



# *City of Marquette Annual Report Fiscal Year 2019*



## 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

### 2019 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 2019 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 continued with various final property issues. A corrective deed was executed to clear up a discrepancy in the legal description used in the original deed which conveyed the property. Baraga, Hill and Reed Streets were vacated as part of this process.

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

- *Property Projects:* In the past year, the Assistant City Manager continued to work alongside the City Attorney, Community Development and Engineering staff through many property transactions including those related to Heartwood Forestland – Parcels 12, 13 and 35 (including support for the impact of the SEMCO easements); Founders Landing – Parcel 2; Presque Isle Station (lease); Lighthouse Park; and the old depot property on Fifth Street. Stormwater easements on private property were also required to benefit the Marquette Drive project slated for construction next summer.

## **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 11, 2019 regular City Commission meeting.
- *Committee Orientation Sessions:* The City Manager, City Attorney and City Clerk conducted two committee orientation sessions for roughly 26 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 “Mark and Walt 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 231 West Patisserie in the downtown district.
- *Economic Development/Redevelopment Ready Community Certification:* Two required components for the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Community certification are an economic development plan and a public participation plan. Working with the MEDC and the Community Development Director, the Management Analyst drafted, revised and successfully submitted both plans for approval to the City Commission and the MEDC.

The Economic Development Plan describes the City, identifies its external partners and consistencies with local development plans and sets economic development goals and lists strategies for achieving them. These goals and strategies are largely built around the City's existing development activities and they continue the City forward along its current trajectory. The plan includes a review component and an implementation matrix to track progress. This plan also satisfies the City Charter requirement for an economic development plan. The Public Participation Plan was written to lay out strategies the City utilizes to inform the public about its activities and strategic and master plans. It describes opportunities for citizens to get involved in City planning and commits the City to annual reporting on activities related to the public process.

## **Manager Communications**

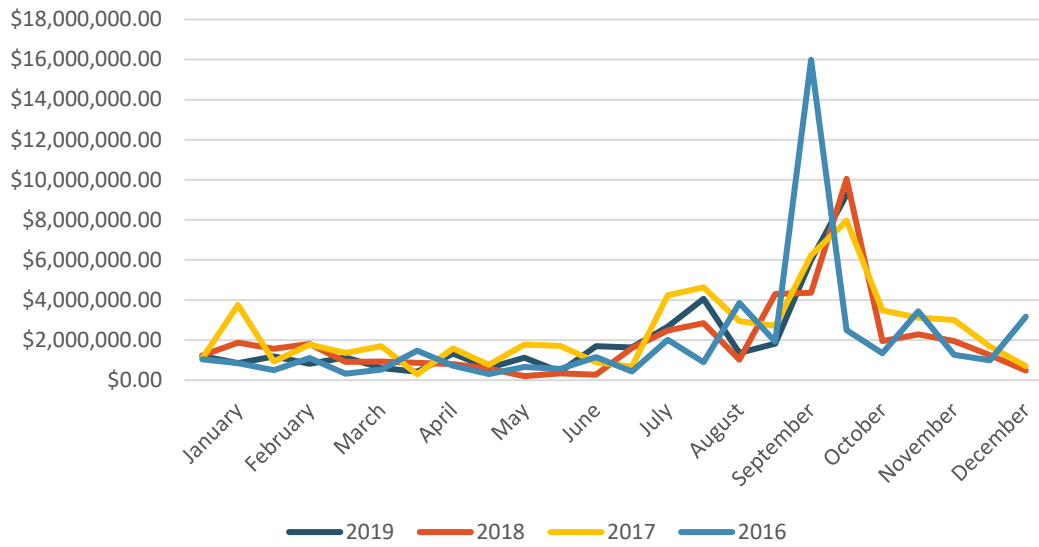
- *Agenda Coordination:* The City Manager, along with the Mayor and two Commissioners, review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a brief of the meeting to the Commission.
- *Commission Meetings:* Total Number of Commission meetings supported (regular, special, work sessions, joint): 44
- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 242
- *Quarterly Meetings:* The City Manager continues to participate in quarterly meetings with other area City Managers, Township Supervisors and the Marquette County Administrator. The meetings are used to engage in discussions and share ideas. These meetings are held in various municipalities in Marquette County.

- *U.P. Managers Meetings:* The U.P. Managers cohort is a group of municipal leaders from the Upper Peninsula that collaborate on regional issues to share ideas, gain support from local elected leaders and help identify ways to make a stronger and more effective Upper Peninsula. The U.P. Managers group is made up of 26 cities and villages in the Upper Peninsula and meets twice annually – once in the spring and once in the fall. Marquette City Manager's Office staff attended meetings in Norway and Gladstone this past year.

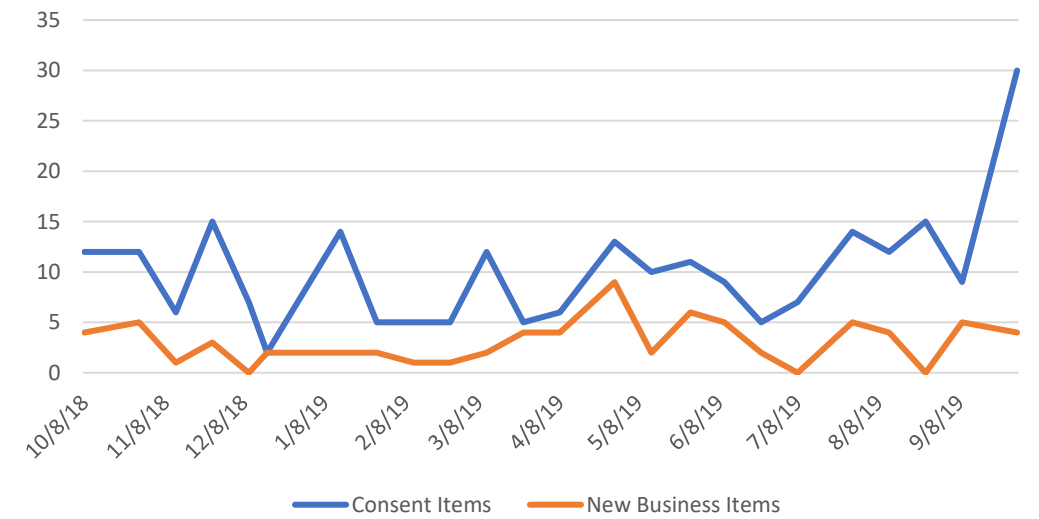
## **Management Analysis**

- *Adult Use Marijuana:* The Management Analyst represented the City Manager's Office on a staff committee tasked with researching and creating an ordinance for the implementation of recreational marijuana in Marquette. This committee consisted of the Management Analyst, City Attorney, Deputy City Clerk and Planning/Zoning Administrator. Due to the work from this committee, an adult use marijuana ordinance was drafted and passed by the City Commission on October 15, 2019. The full public process and text of the ordinance can be found at [www.marquettemi.gov/marijuana/](http://www.marquettemi.gov/marijuana/).
- *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 is the system administrator for this program and has been responsible for the configuration and implementation of the program. The Wastewater division of the Municipal Utilities Department has been actively utilizing several aspects of this program since late 2018 and implementation into Public Works, Facilities and Community Development is ongoing.
- 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 2019. 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 19 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: Kyle Whitney, Deputy City Clerk; Dory Shaffer, Elections Aide;  
Lisa McGuire, Administrative Assistant-Clerk's Office; Michelle Schroeder, HR/Benefits  
Coordinator; Tim Raich, Payroll Clerk; Mike Adams,  
Network Specialist; Max Genaw, IT Specialist





## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **2019 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 2019 fiscal year.**

#### Department Overview

The Administrative Services Department is made up of three divisions: Human Resources (HR), the City Clerk, and Information Technology (IT) divisions. All three divisions are located in City Hall, with a satellite IT office also located at the Municipal Service Center.

This past February, long-time HR/Benefits Coordinator Tina Tregembo retired. Prior to her retirement, Tina spent several months training in her replacement Michelle Schroeder, who posted into the position from the Treasurer's Office. In addition to new staff, the HR division implemented a new health care option and a telemedicine benefit in response to soaring premium increases to help reduce our experience rating (and our costs). With the help of the Management Analyst, we also created an online and mobile employment application form and online employee intranet (or employee portal). The Director also worked on updating existing administrative policies and implemented new policies to comply with changes in the new Michigan minimum wage law and the Michigan Paid Medical Leave Act.

In addition to all HR functions for City staff (i.e., payroll, benefit administration, hiring, promotions and transfers, retirements/resignations, internships, personnel records administration, policy and labor contract administration, and legal compliance activities), the division is also responsible for payroll and benefits administration for the Marquette Housing Commission and the Peter White Public Library.

The Clerk's Office oversaw two elections during this period, the 2018 November election and the August primary. They also had 30 Freedom of Information Act (FOIA) requests. The passage of Proposal 3 and voter approval of recreational marijuana in November had major impacts on the Clerk's Office in particular. In addition to working with several other departments in the City on drafting a recreational marijuana ordinance, the office had to adapt to the election changes caused by the passage of Proposal 3. The response to one of those changes was the reclassification of two temporary election aides into one regular part-time position. The division welcomed the addition of Dorianne Shaffer as the new year-round election aide in July.

Information Technology continues to focus on the security of systems and data while planning for future demands on the City's network. Cybersecurity awareness training is ongoing to equip employees with the knowledge they need to recognize threats from suspicious email and websites. New HVAC, security, traffic, and phone servers were virtualized and added to the VM server system installed two years ago. The VM server system provides fail-over servers off-site for better recovery in the event of a disaster.

Over the last year, projects including server room upgrades, traffic controls, video security and new software application solutions were successfully implemented and adequate additional bandwidth for long-term use was secured. The IT Department also replaced network switches and software, upgraded and replaced the audio visual and broadcasting equipment in Commission Chambers, facilitated a reciprocal use agreement with Northern Michigan University, installed access points for Wi-Fi to create a secure guest network at City Hall and ran fiber to the campground and Cinder Pond Marina, in addition to other infrastructure upgrades.

## **HUMAN RESOURCES**

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

#### **Administrative Policies:**

- The Director created or updated seven administrative policies to address issues such as drugs (including marijuana) and alcohol in the workplace, work place violence, anti-harassment and EEO policies, wage and paid time off policies for part-time employees (to comply with recent state laws), video surveillance and retention and workers' compensation. Work continues into the next fiscal year to finish updating policies and having them go through a legal review before posting all policies online on the City's employee portal or intranet page for easy employee access and reference.

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

- Employer Mandate Compliance: For calendar year 2018, 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 211 Form 1095-C's in February of 2019 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.

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 \$1,379.

- **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 where there is a change in coverage. A separate notice is sent prior to October 15<sup>th</sup> to all Medicare eligible employees or retirees (who are not on the City's Medicare Advantage Plan) notifying them that the City's prescription drug coverage is creditable. Letters were sent out in mid-September.
- **Employee Portal:** With the assistance of the Management Analyst, the Director developed an employee intranet page linked to our website. Using a password, employees will be able to use this intranet as a one stop source for information. The site will host employee announcements, job postings, personnel changes, copies of all union contracts, administrative policies, forms for employees and forms for supervisors, and information on employees' benefit plans, including pension booklets, benefits at a glance and summary plan documents for our health, vision, dental and prescription drug plans. The bulk of the work has been done and the site will go live prior to the end of 2019.
- **Employment Application:** Working in conjunction with the Management Analyst, Human Resources developed a mobile, electronic employment application that applicants can fill out online or on their cell phone. Besides being able to complete the application electronically, they can digitally sign the application form and email it directly to Human Resources. We have found this type of application process is more appealing to today's more tech savvy job applicants.
- **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 10 full-time, seven part-time, 88 temporary/seasonal employees and 81 election workers during Fiscal Year 2018-19.
- **Internships/Fellowship:** Administered the City's internship and MARESA Student Work/Study program. The department placed 10 unpaid interns in various City departments for on-the-job experience in their field and to earn course credit.

- **Labor Relations:** Administered five Labor Agreements with three different unions: AFSCME, Police Officers Association of Michigan and the Marquette Firefighters Association. In conjunction with the unions, the Director negotiated five Letters of Agreement or Understanding, one Grievance Settlement and successfully arbitrated one compensatory time case.
- **P.A. 530 of 2016:** This reporting requirement was eliminated for 2019 and replaced with P.A. 202 of 2018. The reporting required under P.A. 202 is now done by the Chief Financial Officer using the audited financial statements.
- **Health/Drug/Vision/Dental Plan:** The health insurance renewal we received from Blue Cross Blue Shield of Michigan for the plan year effective July 1, 2019 resulted in a large increase in premium rates for health insurance compared to the previous year's rates. The City has an experience rated plan and last year we had several very high claims coupled with over 1,200 office visits that resulted in a 19.77% increase in premium rates. In addition, the State hard cap only increased 1.9%.

