



City of Marquette Annual Report Fiscal Year 2020



EXECUTIVE DEPARTMENT



Pictured above (left to right)

Assistant City Manager Sean Hobbins, Executive Assistant Wendy Larson,
and City Manager Mike Angeli



EXECUTIVE DEPARTMENT

2020 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 2020 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

- 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. Because of the COVID-19 pandemic, Community Office Hours has been canceled since April 2020 to present.
- Art in City Hall: City Hall Art Galleries (“The People’s Gallery,” the “City Manager’s Suite” and the “City Walls of Art”) continues 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 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 February 24, 2020 regular City Commission meeting.
- *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

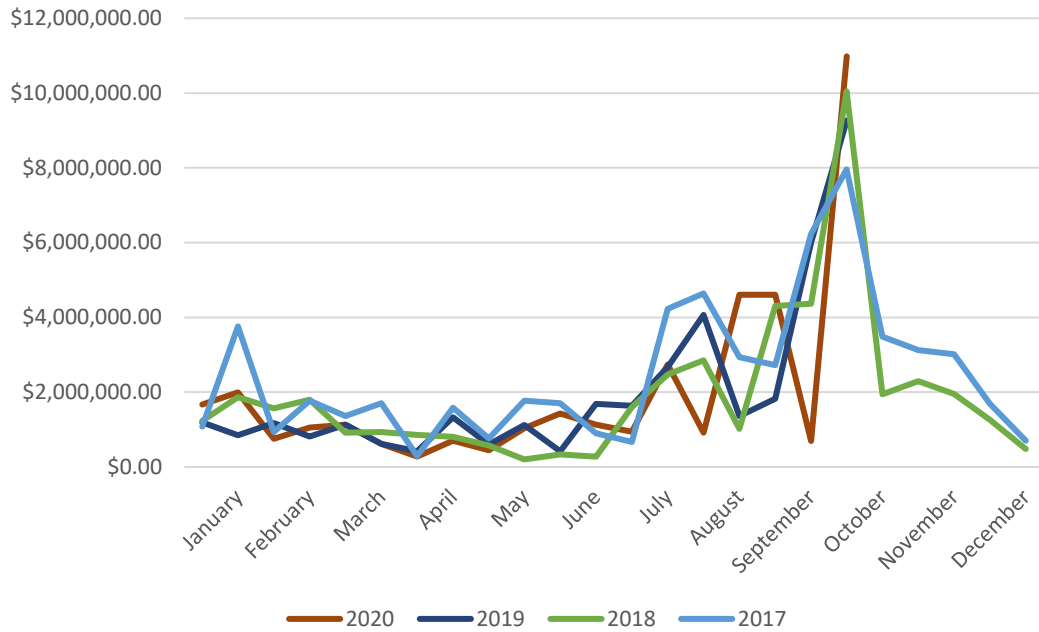
- *Local Brownfield Development Coordination:* The City remained a supportive partner with the Marquette Brownfield Redevelopment Authority and provided active coordination and support to a number of existing developments within the City, including the Founders Landing, Duke LifePoint/UP Health System replacement hospital, 231 West Patisserie, Customs House and Upper Peninsula State Bank projects.

Manager Communications

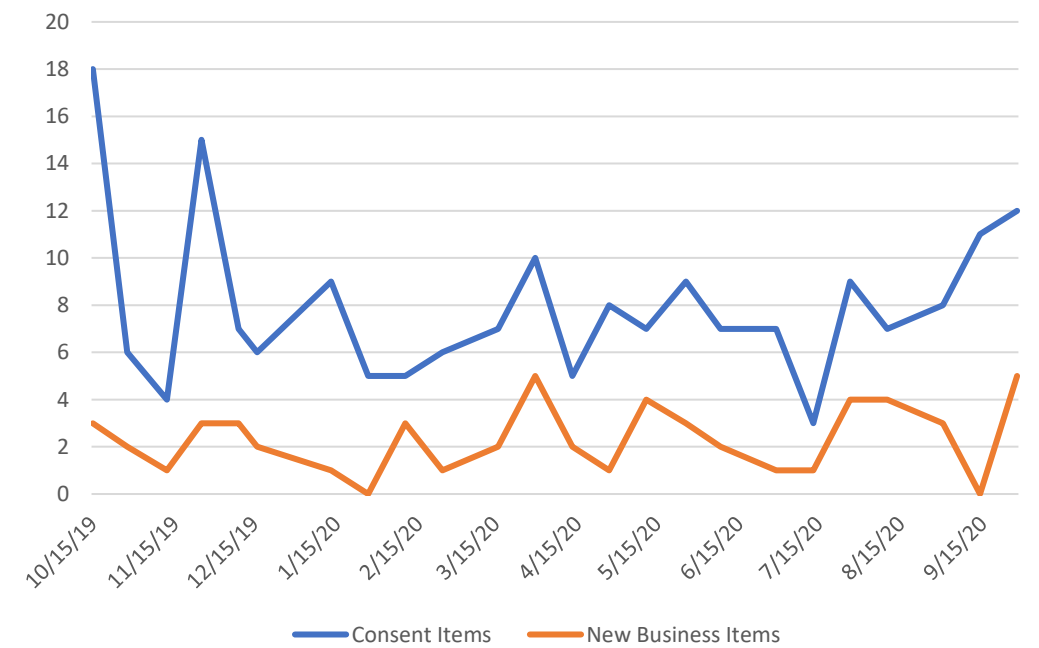
- *Agenda Coordination:* The City Manager, along with the Mayor and two Commissioners, review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a brief of the meeting to the Commission.
- *Commission Meetings:* Total Number of Commission meetings supported (regular, special, work sessions, joint): 38
- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 203

- 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. Normally the meetings are held in various municipalities in Marquette County, but due to COVID-19 the meetings have been held as Zoom meetings.
- U.P. Managers Meetings: The U.P. Managers is a group of municipal leaders from the Upper Peninsula that collaborate on regional issues to share ideas, gain support from local elected leaders and help identify ways to make a stronger and more effective Upper Peninsula. The U.P. Managers group is made up of 26 cities and villages in the Upper Peninsula and meets twice annually – once in the spring and once in the fall. The City of Marquette hosted the fall meeting and the spring meeting was canceled due to COVID-19.
- Adult Use Marijuana: The Assistant City Manager assisted the Planning Commission and City Commission with drafting amendments to the Land Development Code to accommodate the implementation of adult use marijuana in the city of Marquette. The Planning Commission approved these amendments in January 2020 and the City Commission approved them in February 2020. The licensing of adult use marijuana facilities started in March 2020.
- Computer Maintenance Management Software: The Assistant City Manager 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 2020. 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 20 Agenda Comparisons



ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right)

Top Row: Kyle Whitney, City Clerk; Jennifer LePage, Director of Administrative Services; Rachel Quayle, Deputy Clerk

Middle Row: Michelle Schroeder, Human Resources/Benefits Coordinator; Kylie L'Huillier, Clerical/Election Support Aide; Mike Adams, Network Specialist

Bottom Row: Todd Carruth, IT Manager, Lisa McGuire, Administrative Assistant-Clerk's Office

Not Pictured: Tim Raich, Payroll Clerk



ADMINISTRATIVE SERVICES DEPARTMENT

2020 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 2020 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.

