leah LaCasse, Planning/Zoning Official Andrea Landers, Director of Planning and Community Development Dennis Stachewicz, City Engineer Keith Whittington and Engineering Technician/Senior Drafter Dan Salmon

Back Row: Staff Surveyor Sven Holmquist, Engineering Aide/Inspector Jared Kangas, City Planner Dave Stensaas, Staff Engineer Kellen Wessels, Engineering Technician/GIS Matt Koss, Hydrology Engineer Jim Compton and Assistant City Engineer Mik Kilpela



COMMUNITY DEVELOPMENT

2018 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 2018 fiscal year.

Department 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.

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

PLANNING, ZONING, CODE ENFORCEMENT AND STRATEGIC DEVELOPMENT

The following is a synopsis of the major projects the Planning division was responsible for in Fiscal Year 2017-18

- **Redevelopment Ready Communities:** The Director was successful and achieved enrollment in the Redevelopment Ready Community Program through the Michigan Economic Development Corporation. The City received a favorable initial review and the Director will coordinate the work necessary to receive the coveted designation in 2019.
- **Duke LifePoint:** The Director continues to serve as primary contact and project lead for the Duke LifePoint Architectural, Engineering and Construction Team. The past year saw the completion of 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 the Michigan Department of Environmental Quality. Subsequent to the meetings, the project team 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.
- *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.
- *Municipal Property:* The City Planner-Zoning Administrator processed eight licenses for use of City property and did work on four other license requests that were either withdrawn or were preliminary. A policy for creating a two-tier application scheme, for minor and major structures/uses of the right-of-way, has been drafted and will be presented to the City Commission for adoption before the end of 2018.
- *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 residential rentals (STRs), as a one-year follow-up to the original STR amendments.
- *Land Development Code (LDC) Project:* The project began in June 2017 and the drafting of a final document is now nearing completion, with adoption tentatively occurring on December 17, 2018. After the LDC has been adopted, staff will begin work to implement getting the LDC into an online platform to provide customizable public access to portions of the LDC and better understanding of the new Code.
- *Community Master Plan Update:* The Planning Commission began an update of Community Master Plan (CMP) in the spring of 2017, seeing many changes taking place in the community in less than two years since the Plan was adopted. The CMP update became synched with the LDC project to some extent in 2018, to ensure planning and zoning considerations of the CMP and LDC were aligned when the LDC project was nearing completion. A public comment period for the 2018 CMP Amendment was opened on October 15 and closes on November 25, 2018.

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
 - 2 - Joint City Commission/Planning Commission work sessions
 - 8 - Board of Zoning Appeals meetings – (four 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, 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 136 Zoning Compliance permits issued; 66 fence permits and 39 sign permits issued; and one Home Office permit issued.

Permit Type	FY 2017-2018
ZCP	136
SGN and FNC	105
HOP	1
Total	242

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

<i>Application Type</i>	<i>FY 2017 - 2018</i>
<i>VAR</i>	<i>18</i>
<i>CAN</i>	<i>1</i>
<i>CUP</i>	<i>7</i>
<i>REZ</i>	<i>0</i>
<i>SPR</i>	<i>22</i>
<i>PUD</i>	<i>2</i>
<i>Total</i>	<i>50</i>

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 during Fiscal Year 2017-2018 was 292. In addition to the permits and applications processed by staff, the City Planner also processed 59 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 822 total recorded violations in Fiscal Year 2017-18. 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. During the spring-summer of 2018 there was a change in staffing of this position, as Michael Anderson moved into a management job in the Community Services Department and a replacement was hired. During much of the summer, the staff hours for the position were minimal.
- 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 property-numbering violations.

VIOLATION CATEGORY	10-01-17 to 9-30-18
Noxious Weeds	27
Property Numbering	27
Front Yard Parking	287
Prohibited Accumulation	83
Household Furniture	144
Sign Infraction	75
Property Maintenance Code	17
Garbage/Rubbish	77
Zoning Infraction	61
Inoperative/Unlicensed Vehicle	20
Fence Infraction	20
Total	822

ENGINEERING

- The 2018 construction season has been busy with the Engineering division overseeing thirteen projects. This year included four street reconstruction type projects at a proposed cost of \$4,706,000, one street extension/construction project at a proposed cost of \$500,000, three transportation upgrade projects for our parks systems at a proposed cost of \$448,000, two miscellaneous storm sewer related projects at a proposed cost of \$113,000 and our annual maintenance type projects at a proposed cost of \$2,311,500. In addition, three projects from last year's construction season were carried over to the spring of 2018 for completion due to labor/weather delays and material shortages.
- This year the area projects were subject to a huge increase in the cost of asphalt. Costs typically were increased up to 150% of normal costs. We have been told this cost increase is due to the refinery plant in Superior, Wisconsin being placed out of service due to a fire in April. With this refinery out of service oil products required for the asphalt is having to be trucked in from distant refineries.
- Another huge issue, not only for the City but the State of Michigan as a whole, is the union lockout as called for on September 4th by the Michigan Infrastructure and Transportation Association (MITA). This lockout is producing huge ramifications as road related construction projects are not being completed before the onslaught of winter. The City is feeling this affect with some of their own projects and the Engineering division is looking at temporary measures to make the current roads under reconstruction safe for winter travel.

- This year we continued with work required to meet Stormwater, Asset Management, and Wastewater (SAW) grant project requirements. Approximately 180 sewer structures that were left over from last year were located accurately with GPS and condition/structure assessed. One part-time college student assisted with the process along with staff certified in condition assessments.
- Another requirement of the SAW grant included the televising and condition assessment of the sewer piping. The contractor performing the televising using new 3-D technology completed this task in July of this year.
- 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 700 feet of sidewalk was replaced and 11 steps on the 400 block of East Ridge Street at a cost of \$71,500. As part of this project the Engineering division managed the streetscape upgrade project for the Downtown Development Authority for the 100 block of South Front Street (west side) at a cost of \$65,000.
- *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. Over 19,000 feet of sanitary sewer main is being televised at a cost of \$43,000.
- *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 will be completed in mid-October. The project consisted of heavy maintenance activities on 2.2 miles of street and preventive maintenance on 4.6 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 86 sanitary sewer laterals are proposed to be either replaced or have minor repairs. The proposed total cost of this project is \$2,132,000. As was mentioned earlier in this report, all underground and curbing work was completed this year. The street portion that requires milling and overlay and will have to be postponed until the spring of 2019 due to the union lockout issue.

- Heavy maintenance street locations for this year:
 - Kimber Avenue – Mildred to Fair Avenue
 - Lincoln Avenue – College Avenue to Center Street
 - Ridge Street – Sixth to Seventh Street
 - Pioneer Road – M553 to Flink Farm Road
 - Magnetic Street – Front Street to Cul de sac
 - Ohio Street – Front to Third Street
 - Park Street – Lee to Seventh Street
 - Pine Street – Kaye to Fair Avenue
 - Pine Street – Fair Avenue to 668' north
 - Prospect Street – Third to Fourth Street
 - Third Street – Mather to Fisher Street
 - Wright Street – Ontario to City limits
 - Jenny Lane – South end to north end
 - Huntington Street – Granite to Jenny Lane

Reconstruction/Construction Projects

- *McClellan Avenue Widening Project:* This is the last phase of the Marquette Hospital Transportation Improvements Project. This project will upgrade the storm sewer system and widen the street to accommodate a center turn lane from Washington Street to a point south of the Public Service Garage driveway. Widening will require new curb and gutter to be placed from Washington Street to the U.S. 41 corridor. In addition, this project will mill and overlay the entire street. As mentioned earlier, this street is also being influenced by the union lockout and will not be completed until the spring of 2019. The proposed cost for this project is \$480,000.
- *Park System Transportation Upgrades Project:* This project includes the upgrade of Eagle Drive in the cemetery that is currently gravel, to an asphalt surface. In addition, this project will include the paving and curbing of the gravel parking area for the Presque Isle band shell parking lot. These two projects are proposed to cost \$277,000 and have been completed. The Lighthouse Multi-Use Pathway Project was included in this but due to unforeseen circumstances beyond this department's control, it has been delayed until the spring of 2019. The original cost for this project was \$171,000.
- *Presque Isle Avenue Reconstruction (Wright Street to a Point North of Fair Avenue):* This project started in May 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 and sidewalk replacement. This project came in at a cost of \$3,184,000 and was completed in October.

- *Fifth Street Upgrade Project (Fisher Street to Spring Street)*: This project started in June and consists of the upgrade of the street structure, replacement of curbing, replacement and extension 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. This project came in at a cost of \$560,000 and was completed in October.
- *Homestead Street Upgrade Project (Ward Street to Grove Street)*: This project started in July and consists of the upgrade of the street structure, replacement of curbing, replacement and extension 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. This project came in at a cost of \$482,000 and was completed in October.
- *East Baraga Extension Project (Lakeshore Boulevard to the Boardwalk)*: This project started in September and consists of the construction and extension of the street structure, curbing, storm sewer, water main/services and the multi-use pathway. Some last-minute modifications had to be made due to an adjoining property owner dispute. This project came in at a cost of \$500,000 and was substantially completed in November. A few minor construction items such as pavement markings and restoration will have to be completed in the spring of 2019.