Under P.A. 152, the City can only cover the cost of the premium up to the state-established hard caps which are adjusted each year. The bad experience rating and the very small increase in the hard caps resulted in a much higher premium payment for employees. To help mitigate this unexpected increase for employees, the City introduced a new plan option (the Modified Buy-Down) and a telemedicine option. The Modified Buy-Down featured the much lower premium cost of the regular Buy-Down plan, but without the associated employer contribution to an HRA for unreimbursed medical expenses. MD Live (a telemedicine option) was also introduced. For \$3.00 a pay period, employees have access 24/7 to a board-certified doctor by phone, secure video or MDLIVE App. The employee's family members are also eligible for services and are included in the \$3.00 per pay period cost. Employees can save a visit to the doctor for non-emergency issues and are not subject to any co-pays or deductibles. In addition, the employees' use of MD Live does not count against the City's experience.

- **New Prescription Drug Plan:** The City also switched from CVS to Maxor/ARORx as our prescription drug provider and pharmacy benefit manager. The network for Maxor is the same as for CVS and the City expects to realize lower drug costs by utilizing ARORx to help with drug rebates, discounts and proactive claim surveillance and education.
- **New Vision Plan:** The City switched from Blue Cross Blue Shield's vision plan to Eye Med. The network is the same; however, the premium for Eye Med was lower and the benefits for the employees were slightly better. The City elected to stay with Blue Cross Blue Shield for Dental with the premium rate guaranteed for two years.

- **Retiree Health Plans:** This year the retiree health plans also saw an average 14% increase in premium rates for retirees under age 65. However, there was a decrease to our Medicare Advantage plan premiums which renewed in January of 2019 (instead of July with the other health insurance plans). For Medicare Advantage plans (which the City covers at either 100% or 80%), the premium decreased 2.17% for calendar year 2019.
- **Michigan Minimum Wage Law:** Michigan passed P.A. 337 of 2018 (the Improved Workforce Opportunity Act) which raised the minimum wage to \$9.45 an hour effective March 29, 2019. Human Resources adjusted its seasonal and part-time wage schedules to reflect the \$0.20 an hour increase. The minimum wage is scheduled to increase again to \$9.65 an hour on January 1, 2020. An increase in the minimum hourly wage rate does not take effect if the unemployment rate for Michigan, as determined by the Bureau of Labor Statistics, United States Department of Labor, is 8.5% or greater for the calendar year preceding the calendar year of the scheduled increase.
- **Michigan Paid Medical Leave Act:** P.A. 369 of 2018, Michigan's new Paid Medical Leave Act ("Act") went into effect on March 29, 2019. The Act was adopted by the Michigan Legislature after a ballot proposal on the issue was certified for the November 2018 general election ballot. The Act requires all employers with 50 or more employees to provide at least 40 hours of paid sick leave per year. Management, union, seasonal and part-time employees who work less than 25 hours a week are not covered by the new law. The City already provided paid leave to all part-time employees who had worked more than 1,400 hours in a calendar year. However, to comply with the new law and to be more competitive in the marketplace, HR modified the policy to include pro-rated paid time off for all part-time employees, including their first year of employment.
- **OPEB Accounting Report:** The City received its Other Post Employment Benefit (OPEB) accounting report in early 2019 for the fiscal year ending September 30, 2018. For the City, our OPEB costs refer to retiree health insurance plans. This reporting is required under Governmental Accounting Standards Board Statement (GASB) No. 74 and 75.

The actuarial net OPEB liability for the City has dropped significantly over the last 10 years due to changes the City has made to its retiree health plans. Beginning in 2005, we eliminated the benefit for new management employees and over time have eliminated the benefit for all new hires. We also consolidated the retiree health plans to offer a uniform benefit that was comparable to active employees and purchased the same high deductible plan with a seamless wrap that we use for active employees. For eligible retirees over 65, we established a Medicare Advantage Plan that has resulted in lower premiums than the traditional Medicare supplement plans we had used. We also began pre-funding our retiree health liabilities through the establishment of two trusts (the Retiree Health Funding Vehicle plans through MERS).

- **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 include their employees on the City's Life and LTD coverage with Lincoln Financial group. This resulted in reduced premiums for both the City and the Library. Premiums were reduced from \$0.58 per \$1,000 of wages to \$0.46.
- **Retirements/Resignations/Promotions:** The department processed five regular retirements, one duty disability retirement, and four resignations/terminations. We also had 11 part-time employees resign and processed three promotions and five transfers. This does not include the seasonal hires and temporary election workers that are hired and laid-off periodically during the year.

## **CLERK'S OFFICE**

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

- **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<sup>th</sup>, apart from the sidewalk café licenses, which expire at the end of October. In Fiscal Year 2018-19, 53 business licenses were issued, down from 63 last year, but almost exactly on par with the previous year.

The goal of the Clerk's Office is to ensure that these licenses 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 a couple years ago, staff has worked to evaluate these rates each year. This year, there was a general fee increase of about two percent, but that amount is small enough that it wouldn't meaningfully impact many business license fees. Rather than increase them by such a small amount, staff made the decision to implement a more moderate increase, likely in the coming year.

This year, our office was again aided by the Community Development Department, which was able to write tickets for business license violations when necessary. During the 2018-19 fiscal year, the City collected about \$11,900 through the various business license applications. This is almost identical to previous years, and we anticipate this revenue to hold steady in coming years.

- **Dog/Cat Licenses:** It's been a decade since the County Treasurer implemented a 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 74 dog licenses and 29 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:** 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.). Last season, we sold 94 permits for the City's Off-Leash Area at Tourist Park. That is consistent with our number from 2017-18 but is a large decrease from last year's 119. UPAWS has started a dog park on M-553, so it's possible that will draw interest from some residents.
- **Proposal 3 Changes:** Michigan voters in November of 2018 approved Proposal 3, which made several changes to the state constitution related to voters' rights. In a nutshell, voters are now registered automatically (unless they opt out) when completing a transaction with the Secretary of State's office, they are allowed to register to vote up to and on Election Day, and they are now able to cast an absentee ballot without justifying it with a reason.

While we anticipate real impacts from these changes, few have materialized to this point. As automatic registration was implemented in the fall of 2019, we have only received a handful of registrations through this process. Additionally, we registered a handful of voters on Election Day in August 2019, but it was a low turnout summer election, so it is likely we will see many more of these same-day registrations during the March Presidential Primary, which will draw more interest on campus. Similarly, we have seen a minor increase in applications for absentee ballots. We will likely see a massive uptick in this number during the coming year's Presidential Election cycle.

While absentee voting has its benefits, it also serves to increase the in-office workload. Since these statewide changes will increase absentee vote totals, the time needed for election preparation will need to be extended. In order to prepare for this, our office hired a year-round part-time employee, Dorianne Shaffer. She is learning some of the specifics of election prep and will be available throughout the year to help the City get ready for elections.

- **Elections:** During Fiscal Year 2018-19, more than 11,000 total votes were cast in two elections conducted by the Clerk's Office. Also during the 2018-19 fiscal year, the City Elections Board held numerous public meetings in order to confirm election workers, conduct public accuracy tests of City election equipment and to certify candidates for office.

In the November 2018 General Election, 8,588 votes were cast (a 62.6 percent turnout). In the City Commission contest, incumbent Jenna Smith was elected, as was Jenn Hill, who filled the seat previously held by Mike Plourde. Jerry Irby and John Prince 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 2019 included a primary contest for the City Commission, as well as a countywide millage request. The turnout was very low. In total, 2,837 votes (20.7 percent turnout) were cast.

Locally, there was no primary for the Board of Light and Power, with Robert Niemi moving to the November ballot as the only candidate running for a lone Board of Light and Power seat. On the City Commission, eight candidates were on the August Primary ballot, with the top four moving on. Evan Bonsall, Sally Davis, Andrew Lorinser and Nina van den Ende moved on to the November ballot, running for two open seats that are currently held by Dave Campana and Sarah Reynolds (both are subject to term limits).

- **Absent Voter Counting Board:** Beginning in 2018 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.

We've really ironed out this process during the last year and the shift allows for better organization of the ballots and makes it easier to process absentee ballots.

- **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. 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.

	<b><u>Aug. 2018</u></b>	<b><u>Aug. 2019</u></b>
Total Active Registered Voters	13,353	13,733
Number of Votes Cast	4,219	2,837

- **Polling Locations:** Voters in City Precincts 1, 2 and 3 vote in the Baraga Gym, located in City Hall; voters in Precinct 4 vote in the City's new Municipal Service Center, located on Wright Street; voters in Precincts 5, 6 and 7 vote in the YMCA on Fair Avenue. Additionally, the Absent Voter Counting Board operates in City Commission Chambers at City Hall. This arrangement works well, and there are no immediate plans to change these polling locations.
- **Permanent Absent Voter (AV) List for Ballot Applications:** Each year, qualified City voters can vote using AV ballots. Qualified voters may request an application for an AV ballot be mailed to them automatically prior to each election simply by adding their name to our permanent AV list. The list began six years ago with 30 names; today the permanent AV list has grown to 1,691. 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 3,550 transactions on the QVF system. This is an average of more than 68 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 because we are 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 2018-19, 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 16 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 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, and the Freedom of Information Act (FOIA).
- **Freedom of Information Act (FOIA):** The City Clerk acts as the FOIA Coordinator for the City, which involves processing information requests and disseminating them to the appropriate department, as well as reviewing and compiling responsive documents before replying to the requester. This must all be done on a state-mandated timeline – new requests must be answered within five days but can be extended for 10 additional days.

In Fiscal Year 2018-19, the Clerk's Office received 30 FOIA requests. While the staff time and cost of much of the work done on FOIA requests is not recovered, 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 \$385 from FOIA requests, but this does not reflect revenue from all FOIA work.

- **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 Master's Academy.

- **City Code:** Staff worked throughout this last year with other City departments to complete ordinance amendments for park traffic, fireworks and recreational marihuana establishments, among other topics. In total, we oversaw the adoption of 14 ordinances.

## **INFORMATION TECHNOLOGY**

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

- The Information Technology (IT) Manager and Administrative Services Director negotiated with Northern Michigan University (NMU) to cancel the September 2009 fiber agreement which allowed NMU to use two strands of the City fiber in exchange for WiMax and LTE service at several seasonal locations. The fiber was then re-spliced from the Cohodas building back into the City's fiber ring on Presque Isle Avenue.
- In 2018, a new Shared Tower Agreement was entered into with NMU. The City agreed to permit installation of NMU's LTE equipment on top of Mountain Tank in exchange for NMU allowing the City access to Mount Mesnard for placement of Fire Department radio equipment. Also, as part of the agreement NMU was permitted to install and maintain a backup generator at Mountain Tank which will be utilized by both NMU and the City to back up their operations at the Mountain Tank location. The negotiations took several months of discussion and planning, but finally culminated in an agreement that is mutually beneficial to all parties.
- Improved the City's server backup system by adding a secondary redundant Network Attached Storage system to provide increased off-site backup protection. This back up system is intended to reside in two different locations across the city for better security and redundancy.
- Installed fiber optic cable to the Tourist Park to improve internet access and provide streaming service to the campers. This new fiber system will run internet access to the campers independent of the City's fiber network.
- IT staff also added two POS workstations and a telephone at the Tourist Park Campground. These devices are connected to the City fiber network.
- 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. Staff also ported public phone numbers for Cinder Pond to the City network so phones and other devices can utilize the City's fiber ring.
- **Wi-Fi Project:** Purchased access points and created a secure guest network for Wi-Fi services. IT staff will be installing the access points in the conference rooms so presenters, vendors, and other guests will be able to access the internet while meeting with staff without needing to access the City network.