This past March, long-time Director of Administrative Services Susan Bohor retired. Prior to her retirement, Susan spent several months training in her replacement, Jennifer LePage, who came to the Department from the City Manager's Office. Mid-March we were faced with the Stay Home, Stay Safe executive order from the Governor that sent the majority of our administrative staff home to work remotely. Between the Human Resources and Information Technology divisions, our staff had to quickly shift from business as usual to moving administrative staff to a system that allowed employees/users to securely remote into their work desktop computers from their homes. Phones were forwarded to mobile phones and internal staff support services that HR and IT provide were not jeopardized despite the challenges. With the help of the Assistant City Manager, our City Clerk's Office had to promptly adapt to clerking City Commission meetings from home, meanwhile preserving the public component of the meetings and simultaneously prepare for the Presidential Election cycle. With the amount of staff offsite, our communication to employees quickly shifted to more electronic messages and a greater utilization of our employee portal that went into effect last year as well as brand new online digital forms for a more hands-off approach to gathering the necessary information from employees and prospective employees and interns.

Last year 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). Because of these changes along with a decrease in high cost claims, the City's health insurance premiums saw a substantial decrease and we were able to lower the out of pocket deductible to our covered employees and their families. The Director also developed a COVID-19 Emergency Policy and related Preparedness and Response Plan for the City as an organization as required by executive orders.

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 three elections during this period, the November 2019 General Election, as well as the March and August 2020 Primary Elections. They also had 46 Freedom of Information Act (FOIA) requests. The passage of Proposal 3 and voter approval of recreational marihuana in November had major impacts on the Clerk's Office in particular. In addition to working with several other departments in the City on the implementation of the recreational marihuana ordinance, the office had to adapt to the election changes caused by the passage of Proposal 3. Longtime City employee, City Clerk Kris Hazeres retired on August 31, after which time then Deputy City Clerk Kyle Whitney was promoted to the position. The division welcomed the additions of both Rachel Quayle as Deputy Clerk effective September 1 and Kylie L'Huillier as the new year-round part-time Clerical/Election Support 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 emails and websites. Through the Johnson Controls energy improvement program, new HVAC, security, traffic, and phone servers were virtualized and added to the VM server system installed three years ago. The VM server system provides fail-over servers off-site for better recovery in the event of a disaster. This long-term project was finalized this year.

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 previous Director created and updated several administrative policies prior to her retirement. The only brand-new policy implemented by the new Director is the COVID-19 Emergency Policy. All policies continue to be posted online on the City's employee portal for easy employee access and reference.

Affordable Care Act (ACA) Compliance:

- **Employer Mandate Compliance:** For calendar year 2019, 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 2020 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 originally required this once-a-year filing and payment for all health plans through 2019; however, PCORI fees have been extended through plan years ending 2029. This year's fee totaled \$1,474.90.

- **Board Memberships:** The previous Director served as Chair and the new Director as Vice Chair of the Board of Directors of the Northern Michigan Public Service Academy.
- **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 15th to all Medicare eligible employees or retirees (who are not on the City's Medicare Advantage Plan) notifying them that the City's prescription drug coverage is creditable. Letters were sent out in early September.
- **Employee Portal:** With the assistance of the Assistant City Manager, the previous Director developed an employee intranet page linked from the City website and available from anywhere employees have access to the internet. Using a password, employees are able to use the employee portal as a one stop source for information. The site hosts employee announcements, job postings, personnel changes, union contracts, administrative policies, employee and supervisory forms, 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 site went live prior to the end of 2019.

- **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 five full-time, four part-time, 79 temporary/seasonal employees and 110 election workers during Fiscal Year 2019-20. This is compared to 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 five unpaid interns in various City departments for on-the-job experience in their field and to earn course credit. This is compared to 10 interns in Fiscal Year 2018-19.
- **Labor Relations:** Administered five Labor Agreements with three different unions: AFSCME, Police Officers Association of Michigan and the Marquette Firefighters Association. Two AFSCME units, City Hall and Department of Public Works, signed letters of agreement to extend their existing contracts by one year until September 30, 2020. In conjunction with the unions, the Director negotiated 19 Letters of Agreement or Understanding, two Grievance Settlements and had no arbitration cases in this fiscal year.
- **PA 202 of 2017:** Based upon the City's filing of Form 5572 and pursuant to PA 202 of 2017, the state has ruled that our MERS defined benefit pension plan is underfunded. Together with the Chief Financial Officer and City Treasurer and in accordance with the Act, the new Director applied for and received, a waiver of underfunded status for the City's MERS pension system. This waiver shows that the City is adequately addressing the underfunded status of the pension plan by making changes to funding at or above what is required.

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, 2020 resulted in a decrease in premium rates for health insurance compared to the previous year's rates. The City has an experience rated plan and two years ago had several very high claims coupled with over 1,200 office visits that resulted in a 19.77% increase in premium rates. 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. For 2020, the State hard cap increased by 2%. The renewal rates we received in March for our health/prescription drug/dental and vision plans resulted in a 5.89% average decrease in premiums. This decrease was due to a few different factors including a lower average number of employees and members, a lower number of submitted charges and a much lower number of high cost claims.

New Prescription Drug Plan: Last year the City moved the prescription drug coverage from CVS to ARORx/Maxor. ARORx is a division of 44North and has been actively monitoring our prescription drug utilization to look for drug rebates and discounts from drug companies, as well as working with doctors to encourage the substitution of generics for brand name drugs. As of the end of the Fiscal Year, the City was running 1% above 44North's projections and 32% below trended BCBS projections in terms of costs for our prescription drug plan.

- **Vision Plan:** The City switched from Blue Cross Blue Shield's vision plan to Eye Med last year as well. The network is the same; however, the premium for Eye Med was lower and the benefits for the employees were slightly better. The City remained with Blue Cross Blue Shield for Dental and saw a slight decrease in rates for the plan year beginning in July.
- **Retiree Health Plans:** This year the retiree health plans also saw an average 6.79% decrease in premium rates for retirees under age 65. We also saw no increase to our Medicare Advantage plan premiums which renewed in January of 2020 (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 10.1% for calendar year 2021.
- **Michigan Minimum Wage Law:** Michigan passed P.A. 337 of 2018 (the Improved Workforce Opportunity Act) which raised the minimum wage to \$9.65 an hour on January 1, 2020. Another 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.
- **OPEB Accounting Report:** The City received its Other Post Employment Benefit (OPEB) accounting report in early 2020 for the fiscal year ending September 30, 2019. 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.

Due to changing assumptions with the most recent Accounting Report, the actuarial net OPEB liability for the City has increased. Prior to this year, it had 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.
- **Retirements/Resignations/Promotions:** The department processed eight regular retirements, one disability retirement and five resignations/terminations. We also had two part-time employees resign and processed 31 promotions/transfers. This is compared to five regular retirements, one duty disability retirement, four full-time employee resignations/terminations, 11 part-time employee resignations as well as eight promotions/transfers in Fiscal Year 2018-19. 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 30th, apart from the sidewalk café licenses, which expire at the end of October. In Fiscal Year 2019-20, 37 business licenses were issued, down from 53 last year.

It's assumed that the COVID-19 pandemic – which led to a great deal of uncertainty in the business community – is what caused the drop in license applications. Applications also came in at a much more staggered pace this year. As things stabilize into the 2020-21 business license year, we will likely once again assume a more hard-line approach to non-compliance.

Revenue on standard business licenses was obviously lower this year, but the expectation is that it will rebound in future years.

- **Dog/Cat Licenses:** The City Clerk's Office issues dog licenses under the County's licensing program. Licenses can be purchased at our office, at the County, or at several local vet offices. Our dog license sales dropped last year, though it is likely that this is also attributable to COVID impacts. These licenses are only handled as in-person sales, and our office was closed for most of the spring and early summer. People seeking licenses had the option to purchase them at their vet's office at the time their dog received a rabies vaccination.
- **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.). This number actually increased slightly from last season and the sales weren't heavily impacted by any office closures, which happened after most of the season had passed. UPAWS has opened a small dog park on M-553, but it doesn't seem that it has drawn many of our annual license-holders.

Election Staffing/Changes: In this space last year, it was noted that the Clerk's Office expected impacts from the 2018 statewide approval of Proposal 3, though few had yet been seen. Those impacts have since materialized.