Storm Sewer Projects

- *Washington and Fifth Street Storm Sewer Upgrades*: This project added catch basins to the existing system from Sixth Street to Fifth Street on Washington and from Washington Street to Spring Street on Fifth Street. The addition of these structures will provide additional inlet capacity for stormwater runoff. This project came in at a cost of \$91,000.
- *Raney Creek Erosion Control Project*: A segment of Raney Creek near the Holy Cross Cemetery has been experiencing erosion issues ever since the dam at Tourist Park had failed during the breach of the Silver Lake Basin in 2003. The erosion has steadily become worse with bank and stream bed sediment loose. To remedy this the Engineering division was approved a permit by the Michigan Department of Environmental Quality to restore the eroded area and provide erosion control and streambed stabilization using rip rap, geotextile fabric and the reuse of the existing stream bed channel materials. The cost for this project is \$22,000.

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 230 permits during this fiscal year totaling \$26,498.40.

- Engineering, in cooperation with the Zoning division of Community Development, reviews site plans to ensure above-ground structures such as driveway openings and below-ground structures such as sewer, water and stormwater utilities are planned per City standards and specifications. The Engineering division reviewed 22 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, hole reports, trails, street signs, street right-of-way, street centerlines, street quality ratings, sidewalks, fiber optic lines, building footprints, topography and orthophotography.
- The digital orthophoto is one of the most useful layers in our GIS. Digital orthophotography provides all of the visual content of a photograph while being as accurate as a map for measurements. In the spring of 2012 we hired Ayres Associates to produce a highly accurate orthophoto of the City. We use the orthophoto for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development and emergency response planning/modeling etc.
- The priority of the City's GIS program has been to update the city infrastructure layers. The sanitary, storm and water main layers are complete, with new updates coming in daily. The two layers of the sanitary and water system that need further mapping are the sanitary cleanout and water shut-off locations. These geographic features are being collected by the Department of Public Works and Engineering division 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 have been gathered from field surveys and entered into the GIS system. These geographic features are being collected by the Department of Public Works and Engineering division utilizing five Panasonic Toughpads connected to Trimble R1 GPS receivers via bluetooth.

- 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. The collection of sanitary and storm data for the SAW Grant will be completed by the end of 2018.
- 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 the 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 (DEQ) for the filling of wetlands. The permit required that the filled wetlands be replaced with new wetlands, with the requirement that the new wetlands be monitored and annually reported on for 10 years. A wetland was constructed on-site at McClellan Avenue and two off-site at Presque Isle. Every year monitoring of the new wetlands, which includes replacement planting and invasive species removal, is contracted out to a consultant specializing in environmental studies. During the past six years as part of their required work, we have had the consultant plant some replacement trees and shrubs. This is necessary due to higher die off than expected caused by water levels in the constructed wetlands being too high. The high-water levels in the wetlands are caused by the adjacent high level of Lake Superior. This year the Marquette County Conservation Service did our monitoring, planting and invasive species removal. The field work is done and the annual report to the DEQ is being written.
- In the fall of 2017 and spring of 2018, an additional 0.80 acres of wetlands were created adjacent to the previously created wetlands at the Presque Isle Bog. This work was necessary by permit for the disturbances of Whetstone Creek and its adjacent wetlands related to the Marquette Hospital Transportation Improvements Projects. This newly created area of wetlands will require a five-year monitoring and annual reporting.

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 runoff 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 79 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.

Hydraulic Modeling of City Infrastructure

- As part of the SAW Grant received from the State of Michigan, the City was able to purchase software that allows us to digitally model the infrastructure and processes of our sanitary and storm sewer systems. The Engineering division over the last year has been gathering field data consisting of surveyed elevations and locations of all manholes, pipes, culverts and catch basins which is entered into GIS and then sent to the modeling software. Once the data is sent to the modeling software and calibrated, we can simulate any condition our sanitary and storm systems may see. This will allow us to determine areas in need of reconfiguration and/or upsizing or downsizing of pipes. We will then use this information to constantly improve our sanitary and storm sewer systems during design of reconstruction projects. Currently we have the sanitary system completely modeled. The data for the storm system is in the process of being entered into GIS.

COMMUNITY SERVICES DEPARTMENT

ARTS AND CULTURE - PARKS AND RECREATION - SENIOR SERVICES



Pictured above (left to right)

Community Services Director Jon Swenson, Secretary Justina Hautamaki,
Administrative Assistant Kim Eliassen, Assistant Director of Community Services
Andrew MacIver, Parks and Recreation Coordinator Michael Anderson
Not Pictured: Arena Custodian Joe Speruzzi and
Parks and Recreation Laborer John Rolling

SENIOR SERVICES



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

ARTS AND CULTURE



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



COMMUNITY SERVICES

2018 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 2018 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 \$59,260 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 Completed
- 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 Fiscal Year 2018-19
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Universal Design Pods – Grant Received - Design 90% Complete

Planning

- Parks and Recreation Five-Year Master Plan Update – 75% Complete
- Lighthouse Land Use Plan – Completed
- Lakeview Arena Evaluation Study – No bids received, staff to conduct study in Fiscal Year 2018-19
- Founders Landing Pier Redevelopment Project – 90% Complete
- Shiras Park Land Use – Anticipated Fiscal Year 2019
- Williams Park Universal Accessibility and Athletic Court Resurfacing – Anticipated Summer Fiscal Year 2019
- Presque Isle Marina Rehabilitation/Pier Replacement - Anticipated Fiscal Year 2019

Capital Improvements

- Father Marquette Accessibility Project – Construction Completed
- Lighthouse Property Bike Path Relocation – Project Delayed
- Shiras Park Temporary Restoration – Completed
- Johnson Controls Energy Improvements – 90% Complete
- Fiber Installation at Tourist Park – Complete

<u>Facility</u>	<u>FY 2017/18 * Hours Rented</u>
Baraga Gymnasium	670.5
Presque Isle Pavilion	444.5
Senior Pavilion	37
Island Store Pavilion	28.5
Bandshell	51.5
Gazebo	26
Baseball Fields	\$6,980.00
Soccer Fields	\$7,368.00
Event Contracts/Permit	63
Administration	
Total Revenue	\$120,588.35
Promotional Fund	(\$9,739.02)
Maritime Lighthouse Tours	\$8,616.75
Superior Kayaking Co. (five-month lease)	\$147/month \$190/month
U.P. Community Rowing Club	\$1,200/month
Vango's-Ice Cream Concession (three-month lease)	

** Fiscal Year 2017-18 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 seven seasonal Marina Attendants, one seasonal Assistant Manager, 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.

Grant Administration

- Michigan Department of Natural Resources Waterways - Presque Isle Marina - Received

Presque Isle Marina FY 2017/18

Seasonal Slip Rentals	40
Transient Slip Rentals	100
Launch - Daily	892
Fuel Sales	\$12,462.61
Waiting List	8
Promotional Fund	(\$477.50)

Cinder Pond Marina FY 2017/18

Seasonal Slip Rentals	93 includes Bulkhead
Transient Slip Rentals	240
Launch - Daily	674
Launch - Seasonal	158
Fuel Sales	\$98,084.60
Waiting List	29
Mooring Field	16
Winter Storage	\$4037.28
Promotional Fund	(\$122.50)

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 Mutineers, Marquette Figure Skating Club, Superior Hockey, Superior Watershed Partnership and Noquemanon Trail Network.

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 26 – March 18, 7 a.m. – 12 p.m. (midnight)
- Summer: March 19 – September 21, 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 Fiscal Year 2018.

Accomplishments

- Replaced the ice plant, multiple air handler units and converted all lighting to LED as a part of the Johnson Control energy upgrade project.
- 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 17/18</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	1192.5	\$213,472.50
Marquette Figure Skating	244.5	\$47,356
Marquette Senior High School	187	\$35,490
Marquette Mutineers	37.5	\$5,850
Old Timers Tournament	43	\$8,360
Public/Open Skate – all types	836	\$12,330.25
Drop-in Figure/Hockey		\$3,644.50
Senior Skate		\$6,240
Skate and Skate Aid Rental		\$6,235.50
Citizens' Forum	186	\$5,047
Dry Floor/Pk Lot Events	16 events	\$26,350
Dead River Derby Dry Floor	147	\$6,405
Promotional Fund		(\$8,532.26)

Leased Space

	<u>FY 17/18</u>	
	<u>Rent</u>	<u>Revenue</u>
Marquette Junior Hockey	\$377.50/mo	\$4,530
Marquette Mutineers	\$1,078/mo	\$5,390
Marquette Figure Skating	\$41.67/mo	\$500
NTN	\$432/mo	\$5,184
YMCA	\$1/year	\$1
Marquette Junior Hockey	\$720/mo	\$4,320
Concessions		
Superior Hockey	\$1,358/mo	\$16,300
Marquette Senior High School	\$422.50/mo	\$5,070
Superior Watershed Partnership	\$1,020/mo	\$11,220
Dead River Derby	\$50/mo	\$400

Tourist Park Campground

The Tourist Park Campground consists of 110 campsites, two shower/washroom facilities and office building. The operating season is May 18, 2018 to October 14, 2018 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 40th Festival at the Park

Accomplishments

- Matched revenues from previous record year with less camping days.