- IT staff continues to install and maintain multiple, high-definition, wireless security cameras at City-owned locations. Security video from the cameras is viewable in the Police Department.
- Worked in conjunction with the Finance and Police Departments to replace the City's old parking system with a system that provides better equipment for the Police Department and better records and collection for the Finance Department.
- Updated firmware on all leased personal computers, laptops, ruggedized laptops, and tablets.
- Upgraded the network firewall and improved network security on switches, servers, and computers.
- Upgraded virtual servers to newest release which will provide more functionality and security for the system.
- 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.
- Replaced six fiber ring switches and six edge switches which were at end of life with six newer model PoE switches which provide better performance and security at a reduced cost.
- Completed the Video Recording System project in Commission Chambers. All end of life video equipment was upgraded with higher definition cameras, and a high-quality Tri-caster system that has improved the quality of recordings and broadcasts. Also installed an overhead microphone in Commission Chambers that is connected to the video recording system to improve audio at the presenter's podium.
- IT staff worked in conjunction with Marquette County to configure Fire Department tablets that will work in conjunction with both the City and the County applications to improve communication and data access.
- Continued cybersecurity training program for all employees with network access to raise employee awareness concerning cybersecurity and industry best practices. Video instruction and test phishing emails were released on a regular basis throughout the year. The IT staff saw much improvement by employees who are becoming more aware of the dangers of cyber-attacks and social engineering. The City has moved well below the industry average for vulnerability due to users, but there is still room for improvement.

## COMMUNITY DEVELOPMENT



Pictured above (left to right)

Front Row: Planning/Zoning Official Andrea Landers, Administrative Assistant Ann Cook, City Engineer Keith Whittington and Planning/Zoning Technician Leah LaCasse

Back Row: Assistant City Engineer Mik Kilpela, Staff Surveyor Sven Holmquist, City Planner/Zoning Administrator Dave Stensaas, Engineering Technician/GIS Matt Koss, Director of Planning and Community Development Dennis Stachewicz, Staff Engineer Kellen Wessels, Hydrology Engineer Jim Compton and Engineering Aide/Inspector Jared Kangas

Not Pictured:  
Engineering Technician II/Senior Drafter Dan Salmon





## COMMUNITY DEVELOPMENT

### 2019 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 2019 fiscal year.**

#### Department Overview

Planning, Zoning, and Code Enforcement division: Three full-time employees – City Planner/Zoning Administrator; Zoning Official; and Planning/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 2018-19

- *Redevelopment Ready Communities:* The Director oversaw continued progress towards the completion of the certification with the adoption of an Economic Development Strategy, updated Capital Improvements Plan, and Public Participation Plan. During the winter of 2020, staff will be creating “guides to development” that will summarize for the layperson the permit and application process for property development in accordance with the Land Development Code and the Engineering Department. Guidelines for Street and Utility Design. As well, the Downtown Development Authority will be adopting a new Downtown Plan to complete the certification process.
- *Municipal Property Sales:* The Director assisted the City Manager with completing the sale process for Heartwood Parcels 12 and 35, Founders Parcel 2, and ongoing negotiations for the sale of Heartwood Parcels 9-11/35 and the former Cliffs-Dow property.

- *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 (now the Michigan Department of Environment, Great Lakes and Energy – EGLE). The project team submitted a Request for Mixing Zone Determination; however, due to an anomaly, the Mixing Zone Determination was denied, and the project team continues to work with EGLE to determine the next best course of action.
- *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 Authority:* Provided staff support to the Marquette Brownfield Redevelopment Authority.
- *Municipal Property:* The City Planner/Zoning Administrator processed 13 licenses for use of City property and did work on two other license requests that were withdrawn prior to a contract being developed. A policy for creating a two-tier application scheme, for minor and major structures/uses of the right-of-way, has been drafted and should be presented to the City Commission for adoption before the department budgets for the next fiscal year is submitted.
- *Land Development Code:* The project to create the Land Development Code (LDC) was completed with the adoption of the new Code document in February of 2019. The project began in June 2017 and the Planning Commission hearing for adoption of the document occurred 18 months later, in December of 2018. The LDC is a modern, updated version of the Zoning Ordinance which also incorporates codes for the use of signs, fences, property subdivision, planned unit developments, towers, and form-based standards for two zoning districts. Staff has been working with consultant EncodePlus to create a stand-alone online portal for navigating the Land Development Code and zoning districts through interactive mapping that is linked to LDC standards and other information. This customized portal should be up and running by Thanksgiving of 2019.
- *Community Master Plan Update:* The Community Master Plan (CMP) was updated in December 2018 by the adoption of a comprehensive amendment, which was contained mainly in a new appendix added to the document. The Future Land Use and Proposed Zoning Maps were updated, as was the chart of aggregated recommendations. The CMP update was synched with the LDC project to some extent, to ensure planning and zoning considerations of the CMP and LDC were aligned.

### **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:
  - 22 - Planning Commission meetings (two cancelled)
  - 24 - City Commission meetings
  - 1 - Joint City Commission/Planning Commission work sessions
  - 6 - Board of Zoning Appeals meetings – (six cancelled)
  - 2 - US 41/M-28 Corridor Management Team Meetings
  - 3 – Quarterly meetings of the Climate Adaptation Task Force

### **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, special land 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 214 Zoning Compliance permits issued; 76 fence permits and 28 sign permits issued; and three Home Occupation/Home Office permits issued.

#### Permits Issued/Approved:

Permit Type	FY 2018-2019
Zoning Compliance	214
Zoning for Curb Cut and Driveway Permits	56
SGN and FNC	104
- liability release for signs above right-of-way	3
Home Office or Home Occupation	3
<b>Total</b>	<b>380</b>

*SGN - Sign Permit    FNC – Fence Permit*

#### Applications Approved:

Application Type	FY 2018 - 2019
VAR	9
CAN	3
CUP/SUP	9
REZ	4
SPR	33
SKT	1
PUD	4
Rental Registration – Zoning Portion	193
<b>Total</b>	<b>256</b>

*Variance (VAR); Class-A Non-conforming (CAN); Conditional Use/Special Use Permits (CUP/SUP); Re-zoning (REZ); Site Plan Review (SPR); Sketch Plan Review (SKT), Planned Unit Development (PUD).*

The total permits and applications processed by this office during Fiscal Year 2018-2019 was 636.

In addition to the permits and applications processed by staff, the City Planner also assigned one new street name, processed 81 address assignments and coordinated the review process for nine License for Use of City Property requests during the last fiscal year.

### **CODE ENFORCEMENT**

- The Land Development Code is supported by a Code Enforcement program, which in turn protects property values and provides high-quality places to reside, conduct business and recreate. Code Enforcement is a function of the Planning and Zoning division, but enforcement of many of the City Codes is also a responsibility of the Code Enforcement function, including those covered under separate ordinances but intertwined with Zoning (e.g. signs and fences). City Code provisions covered by Code Enforcement include garbage and rubbish, household furniture, inoperative/unlicensed vehicles, noxious weeds, prohibited accumulation (miscellaneous materials), property numbering and the International Property Maintenance Code.

- There were 1,249 total recorded violations in Fiscal Year 2018-19. The Planning/Zoning Technician performs most of the Code Enforcement duties and spends a large amount of time actively pursuing violations and following up on complaints, but there is approximately as much time required for the administrative side of the job as for the field work.
- In the past fiscal year, there were 124 noxious weeds/long grass violations, 221 household furniture violations (indoor furniture being used or dumped outdoors) and 253 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 164 front-yard parking violations (a significant reduction from the previous year), 242 garbage/rubbish violations, 100 zoning violations, five property maintenance violations, 83 sign violations, 30 fence violations (often a fence built without a permit), 13 inoperable/unlicensed vehicle violations and five property-numbering violations.

<b>VIOLATION CATEGORY</b>	<b>10-01-18 to 9-30-19</b>
Noxious Weeds	124
Property Numbering	13
Front Yard Parking	164
Prohibited Accumulation	253
Household Furniture	221
Sign Infraction	83
Property Maintenance Code	5
Garbage/Rubbish	242
Zoning Infraction	100
Inoperative/Unlicensed Vehicle	13
Fence Infraction	30
<b>Total</b>	<b>1,249</b>

## **ENGINEERING**

- The 2019 construction season has been busy with the Engineering division overseeing thirteen projects. This year included seven street reconstruction type projects at a cost of \$2,622,700, our annual maintenance type projects at a cost of \$1,201,000, and the Lighthouse Park upgrade project at a proposed cost of \$684,000. In addition, two projects from last year's construction season were carried over to the spring of 2019 for completion due to the union lockout by the Michigan Infrastructure & Transportation Association.
- 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 Code. This year over 1,100 feet of sidewalk was replaced and 138 feet extended on the 200 block of East Ohio Street at a cost of \$104,000.
- *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 19,400 feet of sanitary sewer main is being televised at a cost of \$34,000.
- *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 June and was completed in September. The project consisted of heavy maintenance activities on 1.4 miles of street and preventive maintenance on six 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 42 sanitary sewer laterals were either replaced or had minor repairs. The total cost of the 2019 project is \$1,063,000.
- Heavy street maintenance and sanitary sewer lateral replacements locations for 2018 that were completed in 2019. Total cost for this project was \$1,982,100.
  - 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
- Heavy street maintenance and sanitary sewer lateral replacement locations for 2019.
  - Birch Avenue – Waldo to Center
  - Clark Street – Longyear to ball field parking lot
  - Cleveland Avenue – McClellan to west end
  - Eighth Street – Magnetic to south end
  - Garfield Avenue – Waldo to Center
  - Grandview Drive – Altamont to Hampton
  - Lincoln Avenue – Jefferson to Cleveland
  - Lincoln Avenue – Center to 290' south of Wright
  - Lynn Street – Fair to Center
  - Waldo Street – Lincoln to Garfield

### **Reconstruction/Construction Projects**

- *Lighthouse Park Construction Project:* The Lighthouse multiuse pathway project started in May, which included a portion of Arch Street and consisted of the reconstruction of street structure and curbing, upgrade and replacement of storm sewer, upgrade and replacement of the water main/services, upgrade and replacement of sanitary sewer/services, sidewalk replacement, parking lot construction, multiuse path relocation and construction, construction of a lift station, rock excavation, bollard placement, fence placement and abandonment of an underground water storage vault. The project was completed in August. The cost for this project was \$684,000.
- *Third Street Reconstruction (Fisher to Baraga):* This project started in April and consisted 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 \$442,700 and was completed in September.
- *Kaye Avenue Reconstruction (Presque Isle to Third):* This project started in August and consisted of the reconstruction of the street structure and curbing, adding additional storm sewer, upgrade and replacement of the water main/services, upgrade and replacement on the sanitary sewer/services and sidewalk replacement. This project came in at a proposed cost of \$170,850 and currently has not been completed.

- Front Street Reconstruction (Park to Magnetic): This project started in June and consisted 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/services and sidewalk replacement. This project came in at a cost of \$380,780 and currently has not been completed.
- Front Street Reconstruction (Arch to Michigan): This project started in June and consisted of the reconstruction of the street structure and curbing, upgrade of storm sewer, upgrade and replacement of the water main/services, upgrade and replacement on the sanitary sewer/services and sidewalk replacement. This project came in at a cost of \$166,720 and was completed in August.
- Front Street Reconstruction (Ohio to Hewitt): This project started in June and consisted of the reconstruction of the street structure and curbing, upgrade and replacement of the water main/services, upgrade and replacement on the sanitary sewer/services and sidewalk replacement. This project came in at a cost of \$187,775 and was completed in August.
- Altamont Street Reconstruction (Blenhuber to McMillan): This project started in April and consisted 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/services and sidewalk replacement. This project came in at a cost of \$465,775 and was completed in September.
- Park Street Reconstruction (Lee to Fourth): This project started in July and consisted 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/services and sidewalk replacement. This project came in at a cost of \$748,095 and currently is not completed.
- 200 Block, Kaye Avenue Watermain Replacement: This was an unanticipated project that was required due to a failing 1" galvanized water line that serviced three homes. This line was replaced by an eight-inch water main. The project was awarded to Oberstar, Inc. at a cost of \$60,000 and construction was completed in August.

- *McClellan Avenue Widening Project:* This is the last phase of the Marquette Hospital Transportation Improvements Project. This project upgraded the storm sewer system and widened the street to accommodate a center turn lane from Washington Street to a point south of the Marthaler car dealership driveway. Widening required 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 project was delayed by the union lockout and was completed in June of 2019. The project came in at a cost of \$384,040.

### **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 232 permits during this fiscal year totaling \$30,608.79.

### **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.
- More wetlands were disturbed during the highway roundabouts project at Grove Street and in front of the hospital. As part of the Department of Environmental Quality (DEQ) permit for disturbing these wetlands and for work near Whetstone Creek, additional wetland mitigation work was required. So, the City built two new wetlands adjacent to the 2012 wetlands described above to meet this requirement. Further annual monitoring for a mandated length of five years on these two new wetlands was started this summer. As is the case for all wetland mitigation monitoring, this work includes an inventory of wetland plants, a table of monthly water levels, removal of invasive species and yearly planting of replacement trees and shrubs.