Proposal 3 made several changes to the state constitution related to voters' rights. In summary, Prop 3 instituted automatic voter registration, allows voters to register up to (and on) Election Day and receive an absentee ballot without justifying it with a reason.

These changes have led to a slight increase in voter registration numbers in the City and – combined with the COVID-19 pandemic – a massive uptick in absentee balloting.

Prior to 2020, the two City elections with the highest absentee ballot totals were the 2016 Presidential Election and the 2018 midterm General Election; those two elections each saw between 2,200 and 2,500 absentee ballots cast. By way of comparison, between the August 2020 Primary Election and the 2020 Presidential Election, a total of more than 10,000 absentee ballots were cast in the City.

While much of this flood of absentee ballots is pandemic-fueled (as can be seen nationwide) the long-term trickle-down effects will still be large. Under state rules, voters in the City can ask to be placed on our permanent absentee voter list, which means our office will, prior to each election, mail them applications to request absentee ballots. In the last two years, this list has expanded from fewer than 1,500 names to more than 5,250. This statistic alone seems to indicate a major permanent expansion of our absentee balloting population.

While absentee voting has its benefits, it also serves to increase the in-office workload. As the numbers of absentee ballots increases, so does the amount of time spent preparing, filing, recording and verifying the ballots and related documents. In order to assist in this expanded scope of work, we established last year a year-round part-time employee. In addition to assisting with elections, this position will be available throughout the year to assist with projects.

As we've had two elections of national interest (the March Presidential Primary and the November Presidential Election), we have seen the impact of the new registration deadline. In March, more than 150 people registered to vote between the Monday and Tuesday of election week – 120 of those registrations happened on Election Day and were almost solely college students.

This has led to another major shift in resources. In the lead-up to November, the City established a satellite office on the campus of Northern Michigan University, which was staffed for the month of October with two temporary employees. This office was intended to reach students ahead of Election Day to lower the number of same-day registrations. This office issued dozens of absentee ballots to City residents, and registered a fair number, and the staff helped on Election Day to handle same-day registrations. This setup is likely only something that will need to be done in the lead-up to busy elections – likely in even years.

- **2020 Elections:** During Fiscal Year 2019-20, more than 13,000 total votes were cast in three elections conducted by the Clerk's Office. Also during the 2019-20 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.

The November 2019 General Election saw a turnout of 26 percent while the March 2020 Presidential Primary saw 35.5 percent. In the August 2020 Primary Election, 32 percent of voters cast ballots, but precincts were quiet as three-quarters of those ballots were cast absentee.

While the 2020 Presidential Election occurred after the September 30 close to the fiscal year, the preparation and work – as noted above – took up a great deal of time throughout the fall.

Locally, the Election saw Fred Stonehouse return to the City Commission for a second term, as well as the election of two new commissioners: Jessica Hanley and Cody Mayer. Edward Angeli and John Sonderegger were elected to the Marquette Board of Light and Power. Terms on both boards are for three years.

Between the August Primary and the November 3 Presidential Election, our office processed more than 900 new registrations. We also issued nearly 7,500 absentee ballots in advance of the November election; of those, more than 7,200 were received back in our office, where the information was verified and the ballots were filed and stored for Election Day.

In the 2020 calendar year, more than 20,000 votes were cast in the City, and 62 percent of those were absentee ballots.

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

The massive increase in absentee balloting has made this group more important than ever, as the numbers would make it impossible to process these ballots in the precinct and still complete the task in any reasonable amount of time.

When it began, this AV Counting Board had four workers in it and ballots were processed through two ballot tabulators. In the November Presidential Election, there were 12 AVCB workers and four tabulators.

- **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, as well as with students and administrators at Northern Michigan University. These efforts, as well as those directed at voter registration, have been well-received in the community.

Locally, the League of Women Voters (LWV) has risen up as a nonpartisan source of election information, including through annual candidate forums. The LWV has helped to alleviate some pressure on our staff, which routinely gets questions about candidates and issues. These are questions we can't, by law, answer.

	<u>Aug. 2019</u>	<u>Aug. 2020</u>
Total Active Registered Voters	13,733	14,290
Number of Votes Cast	2,837	4,582

- **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 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; at the end of last year, the permanent AV list was at 1,691. Today, the list is at 5,250. Those looking to be added to the list can contact the Clerk's Office by mail or phone.
- **Meeting Materials/Minutes:** During Fiscal Year 2019-20, 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 2019-20, the Clerk's Office received 46 FOIA requests, up from 30 requests in the previous fiscal year. 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.

INFORMATION TECHNOLOGY

Division Overview

Information Technology (IT) staff strive to study and implement ever-changing industry standards including security, hardware and software. Throughout the year the IT Division continues to focus on security of systems and data while planning for future capabilities on the City network.

Cybersecurity awareness training was implemented to equip employees with the knowledge they need to recognize threats with suspicious email and websites. Video instruction and test phishing emails are released on a regular basis throughout the year. Much improvement has been made by employees who are becoming more aware of the dangers of attacks through various means. The City has moved well below the industry average for vulnerability of users but can still improve.

New Heating Ventilation Air Conditioning (HVAC), Security, Traffic, and Phone servers were virtualized and added to the VM server System. This provides failover servers off-site for better recovery in the event of a disaster. This project began three years ago and was completed just this year. IT staff continues to work with Public Works staff and contractors to complete current projects utilizing this network technology.

Department Accomplishments/Statistics/Remarkable Events

- Due to COVID-19 a major policy change was put into place in a matter of days. In April, IT staff tested several options for employee remote access, which allows essential workers to work from home. IT staff setup approximately 30 employees to work remotely from home in less than three days.

- IT staff managed the City network including switches, servers, computers, phones working remotely; coming onto the City campus when physical work needed to be done.
- Continued to improve the new Network Attached Storage (NAS) system to provide increased off-site backup protection. Following industry standards, changes were made to improve integrity and recoverability of the backup data. This backup system is intended to reside in two different locations across the City for better security and redundancy.
- Maintained seasonal site cellular equipment, point of sale equipment, phones, and network for the City's marinas and campground.
- Installed fiber and security cameras at the bike path tunnels, while providing estimates for other locations that see vandalism, including the lighthouse and Karl Zueger Overlook/Father Marquette statue. IT staff continued to install and maintain multiple high-definition security cameras at City-owned locations. Security video from the cameras is viewable in the Police Department.
- Rollout of WiFi throughout the City campus continued as needs arise. The creation of a separate guest network, which is completely isolated from our internal network was created for non-employee presenters, vendors, visitors, etc. This replaced the single guest WiFi access location that existed in the City Hall Commission Chambers which was also isolated from the network.
- Worked in conjunction with the Finance and Police Departments to replace the City's old parking ticket system with a system that will provide better equipment for the Police Department and better records and collection for the Finance Department. Worked with the Downtown Development Authority to improve communication between the two parking systems used.
- In February, Hewlett Packard Enterprise expired their Store Virtual software and ceased support. This meant that the City could continue to use their existing system but could no longer make changes to it. IT staff discussed and weighed options as to whether it would be possible to maintain status quo until the next budget cycle. In March, a critical patch became available that required a size change to a storage container. After an attempt to run this update, we experienced a major system failure. It took staff two days to restore most servers and several more days to restore the two largest servers (Police Department video server and Engineering Department mapping and project server). The City Commission then approved the purchase of StorMagic software. The StorMagic software had proven to provide the City virtual servers with a more reliable and stable platform.
- During the upgrade to StorMagic, IT staff purchased and expanded server storage. City servers had been expanding beyond the industry average or what had been anticipated. Drive cages and drives were purchased to manage current data demands and allow for future server growth.