	<u>FY 17/18</u>
Camping Days Open	149
Season Capacity Average	66%
Total Campsite Revenue	\$334,115
Total Concessions/Sales	\$22,956.50
Special Events/Picnic Sites	\$18,117
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 on the lower level of the Peter White Public Library; which includes a large gallery, workshop space and an administrative office.

Grant Administration

- Michigan Council for Arts and Cultural Affairs program grant –\$15,000
- Michigan Council for Arts and Cultural Affairs new leaders grant -\$3,200
- Marquette Rotary - \$1,000 (Halloween Spectacle 2017)
- Submitted and received Michigan Council for Arts and Cultural Affairs Grant Support for Fiscal Year 2019 totaling \$35,250

Grant Writing and Administration Support

- Michigan Realtors Association Lighter Quicker Cheaper grant - \$2,000 (Plein Air Painting Festival, Submitted by Lake Superior Art Association)
- Michigan Council for Arts and Cultural Affairs mini grant - \$4,000 (Halloween Spectacle 2017, submitted by Marquette Downtown Development Authority)
- Michigan Council for Arts and Culture Affairs program grant -\$12,500 (Upper Peninsula Arts and Culture Alliance, submitted by CUPPAD)

Planning

- Marquette Public Art Commission Guidelines
- Assisted with Parks and Recreation Five-Year Plan Update
- 2019 Winter Folk Festival with Hiawatha Music Cooperative and Beaumier Heritage
- Completed – Marquette Creative Residency Plan
- Completed – Bach Fest Plan
- Completed – Peter White Public Library Strategic Plan
- Completed – Upper Peninsula Arts and Culture Alliance Five-Year Strategic Plan

Additional Accomplishments

- Established City of Marquette Public Art Commission
- Partnered with Northern Michigan University Theater Department to expand Senior Theater Experience
- Coordinated Father Marquette Park Rededication Ceremony
- Hosted and Coordinated U.P. Arts and Culture Alliance Public Reception

Special Events and Exhibits

An estimated 17,000 people attended special events and exhibits. This number is lower than previous years due to library renovations. Although the art center was closed for six months we continued to serve large numbers through events offered in partnership with local arts and culture organizations outside of the Marquette Arts and Culture Center.

- Halloween Spectacle
- Art Week
- Northern Michigan University Outdoor Recreation Pop-up Exhibit
- Creative Community Series
- Senior Arts/Theater
- Summer Marina Gallery Exhibit and Reception

Event Development and Coordination Assistance

- Dog Sled Themed Art Show, *Dog Daze*, Lake Superior Art Association
- Star Wars Themed Art Show, Peter White Public Library
- Sister City Higashiomori Delegation, Marquette Area Sister Cities Partnership
- 2018 Creatives in Residence, Marquette Chamber/Evolve MQT

- Fresh Coast Plein Air Painting Festival, Lake Superior Art Association
- Holiday Art Sale, Marquette Regional History Center
- Alzheimer Art Exhibit and Training, Lake Superior Hospice/DeVos Art Museum
- Pine Mountain Music Festival Flamenco Dance Workshop/Concert

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 (2018-2022)	City Millage (2016-2020)	UPCAP Contract
.4474 mills	.3500 mills	
2017 Contract: \$259,924	2017 \$225,729	2016-17 \$40,901
2018 Contract: \$377,920	2018 \$260,730	2017-18 \$46,678

Accomplishments:

- Marquette Community Foundation Grant recipient (\$500) - Silver Sampler Program
- Baraga Gym Improvements: Bleacher removal, floor refinishing and locker upgrades were made to improve Senior Center programming experience.

Accomplishments and Statistics:

- Visitors/Phone Inquiries Walk-Ins/Registrations: 21,352
- Silver Sampler Program: 100+ Seniors participated in weekly adventures
- Increased part time homemaker staff (8 total) to accommodate 160+ clients

	<u>Clients</u>	<u>Hours</u>
Information and Referral	9147	2872.00
Outreach	176	139.50
Health Related	477	365.00
Financial Management	309	1056.00
Case Coordination and Support	218	1682.75
Homemaking	166*	1423.25
UPCAP Contract	166*	2746.00

*Clients split among contract.

FACILITIES AND MOTOR POOL



Pictured above (left to right)

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



FACILITIES AND MOTOR POOL

2018 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 2018 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 now 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 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 the renovation of 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 the full implementation of an Advanced Metering Infrastructure water meter system. This project is approximately 85% complete and expected to close in the Spring of 2019.

The Presque Isle band shell road and park cemetery road (Eagle Drive) were paved as part of the Street Improvement/Maintenance Project. They were completed in the fall. The paving will provide improved parking at Presque Isle and both areas will benefit from the improved drainage that hard surface paving provides.



Presque Isle Band Shell



Eagle Drive

FORESTRY DIVISION

- Zero in-house tree planting, 33 containerized shrubs were planted
- 156 street-side and park trees were planted via contractor
- Zero trees transplanted
- 410 small (diameter less than 10") trees were pruned
- 193 large (diameter more than 10") trees were pruned
- 446 dead, dying, diseased or otherwise dangerous trees were removed while 58 of these were street-side, residential trees
- 79 stumps were ground out
- 22 Ash trees were treated to protect against Emerald Ash Borer

PARK CEMETERY

- 37 traditional burials
- 43 cremains burial
- 62 grave space sales
- 97 monument foundations placed
- 214 genealogy searches

MOTOR VEHICLE EQUIPMENT DIVISION

Below is a list of equipment approved for purchase for Fiscal Year 2017-18:

- One roll-off truck \$225,000
- Three Public Works vehicles
- Two Police patrol vehicles - \$70,000
- One loader \$215,000

Equipment in Fleet

- Small equipment - 151
- Sedan/Pickups – 97
- Large Equipment – 93

Marquette City Online Auction

- The City of Marquette surplus online auction generated \$45,423 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 – 26
- Engine work – 2
- Oil changes – 398
- Restoration work (average restoration takes 120 hours) – 6
- Equipment painting – 2
- Upfitting trucks - 2
- Snow plow under body changes – 70
- Schedule maintenance (above routine oil change) – 183
- New equipment outfitted – 6

Fuel Usage

- Wastewater Treatment Plant – 973 gallons
- Marquette Housing – 637 gallons
- Downtown Development Authority – 2,779 gallons
- Lakeview Arena – 843 gallons
- Motor Pool – 105,976 gallons
- Northern Michigan University – 14,029
- AMCAB – 1,371 gallons
- Powell Township – 5,265 gallons
- Peter White Public Library – 35 gallons

FACILITY MAINTENANCE DIVISION

- Repaired storm damage and installed a new picnic area at Shiras Park.
- Removed gates and fencing at the lighthouse property, opening it up to the public.
- Interior project at Mattson Park restrooms completed. Removed old stainless-steel fixtures, installed new ones and painted interior walls.
- Tourist Park faced electrical issues this season. Modern campers are drawing more amperage than the campground can provide. Replacement of worn out parts and educating campers about conserving energy did help.
- Four piers at Cinder Pond Marina were repaired over the winter. Docks were removed and new floatation foam and decking was installed.
- New park benches for Arts and Culture have been assembled and installed at the Island.
- Moving of City Hall employees during reconstruction phases continue.
- Seasonal installation and removal of marina docks, ramps, bubblers, arena boards and glass.
- Maintained irrigation systems, drinking fountains, ballfield lighting and score boards.
- Rash of graffiti on the bike path tunnels and Mount Marquette continues to be a cleanup effort.
- Gravel roads were repaired at Presque Isle, Picnic Rocks and River Park Sports Complex.