- 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 68 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 Geographic Information System (GIS).

- The City recently upgraded the water system computer modeling software to one that is more compatible with GIS. Once this was done, the computer model of the City water system was upgraded, updated and calibrated using up to date information. Using the newly created model, current fire flows were derived for each hydrant location. These fire flows were then loaded into GIS for all departments to use.

### **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, lidar and orthophotography.
- 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 Apple iPads connected to Trimble R1 GPS receivers via Bluetooth technology.
- 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. Ninety-nine percent of the data has been collected for sanitary and storm systems, with only a few manholes and catch basins needing to be located by the Department of Public Works. The Engineering Department will then inspect the remaining structures when the locations are confirmed.

- The next evolution for GIS within the city will be transitioning from the desktop to an online cloud-based version. This will be accomplished by using ArcGIS Online, which is a cloud-based mapping and analysis solution. Cloud GIS integrates all types of geographic information—maps, data, imagery, social media, crowd-sourced information, and sensor networks and much more. As the world continues to be wired up, information is becoming much more accessible and actionable.

City departments will use ArcGIS Online to make maps, analyze data, and to share and collaborate. This will also allow City field crews to be more efficient by accessing data instantaneously via mobile GIS. Field crews will be able to create and update data through their iPhone, iPad or Android tablet, directly via a web browser.

- This year staff collected information related to the surface condition of the City's paved and gravel streets. The surface condition is based on the PASER rating system which is required by the State of Michigan. This rating is based on a numerical system with a 10 being a new surface and a 1 being a very poor surface. The street segments were rated by use of an Apple iPad connected to Trimble R1 GPS receivers via Bluetooth technology.

### **Miscellaneous/Unique Projects**

- *Hawley Street Ditch Relocation:* Engineering is involved in this project as it relates to the inspection of the construction in the City's Hawley Street right-of-way. This project was designed by two different engineering firms and is being paid for mostly by grant funding. The Hawley Street ditch will be diverted to the north side of Hawley Street to newly created wetlands and discharge into the Dead River. Currently the ditch outlets to Lake Superior parallel to Hawley Street. Due to the size of the culvert needed to cross Hawley Street, some of the City's utilities will have to be relocated.
- *Lakeshore Boulevard Relocation Phase 1:* Staff have been busy designing and getting the plans and specifications ready to relocate Lakeshore Boulevard from its current location westerly between Wright Street and Hawley Street. Phase 1 will include the relocation of Lakeshore Boulevard landward, provide municipal utilities to the Cliffs-Dow Site for future development, and provide temporary erosion and damage control for those areas close to the shoreline near Pine Street. Currently this project is 95% complete and we are working on the various permits required by State and Federal agencies. As soon as the grant funding becomes available this project will be ready to advertise for bids with the goal of having construction start first thing in the spring of 2020.



# **COMMUNITY SERVICES DEPARTMENT**

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



Pictured above (bottom to top)

Community Services Director Jon Swenson, Assistant Director of Community Services Andrew MacIver, Parks and Recreation Coordinator Michael Anderson, Secretary Justina Hautamaki, Administrative Assistant Kim Eliassen, Arts and Culture Manager Tiina Harris, Marketing and Promotions Assistant Taylor Kulju, Arts and Senior Services Coordinator Tristan Louma, Social Worker Gail Hermann (left), Senior Services Manager Maureen McFadden (right), Administrative Assistant Cindy DePetro, Social Worker Vickie Bullock, and Social Work Coordinator Lisa Balko

Not Pictured: Arena Custodian Joe Speruzzi Parks and Recreation Laborer John Rolling



## **COMMUNITY SERVICES**

### **2019 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 2019 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 park facilities, and City-sponsored and co-sponsored recreation programs. Staff administers the Promotion Fund and Discount Fee Waiver resulting in \$58,820 in cash, fee or in-kind relief.

### **PARKS AND RECREATION**

#### Grant Administration

- Michigan Department of Natural Resources Trust Fund Grant – \$300,000 – Mattson Park Inclusive Playground – Application submitted
- Michigan Department of Natural Resources Trust Fund Grant – \$160,000 – Williams Park ADA Accessibility and Resurfacing of the Tennis and Basketball Courts – Design complete
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Playground – Design and construction in Fiscal Year 2020
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Universal Design Pods – Grant Received - Design complete and construction underway

#### Planning

- Parks and Recreation Five-Year Master Plan Update – Completed
- Founders Landing Pier Redevelopment Project – Design complete
- Shiras Park Land Use – Anticipated Fiscal Year 2020

### Capital Improvements

- Father Marquette Accessibility Project – Construction completed
- Lighthouse Property Bike Path Relocation – Construction completed
- Johnson Controls Energy Improvements – Completed
- Fiber Installation at Tourist Park – Completed
- Tourist Park WiFi installation – Completed
- Lakeview Arena Olson Glass Replacement – Anticipated Fiscal Year 2020
- Lakeview Arena Shower Replacement – Anticipated Fiscal Year 2020

<u>Facility</u>	FY 2018/19 * <u>Hours Rented</u>
Baraga Gymnasium	750
Presque Isle Pavilion	426.5
Senior Pavilion	40.5
Island Store Pavilion	25.5
Bandshell	76.5
Gazebo	42.5
Baseball Fields	\$5,540.00
Soccer Fields	\$8,811.00
Event Contracts/Permit	66
Administration	
Total Revenue	\$120,276.61
Promotional Fund	(\$15,188.00)
Maritime Lighthouse Tours	\$10,967.25
Superior Kayaking Co. (four-month lease)	\$147/month \$190/month
U.P. Community Rowing Club	\$1200/month
Vango's-Ice Cream Concession (three-month lease)	

*\* Fiscal Year 2018-19 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 38 vessels, two launch piers 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.
- Replaced damaged and obsolete mooring equipment.
- Planned and began construction of new floating pier system at Presque Isle Marina.

### Grant Administration

- Michigan Department of Natural Resources Waterways - Presque Isle Marina – Construction 90% complete.

### Planning

#### Presque Isle Marina      FY 2018/19

Seasonal Slip Rentals	29
Transient Slip Rentals	73
Launch - Daily	892
Fuel Sales	\$0
Waiting List	8
Promotional Fund	(\$477.50)

#### Cinder Pond Marina      FY 2018/19

Seasonal Slip Rentals	93 includes Bulkhead
Transient Slip Rentals	354
Launch - Daily	1174
Launch - Seasonal	169
Fuels Sales	\$90,051.79
Waiting List	30
Mooring Field	12
Winter Storage	\$7024.88
Promotional Fund	(\$453.00)

### 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 the 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 p.m. (or later for events)

### Planning

- Johnson Controls Energy Assessment for energy conserving projects.

### 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.
- Applied Hockeyville prize monies toward showers, glass, concessions furniture and counter, skate shack and lobby flooring. Expected completion in Fiscal Year 2020.

	<u>FY 2018/19</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	1189.25	\$228,221.75
Marquette Figure Skating	189.5	\$36,877.50
Marquette Senior High School	181.5	\$36,242
Marquette Mutineers	27	\$3,265
Old Timers Tournament	20	\$3,800
Public/Open Skate – all types	1031	\$14,163
Drop-in Figure/Hockey/Curling		\$5,909
Senior Skate		\$4,388
Skate and Skate Aid Rental		\$7,100
Citizens' Forum	114	\$3,100
Dry Floor/Pk Lot Events	16 events	\$28,425
Dead River Derby Dry Floor	148	\$5,985
Promotional Fund		(\$9,325)

<u>Leased Space</u>	<u>FY 2018/19</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	\$463.5/mo.	\$5,562
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	\$1,095/mo.	\$12,540
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 17, 2019 to October 13, 2019 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 41<sup>st</sup> Festival at the Park

### **Accomplishments**

	<u>FY 2018/19</u>
Camping Days Open	149
Season Capacity Average	68%
Total Campsite Revenue	\$333,492
Total Concessions/Sales	\$27,828
Special Events/Picnic Sites	\$19,180
Promotional Fund	(\$2,604)

## **ARTS AND CULTURE**

The Arts and Culture Center staffing consists of the Community Services Arts and Culture Manager, full-time Arts and Senior Services Coordinator 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, two studios and administrative offices. The division serves to support, facilitate and grow an empowered and vital arts, cultural and creative community.

### **Grant Administration**

- Michigan Council for Arts and Cultural Affairs - \$22,500, Creative Community Series
- Michigan Council for Arts and Cultural Affairs Capital Grant - \$12,750, Purchase of new benches for the Presque Isle Bandshell

### Grant Writing and Administration Support

- Travel Marquette - \$4,000, Plein Air Painting Festival/Art Week (Lake Superior Art Association)
- Michigan Council for Arts and Cultural Affairs - \$3,000 Economic Study Framework and online Arts Directory (Upper Peninsula Arts and Culture Alliance)
- Michigan Humanities Council - \$14,000 Water Rising (Cedar Tree Institute)
- Northern Michigan University - \$4,000 Water Rising (Northern Michigan University Art and Design Department)
- Michigan Economic Development Corporation Patronicity Grant and Crowd Funding Effort - \$40,000, Upper Peninsula Power of Word Project Murals (Svelata Foundation)

### Planning

#### *Completed*

- Established Friends of Marquette Public Art Commission
- Established Michigan Arts Access, Satellite Committee
- Formed and Developed Library Exhibits Committee, Policies and Procedures
- Restructured Marquette Spectacle (formerly Halloween Spectacle)
- Spear Dock, Creative Consultation
- Established Friends of Marquette Public Art Commission
- Established Michigan Arts Access Satellite Committee
- Assisted in formation of Library Exhibits Committee, Policies and Procedures

#### *In Progress*

- Marquette Public Art Commission, Maintenance Policy
- Power of Word Mural on Third Street
- Marquette Cultural Trail
- Economic Impact Study for Creative Sector with U.P. Arts and Culture Alliance
- Branding and Marketing Development for Community Services Department

### Additional Accomplishments

- Filled new full-time staff position
- Manager served on Michigan Council for Arts and Cultural Affairs Mini Grant Review Panel
- Manager Appointed Chair of Michigan Arts Access (MIAA) State Board and Chair of MIAA Marquette Committee
- Arts and Culture Manager Appointed Chair of Upper Peninsula Arts and Culture Alliance Board of Directors
- Arts and Senior Services Coordinator Awarded Scholarship and attended 2018 American for the Arts Conference in Denver, Colorado
- Facilitated community discussions for six alliance town hall meetings
- Facilitated mural for Northern Glass on Third Street through Art Week

### Special Events and Placemaking

Served an estimated 20,000 residents and visitors. This number is 1,500 higher than Fiscal Year 2018 due to completion of Art Center and Library renovations.

- Art Week
- Creative Community Series
- Senior Arts and Senior Theater Experience
- Exhibits: Main Gallery, Marina Gallery and City Hall

### Event Development and Coordination Assistance

Assisted 15 local non-for-profits with new and annual events.

- 2019 Water Rising (New)
- 2019 Pine Mountain Music Festival Marquette Bandshell Concert (New)
- 2019 Creatives in Residence, Marquette Chamber/Evolve MQT
- 2019 Creative Residency at the Peter White Public Library
- 2019 Winter Folk Festival with Hiawatha Music Cooperative
- 2019 Fresh Coast Plein Air Painting Festival, Lake Superior Art Association
- 2018 Holiday Art Sale, Marquette Regional History Center
- 2018 Alzheimer Art Exhibit and Training, Lake Superior Hospice
- 2019 Dog Sled Themed Art Show, *Dog Daze*, Lake Superior Art Association

## **SENIOR CENTER**

The Marquette Senior Center has a Senior Services Manager, three licensed Social Workers, Arts and Senior Services Coordinator, one part-time Center Aide and eight Homemaker Aides who provide services to seniors in our 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	
2018 Contract: \$377,920	2018: \$260,730	2017-18: \$71,265
		(After reallocation of funds)
2019 Contract: \$381,699	2019: \$260,822	2018-19: \$65,348.00



Accomplishments:

- Marquette Community Foundation Grant recipient (\$500) for 2018 and 2019 - Silver Sampler Program
- Baraga Gym Improvements: There was a camera installed and two new pickleball nets were purchased to improve Senior Center programming experience
- Established the Marquette Senior Center as a congregate meal site
- Provided inclusive recreational programming in the form of the Picnic in the Park series, Taco Tuesday and drop-in game days
- Modified positions within the division: Senior Services Manager was added, Arts and Senior Services Coordinator was created and split 50/50 with Arts and Culture

Statistics:

- Visitors/Phone Inquiries Walk-ins/Registrations: 19,889
- Silver Sampler Program: 140+ Seniors participated in weekly recreation adventures
- Total of eight homemaker staff to accommodate 170+ clients

	<u>Clients</u>	<u>Hours</u>
Information and Referral	16,069	1048.50
Outreach	76	148.25
Health Related	357	365.00
Financial Management	208	468.00
Case Coordination and Support	213	906.50
Homemaking	164*	2400.50
UPCAP Contract	164*	4192.00

\*Clients split among contract.