- Updated firmware on all leased personal computers, laptops, ruggedized laptops, and tablets to maintain adequate security standards.
- Upgraded firewall and improved network security on switches, servers, and computers.
- Upgraded virtual servers to newest release which provided 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.
- IT staff worked in conjunction with Marquette County to configure Fire Department tablets that work in conjunction with both City and County applications to improve communication and data access.
- IT staff maintain additional servers and application software, and provide vendors secure remote access to the servers which were added during the JCI project including HVAC, signal lights, utility billing and building security.

COMMUNITY DEVELOPMENT



Pictured above (left to right)

Front Row: City Engineer Mik Kilpela, Engineering Technician II/Senior Drafter Dan Salmon, Community Development Director Dennis Stachewicz, Administrative Assistant Ann Cook and Planning/Zoning Official Andrea Landers

Back Row: Hydrology Engineer Jim Compton, Assistant City Engineer Kellen Wessels and Engineering Aide/Inspector Jared Kangas

Not Pictured: City Planner/Zoning Administrator Dave Stensaas, Engineering Technician/GIS Matt Koss and Staff Surveyor Sven Holmquist



COMMUNITY DEVELOPMENT

2020 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 2020 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.

STRATEGIC DEVELOPMENT

The following is a synopsis of the major projects the Strategic Development Division was responsible for in Fiscal Year 2019-20:

- *Municipal Property Sales:* The Director continued to coordinate the sale of Parcels 9-11 of the former Heartwood property, Parcel 2 of Founders Landing, and has served as the lead for discussions regarding the former Cliffs-Dow property.
- *Cliffs-Dow:* The Director continued to facilitate the response activity on the former Dow site. The project team (City, TriMedia, and Foley, Baron, Metzinger & Juip) gathered data, prepared reports, and met with EGLE to work towards addressing all the challenges related to the site.

- *Grant Management:* The Director has taken over grant management for the following grants:
 - FEMA Hazard Mitigation Grant for Lakeshore Boulevard
 - National Fish and Wildlife Foundation Grant for Lakeshore Boulevard
 - Michigan Coastal Management Program Grant for Lakeshore Boulevard
 - FEMA BRIC Grant for Coastal Infrastructure
- *Economic Development:* The Director facilitated discussion and provided information to various owners, investors, and interested parties on vacant private property to assist in advancing development in the City.
- *Redevelopment Ready Communities:* The Director continued to advance the City towards certification. The remaining pieces of the puzzle are the Downtown Development Authority Plan and the Development Guide.

PLANNING, ZONING AND CODE ENFORCEMENT

The following is a synopsis of the major projects the Planning division was responsible for in Fiscal Year 2019-20:

- *Land Development Code (LDC):* Staff worked with consultant EncodePlus to launch a stand-alone online portal for navigating the Land Development Code (LDC) and zoning districts through interactive mapping that is linked to LDC standards and other information. As the LDC was amended in the early spring of 2020, the LDC was also updated in all forms, including the version used for the online portal. Further amendments to the LDC were studied throughout the remainder of the year, and by the end of the year a set of amendments that included sections of eight out of fifteen Articles was being refined.
- *Redevelopment Ready Communities:* Staff worked on a “Development Guide” that summarizes the permit and application process for property development in the City, in accordance with the Land Development Code and the Engineering Department Guidelines for Street and Utility Design, completion is pending adoption of a set of amendments to the Land Development Code.
- *Municipal Property:* The City Planner-Zoning Administrator processed six licenses for use of City property and did work on two other license requests that were withdrawn prior to a contract being developed. A project was initiated to update the Municipal Property Inventory, last updated in 2015, but with the COVID-19 pandemic and loss of our Planning-Zoning Technician to another department, caused the project to be sidetracked until more staff time can be dedicated to it.

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 and development inquiries, providing oversight and assistance to the Zoning and Code Enforcement operations, working on the above mentioned and other long-range planning projects, preparing public information and reports for annual street reconstruction projects, working on municipal property use requests, and working collaboratively with other agencies on issues and projects that are relevant to the City's planning objectives.
- 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:
 - 21 - Planning Commission meetings (three canceled)
 - 24 - City Commission meetings
 - 1 - Joint City Commission/Planning Commission work sessions
 - 10 - Board of Zoning Appeals meetings – (three canceled and one special meeting held)
 - 2 - US 41/M-28 Corridor Management Team Meetings
 - 2 – Quarterly meetings of the Climate Adaptation Task Force
 - 4 – Monthly meetings of the Ad-Hoc Housing Committee

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 and special land use permits) 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.

Permits Issued/Approved:

Permit Type	FY 2019-2020
Zoning Compliance	168
Zoning for Curb Cut and Driveway Permits	49
SGN and FNC	103
- liability release for signs above right-of-way	10
Home Office or Home Occupation	2
Residential Limited Animal Keeping	1
License Rain Garden/Plants in ROW	2
Total	335

Applications Approved:

Application Type	FY 2019 - 2020
VAR	13
CAN	0
SUP	13
REZ	1
SPR	28
SKT	1
PUD	3
Rental Registration – Zoning Portion	217
Total	276

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 2019-2020 was 611.

In addition to the permits and applications processed by staff, the City Planner also assigned one new street name, processed 58 address assignments and coordinated the review process for eight requests for a License for Use of City Property 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. Enforcement of the Land Development Code and the International Property Maintenance Code is a function of the Planning and Zoning division, but enforcement of many of the ordinances found in the City Code is also a responsibility of the Code Enforcement function of Planning and Zoning. City Code provisions covered by our Code Enforcement includes those for garbage and rubbish placement/dumping, inoperative/unlicensed vehicles, prohibited accumulation (miscellaneous materials strewn about, piled up, or otherwise not properly stored in a yard), noxious weeds, long grass, property numbering, and the outdoor use of indoor household furniture.

The Planning-Zoning Technician did not do field work during the period that staff were working from home in the spring of 2020, and during much of the remainder of the year the main focus for the position was to address complaints received, during which time the usual practice of proactively patrolling the city to find code violations was suspended. Therefore, the numbers provided, although an accurate reflection or actual cases, are considerably less than in a normal year.

There were 490 total recorded code violations in Fiscal Year 2019-20.

VIOLATION CATEGORY	10-01-19 to 9-30-20
Noxious Weeds	133
Property Numbering	0
Front Yard Parking	66
Prohibited Accumulation	61
Household Furniture	54
Sign Infraction	12
Property Maintenance Code	2
Garbage/Rubbish	82
Zoning Infraction	58
Inoperative/Unlicensed Vehicle	10
Fence Infraction	12
Total	490

Noxious weeds/long grass violations, household furniture violations, and prohibited accumulation violations typically constitute the majority of complaints our office receives during the spring through fall. The 66 front-yard parking violations were a significant reduction from the previous year and drastically less than some years.

ENGINEERING

- The Engineering division designed and managed seven major projects during the 2020 fiscal year. The projects consisting of annual maintenance, reconstruction, and new construction are listed below, along with the many other support operations managed by this division.

Annual Maintenance Projects

- Street Improvement/Maintenance Project in Conjunction with Sanitary Lateral Replacements (SIMP): The SIMP extends the useful service life of our street pavement structures by heavy maintenance or preventive maintenance methods, such as mill and overlay, crack sealing, and crush/shape. A mill and overlay (heavy maintenance) can extend the pavement life by 10-15 years. Crack sealing (preventive maintenance) can extend the pavement life by 3+ years. A crush/shape, such as what was used for two streets in Shiras Hills, is expected to last for 10 -15 years. The SIMP started in June, was completed in October, and resulted in heavy maintenance activities on 1.6 miles of street and preventive maintenance on five miles of street. In addition, all sanitary sewer laterals that were found to be in poor condition or consisting of Orangeburg material were replaced during the SIMP. Those laterals lacking cleanouts were provided with such at the right-of-way line. A total of 20 sanitary sewer laterals were either replaced or had minor repairs. The total cost of the SIMP was \$1,123,000.