PARKS AND RECREATION MAINTENANCE DIVISION

- Playgrounds with woodchip replacement – 3
- Toys that were replaced – 8
- Toys that were repaired – 40
- Playground inspections – 380
- Trash cans maintained – 215
- Dog boxes maintained – 7
- Picnic tables maintained – 130
- Flag pole-maintained occurrences – 72
- Gravel parking lots graded occurrences – 40
- Barrier post replacement – 15
- Lift station pump repairs – 3
- Fish cleaning station grinder repairs - 10

FINANCIAL SERVICES DEPARTMENT ANNUAL REPORT



Pictured above (left to right)

Front Row: Customer Account Clerk/Cashier Amber Uuro, Chief Financial Officer Gary Simpson, City Treasurer Mary Schlicht, Utility Billing Clerk Christina Tynismaa, Customer Account Clerk/Cashier Michelle Schroeder

Back Row: Assessing Technician Amanda Gerber, City Appraiser Ellen Britton, Staff Accountant Katie Burnette, Deputy Treasurer Linda Poole, Accounts Payable Clerk Terra Bahrman, City Assessor Miles Anderson (Not pictured Meter Reader David Blackburn)



FINANCIAL SERVICES DEPARTMENT

2018 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 2018 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:	4,766
Dollar Amount of Accounts Payable checks issued:	\$50,254,547
Number of Accounts Receivable invoices issued:	2,012
Dollar Amount of Accounts Receivable billings:	\$2,289,664
Number of Bids and RFPs administered:	29
Number of Fixed Assets records maintained:	1,330*
Dollar Amount of Fixed Asset records maintained:	\$270,000,000*
Number of Funds maintained:	44
Dollar Amount of Net Assets maintained:	\$80,000,000*
Dollar Amount of Long-term debt maintained:	\$64,112,913

*Figures are estimated.

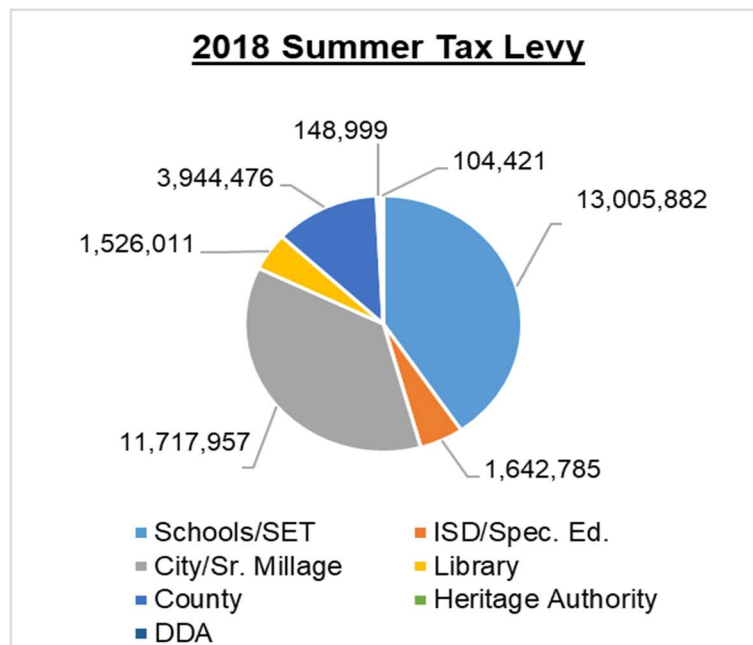
TREASURY

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:	\$60,108,511
Dollar Amount of Parking Ticket payments received:	\$177,339
Number of Property Tax parcels billed:	6,096
Percent of Tax Billings collected:	95%
Number of Landfill Permits (Commercial/Residential):	104
Dollar Amount of Landfill Permits (Commercial/Residential):	\$3,635

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.



2018 Summer Tax Levy:

Schools/SET	13,005,882	40.53%
ISD/Special Education	1,642,785	5.12%
City/Sr. Millage	11,717,957	36.52%
Library	1,526,011	4.76%
County	3,944,476	12.29%
Heritage Authority	148,999	0.46%
DDA	104,421	0.33%
	<u>32,090,531</u>	<u>100.00%</u>

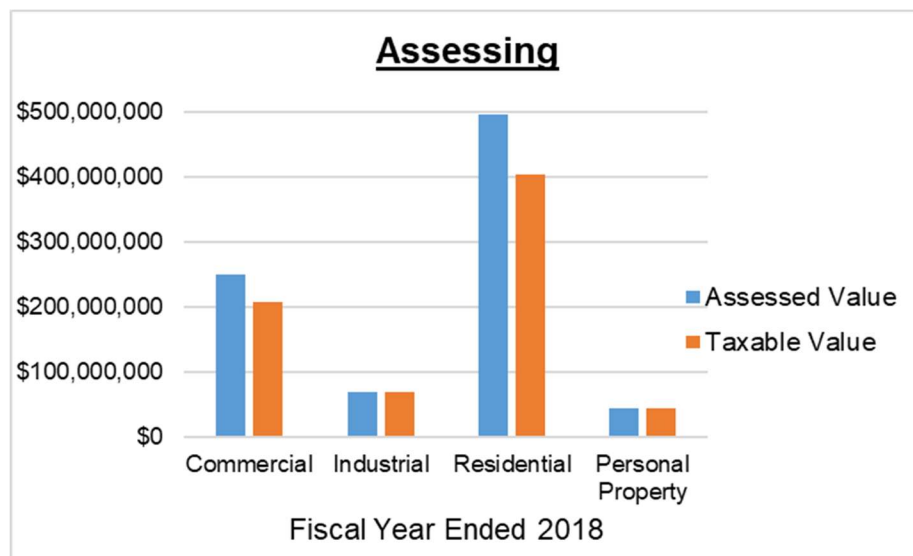
ASSESSING

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 31st 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	\$249,270,000
Industrial	\$69,818,400
Residential	\$495,894,000
Personal Property	\$44,184,000
Totals	\$859,166,400

Property Classification (Taxable Value):

Commercial	\$206,620,739
Industrial	\$69,735,556
Residential	\$403,263,877
Personal Property	\$44,184,000
Totals	\$723,804,172

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:	72,352
Water Meters Read:	81,793
Water Shutoffs:	59

Accomplishments/Statistics/Remarkable Events

Duke LifePoint Marquette General Hospital and Municipal Service Center Relocation:

Financing of the projects have been completed with the final phase being closed in Fiscal Year 2018. Construction of the new hospital is expected to be completed by the end of January 2019 and opening in mid-April 2019.

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 Fiscal Year 2018, 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 \$385,815 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 Fiscal Year 2018, bonds were issued for Fiscal Year 2018 Capital Improvements Plan projects, Building Authority project for the Lighthouse Park, Michigan Transportation Fund Bond for street improvements, the Peter White Public Library improvement project and the Marquette Brownfield Redevelopment Authority/Duke LifePoint Phase 2 project.

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 third 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. A marketing plan is being finalized and funding sources and project opportunities are being explored.

Budget/Audit: The budget for Fiscal Year 2019 was formulated and adopted and the Fiscal Year 2018 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 Fiscal Year 2017 Comprehensive Annual Financial Report (CAFR), the 32nd year in a row the City has received this prestigious award.

Johnson Controls, Inc. (JCI) Project: As part of the JCI Energy Enhancement project, a remodel is being done for the upstairs portion of City Hall. This has caused staff to temporarily relocate to different areas and endure the noises and interruptions that come along with such a large remodeling project. The last phase of the remodel is expected to be completed by the end of October 2018.

In addition, this project encompasses the transition to automated metering infrastructure or AMI. Water meter reads will be transmitted electronically rather than manually. This requires updating water meters to AMI compatibility. Roughly 7,000 meters will be replaced. This is estimated to be completed in early 2019.

Utility Billing: Paperless billing is now available. Those wishing to sign up simply need to e-mail utility@marquettemi.gov with their request.

Assessing Department: Our office is implementing the new cost manual that was mandated across the State of Michigan to calculate reproduction and new replacement cost for all property types. This is a very time-consuming event as every parcel in the City will have new values generated for the 2019 assessment roll. We continue to spend time on upcoming Michigan Tax Tribunal cases for both the full and small claims tribunal courts. Staff continues to successfully reappraise twenty-percent of the residential property class and the revalue continues. New construction will be inspected and valued this fall. There is considerable new construction taking place in the City of Marquette and we are very busy doing site inspections and estimating values for the upcoming year.

FIRE DEPARTMENT



Shift #1 (pictured front to back)

Captain Jeff Green
Lieutenant Kurt Hillier
Sergeant/Inspector Brian Anderson
Engineer Brett Beaudry
Engineer Dustin Hennessy
Relief Engineer Corey Teinert
Firefighter Ryan Slifka
Firefighter Pete Windsor

Shift #2 (pictured front to back)

Captain Brian Talvensaari
Lieutenant Brian Phillips
Sergeant Kirk Vogler
Engineer Dan Pruner
Engineer Kris Shirtz
Relief Engineer/Inspector Ken LaMarre
Firefighter Kevin Serkowski
Firefighter Ben Gardner



Shift #3 (pictured front to back)

Captain Greg Guertin
Lieutenant Jeff Haile
Sergeant Mike Gwinn
Engineer/Inspector Ben Wilder
Engineer Matt Jackson
Relief Engineer Tom LaTourneau
Firefighter Garrett Fuller
Firefighter Paul Zyburt



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





MARQUETTE CITY FIRE DEPARTMENT

2018 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 2018 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 community risk.