## FACILITIES AND MOTOR POOL



Pictured above (left to right)

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



## **FACILITIES AND MOTOR POOL**

### **2019 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 2019 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

In the spring of 2017, the City of Marquette entered into an energy improvement performance contract with Johnson Controls, Inc. The purpose of the contract is to update our City infrastructure and reduce energy consumption. The project is funded through a Tax-Exempt Lease Purchase program and the savings generated from improvements made will cover the cost of the project. The total amount of the improvements total \$27,940,723. Some of the projects included in the contract include renovation to City Hall, an updated ice system at Lakeview, 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 98% complete and expected to close December of 2019.



Two new 150-ton chillers were installed at Lakeview Arena which will provide better ice control and reliability by using 25% less energy than the old system.

Two 100kW Co-gen units were installed at the Wastewater Treatment Facility and are powered with biogas, a byproduct created during the water treatment process. The generators are able to supply the facility with 95% of its total electrical needs



All sixteen traffic signal intersections in the city were updated with the latest traffic control hardware to improve traffic flow and public safety.

## **FORESTRY DIVISION**

- Zero in-house tree planting, eight containerized shrubs
- 37 street-side and park trees were planted via contractor
- Zero trees transplanted
- 319 small (diameter less than 10") trees were pruned
- 191 large (diameter more than 10") trees were pruned
- 358 dead, dying, diseased or otherwise dangerous trees were removed
- 41 stumps were ground out
- 21 Ash trees treated to protect against Emerald Ash Borer

## **PARK CEMETERY**

- 28 traditional burials
- 61 cremains burial
- 47 grave space sales
- 120 monument foundations placed
- 186 genealogy searches

## **MOTOR VEHICLE EQUIPMENT DIVISION**

Below is a list of equipment approved for purchase for Fiscal Year 2018-19:

- Four Public Works trucks \$115,000
- Three Police patrol vehicles - \$105,000
- One Cemetery lawn mower - \$24,000
- One ballfield rake - \$22,000

### **Equipment in Fleet**

- Small equipment - 155
- Sedan/pickups – 91
- Large equipment – 87

### **Marquette City Online Auction**

- The City of Marquette surplus online auction generated \$18,909 worth of surplus equipment revenue last year. Most of these items are purchased by local residents.

### **Maintenance**

- Tune-up – 42
- Brakes – 56
- Suspension work – 42
- Drive train – 16
- Engine work – 4
- Oil changes – 446
- Restoration work (average restoration takes 120 hours) – 7
- Equipment painting – 6
- Snowplow under body changes – 138
- Schedule maintenance (above routine oil change) – 181
- New equipment outfitted – 9

### **Fuel Usage**

- Wastewater Treatment Plant – 1,033 gallons
- Marquette Housing – 779 gallons
- Downtown Development Authority – 2,749 gallons
- Lakeview Arena – 976 gallons
- Motor Pool – 120,985 gallons
- Northern Michigan University – 23,575
- AMCAB – 808 gallons
- Powell Township – 4,543 gallons
- Peter White Public Library – 29 gallons

## **FACILITY MAINTENANCE DIVISION**

- Renovation projects around the Police Department including painting, faucet repair and installing a new drinking fountain.
- Seasonal installation and tear down of the ice system at Lakeview Arena, including boards, glass and ice.
- Installation of four water bottle/drinking fountains at Lakeview Arena.

- Diagnosing and repairing heating/cooling problems such as the cooling tower boiler systems, hot water showers, Co-ray-vac heating system and the roof top heating and cooling units.
- A natural gas line leak was discovered during the winter at Lakeview Arena. Crews were called out along with Semco Gas to locate the problem. The leak was found to be caused by heavy snow loads.
- Repairs to the bike path lighting completed west of Fifth Street
- Repairs to the Cinder Pond Marina docks. Reskinned three of the slip docks and repaired the ramp on dock one which was damaged due to ice movement this past winter.
- Replacement of 60 boards on the boardwalk.
- Drainage work and grading of the Hurley infield.
- Repairs to a broken water line under the floor of the Tourist Park bathroom. Crews had to dig under the building and trench to cap a broken line.
- Ditching was completed at the Presque Isle outlet to Lake Superior.
- Gravel work completed on the hill at Sunset Point and the entrance to the Marina.
- Wood chips replaced in four of the park's playgrounds.
- Repairs to South Beach playground and restrooms are underway. The playground has been cleaned up, broken benches and concrete removed, and painting is under way.
- Parking restructuring at Presque Isle was conducted. The work was done on Tuesday and Thursday during walking hours. Ditching and parking restructuring is the focus.
- The old brick pavers were removed at the Presque Isle Pavilion and new stamped concrete was installed.
- Setting up for the festivals in Mattson Park, Fourth of July parade and Harlow Park.
- Three lifesaving stations were built for the Fire Department.
- Removed the fencing around the old Coast Guard station.
- Graffiti removal throughout the city is ongoing.

## **PARKS AND RECREATION MAINTENANCE DIVISION**

- Playgrounds with wood chip replacement – 4
- Toys that were replaced – 7
- Toys that were repaired – 51
- Playground inspections – 295
- Trash cans maintained – 215
- Dog boxes maintained – 15
- Picnic tables maintained – 140
- Flagpole-maintained occurrences – 70
- Gravel parking lots graded occurrences – 50
- Barrier post replacement – 45
- Lift station pump repairs – 1
- Fish cleaning station grinder repairs – 10



## FINANCIAL SERVICES DEPARTMENT ANNUAL REPORT



Pictured above (left to right)

Front Row: Customer Account Clerk/Cashier Rachel Quayle, Staff Accountant Katie Burnette, Deputy Treasurer Linda Poole, Accounts Payable Clerk Terra Bahrman, City Appraiser Ellen Britton

Back Row: Assessing Technician Amanda Gerber, Customer Account Clerk/Cashier Amber LaMarre, Chief Financial Officer Gary Simpson, City Assessor Miles Anderson, Utility Billing Clerk Christina Tynismaa, City Treasurer Mary Schlicht



## FINANCIAL SERVICES DEPARTMENT

### 2019 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 2019 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:	5,009
Dollar Amount of Accounts Payable checks issued:	\$43,801,476
Number of Accounts Receivable invoices issued:	1,819
Dollar Amount of Accounts Receivable billings:	\$2,172,685
Number of Bids and RFPs administered:	26
Number of Fixed Assets records maintained:	1,370*
Dollar Amount of Fixed Asset records maintained:	\$325,000,000*
Number of Funds maintained:	46
Dollar Amount of Net Assets maintained:	\$81,000,000*
Dollar Amount of Long-term debt maintained:	\$61,649,876

\*Figures are estimated.



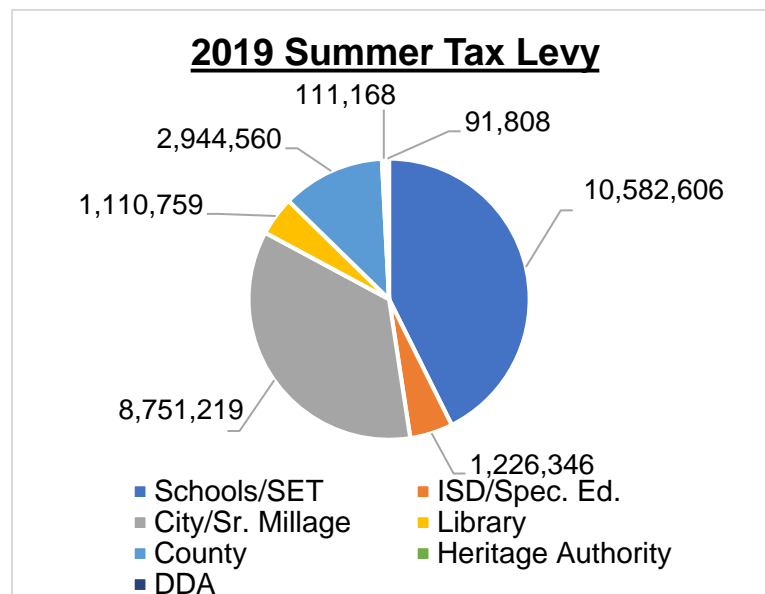
## **TREASURY**

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:	\$63,432,070
Dollar Amount of Parking Ticket payments received:	\$88,701
Number of Property Tax parcels billed:	6,153
Percent of Tax Billings collected:	82%
Number of Landfill Permits (Commercial/Residential):	91
Dollar Amount of Landfill Permits (Commercial/Residential):	\$3,990

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.



### **2019 Summer Tax Levy:**

Schools/SET	10,582,606	42.64%
ISD/Spec. Ed.	1,226,346	4.94%
City/Sr. Millage	8,751,219	35.26%
Library	1,110,759	4.48%
County	2,944,560	11.86%
Heritage Authority	111,168	0.45%
DDA	91,808	0.37%
	<hr/>	
	24,818,466	100.00%

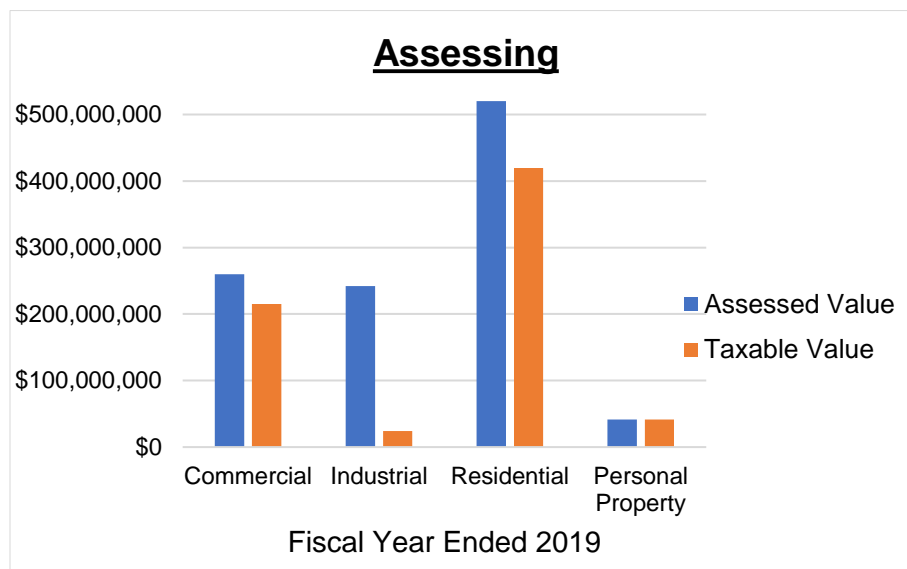
## **ASSESSING**

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

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

The Taxable Value is a value based on a formula which was set in March of 1994 when voters approved Proposal A. This value is used as a factor against which the tax rate is applied.

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



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

Commercial	\$259,948,500
Industrial	\$242,257,600
Residential	\$519,913,450
Personal Property	\$41,377,400
<b>Totals</b>	<b>\$1,063,496,950</b>

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

Commercial	\$215,333,111
Industrial	\$24,107,422
Residential	\$419,663,457
Personal Property	\$41,377,400
<b>Totals</b>	<b>\$700,481,390</b>

## **UTILITY BILLING**

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

### **Utility Services:**

Utility Bills Mailed:	73,673
Water Meters Read:	84,488
Water Shutoffs:	97

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

**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 2019, 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 \$353,413 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 2019, began the process for financing Fiscal Year 2019 Capital Improvements Plan projects. This financing is scheduled to close in early November 2019. Work was also done regarding the potential financing of the Not-A-Marina Brownfield project.