- Heavy street maintenance and sanitary sewer lateral replacement locations:
 - Baraga Avenue – Altamont Street to Fifth Street
 - Gray Street – Mildred Avenue to Elm Avenue
 - Main Street – Front Street to Lakeshore Boulevard
 - Norwood Street - Kimber Avenue to Gray Street
 - Hampton Street – Adams Street to Division Street
 - Lincoln Avenue – Bluff Street to Washington Street
 - Magnetic Street – Eighth Street to Lincoln Avenue
 - Seventh Street – Ridge Street to Park Street
 - Arch Street – Front Street to Pine Street
 - Baraga Avenue – Seventh Street to Altamont Street
 - Baraga Avenue – Front Street to Lakeshore Boulevard
 - Coles Drive – Ridge Street to McClellan Avenue
 - Heikkala Drive – Altamont Street to Altamont Street (Entire Drive)
 - Mattson lower harbor parking lot
 - Radisson Drive – Nicolet Boulevard to Schoolcraft Road
 - Nicolet Boulevard – Raymbault Drive to Radisson Drive

- *Sidewalk Replacement and Repair Project:* This program is required by the City Code. This year over 640 feet of sidewalk was replaced. The total cost was \$53,000.
- *Sanitary and Storm 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, a candidate for the cure-in-place lining process due to potential failure, excessive root intrusion, or infiltration. Over 20,000 feet of sanitary sewer main is being televised at a projected cost of \$42,000 along with 9,800 feet of storm sewer main at a projected cost of \$23,000.

Reconstruction/Construction Projects

- *Lakeshore Boulevard Relocation Project:* This project included the relocation of Lakeshore Boulevard and the multiuse pathway between Pine and Hawley. The roadway and multiuse pathway were moved up to 300 feet landward from the existing Lake Superior shoreline and elevated approximately four to six feet. Two parking areas were constructed along Lakeshore Boulevard north of Wright Street. A roundabout was constructed at the intersection of Wright and Hawley Street. Street lighting was installed at the roundabout per roundabout design requirements. Water and sewer utilities were also extended along the perimeter of the Cliffs-Dow site north of Wright Street. Environmental water quality infrastructure was also constructed as part of this project. The project was completed in October at a cost of \$3,099,000.
- *Marquette Drive Reconstruction Project:* This project consisted of the reconstruction of Marquette Drive from U.S. 41 to the cul-de-sac at the north end. The street structure curbing, watermain, storm sewer and sanitary sewer infrastructure was upgraded to meet current standards. The project was substantially completed in October at a cost of \$683,000.
- *Lakeview Drive Reconstruction Project:* This project consisted of the reconstruction of Lakeview Drive from Marquette drive to the cul-de-sac at the south end. The street structure curbing, watermain, storm sewer and sanitary sewer infrastructure was upgraded to meet current standards. The project was substantially completed in October at a cost of \$318,000.
- *Union Street Reconstruction Project:* This project consisted of the upgrade of Union Street between Wilkinson and Presque Isle. The street structure along with portions of curbing, watermain, storm sewer and sanitary sewer infrastructure were upgraded to meet current standards. Sidewalk was also added to the south side of Union Street between Longyear and Presque Isle. The project was substantially completed in October at a cost of \$530,000.

Permitting and Site Plan Review

- Right-of-way permits ensure that activities performed in the City right-of-way are done in a manner that protects the safety and welfare of the public. Permits also ensure that utilities connected to the public system are inspected for conformance with City standards and specifications. The Engineering division issued 203 permits during this fiscal year totaling \$27,589.75.
- The Engineering division reviewed and commented on all site plans submitted to the Planning and Zoning division.

McClellan Avenue and Presque Isle Bog Wetlands Mitigation

- The 2012 McClellan Avenue extension project required a permit from the Department of Environmental Quality (now EGLE). The permit required that the City create new wetlands and monitor them annually for 10 years. 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 seven 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 unexpected high-water levels in the constructed wetlands. The high-water levels in the wetlands are caused by the adjacent high level of Lake Superior. This year TriMedia Environmental & Engineering Services did our monitoring, planting and invasive species removal. The field work is done and the annual report to EGLE is being written.
- Wetlands were disturbed during the highway roundabout projects at Grove Street and in front of the new hospital. As part of the Department of Environmental Quality (now EGLE) permit for disturbing these wetlands and for work near Whetstone Creek, additional wetland mitigation was needed. To meet the requirements, the City built two new wetlands totaling 0.8 acres in size. Further annual monitoring for a mandated length of five years on these two new wetlands is required. As above, 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. This year's report is the second of five and fieldwork was performed by TriMedia Environmental & Engineering Services with staff handling the reporting.

Stormwater Fee Administration

- In accordance with Section 48-187 of the City Code, the Stormwater Utility Fee Enterprise Fund 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 areas that contribute to stormwater runoff.
- The Hydraulic Engineer and the GIS technician reviewed and revised 50 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 construction season starts to wind down.
- The Hydraulic Engineer and City Engineers assisted the City Manager and Attorney with a challenge to the Stormwater Fee.

Hydraulic Modeling of City Infrastructure

- As part of the past 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. Using this software, 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. Annually staff edits, updates, and calibrates the model for additional sanitary and storm sewer that was constructed in the previous year's projects.
- 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 (GIS) program is responsible for the maintenance and distribution of geographic data and maps to City staff, citizens, organizations, and contractors. The City initiated its GIS program in 1998 with the hiring of one GIS staff member, and with the help of paid/nonpaid Northern Michigan University GIS student interns, the GIS program has developed over a hundred different GIS layers and maps.

- The City is transitioning from a desktop GIS environment to cloud based. City departments are using ArcGIS Online to make maps, analyze data, and to share and collaborate. This also allows City field crews to be more efficient by accessing GIS cloud data instantaneously via mobile GIS.
- This year the Engineering and Department of Public Works Water/Sanitary Sewer Departments are using the ArcGIS Collector mobile data collection app on iPads, paired with the Trimble R1 Global Positioning System (GPS) receivers, which allows staff to collect and update data in real time. Moving GIS information and tasks to the field will improve processes, streamline field operations, optimize resources, reduce paperwork, and reduce waste.
- Engineering and Department of Public Works Departments can now use the City's GIS to view sewer main/manhole inspection reports, videos, and pictures, which is now fully integrated/linked to the City's GIS sewer data. This allows departments to quickly access and analyze the sewer collection system for any cracks, roots, or infiltration that could be causing problems, which enables the City to strategize asset management and infrastructure repair.

Miscellaneous Projects

- Hawley Street Ditch Relocation: Engineering was 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 was paid for mostly by grant funding. The Hawley Street ditch was diverted to the north side of Hawley Street to newly created wetlands that discharge into the Dead River. Prior to construction, the ditch outlet went 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 were relocated.

Surveying Projects

- Continuing Support of Engineering Projects: Design mapping and construction staking for the engineering projects.
- Noquemanon Trail Network South Trailhead Parcel Survey: Staff Surveyor is surveying the south trailhead parcel that was recently purchased from the City of Marquette Heartwood Parcel.
- U.P. Health Systems: Working with colleagues to help finalize easements and other property related recordable instruments.
- Cliffs-Dow Site and Lakeshore Boulevard: Creating and furnishing description sketches and legal descriptions for the future Dow site development and Lakeshore Boulevard Right-of-Way Relocation.
- East Baraga Avenue Right-of-Way Acquisition: Creating and furnishing description sketches and legal descriptions for the future East Baraga Avenue right-of-way adjacent to the Customs House Condominium Project.