Accomplishments/Statistics/Remarkable Events

During the 2017-2018 fiscal year the department responded to 2,213 emergency incidents representing a 16.5% or 359 incident increase, over 2016-17. Of these responses, 1,943 were emergent medical incidents representing 87% of all responses. The department also responded to 18 fires of all types during the year with the remainder of the alarms classified as general responses and totaling 252 incidents. There were two reportable civilian fire injuries and two fire fatalities during the year. Additionally, there was one firefighter injury that resulted in one and a half days of time lost and one day of light duty assignment.

Estimated fire losses for the year were \$312,845 in real property and personal property losses. The most significant fire incident during 2017-18 occurred January 9, 2018 at a private residence at 1026 Lincoln Street with two fatalities and total property losses exceeding \$277,000.

This year we welcomed three new Firefighter/Paramedics into the department: Ben Gardner, Pete Windsor and Paul Zyburt. Their addition brings the department up to 17 paramedics on staff.

We mourned the loss of Lt. John Koshorek who passed away after a lengthy battle with cancer and 25 years of service to the department. The Marquette City Fire Department was honored to win the *Barrel Fight* trophy, named in his honor, at the Firefighter Competition held at the lower harbor on July 4th.

Fire Chief Ian Davis has completed the Executive Fire Officer Training Program at the National Fire Academy. This four-year program is designed to provide Senior Fire Officers with a broad perspective on fire administration. The course concepts are applied through four applied research projects. There have been only 29 graduates of this program from Michigan in the past ten years.

Captain Brian Talvensaari is currently in his second year of the Managing Officer Program at the National Fire Academy.

The department purchased and upgraded to mobile windows tablets and iPads and is utilizing various software programs that will streamline tasks and increase efficiency.

A total of 4,624 hours of firefighter training were conducted, including but not limited to:

- Live burn structure fire training, including search and rapid intervention training, conducted at the Northern Michigan University Summit Street Apartments and a property on Island Beach Road. Chocolay Township Fire Department also participated in the training.
- Active Violence Training with the Marquette Police Department, conducted at Marquette Senior High School. Marquette City Fire Department is procuring the required ballistic and medical equipment for these responses.
- Ice rescue
- Water Rescue
- TECC (Tactical Emergency Casualty Care)
- Pipeline Emergencies training
- UPSET training
- Vehicle extrication
- High Angle Rescue
- Company Officer Training

The 2018 Pigs-N-Heat hockey game raised approximately \$12,000 to help victims that experience a loss due to fire in our community.

The Fill the Boot event raised approximately \$12,000 for the Muscular Dystrophy Association.

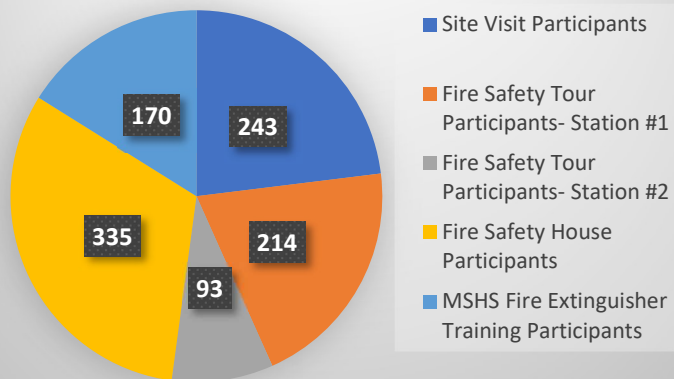


The annual Fire Prevention Month static display and parade was a success. We hosted 12 Fire Departments, the Marquette Police Department, Central Dispatch, UP Health System EMS and Kara Applekamp/State Farm Insurance. The agencies had 19 emergency vehicles on display. This community event allows children 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.

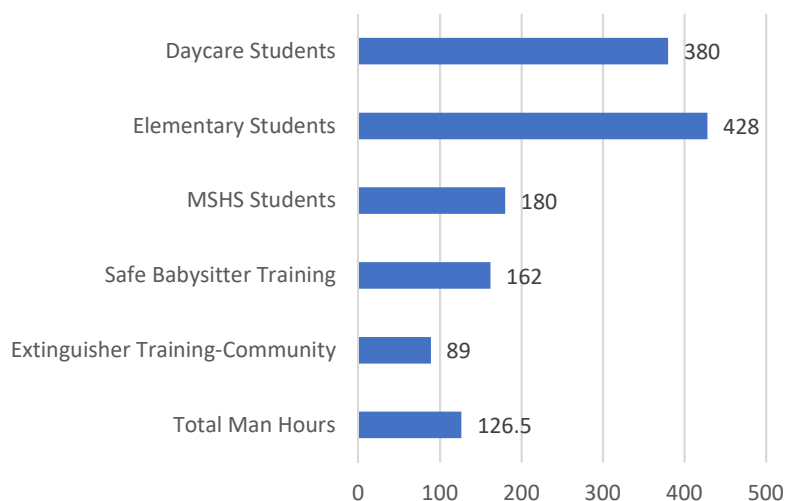
Our theme this year, *Look, Listen, Learn - Be Aware, Fire Can Happen Anywhere* supports the importance of preparedness in case of a fire or other emergency.



Fire Prevention Month Activities October 2018



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	479	Car Seats Installed	30
Learn Not to Burn # Man Hours	25.5	Car Seats Checked	17



EMERGENCY INCIDENTS		FY 17/18
Fire		16
Vehicle Fire		2
Rescue/EMS		1943
Scare		40
False Calls		118
Good Intent		17
Hazardous Condition		72
Mutual Aid		1
Water/Ice Rescue		3
Life Flight/Stand-by		1
TOTAL RESPONSES		2213
FIRE PREVENTION		FY 17/18
Daycare Class (# Students)		380
Daycare Class (Man Hours)		39.5
Elementary Class (# Students)		428
Elementary Class (Man Hours)		24.5
Babysitting Class (# Students)		162
Babysitting Class (Man Hours)		8.5
MSHS Class (# Students)		180
MSHS Class (Man Hours)		32
Extinguisher Training-Reg (#Attend)		89
Extinguisher Training-Reg (Man Hours)		22
ECI's (# Visited)		0
ECI's (Man Hours)		0
Smoke Detectors Distributed		16
Smoke Detectors Installed		20
Smoke Detectors Checked		33
Company Computer Drawings		0
Fire Drills Attended		2
Fire Drills Man Hours		1
Juvenile Fire-Setter (Contacts)		4
Children's Museum Inspections		0
Station Tours (#People)		121
Stations Tours (Man Hours)		34.5
PERSONNEL TRAINING		FY 17/18
In-House (Man Hours)		1396
Remote (Man Hours)		869
Specialized (Man Hours)		815
Haz-Mat WMD (Man Hours)		2
Vehicle Maintenance (Man Hours)		735
Property Maintenance (Man Hours)		540
Hose Testing (Man Hours)		108
Service Testing (Man Hours)		77
Hydrant Testing (Man Hours)		16
Hydrant Testing (# Tested)		6
Meetings (Man Hours)		66
TOTAL (MAN HOURS)		4624

RENTAL AND FIRE CODE ENFORCEMENT

The Rental Code Department is responsible for identifying and registering all long-term and short-term rental units and for 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. These life safety inspections and requirements help ensure the safety of tenants and visitors in the city of Marquette.

At the time of the one-year review of the short-term rental ordinance, the complete Rental Fire Safety Ordinance was edited and updated to make it more concise, to address changes that occurred since the short-term rental ordinance was adopted last year and to include procedural changes that have occurred since its inception. Rental Fire Safety Ordinance #667 was approved and adopted by the City Commission.

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.

RENTAL CODE ENFORCEMENT October 2017-September 2018	FY 17/18	FIRE CODE ENFORCEMENT October 2017-September 2018	FY 17/18
Inspections	1072	Inspections	132
Re-Inspections	138	Re-Inspections	22
Letters and Notices	757	Letters and Notices	1100
Citations	73	Citations	56
Code Review	64	Plan Review	170
Meetings/Trainings	69	Meetings/Trainings	106
Public Assistance	161		
Contacts/Miscellaneous	1427		
Rental Registrations	217		
TOTAL	3978	TOTAL	1586

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 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.