We were able to pay-off early two existing bonds by utilizing proceeds from property sales. These two bonds were the Heartwood Forestland and Founders Landing. Original maturity was 2025 for Heartwood Forestland and 2023 for Founders Landing.

**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 fourth 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 has been finalized and approved. Project opportunities and funding sources are being explored.

Budget/Audit: The budget for Fiscal Year 2020 was formulated and adopted and the Fiscal Year 2019 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 2018 Comprehensive Annual Financial Report (CAFR), the 33rd 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 was completed for the upstairs portion of City Hall. This caused staff to temporarily relocate to different areas and endure the noises and interruptions that come along with such a large remodeling project. While a few touch-up items remain, the project is substantially complete, and everyone has re-relocated to their proper places.

Assessing Department: Office staff continues to implement the new cost manual that was mandated across the State of Michigan to calculate reproduction and new replacement cost for all property types. 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. There have been many new construction, remodeling, and façade building permits in both the commercial and residential class, and these projects will be inspected and valued this fall.

Automated Metering Infrastructure (AMI) Network: The city-wide meter replacement project has been nearly completed, with only 100 meters left to change from the original 7,100. City residents now have their water meters read via the AMI network. This has eliminated the need for monthly visits to every service address in the City to obtain water meter readings for billing. Punch list items are being addressed by Johnson Controls and Itron to optimize the system to its designed capacity. This network allows the City to notify residents of water leaks from system alerts. This fiscal year, 160 City residents have been notified of an identified water leak, saving them a potential high water bill and the City's expense of treating excess wasted water.

Water Let Run Orders: During the winter of 2018-19, 212 locations were on a mandatory water let run order. The resident's water bill was manually adjusted to only their monthly average use; the excess was adjusted off.

Water Shutoff Notices: Shutoff notices are now mailed to City residents instead of physically placing at the service address. This has created greater staff efficiency by using hourly time on services instead of collection efforts.

Popcorn Fridays: Staff, using their own funds, purchased a popcorn machine and supplies and implemented Popcorn Fridays. Every Friday, staff keeps the popcorn popping while customers and City employees alike can munch away. It has proven to be a very popular event. All equipment and supplies are paid for by the staff using personal funds ... no City money is ever used.

# FIRE DEPARTMENT



**Shift #1** (pictured front to back)  
Captain Jeff Green  
Lieutenant Kurt Hillier  
Sergeant/Rental 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 Ken LaMarre  
Firefighter Kevin Serkowski  
Firefighter Ben Gardner



**Shift #3** (pictured front to back)  
Captain Greg Guertin  
Lieutenant Jeff Haile  
Sergeant Mike Gwinn  
Engineer Ben Wilder  
Engineer Matt Jackson  
Relief Engineer Tom LaTourneau  
Firefighter Garrett Fuller  
Firefighter Paul Zyburt



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





## **MARQUETTE CITY FIRE DEPARTMENT**

### **2019 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 2019 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 2018-2019 fiscal year the department responded to 2,258 emergency incidents representing a 2% or 45 incident increase, over 2017-18. Of these responses, 2,016 were emergent medical incidents representing 89% of all responses. The department also responded to 20 fires of all types during the year with the remainder of the alarms classified as general responses and totaling 222 incidents. There was one reportable civilian fire injury and zero fire fatalities during the year. Additionally, there were no firefighter injuries that resulted in time lost.

The most significant fire incidents during the 2018-19 fiscal year occurred February 29, 2019 at a storage occupancy at 2320 Presque Isle Avenue and July 30, 2019 at Pine Ridge Apartments, located at 316 Pine Street. Property losses for these incidents are currently undetermined. Aside from these, estimated fire losses for the year totaled \$165,000 in real property and personal property losses.

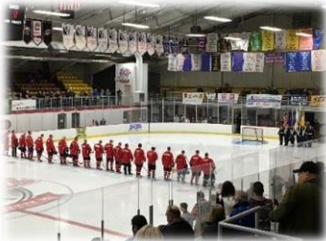


A total of 5,660 hours of firefighter training were conducted, including but not limited to:

- Structure fire training, including search, rapid intervention and ventilation training was conducted at a house that was slated for demolition on West Ridge Street.
- Active Violence Training with the Marquette Police Department, Northern Michigan University Public Safety Department and Michigan Department of Natural Resources Conservation Officers was conducted at the Northern Michigan University Jacobetti Center.
- Ice rescue
- Water rescue
- Tactical Emergency Casualty Care
- Pipeline Emergencies training
- UPSET training
- Vehicle extrication
- High Angle Rescue
- Company Officer Training
- Captain Brian Talvensaari finished the Managing Officer Program course at the National Fire Academy and is finalizing his capstone project.
- Captain Jeff Green completed a six-day Incident Safety Officer course at the National Fire Academy.
- Captain Guertin, Lieutenant Haile, Sergeant Vogler and Relief Engineer LaTourneau attended a two-day Strategy and Tactics course.
- Captain Guertin, Lieutenant Hillier, Sergeant Vogler, and Relief Engineer LaTourneau attended a two-day Incident Safety Officer course.
- Captain Guertin, Lieutenant Hillier, and Engineer Hennessy attended an eight-hour Reading Smoke and Tactics class.
- Firefighter Fuller attended a three-day Nozzle Forward class.
- Firefighter Fuller attended an eight-hour Surface Water Rescue class.
- All shifts completed Wildland Firefighting courses

The 2019 Pigs-N-Heat hockey game raised approximately \$14,000 to help local residents in our area that experience a loss due to fire.

The Fill the Boot event raised \$11,760.42 for the Muscular Dystrophy Association.



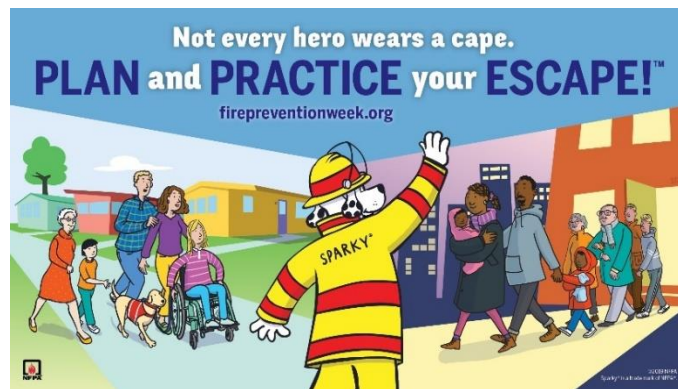




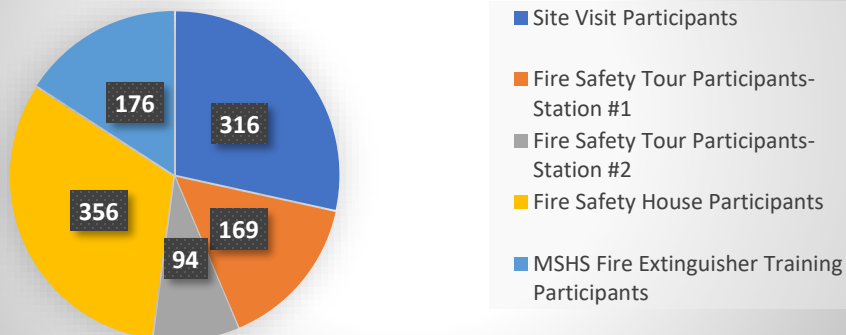


The annual Fire Prevention Month static display and parade was a success. We hosted 10 Fire Departments, the Marquette Police Department, UP Health System EMS and Kara Applekamp/State Farm Insurance. This community event allows children to meet their local firefighters and for residents to become aware 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.

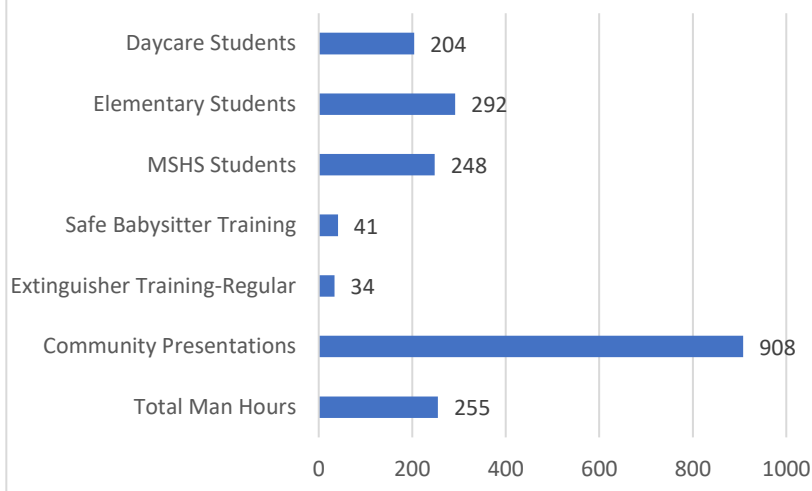
Our theme this year, *Not every hero wears a cape, Plan and Practice your Escape!* supports the importance of preparedness in case of a fire or other emergency.



### Fire Prevention Month Activities October 2019



### Community Safety Training (# of attendees)



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	668	Car Seats Installed	35
Learn Not to Burn # Man Hours	26.75	Car Seats Checked	15



EMERGENCY INCIDENTS	FY 18/19
Fire	18
Vehicle Fire	2
Rescue/EMS	2016
Scare	32
False Calls	95
Good Intent	20
Hazardous Condition	69
Mutual Aid	3
Water/Ice Rescue	3
Life Flight/Stand-by	0
<b>TOTAL RESPONSES</b>	<b>2258</b>

FIRE PREVENTION	FY 18/19
Daycare Class (# Students)	204
Daycare Class (Man Hours)	26
Elementary Class (# Students)	292
Elementary Class (Man Hours)	35
Babysitting Class (# Students)	41
Babysitting Class (Man Hours)	2
MSHS Class (# Students)	248
MSHS Class (Man Hours)	51
Extinguisher Training-Reg (#Attend)	34
Extinguisher Training-Reg (Man Hours)	7
Community Presentations	908
Community Presentations (Man Hours)	15
ECI's (# Visited)	0
ECI's (Man Hours)	0
Smoke Detectors Distributed	151
Smoke Detectors Installed	6
Smoke Detectors Checked	10
Company Computer Drawings	144
Fire Drills Attended	0
Fire Drills Man Hours	0
Juvenile Fire-Setter (Contacts)	0
Children's Museum Inspections	4
Station Tours (#People)	211
Stations Tours (Man Hours)	46

PERSONNEL TRAINING/MISC.	FY 18/19
Driver Training	108
Facilities Training	0
Hazardous Materials Training	97
Officer Training	110
Company Training	4348
EMS Training	784
Specialized Training	140
Other	73
<b>TOTAL (MAN HOURS)</b>	<b>5660</b>

PERSONNEL / OTHER	FY 18/19
Vehicle Maintenance (Man Hours)	518
Property Maintenance (Man Hours)	191
Service Testing (Man Hours)	46
Meetings (Man Hours)	113
<b>TOTAL (MAN HOURS)</b>	<b>868</b>

## **RENTAL AND FIRE CODE ENFORCEMENT**

The Rental Program and Code Enforcement 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. The Rental Program promotes 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.

The Rental Program transitioned to a single Rental Inspector position in April. This allowed for improved contact and flexible scheduling options for customers and has resulted in more consistent and timely follow through with compliance and documentation. A large number of short-term rental applications were received during the summer months which met the total number of short-term rentals allowed per City Code.

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

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

<b>RENTAL CODE ENFORCEMENT</b> October 2018-September 2019	<b>FY 18/19</b>	<b>FIRE CODE ENFORCEMENT</b> October 2018-September 2019	<b>FY</b> <b>18/19</b>
Inspections	1609	Inspections	169
Re-Inspections	180	Re-Inspections	47
Letters and Notices	1108	Letters and Notices	1195
Citations	17	Citations	73
Code Review	50	Plan Review	232
Meetings/Trainings	71	Meetings/Trainings	100
Public Assistance	354	(93 long-term, 116 short-term, 17 updates)	
Contacts/Miscellaneous	1419		
Rental Registrations	226		

## 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.

Training courses were conducted by Northern Michigan University in 2019. 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. Lifeguard training courses for 2020 will be conducted by the Fire Department.

A beach accessible wheelchair was donated for the public to use at Clark Lambros' Beach Park. Users need to have their own "helper" to help them get in and out of the chair. Lifeguard staff will assist with putting down the bamboo mats and bringing the wheelchair to the user.