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

2020 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 2020 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 for cash, fees, 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 and submitted to the Michigan Department of Natural Resources for approvals
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Playground – Design underway, construction in spring Fiscal Year 2021
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Universal Design Pods – Project complete and reimbursement submitted

Planning

- Founders Landing Pier Redevelopment Project – Design complete
- Hurley Field Playground – Design complete – installation Fiscal Year 2021

Capital Improvements

- Presque Isle Pier Replacement – Project completed
- Lakeview Arena Olson Glass Replacement – Project completed
- Lakeview Arena Shower Replacement – Project completed
- Lakeview Arena Lobby Floor Replacement – Project completed
- Lakeview Arena Lobby Renovation and Skate Shack – Anticipated completion Fiscal Year 2021

<u>Facility</u>	<u>Fiscal Year 2019/20 *</u> <u>Hours Rented</u>
Baraga Gymnasium	427
Presque Isle Pavilion	183
Senior Pavilion	31
Island Store Pavilion	20
Bandshell	64
Gazebo	16.5
Baseball Fields	\$300.00
Soccer Fields	\$616.00
Event Contracts/Permit	26
Administration	
Total Revenue	\$7,826.56
Promotional Fund	(\$13,852.65)
Maritime Lighthouse Tours	\$5,501.75
Superior Kayaking Co. (four-months)	\$147/month
U.P. Community Rowing Club	\$190/month
Ice Cream Stores – no renter	

** Fiscal Year 2019-20 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.

Grant Administration

- Michigan Department of Natural Resources Waterways – Project completed

<u>Presque Isle Marina</u>	<u>Fiscal Year 2019/20</u>
Seasonal Slip Rentals	27
Transient Slip Rentals	73
Launch - Daily	1,024
Fuel Sales	\$0
Waiting List	7
Promotional Fund	(\$477.50)

<u>Cinder Pond Marina</u>	<u>FY 2019/20</u>
Seasonal Slip Rentals	87 incl Bulkhead
Transient Slip Rentals	354
Launch - Daily	1,308
Launch - Seasonal	169
Fuels Sales	\$101,060.63
Waiting List	20
Mooring Field	15
Winter Storage	\$5,095.488
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, the 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 23 – March 15, 7 a.m. – 12 p.m. (midnight)
- Summer: March 15 – September 30, 8 a.m. – 5 p.m. (or later for events)

Planning

- Russell Arena Dasher Board Replacement – Obtaining quotes
- Arena Sound System updates – Obtaining quotes

Accomplishments

- 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 2021.

	<u>FY 2019/20</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	1,263	\$251,110
Marquette Figure Skating	204.5	\$40,890
Marquette Senior High School	122.5	\$23,725
Marquette Mutineers	44.5	\$8,833
Old Timers Tournament	0	\$0
Public/Open Skate – all types	946	\$13,216
Drop-in Figure/Hockey/Curling		\$6,504
Senior Skate		\$4,800
Skate and Skate Aid Rental		\$6,276
Citizens' Forum	66	\$1,973
Dry Floor/Pk Lot Events	1 event	\$0
Dead River Derby Dry Floor	148	\$5,985
Promotional Fund (Pigs-N-Heat)		(\$1,300)

<u>Leased Space</u>	<u>FY 2019/20</u>	
	<u>Rent</u>	<u>Revenue</u>
Marquette Junior Hockey	\$532.50/mo.	\$6,390
Marquette Mutineers	\$1,078/mo.	\$5,390
Marquette Figure Skating	\$50.00/mo.	\$600
Noquemanon Trail Network	\$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 June 8, 2020 to October 18, 2020 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- Project completed
- Tourist Park Playground – Michigan Department Natural Resources Grant Funded – Design Underway, construction in Fiscal Year 2021

Highlights

- All events canceled due COVID-19

Accomplishments

- Despite the ongoing COVID-19 pandemic and delayed opening; the campground recorded record revenues.
- Staff operated the campground effectively with only one instance of transmission of COVID-19. Despite the circumstances of the pandemic, high patron capacity, reduced staff, and construction of the pods, the campground ran relatively smoothly with very few incidents.

	<u>Fiscal Year 2019/20</u>
Camping Days Open	132
Season Capacity Average	68%
Total Campsite Revenue	\$362,528
Total Concessions/Sales	\$27,609
Special Events/Picnic Sites	\$1,926
Promotional Fund	(\$120)

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 Promotions 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.

During the COVID-19 pandemic, some of the programming and services provided were indirect due to the stay at home order.

Grant Administration

- Michigan Council for Arts and Cultural Affairs, \$15,000, Community Series Fiscal Year 2020
- National Endowment for the Arts Grant, Cultural Trail (submitted-pending)
- Michigan Native Heritage Fund (submitted-pending)
- Michigan Council for Arts and Cultural Affairs, \$9,940, ArtWeek Fiscal Year 2021

Planning

Completed

- Established Marquette Public Art Commission Guidelines and Policies
- Marquette Public Art Commission (MPAC) and Friends of MPAC Branding
- Transition Marquette 365 from Chamber of Commerce to City
- Art Week rebranding

In Progress

- Marquette Public Art Commission, Maintenance Policy
- Wayfinding Kiosk Design Project
- MPAC Hurley Basketball Court Mural (summer 2021)
- Power of Words, Third Street Mural (summer 2021)
- Marquette Cultural Trail (2021-2022)
- Economic Impact Study (2021-2022)
- Community Services Department Rebranding (fall 2020)
- Marquette Public Art Directory (fall 2020)
- Marquette Artist Directory, with U.P. Arts and Culture Alliance (2021)
- Marquette 365 website rebranding and development (fall 2020)

Additional Accomplishments

- Filled part-time staff position
- Managed two Marquette Senior High School internships
- Attended American for the Arts and Revolve Creative Conference
- Artist Resource Directory
- Creatives Conquering Campaign
- Marquette Memory Box, with Peter White Public Library

Events, Programs and Placemaking

Served an estimated 15,000 residents and visitors. This number is 5,000 lower than FY 2019 due to discontinuation of exhibits and in-person programming due to the COVID-19 pandemic.

- 9 Exhibits, City Hall Gallery, DEO Gallery, Marina Gallery
- 187 Creative Community Series Programs
- Marquette Spectacle
- 23rd Annual Art Awards
- Senior Theater Podcast
- Take and Go Art Kits
- Virtual Senior Dance
- *Words to Live and Bike By* - Mural Project

Artist Consultations and Support Services

Consulted with over fifty individual artists and arts and culture organizations. Aided in marketing and promotion, organizational development, grant writing, event coordination and general project support to:

- Hiawatha Music Cooperative, 2020 Winter Folk Festival, Event Coordination
- Marquette Regional History Center, 2019 Holiday Art Sale, Marketing
- Lake Superior Art Association, 2020 Dog Sled Art Show, Marketing/Coordination
- Marquette Fringe, Fringe Fest, startup consult

- Masonic Arts, Theater, and Innovation Company (MATI), startup consult
- Fiber Artist, business startup, consult and survey distribution
- Mural Artist, initiated Mural Project between artist and Peter White Public Library
- Lake Superior Hospice, adult day program, event development
- Northern Michigan University Outdoor Recreation Leadership and Management, exhibit consult
- Upper Peninsula Children's Museum, Paint Baraga, event development
- Pride Fest, event development, outreach, fundraising consult

Grant Writing Assistance

- U.P. Arts and Culture Alliance, Hirvonen Foundation, \$2,000
- U.P. Arts and Culture Alliance, MCACA COVID Relief, \$3,000
- MCACA Grant Consult, Hiawatha Music Cooperative
- MCACA Grant Consult, 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 Administrative Assistant and seven Homemaker Aides who provide services to seniors in our service area. Our service area includes the City of Marquette, as well as the townships of Marquette, Chocolay and Powell. 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.