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

McCarty's Cove <i>* May 26– Sept. 3, 2018</i>	FY 17/18*	Tourist Park <i>* May 26– Sept. 3, 2018</i>	FY 17/18*	South Beach <i>*Closed for season due to inadequate staffing.</i>	FY 17/18*	Clark Lambros' Beach <i>*May 26– Sept 3, 2018</i>	FY 17/18*
Attendance	17,244	Attendance	2601	Attendance	n/a	Attendance	6416
Days Open	94	Days Open	94	Days Open	n/a	Days Open	94
Average Attendance	183	Average Attendance	27	Average Attendance	n/a	Average Attendance	68



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

2018 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 2018 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

The Water and Wastewater Treatment Facilities are fully staffed.

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

Accomplishments/Statistics/Remarkable Events

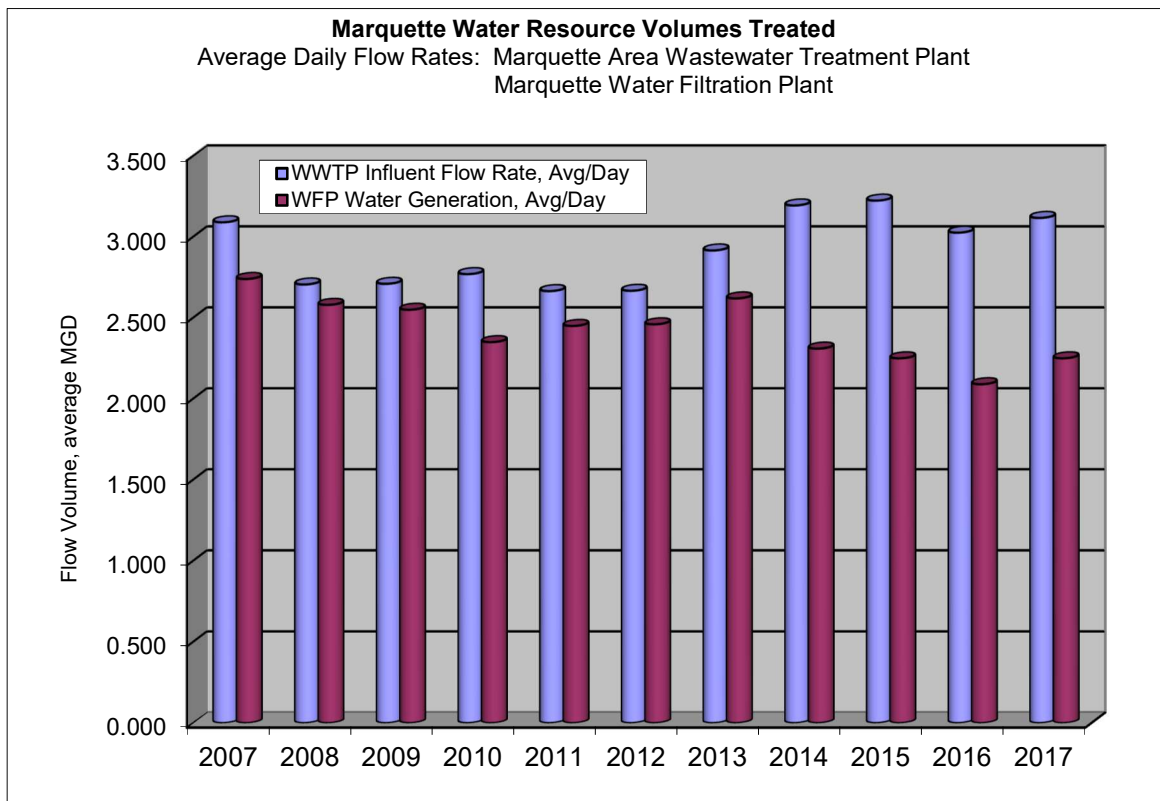
The City of Marquette Water and Wastewater Department is very fortunate to have experienced and dedicated staff. Despite complex technical issues, staff continues to problem solve and maintain each facility providing City of Marquette residents excellent drinking water and the treatment of wastewater 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 64th annual Wastewater Conference
- Wastewater Pump Tech Expo
- Upper Peninsula Water Works Institute
- Water Infrastructure Conference
- Michigan Water Environment Association 93rd Annual Conference
- State Biosolids Conference

Department Statistics

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



Department Notable Events

- The Wastewater Facility's National Pollutant Discharge Elimination System Permit was received from the Michigan Department of Environmental Quality. The new permit will expire October 1, 2022.
- 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. Cleaning and repair of the tank was done in August-September 2017. The #1 digester gas line repair is scheduled for the spring of 2019.
- 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. The project was completed in the spring of 2018.
- Beach Monitoring – The department continues to participate in the Great Lakes Beach Monitoring Program. The Environmental Assessment and Coastal Health Act of 2000 (Beach Act) has made funding available to continue the program on an annual basis.

- Chocoday Township Wastewater Treatment Plant Capacity – The sale of two percent (2%) plant capacity was completed to Chocoday Township, with the City of Marquette and Marquette Township each selling 1% to Chocoday Township for expansion in their township.
- The Director submitted applications for the following grant opportunities:
 - Coastal Zone Management Program – Lake Superior Coastal Water Trails Access
 - Coastal Zone Management Program – Coastal Resiliency Project
 - Michigan Department of Rural Development - Infrastructure Development/ Picnic Rocks
 - Michigan Sea Grant – Coastal Resiliency Project

Biosolids Disposal

During the Fiscal Year 2017-18 the Marquette Area Wastewater Treatment Facility applied biosolids as a fertilizer/soil amendment at the following properties:

- Cliffs Natural Resources – reclamation
- Eagle Mills
- Various agricultural fields

Disposal of biosolids continues to decline due to improved planning and operational efficiencies. Staff continues to work with farming landowners that have an interest in the program. These coordinated efforts have virtually eliminated landfilling biosolids which is a win-win for both parties.

SAW Grant

The City was awarded a three-year \$1,080,669 Stormwater, Asset Management and Wastewater (SAW) Grant for the development of a Comprehensive Asset Management Program. Components of the SAW Grant that have been completed or are near completion are as follows:

- Stormwater, Asset Management and Wastewater Plan: This plan includes an inventory of all physical assets; sanitary/storm sewer mains and all equipment located at the Wastewater Treatment Facility and lift stations.
- Installation of a Computerized Maintenance Management System.
- Sewer and Stormwater Ordinance review and update.
- Sanitary Sewer Cleaning and Televising.
- Development of Stormwater Management Plan
- Utility Rate Study – A comprehensive water, sewer, and stormwater financial plan was prepared to review the utility rate structure. Recommendations were prepared for the next five years to establish rates to provide sufficient cash flow to fund operating expenses and replacements to critical infrastructure. Three public hearings were held October 29, 2018 recommending utility rate increases.

Energy Savings Projects

The Wastewater Facility and the Water Treatment Plant are included in the Johnson Controls Energy Savings Project. The following projects have been completed or are slated for completion in 2019. The intent of the Johnson Control performance management contract is to either increase revenues or decrease expenditures, such that the projects pay for themselves overtime.

- Wastewater Facility Digester Gas to Energy
- Solids Handling Study
- Final Effluent Water System Replacement
- Wastewater Facility Filtrate Pump Replacement
- Water Plant High/Low Service Pump Replacement
- Water Plant Boiler Replacement
- Miscellaneous Building Energy Savings Improvements
- Lighting Upgrades

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.

POLICE DEPARTMENT



Pictured above (left to right)

Front Row: K9 Nitro, K9 Officer Waldo, Clerk Chartier, Clerk Phillips, Captain Laurila, Chief Rieboldt, Detective/Captain Kohler, Clerk Paupore, Parking Enforcement Officer Heidtman, K9 Officer Collins, K9 Scud

Second Row: Corporal Mclaughlin, Corporal Hanson, Sergeant Finkbeiner, Sergeant Sweeney, Lieutenant Wuori, Lieutenant Grim, Detective/Lieutenant Kinonen, Detective/Sergeant Heslip, Detective/Sergeant Aldrich, Detective/Sergeant Archocosky

Third Row: Youth Services Officer Dawson, Officer Durand, Officer Czarny, Officer Courchaine, Officer Marker, Officer Bennett, Officer Acocks, Officer Roth, Corporal Rink

Fourth Row: Officer Britton, Officer Cygan, Officer Forslund, Officer Bjorne, Officer Hanes, Officer Ferrari, Officer Takala, Officer Inch

Not Pictured: Clerk Bonsall, Officer Gauthier, Officer Matt



MARQUETTE CITY POLICE DEPARTMENT

2018 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, the following is a summary of activities for the Marquette City Police Department for the 2018 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.