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

<b>McCarty's Cove</b> <i>* May 25– Sept. 2, 2019</i>	<b>FY 18/19*</b>	<b>Tourist Park</b> <i>* May 25– Sept. 2, 2019</i>	<b>FY 18/19*</b>	<b>South Beach</b> <i>*Closed for season due to inadequate staffing.</i>	<b>FY 18/19*</b>	<b>Clark Lambros' Beach</b> <i>*May 25– Sept 2, 2019</i>	<b>FY 18/19*</b>
Attendance	9638	Attendance	2164	Attendance	n/a	Attendance	7411
Days Open	99	Days Open	59	Days Open	n/a	Days Open	99
Average Attendance	97	Average Attendance	36	Average Attendance	n/a	Average Attendance	74





## DEPARTMENT OF MUNICIPAL UTILITIES



Pictured above from (left to right)

Director of Municipal Utilities Curt Goodman, Administrative Assistant Pam Greenleaf,  
Wastewater Treatment Plant Supervisor, Mark O'Neill

Not pictured: Water Plant Supervisor, Jim MacDonald



## DEPARTMENT OF MUNICIPAL UTILITIES

### 2019 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 2019 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.

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

Municipal Utilities welcomes new employees - Jarrod Molise and Wayne Goodwin



### Accomplishments/Statistics/Remarkable Events

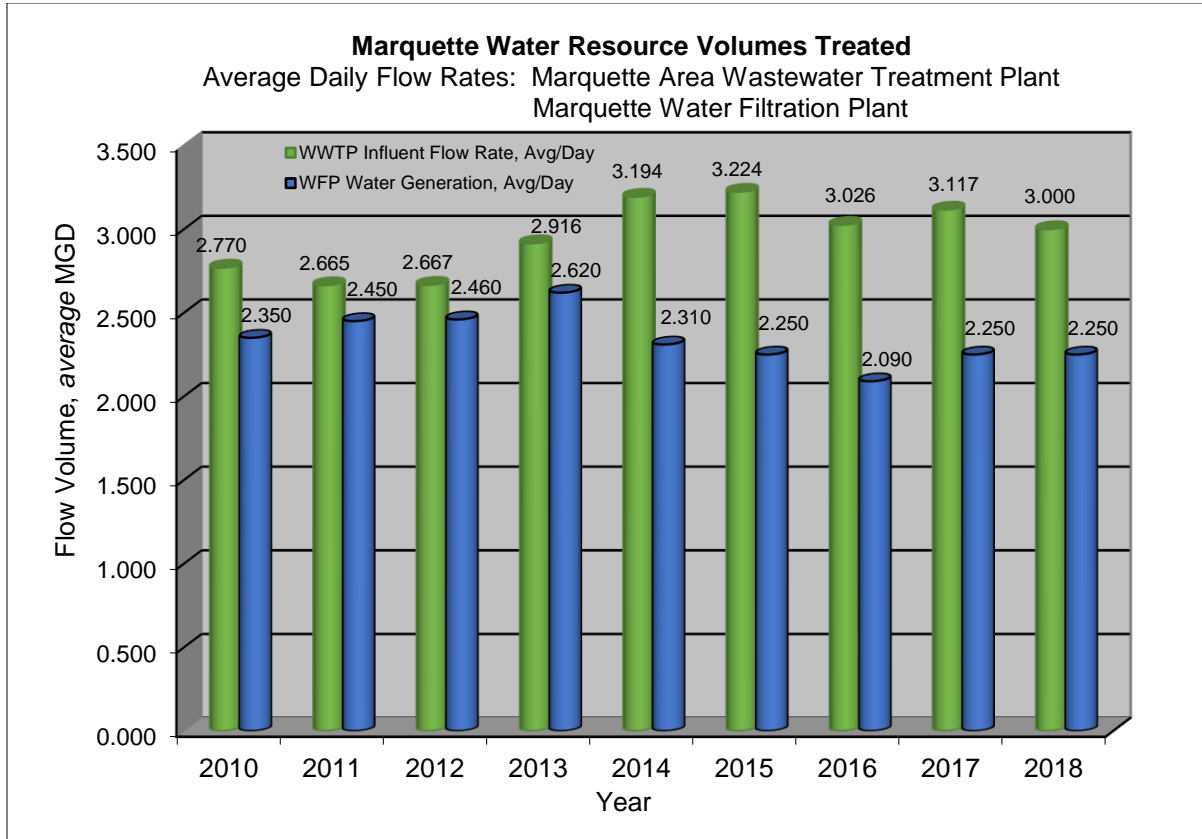
The City of Marquette Water and Wastewater Department is very fortunate to have experienced and dedicated staff. Despite complex technical issues, staff continues to problem solve and maintain each facility providing City of Marquette residents excellent drinking water and the treatment of wastewater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

### Training and Professional Development Attended by Staff

- Annual Upper Peninsula Water Distribution Seminar
- Annual Upper Peninsula Water Works Fall Institute
- Wastewater Treatment Operators Conference
- Michigan Water Environment Association 94th Annual Conference
- 2019 Biosolids Conference
- MIOSHA Confined Space Entry and Trenching Training
- Corrosion and Scale Basics Course
- MIOSHA Mine Safety/Health Administration Refresher Course
- Michigan Water Environment Association Wastewater Training Course
- Michigan Water Environment Association Section 21 Administrators Workshop

### Department Statistics

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



### Department Notable Events

- Baraga Avenue Lift Station Pump Replacement - One of the largest pumps at the Baraga Avenue Lift Station failed beyond repair. An emergency pump purchase was made and staff performed the replacement.
- Hawley Street Lift Station - A variable frequency drive at the Hawley Street Lift Station failed and was replaced.
- Corrosion Control Improvements Evaluation - The Michigan Safe Drinking Water Act has created new rules for lead and copper. The City entered into a professional services contract with an engineering firm to conduct a Corrosion Control Improvements Evaluation.
- The Director has been working with various individuals and organizations to resurrect the collapsed Carp River Charcoal Kiln. The charcoal sandstone kiln will be reconstructed on the Iron Ore Heritage Trail near the mouth of the Carp River and will serve as a destination plaza for the Iron Ore Heritage Trail.

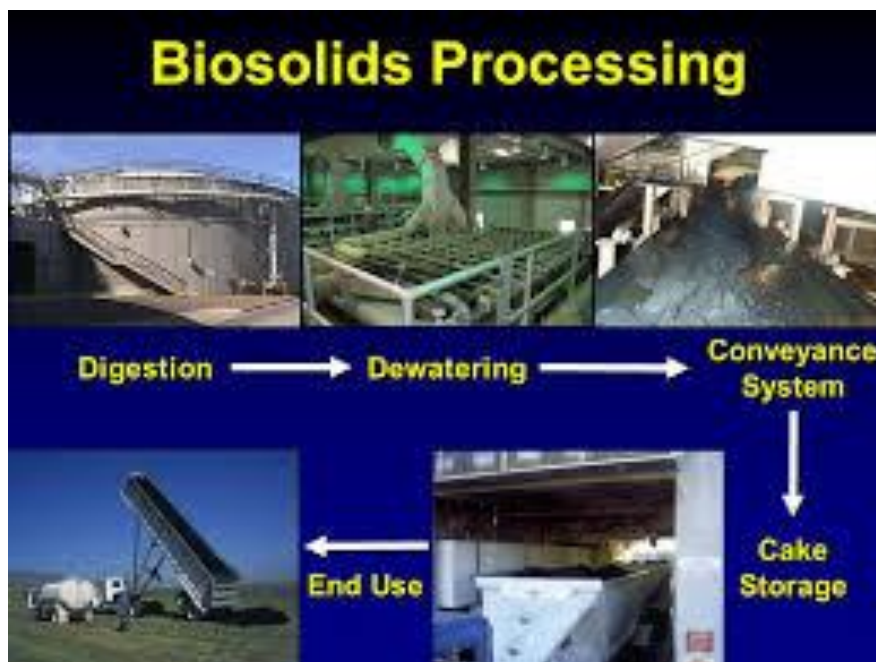


- Beach Monitoring – The department continues to participate in the Great Lakes Beach Monitoring Program. The Environmental Assessment and Coastal Health Act of 2000 (Beach Act) has made funding available to continue the program on an annual basis.
- The Director submitted applications for the following 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
  - USACE Section 111 Funding Request- Lakeshore Boulevard

### Biosolids Disposal

During Fiscal Year 2018-19 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



### 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 are as follows:

- Stormwater, Asset Management and Wastewater Plan - This project which included an inventory of all physical assets; sanitary/storm sewer mains and all equipment located at the Wastewater Treatment Facility and lift stations.
- The Lucity computer maintenance management software system is online and running smoothly. The Wastewater Facility staff are using the system daily for all work order creation and cataloging of equipment maintenance and repairs.
- The City of Marquette current Sewer and Stormwater Ordinances were reviewed. Recommendations of ordinance changes will be presented during a scheduled public hearing in 2020.
- Water, Sewer and Stormwater Financial Plan – A comprehensive five-year financial utility study was completed and presented to the City Commission with recommendations for the next five years of establishing rates to meet the goals of the approved five-year capital outlay plan.

### Energy Savings Projects

The Wastewater Facility and the Water Filtration Plant Energy Savings Projects being performed through the Energy Saving Contract with Johnson Controls, Inc. are nearing completion. The following projects are complete or are slated for completion by the winter of 2019:

- Wastewater Facility Digester Gas to Energy
- Solids Handling Study
- Final Effluent Water System Replacement
- Wastewater Facility Filtrate Pump Replacement
- Water Plant boiler pump replacement
- Water Plant boiler replacement
- 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 and Great Lakes Restoration Initiative recently announced the award of a \$401,000 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. This project is 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, 7.5-9.5 million gallons of stormwater will be redirected into newly created wetlands.

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 projects.



## POLICE DEPARTMENT



Pictured above (left to right)

K9 Officer John Waldo, K9 Nitro, Officer Chris Cygan, Parking Enforcement Officer Peggy Wendrick, Officer Tim Forslund, Detective/Lieutenant Greg Kinonen, Detective/Sergeant Chris Aldrich, Clerical Dispatcher Traci Phillips, Lieutenant Mark Wuori, Clerical Dispatcher Patrick Chartier, Lieutenant Ryan Grim



## **MARQUETTE CITY POLICE DEPARTMENT**

### **2019 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 2019 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 Reconstructionists, 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 currently comprised of four 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.

Retirees this year included Detective Captain Mike Kohler, Patrolman Craig Marker and Clerk Yvonne Bonsall. The department hired two new Patrol Officers, Nicholas Calzetta and Jonathan Braun. Samantha Cangemi was hired to fill the vacant clerical position left by Yvonne Bonsall and Margaret Wendrick was hired to fill the position of Parking Enforcement Officer left by Ryan Heidtman.

Officer Cynthia Acocks was awarded the *Kiwanis Patrolman of the Year*.

#### Accomplishments/Statistics/Remarkable Events

- Officers worked to assist in the safety and operations of several events-- Marquette Marathon, Hiawatha Music Fest, U.P. Beer Festival and Harbor Fest to name a few.
- All officers attended Critical Incident/Active Shooter training at the Jacobetti Center and Northern Michigan University's West Hall. This training was also conducted with the Marquette Fire Department and attended by multi law enforcement agencies.
- Officers Bjorne and Czarny attended the Michigan Traffic Safety Summit in Lansing. The 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 continues to be utilized and a team of officers travel to various police academies to promote the department.
- The Marquette Police Department Snowmobile Patrol utilized 34 hours to patrol the trail systems in and around the city of Marquette. This patrol is funded through a grant issued by the Department of Natural Resources, and the City was awarded \$2,000 to cover expenses. Seven hundred and sixty-three contacts were made, two warnings issued and seven 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., June 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 focused their attention on parking violations on Presque Isle.
- Detective Sergeant Doug Heslip, Officer Jeff Czarny and Clerical Dispatcher Patrick Chartier attended the Upper Peninsula Peace Officer Memorial held in Munising 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 provided Crisis Intervention Training to local officers and the Regional Police Academy recruits.