<u>Funding Sources:</u>		
County Millage (2018-2022) .4474 mills	City Millage (2016-2020) .3500 mills	UPCAP Contract
2020 Contract: \$391,000	2020: \$221,500	2019/2020: \$39,591.44*
	City Millage (2021-2025) .3500 mills	
2021 Contract: \$398,820 (estimated)	2021: \$216,800	2020/2021: \$89,789*
*(rollover of 32,399.73 from Fiscal Year 2019/20 to Fiscal Year 2020/21)		

Accomplishments:

- Marquette Community Foundation Grant recipient (\$500) for 2019 and 2020 - Silver Sampler Program
- National Conference on Aging Scholarship recipient

- Continued to provide outreach to approximately 200 seniors a week during the COVID-19 pandemic and distributed 1,200 masks to older adults in our area
- Established virtual senior programming in response to the COVID-19 pandemic in the form of Senior Theatre, Senior Dance, Senior Tai Chi and Outdoor Recreation opportunities
- Hosted a Thanksgiving feast which fed approximately 66 seniors in our area
- Facilitated a fall color bus tour to Grand Marais with approximately 50 seniors in attendance
- Updated and streamlined *Horizons Newsletter* to better serve our senior population at a savings

Statistics:

- Visitors/Phone Inquiries Walk-Ins/Registrations: 2,615
- Silver Sampler Program: 339 Seniors participated in regularly scheduled recreation adventures
- Total of eight homemaker staff to accommodate 180+ clients

Fiscal Year 2019/20		
	Unduplicated Clients	Hours
Information and Referral	2276	763.25
Outreach	105	165.75
Health Related	140	156.00
Financial Management	161	254.25
Case Coordination and Support	217	1104.00
Homemaking	159*	1654.75
UPCAP Contract	159*	1138.75
	*Clients split among contract.	

FACILITIES AND MAINTENANCE



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 MAINTENANCE

2020 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Facilities and Maintenance Department for the 2020 fiscal year.

Department Overview

The Facilities and Maintenance 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 was to update our City infrastructure and reduce energy consumption. The project was 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 were renovations 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. The project was 100% complete in December of 2019 and the final punch list was finished in May of 2020.

Below is a summarized list of statistics and accomplishments for each division.

FORESTRY DIVISION

- Zero in-house tree planting, 32 containerized shrubs
- 58 street-side and park trees were planted via contractor
- Zero trees transplanted
- 274 small (diameter less than 10") trees were pruned
- 188 large (diameter more than 10") trees were pruned
- 301 dead, dying, diseased or otherwise dangerous trees were removed
- 63 stumps were ground out
- 14 Ash trees treated to protect against Emerald Ash Borer

PARK CEMETERY

- 27 traditional burials
- 48 cremains burial
- 49 grave space sales
- 39 monument foundations placed
- 229 genealogy searches

MOTOR VEHICLE EQUIPMENT DIVISION

Below is a list of equipment approved for purchase for Fiscal Year 2019-20:

- Two Fire support vehicles - \$88,000
- Two Police patrol vehicles - \$84,000
- One municipal truck - \$180,000
- One snowplow truck - \$350,000

Equipment in Fleet

- Small equipment - 151
- Sedan/pickups – 94
- Large equipment – 87

Marquette City Online Auction

- The City of Marquette surplus online auction generated \$1,850 worth of surplus equipment revenue last year. Most of these items are purchased by local residents.

Maintenance

- Tune-up – 34
- Brakes – 44
- Suspension work – 32
- Drive train – 10
- Engine work – 1
- Oil changes – 412
- Restoration work (average restoration takes 120 hours) – 4
- Equipment painting – 3
- Snowplow under body changes – 147
- Schedule maintenance (above routine oil change) – 168
- New equipment outfitted – 6

Fuel Usage

- Wastewater Treatment Plant – 853 gallons
- Marquette Housing – 684 gallons
- Downtown Development Authority – 3,153 gallons
- Lakeview Arena – 1,097 gallons
- Motor Pool – 117,147 gallons
- Northern Michigan University – 30,634
- AMCAB – 483 gallons
- Powell Township – 3,104 gallons
- Peter White Public Library – 10 gallons

FACILITIES MAINTENANCE DIVISION

- Storm damage over the past winter required additional attention with the debris scattered throughout the parks and beaches. We had to move two lifeguard stations away from the shoreline, retrieve the broken jet ski ramp, remove debris from Picnic Rocks and remove three park benches.
- Renovations to the concession area at Lakeview Arena included a new countertop, flooring, stone, cabinets, and a new skate shack. We also installed new glass in the Olson Arena during the hockey season.
- We were repairing the grinder pump at Founders Landing more often this year. We are finding an increase of hypodermic needles in the sump which in turn is clogging the grinder.
- Parking lot light repairs at Mattson Park.
- Supported the U.P. 200 staff with trash and cleanup.
- Renovations at the Senior Center took place during the winter. Painting of walls, doors, and some ceiling tiles. We hope to have the job completed in 2021.
- Renovations at City Hall's Room 103 also took place last winter. Painting of the ceiling tiles and cutting and jackhammering the concrete floor out so we could add some wiring and replace the flooring.
- Both marinas had some major damage from the winter storms. Presque Isle Marina had the main dock shift and tear off the ramp from the bulkhead. We called the contractor and had them repair the problem. The Cinder Pond Marina had some major shifting of the piers and needed to have the pier pilings pulled, repaired, and set back in place.
- When the COVID-19 pandemic hit, our crews had to shut down all parks and restrooms to the public. Closing playgrounds, restrooms, and all drinking fountains.
- COVID-19 also required us to shut down all City buildings to the public. We installed protective barriers throughout the City buildings for employee protection.
- Reduction in staffing was a big hurdle to jump through when it was time to reopen and keep open parks, athletic fields and perform spring leaf cleanup.

- We did encounter some problems with the new pod bathrooms at Tourist Park. Water leaks were found at both restrooms forcing crews to tunnel under the west restroom to repair. Blocks had to be removed and waterlines repaired in the wall.
- Set-up Lakeview's Olson Arena for the homeless shelter. Fixed doors and locks to some existing doors and moved furniture from locker rooms for added restrooms.
- Restoration work on field two at River Park Sports Complex. We have been trying to fix the uneven surface with soil, reseeding and hydroseeding.
- We had problems with vandalism in the parks last year. Crews were busy rebuilding Picnic Rocks men's restroom from the damage. We also spent many hours painting and removing graffiti from Veterans Park by the fountain, Seventh Street tunnel, Dead River bridge and numerous street signs.
- Diagnosed and repaired heating and cooling issues throughout the City.
- We have replaced around 50 boards on the boardwalk and estimate around 50 more.

Maintenance Statistics

- Playgrounds with woodchip replacement – 2
- Toys that were replaced – 8
- Toys that were repaired – 28
- Playground inspections – 240
- Trash cans maintained – 215
- Dog boxes maintained – 15
- Picnic tables maintained – 115
- Flagpole-maintained occurrences – 70
- Gravel parking lots graded occurrences – 20
- Barrier post replacement – 22
- Lift station pump repairs – 2
- Fish cleaning station grinder repairs – 15

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 Tyynismaa, City Treasurer Mary Schlicht



FINANCIAL SERVICES DEPARTMENT

2020 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 2020 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.