Parking Enforcement Officer Daniel Sterbenz and Patrolman Rick Neaves both resigned this year. Patrolman Neaves served as one of the department K9 handlers and was assigned to "Nitro". Patrolman John Waldo was appointed to that position in April of this year. Ryan Heidtman was also hired in April to fill the position of the Parking Enforcement Officer. The department hired two new Patrol Officers, Jeff Czarny and Tyson Ferrari. Officer Mark Hanes transferred back to the patrol division after serving ten years in the Upper Peninsula Substance Enforcement Team (UPSET). Officer Zach Gauthier was appointed to UPSET this past September. Patrolman Mark Hanes was awarded the *Marquette County Officer of the Year* award and Patrolman Ben Takala was awarded the *Kiwanis Patrolman of the Year*.

Accomplishments/Statistics/Remarkable Events

- Officers assisted in the safety and operations of several events--Marquette Marathon, Hiawatha Music Festival, U.P. Beer Festival and Harbor Fest to name a few.
- All officers attended Critical Incident/Active Shooter training at the Marquette Senior High School. This training was also conducted with the Marquette Fire Department where Incident Command was practiced and implemented.
- Chief Blake Rieboldt, Captain Mike Laurila and Lieutenant Grim attended the Michigan Traffic Safety Summit in Lansing. The Traffic Summit is a three-day long event with breakout sessions dealing in traffic engineering/design, traffic safety initiatives and traffic safety professionals.
- The Marquette Police recruitment program was developed, and a team of officers traveled to various police academies to promote the department.
- The Marquette Police Department Snowmobile Patrol utilized 29 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. Six hundred and thirty-two contacts were made, five warnings issued and two 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. Park Patrol also worked an afternoon shift schedule on the weekends of the "Dark Sky Initiative" to help assist and monitor the events on the island.
- Lieutenant Greg Kinonen and Patrolman Ben Takala attended the Upper Peninsula Peace Officer Memorial held in Crystal Falls 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 recruits.

- The department assisted in the discussion and implantation of the city-wide traffic control changes and traffic control signals.
- Parking restrictions on Peter White Drive, near the blackrocks area, was implemented to reflect no parking in certain areas. This was a result of the congestion of vehicles and safety issues by responding emergency personnel.
- The department continues to work directly with the Traffic/Parking Advisory Committee on both traffic and parking related issues.
- Chief Rieboldt and Lieutenant Grim continue to be involved with 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 the officers' participation in high-risk police activities.
- The department has undertaken the goal of becoming an accredited police agency through the Michigan Association of Chiefs of Police. This accreditation is a progressive, comprehensive and time-proven way of helping law enforcement agencies calculate and improve their overall performances with standards containing a clear statement of professional objectives.

Marquette Police Department Statistics	
Calls for Service	16,532
Incidents	1,514
Arrests	518
Citations	3,802
Accidents	918
Parking Citations	5,701
Booted Vehicles	26

K9 UNIT

Handler Officer Todd Collins - K9 Scud

Handler Officer John Waldo – K9 Nitro

During Fiscal Year 2018, the K9 unit had a total of 57 deployments and searches. Officer John Waldo was appointed to K9 Nitro after the resignation of Officer Rick Neaves. Officer Waldo obtained his certification with the National Association of Professional Canine Handlers (NAPCH) in September of this year. Both Officer Waldo and Collins attended the NAPCH in Alpena and received extensive training as it relates to K9 handling.

The following is a breakdown of the K9 statistics:

- *The K9 Unit has completed the following in K9 Sniffs:*
Marquette Police Department: 5
Northern Michigan University Public Safety: 2
Ishpeming Police Department: 1
Negaunee Police Department: 2
Michigan State Police: 2
Marquette County Sheriff's Office: 1
Chocolay Police Department: 2
UPSET: 10
Forsyth Police Department: 2
Room at the Inn: 1
Olympia Apartments: 1
- *The K9 Unit has completed the following in K9 Tracks:*
Ishpeming Police Department: 1
Michigan State Police: 1
- *The K9 Unit has completed the following in explosives detection searches:*
Marquette Police Department: 2
UPSET: 1
Ishpeming Police Department: 1
Northern Michigan University: 1
Negaunee High School: 2
Marquette Senior High School: 2
UP Health Systems: 2
- The K9 Unit completed one article search for the Negaunee Police Department.
- Six public demonstrations were conducted by the K9 unit.
- Six school narcotic and explosives searches were conducted for the following schools: Marquette Senior High, Negaunee High School and Gwinn High School.
- The K9 unit attended the National Association of Professional Canine Handlers conference in Alpena, Michigan. Officer Waldo received his certification as an explosives handler.
- The K9 unit assisted UPSET in an investigation and nine ounces of methamphetamine, eight grams of heroin, four blotter sheets of acid and one ounce of pure powder MDMA was seized utilizing K9 Scud.

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

- On October 24, 2017, a male and female subject were swept off blackrocks by waves. The male subject was recovered; however, the female subject is still missing.
- On October 30, 2017, officers arrested a suspect for his alleged involvement in a child abuse case. The suspect was charged with Child Abuse 2nd degree (causing serious physical harm to a child), Child Abuse 3rd degree and Assault with Intent to Do Great Bodily Harm Less Than Murder or By Strangulation.
- Suspect arrested for Unlawful Driving Away of an Automobile, Driving While License Suspended and Larceny in a Building.
- A female suspect was arrested for Possession of Cocaine, Tampering with Evidence, Resisting and Obstructing and Possession of Marijuana.
- On January 1, 2018, a structure fire occurred at 1026 Lincoln Ave. Located inside the residence were two deceased victims.
- On January 1, 2018, a suspect was arrested for damaging the Phil Niemisto Statue in the Pocket Park.
- On February 1, 2018, a suspect was arrested for six counts of Larceny from a Motor Vehicle, two counts of Breaking and Entering of a Building with Intent, one count of Larceny in a Building and one count of Safe Breaking.
- On February 12, 2018, a female subject was arrested for Assault with A Dangerous Weapon (Felony Assault), after brandishing a firearm and threatening officers.
- A female subject was arrested for Carjacking, Assault or Assault and Battery and Breaking and Entering – Illegal Entry (Without Owner's Permission).
- An investigation was conducted into a 21-year-old deceased male subject who died from an apparent self-inflicted gunshot in a wooded area near Bothwell Middle School.
- A male subject was arrested for Child Sexually Abusive Activity, Distributing and Promoting Child Sexually Abusive Activity and Possession of Child Sexually Abusive Material.
- Three suspects were arrested for Conspiracy to Obtain a Controlled Substance by Fraud.
- Three suspects were arrested for Home Invasion 2nd degree, two counts of Receiving and Concealing Stolen Firearm, Possession of a stolen Firearm by a Felon, Larceny of a Firearm and four counts of Felony Firearm. This was from three suspects breaking into a room at the Ramada Inn.

- A female subject was arrested on a 13-count warrant after taking money from Facial Surgery Institute. One count of Embezzlement more than \$20,000 but less than \$50,000, six counts of Forgery and six counts of Uttering and Publishing.
- A second suspect was arrested for damaging the Phil Niemisto Statue. This was unrelated to the two prior incidents.
- Warrants have been authorized for a suspect believed to be responsible for a large amount of graffiti in the City of Marquette.
- Suspect arrested for stealing a car and crashing it into a house.
- Suspect arrested for Criminal Sexual Conduct 3rd Degree (Sexual Penetration with person 13-15 years of Age), Criminal Sexual Conduct- Assault with Intent to Commit Sexual Penetration, Criminal Sexual Conduct- Second Degree Assault, Accosting a Minor for Immoral Purposes and Criminal Sexual Conduct 4th Degree- Victim 13 Through 15.

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), financial crimes and sexual assault awareness.
- Training attended: active shooter, legal update, dive training, sexual assault investigations, evidence technician updates, missing persons, drug trends, mental health, critical incident/reunification, human trafficking, police supervision, new chief executive, death investigations and cell phone/computer forensics training.

UPPER PENINSULA SUBSTANCE ENFORCEMENT TEAM (UPSET)

Detective/Officer Mark Hanes

- Response to meth labs in the area was down for Fiscal Year 2018. This decrease is due to the influx of crystal meth in the area.
- Twelve major crystal meth dealers were arrested throughout the Upper Peninsula. They were responsible for an estimated thirty to forty pounds of crystal meth per month. Out of the twelve arrested, ten are facing federal charges which carry extensive prison time. Due to the arrest of the large-scale dealers, meth cases have begun to rise once again.
- Seven heroin cases came to an end with a total of nine subjects being charged in federal court. Out of the nine, five took their cases to a jury trial. All were found guilty and received prison sentences ranging from three to twenty years.
- Training has been continued in Clandestine Lab Investigation, High Risk Entries, and Drug Trends in the United States.
- Prescription pills, namely opiate-based medications, are still being abused at a high rate.
- UPSET and Homeland Security Agents have an ongoing investigation where counterfeit pills are being sent from India into the United States. As of October 1, 2018, a pill count of over four million has been verified with almost 400,000 being imported to the Upper Peninsula.