- Chief Blake Rieboldt, Captain Mike Laurila and Captain Mike Kohler attended monthly Marquette County Law Enforcement Administrators Association meetings to share and discuss information to better serve Marquette County and its agencies.
- Captain Mike Laurila continues to meet regularly with the Downtown Development Authority to discuss concerns related to the downtown area.
- The department continues to work directly with the Traffic-Parking Advisory Committee on both traffic and parking related issues.
- Chief Blake Rieboldt and Lieutenant Ryan 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.
- In February, the department achieved the goal of becoming an accredited agency through the Michigan Association of Chiefs of Police, the first in the Upper Peninsula. 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. Lieutenant Mark Wuori and Lieutenant Ryan Grim became certified Accreditation Assessors and will be conducting on-site evaluations throughout the state at other agencies going through the process.
- Chief Blake Rieboldt and Captain Mike Laurila gave numerous Public Service Announcements regarding the Presque Isle parking and Fireworks ordinance, along with water safety.
- The department has implemented Printex Mobile, a digital ticket writing system that electronically transfers data to the District Court.
- The department assisted with the successful move of the hospital to its new location on Baraga Avenue.
- The department responded to a structure fire at Pine Ridge Apartments. The response entailed a large-scale evacuation of the building and assistance for many of the residents displaced by the incident. There were no injuries reported and multiple agencies were involved.

### Marquette Police Department Statistics

Calls for Service	15,677
Incidents	1,536
Arrests	585
Citations	2,873
Accidents	938
Parking Citations	5,080
Booted Vehicles	19

## **K9 UNIT**

*Handler Officer Todd Collins - K9 Scud*

*Handler Officer John Waldo – K9 Nitro*

During Fiscal Year 2019, the K9 unit had a total of 29 deployments and searches. Officer John Waldo obtained his certification with the National Association of Professional Canine Handlers (NAPCH) in September while attending the NAPCH annual training seminar in Alpena.

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: 1  
Ishpeming Police Department: 1  
Negaunee Police Department: 1  
Marquette County Sheriff's Office: 1  
Chocolay Police Department: 2  
UPSET: 5  
Forsyth Police Department: 2
- *The K9 Unit has completed the following in explosives detection searches:*  
Marquette Police Department: 11  
Michigan Department of Natural Resources: 1  
Northern Michigan University: 1  
Marquette County Sheriff's Department: 1  
Marquette Senior High School: 8
- The K9 Unit completed four public demonstrations.
- Ten school narcotic and explosives searches were conducted.
- The K9 unit attended the National Association of Professional Canine Handlers conference in Alpena, Michigan.
- The K9 unit conducted a search of County Circuit Court and Elizabeth's Chophouse in preparation for the retirement ceremony of a Federal Judge.
- The K9 unit conducted a search of Lakeview Arena and the Ore to Shore finisher's area.



## **DETECTIVE BUREAU**

*Detective/Captain Mike Kohler (retired August 2019)*

*Detective/Lieutenant Greg Kinonen*

*Detective/Sergeant Doug Heslip*

*Detective/Sergeant Chris Aldrich*

*Detective/Sergeant Michael Archocosky*

### **Detective Bureau Investigations**

- Suspect arrested for stealing controlled substances and medication from UP Health System - Marquette.
- Suspect arrested for shooting and killing a citizen's dog with a pellet gun.
- Suspect arrested for false report of a felony and making terroristic threats against Marquette County officials.
- Ongoing investigation of an armed robbery which occurred at the Landmark Inn.
- A subject was arrested for embezzling approximately \$4,000 from the Alano Club in Marquette.
- Suspect arrested for poaching a deer within the city of Marquette.
- Suspect arrested for breaking into a convenience store. The suspect later admitted to a second break-in and was subsequently charged.
- Two suspects were arrested for Receiving and Concealing stolen property, \$20,000 - \$50,000 and Larceny in a Building from Pomp's Tire.
- A female was arrested for embezzling approximately \$5,000 from her elderly mother's accounts.
- Two suspects were arrested for a large amount of graffiti around the city of Marquette, on both public and private property.
- A female was arrested for robbery at a local bank. The female assaulted and threatened staff. No weapon was used during the robbery.
- A seventy-four-count felony warrant for Child Sexually Abusive Material was authorized for a 51-year-old male. The warrants were obtained after a search warrant was completed on the suspect's computer while referencing an unrelated complaint.
- A male suspect was arrested on numerous counts of Criminal Sexual conduct 4<sup>th</sup> Degree involving assaults which occurred in various locations around the city of Marquette and the campus of Northern Michigan University.

### **Activities**

- Numerous presentations were provided by members of the Detective Bureau covering the following topics: scams, active shooter response, social media safety (cyber bullying and sexting), financial crimes and sexual assault awareness.
- Trainings 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 Zach Gauthier*

- UPSET detectives arrested 73 people in Marquette County totaling 146 arrest counts. Of these, 34 people and 69 arrest counts were arrested in the city of Marquette. Of the 34 arrested in the city of Marquette, 25 involved meth cases, two involved MDMA, two involved prescription drugs, three involved cocaine and two were other drugs.
- Detectives from UPSET conducted an investigation involving the distribution of heroin and crystal meth from a dealer in Pontiac, Michigan. The suspect was arrested, along with another female, for delivery of fentanyl and crystal meth. Detectives worked with the Western District United States Attorney's Office and the suspect and his conspirator was indicted for delivery of over 50 grams of meth and fentanyl. Both suspects have pleaded guilty and are currently awaiting sentencing. The main supplier from Pontiac is expected to receive between 15 and 22 years in federal prison.
- UPSET investigated the delivery of MDMA in the city of Marquette. Detectives obtained information from the U.S. Postal Service and Homeland Security of a suspicious package from China. The package contained over 700 grams of MDMA. This case is currently under review in the Western District United States Attorney's Office.
- UPSET detectives investigated the delivery of meth through the U.S. Mail by a suspect living in the city of Marquette. The suspect was also a student at Northern Michigan University. Detectives were notified by staff from the U.S. Post Office in Marquette of several suspicious packages that were going to a suspect living in the city of Marquette. A search was obtained and over a quarter pound of crystal meth was discovered. A controlled delivery to the suspect was conducted and he was subsequently interviewed. The suspect was federally indicted and is facing a mandatory minimum of 10 years in federal prison.

## **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. As of September 2019, the total number of students enrolled in all schools was 3,420; a decrease of 100 students compared to 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 688 calls for service for the 2018-2019 school year. There was an increase in vaping, school bus violations and truancy/well-being checks.
- *Youth Services Officer Training:*

School Justice Partnership Conference	Suicide Prevention
MAPS and FMCA staff Active Shooter	U.P. Children's Coalition
Bike Safety	Handle with Care
MSP Deceptive Indicators	
- *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 2019 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 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, 2019, Officer Waldo was responsible for a total of 608 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: 13	Injured birds: 5
Dog at large/unlicensed: 203	Removal of deceased: 16
Dog barking: 66	Injured Owls: 1
Dogs left in vehicles: 25	Chickens: 3
Dog bites: 8	Animal Neglect/Abuse: 6
Nuisance skunks: 38	Beavers: 2
Nuisance raccoon: 3	Bear: 3
Woodchucks: 2	

## **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, particularly 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 four 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 9, 2018, March 6, 2019, June 19, 2019 and September 12, 2019.

Annual Training Exercise: Conducted on September 12, 2019. This exercise was completed with the assistance of our department dive team.

Annual Facility Security Plan Audit: Conducted on April 3, 2019 by Chief of Police, R. Blake Rieboldt.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated June 12, 2019.

Security Screening of Vessel Passengers and Baggage Log: Updated on October 7, 2019.

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

### **MARQUETTE CITY POLICE DIVE OPERATIONS**

The Marquette City Police Dive Team conducted the following activities during the 2019 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.
- 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.
- Assisted with a community event involving the cleanup of lower harbor waters. Numerous items were removed from the lake bottom.

## 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**

### **2019 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 2019 fiscal year.**

#### Department Overview

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

The Public Works Department is comprised of the following divisions: Water Transmission and Distribution, Street Maintenance and Sewer Maintenance. Some of the core functions of the department include: routine preventative and corrective maintenance activities for local and major roads, water main valves, fire hydrants, system water flushing, water and sewer lateral and/or main repair and/or replacement, signage, snow and ice control, sidewalk repair, street paving, storm sewer maintenance, televising sewer laterals and solid waste management.

#### Accomplishments/Statistics/Remarkable Events

- The City of Marquette entered the third 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 green bag system and a cart collection option. The contract also supports the Marquette County Solid Waste Management Authority (MCSWMA) recycling efforts. The MCSWMA has made the commitment to upgrade their material sorting capabilities by investing in new sorting equipment. The new sorting equipment will allow the MCSWMA to shift back to single stream recycling from the current dual stream program. The MCSWMA implemented a \$6 per ton increase to the tipping fees to recover the investment. Hauler contracts will be modified to account for the increase.
- The City of Marquette entered the third 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 were decommissioned early in 2018. The remnants of the compost program are in the process of being removed.
- 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 28.3 tons of tires collected. The disposal was funded through a Michigan Department of Environment, Great Lakes and Energy scrap tire grant.
- This year the sewer department utilized 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 creating additional snow dump space on the Flink Farm property. Last year's record snowfall used most of our available space causing the Public Works Department to utilize unconventional City property. This estimated three-acres of space will give additional room for storing snow hauled from streets and parking lots each winter.

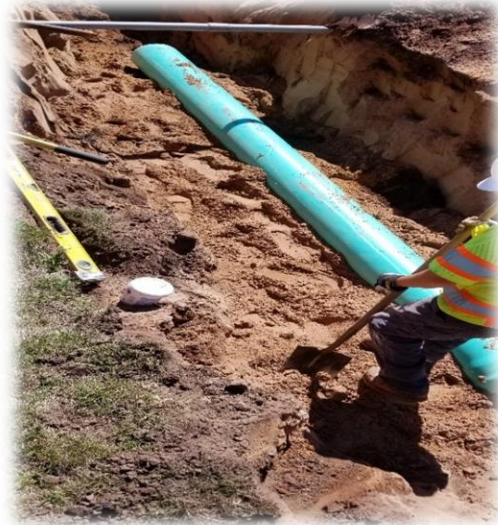


- The City of Marquette Public Works Department collects brush and bulk wood waste from its residents and own internal operations. The material was stock piled until enough material was accumulated, the City then brought in a processing company that chips the material into either a usable product for mulching around City trees or a product that will be chipped off-site for composting. The City had material stored at the Flink Farm requiring processing and material at the Cliffs-Dow property. The processing company was able to complete both sites within two weeks.





- The sewer crew assumed the task of creating a 170-foot by 70 stormwater detention basins located near the Washington Street and Seventh Street bike path. This basin is designed to hold up to 300,000 gallons of stormwater from Washington Street that was causing flooding and undermining of the bike path behind Duke LifePoint. Additionally, this will add system capacity downstream by diverting the stormwater from the existing collection system. The hydrologic cycle of this basin will disperse the collected stormwater through evaporation and infiltration into the sandy soil creating relief to our stormwater drainage system.



## **WATER TRANSMISSION AND DISTRIBUTION**

- 14 water customers thawed due to freeze-up
- 111 water service customers authorized to let run to prevent freezing
- Frost index was 1,515, normally is on average at 1,220
- 473 new water meters installed by City Meter Technicians
- 816 cross connection accounts
- 1,521 backflow devices in system
- 6 backflow devices needing repair
- 10 hydrants replaced
- 4 large water taps installed
- Zero large meters tested for accurate meter water consumption due to the Johnson Controls, Inc. project
- 9 water mains repaired
- 17 water service lines repaired
- 31 water service lines replaced on SIMP Projects
- 5 water main valves replaced
- One-quarter of the total distribution system flushed. 1,210,740 gallons flushed
- All check valves and dead ends flushed in spring and fall

## **SEWER MAINTENANCE DIVISION**

### **Storm Sewer Maintenance**

- 1649 storm sewer catch basins cleaned
- 179 ton of catch basin sand hauled to the landfill
- 1,188 catch basin grates cleaned
- 42 catch basins repaired
- 1,605 feet of drainage ditch cleaned
- 1,885 feet of drainage ditch repaired
- 29 feet of storm main replaced
- 120 feet of storm main installed
- 2 french drains installed
- 20 catch basin lines with geotechnical polymer to stop structural deterioration and prevent groundwater intrusion

### **Sanitary Sewer Maintenance**

- 108,980 feet of sewer main cleaned
- 348 sanitary manholes inspected
- 13 sanitary sewer manholes repaired
- 4 sanitary manholes lined with polymer to stop structural deterioration and prevent groundwater intrusion
- 47 sanitary manholes cleaned
- 20 feet of sanitary main replaced
- 6 sanitary lateral replacements
- 4 sanitary clean outs repaired
- 11 sewer backups/1 was City responsibility
- 207 sanitary laterals televised
- 1,207 utility locates