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. Marquette also has a private school, Father Marquette Catholic Academy, which consolidated in 2018. In 2017-2018, the total number of students enrolled for the 2017-2018 was 3,520, with an increase in 134 students over last year.
- 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. The Youth Services Officer is also responsible for the hiring, training and scheduling of seven crossing guards, including substitutes, for six intersections.
- The Youth Services Officer had over 700 calls for service for the 2017-2018 school year.
- *Complaints in 2017-18:*

Criminal Sexual Conduct: 4	K9 Searches: 3
Tobacco/Drugs/Alcohol: 10	Trespass: 5
Stalking: 3	School Bus Violations: 7
Assaults: 14	Parking Violations: 133
Mental Health: 11	Alarms: 8
Larcenies: 5	Weapons: 3
Domestic: 7	Accidents: 2
Malicious Destruction of Property: 1	Suspicious Situations: 18
Fraud: 1	Disorderly Conduct: 5
- *School events attended by the Youth Services Officer:*

Football and basketball games	Marquette High School Graduation
Assemblies	Homecoming/Dances
Bothwell walk and bike to school	Father Marquette walk to church
Charity events - Rock the Socks, Empty Bowls	
- *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
STEP Program	Dome Days
Individual Rights/Bill of Rights	Law Enforcement Career
Neighbor Night Out	Roadside Cleanup Dangers
Classroom Reading	Emergency Drill Procedures
Babysitting Safety	Bay Cliff Gun Safety
QPR Suicide Prevention	Marquette Youth Fund

- *Meetings and Committees:*
Marquette Area Public Schools Crisis Committee
Marquette County Suicide Prevention Alliance
Marquette County Community That Cares
TRIAD
Community Resilience Board
Truancy Court
Marquette Senior High School Town Hall Safety Meeting

ANIMAL CONTROL

Officer John Waldo

During the 2018 fiscal year, Patrolman John Waldo worked a dayshift position as a uniformed patrol officer with duties as the Animal Control Officer for the City of Marquette. Officer Waldo assumed additional duties as a K9 Handler with K9 Partner Nitro (Explosives Detection) in April 2018. Patrolman John Waldo is responsible for handling complaint calls for service, 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 like deer, moose, black bear, coyote, snow owls, seagulls, squirrels and geese are also encountered.

In addition to animal complaint calls handled by Officer Waldo, he was also responsible for handling general police calls for service during his assigned shift, as required, as well as maintaining cold storage. Officer Waldo serves as a K9 Handler for the department Explosives Detection dog (Nitro), Firearms Instructor/Tactical Trainer, Active Violence Response instructor for local businesses and schools, as well as a Dive Team member for the department. During the fiscal year ending September 30, 2018, Officer Waldo was responsible for a total of 550 calls for service; not all complaints were related to animal control. The Marquette City Police Department handled a total of 588 animal complaints, compared to 636 last year.

Below is a breakdown of the most prevalent animal complaints:

Cat at large/unlicensed: 46	Injured birds: 23
Dog at large/unlicensed: 166	Removal of deceased: 16
Dog barking: 57	Snow Owls: 6
Dogs left in vehicles: 45	Chickens: 3
Dog bites: 10	Animal Neglect/Abuse: 5
Nuisance skunks: 46	Moose: 3
Nuisance raccoon: 9	Bear: 5

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.

The Facility Security Plan was updated and submitted for a scheduled five-year plan review. Final approval was achieved on April 17, 2017. We are now in year two of the current approved plan.

Mattson Park Bulkhead Pier – Facility Security Plan

Lieutenant Mark Wuori - Facility Security Officer

Lieutenant Ryan Grim - Assistant Facility Security Officer

Patrolman Forslund - Security Officer

Patrolman Bjorne - Security Officer

Patrolman Durand - Security Officer

Patrolman Britton - Security Officer

Training Record: No new security officers needed to be trained.

Quarterly Training Drills: Conducted on December 21, 2017, March 13, 2018, June 26, 2018, and September 12, 2018.

Annual Training Exercise: Conducted on September 12, 2018. This exercise was completed with the assistance of our department dive team and bomb dog. In addition, Seaman Alyssa Hann from the U.S. Coast Guard in Marquette, participated in the exercise with our department.

Annual Facility Security Plan Audit: Conducted on March 26, 2018 by Chief of Police R. Blake Rieboldt.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated June 26, 2018.

Security Screening of Vessel Passengers and Baggage Log: Updated on September 24, 2018.

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. During this past year, our department assisted the Alpena Police Department with developing their own Facility Security Plan.



Facility Security Plan Team Members (left to right)

Seaman Alyssa Hann, U.S. Coast Guard, Officer Todd Durand, Lieutenant Mark Wuori, Officer Seth Bjorne, Officer James Britton, Lieutenant Ryan Grim

MARQUETTE CITY POLICE DIVE OPERATIONS

The Marquette City Police dive team conducted the following activities during the 2018 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 ice dive training with the Marquette County Sheriff's Office dive team in Teal Lake (Negaunee).
- 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.
- Performed dive operations in the blackrocks area in reference to two subjects swept into Lake Superior. Recovery efforts done in conjunction with the Michigan State Police, Marquette County Sheriff's Office and U.S. Coast Guard.

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

2018 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Public Works and Utilities Department for the 2018 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 storm water 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 is complete, and all staff is relocated to the new Municipal Service Center. The new Municipal Service Center is the result of the new Duke LifePoint Hospital being located at the site of the old Municipal Service Center on Baraga Avenue. The Municipal Service Center building received three awards:
 - APWA 2018 Project of the Year Award - Structures \$5 Million to \$25 Million
 - ACEC 2018 Merit Award - Engineering, Fishbeck, Thompson, Carr & Huber, Inc.
 - AGC 2017 Build Michigan Award - Construction Excellence, Gundlach Champion, Inc.

- The City of Marquette entered the second year of a 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 the second year of a 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 was decommissioned early in 2018. The Flink Farm is in use and the bugs are being worked out.
- 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 with 4,200 tires collected. The disposal was funded through a Michigan Department of Environmental Quality scrap tire grant.
- The City of Marquette hosted an e-waste recycling collection in June. The Public Works Department partnered with Superior Watershed Partnership, Goodwill, Comprenew and the Michigan Department of Environmental Quality to run the collection. The Marquette collection was one of several collections held across the Upper Peninsula. Over three semi-trailers of electronics was collected and recycled for the Marquette collection alone.
- This year the sewer department implemented the use of spray on polymer products for sanitary and storm structure rehabilitation. These products are quickly applied, add structural integrity, prevents water intrusion and cures in minutes. Unlike the traditional methods of rehabilitation with brick and mortar, the polymer products will last up to 25 years.





- The street crew took on the task of intersection painting in the City this summer. Major street school crossings, sidewalk crossings and bike path crossings are the focal point. A walk behind paint machine was purchased that uses Methyl Methacrylate paint. This paint is a new product that is expected to last two to three years, which is substantially longer than the other products that we have used in the past. Seventy-eight locations, roughly 25%, have been completed.



WATER TRANSMISSION AND DISTRIBUTION

- 13 water customers thawed due to freeze-up
- 120 water service customers authorized to let run to prevent freezing
- Frost index was 1,493.5, normally is on average at 1,220
- 105 new water meters installed by City Meter Technicians
- 804 cross connection accounts
- 1,505 backflow devices in system
- Zero backflow devices needing repair
- 2 hydrants replaced
- 3 large water taps installed

- Zero large meters tested for accurate meter water consumption due to the Johnson Controls, Inc. project
- 13 water mains repaired
- 19 water service lines repaired
- 20 water service lines replaced on SIMP Projects
- 4 water main valves replaced
- One-half of the total distribution system flushed. 2,421,480 gallons flushed
- All check valves and dead ends flushed in spring and fall

SEWER MAINTENANCE DIVISION

Storm Sewer Maintenance

- 974 storm sewer catch basins cleaned
- 1,438 catch basin grates cleaned
- 6 catch basin backs repaired/replaced
- 2 storm structures installed
- 1 storm culvert replaced
- 1 new storm culver installed
- 41 catch basins repaired
- 3,005 feet of drainage ditch cleaned
- 1,400 feet of drainage ditch repaired
- 87 feet of storm main replaced
- 8 catch basins lined with geotechnical polymer to stop structural deterioration and prevent groundwater intrusion

Sanitary Sewer Maintenance

- 165,053 feet of sewer main cleaned
- 105 sanitary manholes inspected
- 14 sanitary sewer manholes repaired
- 6 sanitary manholes lined with polymer to stop structural deterioration and prevent groundwater intrusion
- 16 feet of sanitary main replaced
- 5 sanitary lateral replacements
- 21 lateral dye tested to locate direction of flow
- 5 sanitary clean outs repaired
- 6 sewer backups/0 were City responsibility
- 177 laterals televised
- 1,104 utility locates