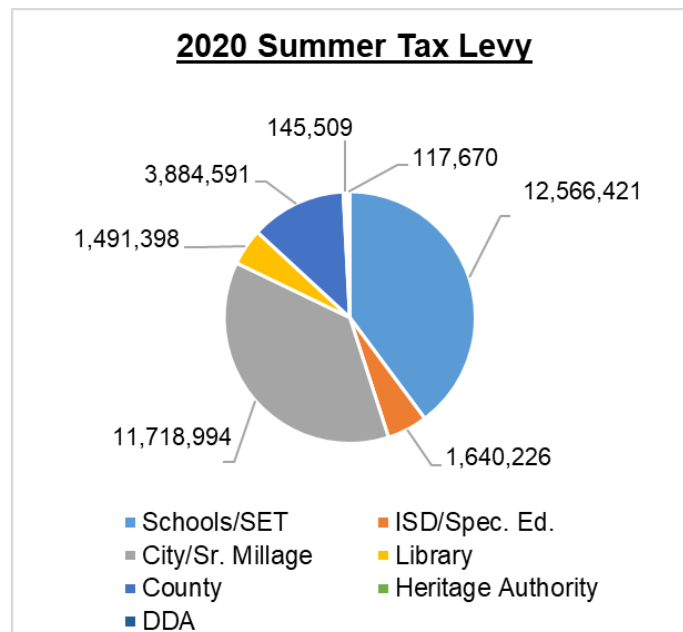
<u>Finance Program Statistics:</u>	
# of Accounts Payable checks issued:	4,760
\$ of Accounts Payable checks issued:	\$43,077,462
# of Accounts Receivable invoices issued:	1,726
\$ of Accounts Receivable billings:	\$2,247,227
# of Bids and RFP's administered:	15
# of Fixed Assets records maintained:	1,400*
\$ of Fixed Asset records maintained:	\$330,000,000*
# of Funds maintained:	44
\$ of Net Assets maintained:	\$80,000,000*
\$ of Long Term Debt maintained:	\$66,412,490
*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:	
\$ Total Cash Receipts:	\$53,519,403
\$ Parking Ticket payments received:	\$50,845
# of Property Tax parcels billed:	6,210
% of Tax Billings collected:	86%
# of Landfill Permits (Commercial/Residential):	101
\$ of Landfill Permits (Commercial/Residential):	\$2,945

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.



<u>2020 Summer Tax Levy:</u>		
Schools/SET	12,566,421	39.81%
ISD/Spec. Ed.	1,640,226	5.20%
City/Sr. Millage	11,718,994	37.13%
Library	1,491,398	4.72%
County	3,884,591	12.31%
Heritage Authority	145,509	0.46%
DDA	117,670	0.37%
	31,564,809	100.00%

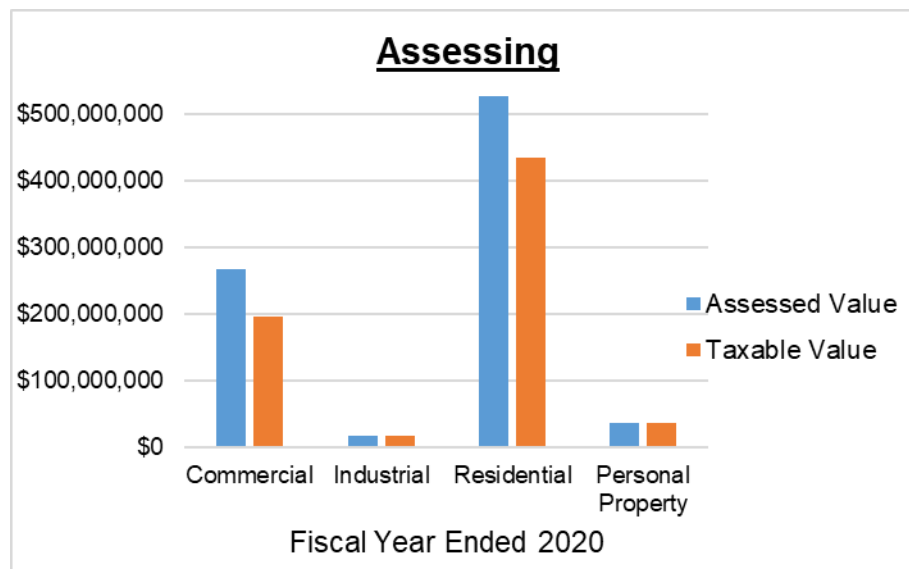
ASSESSING

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 31st of the preceding year.

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

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



Property Classification (Assessed Value):	
Commercial	\$267,335,900
Industrial	\$16,388,700
Residential	\$536,380,350
Personal Property	\$35,598,366
Totals	\$855,703,316

Property Classification (Taxable Value):	
Commercial	\$196,424,151
Industrial	\$15,949,318
Residential	\$435,279,743
Personal Property	\$35,598,366
Totals	\$683,251,578

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.

<u>Utility Services:</u>	
Utility Bills Mailed:	80,841
Water Meters Read:	85,329
Water Shutoffs:	69

Accomplishments/Statistics/Remarkable Events

Assessing Department: The City Assessor's Office passed the State Tax Commission Audit of Minimum Assessing Requirements aka AMAR in 2020. This placed the office in compliance with required state tax commission assessing practices. We will begin work on implementing the new CAMA statewide requirements into our assessing practices in 2020 and 2021. Many new requirements are coming online in 2021 and 2022 that will require diligent staff time and implementation. 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.

City, Village, Township Revenue Sharing (CVTRS): 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 2020, the City continued to comply with the program and received approximately \$382,000, 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 \$1,232,100 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 2020, closed the process for financing Fiscal Year 2019 Capital Improvement Plan projects and Fiscal Year 2020 Capital Improvement Plan projects.

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 fifth year and is authorized for 15 years total. Work also continues with the Next Michigan Zone, aka "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 2021 was formulated and adopted and the Fiscal Year 2020 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 2019 Comprehensive Annual Financial Report (CAFR), the 34th year in a row the City has received this prestigious award.

Departmental Staff Changes: Many changes amongst the staff that began occurring more towards the end of Fiscal Year 2020 that will also carry over into Fiscal Year 2021:

- 1) Deputy Treasurer Linda Poole retired after 34 years of service to the City.
- 2) Accounts Payable Clerk Terra Bahrman was named the Deputy Treasurer.
- 3) Code Enforcement Officer Leah LaCasse began training to become the Accounts Payable Clerk.
- 4) City Appraiser Ellen Britton announced her retirement which will occur in Fiscal Year 2021.
- 5) Assessing Assistant Amanda Gerber began training to become the City Appraiser.
- 6) Utility Billing Clerk Christina Tyynismaa will become the Assessing Assistant.
- 7) The process has begun to replace the Utility Billing Clerk.
- 8) Cashier Rachel Quayle became the Deputy City Clerk.
- 9) The process was begun to find a permanent replacement for a Cashier position.
- 10) In an effort to fill one of the two vacant Cashier positions, a temp was brought in but was injured. This position remains unfilled as of this writing.

COVID-19: The global pandemic known as COVID-19 (aka Coronavirus) forced the closure of City Hall to the public in March 2020. To follow safety measures as ordered by the Governor and other health officials, staff began working from home as much as possible and executed staggered shifts to work in the office. The Chief Financial Officer continued to work a normal schedule in the office. Staff was able to find ways to accommodate all customers and ensured the continuity of all services during this time. As of this writing, City Hall remains closed to the public, but staff has returned to a normal schedule in the office.

Utility Billing: Nonpayment shutoffs were suspended in March 2020 due to COVID-19, it was anticipated that the number of shutoffs performed this fiscal year would be less than in years prior. We are performing weekly checks in our AMI network on active water leak alerts and mailing notices to city residents to notify them of a suspected water leak. This past year we have sent out 713 notices to city residents, with hopes this will help to prevent unnecessary high water bills from occurring.

FIRE DEPARTMENT



Shift #1 (pictured front to back)

Captain Jeff Haile
Lieutenant Ben Wilder
Sergeant Brett Beaudry
Engineer Matt Jackson
Engineer Ken LaMarre
Relief Engineer Kevin Serkowski
Firefighter Pete Windsor
Firefighter Logan Triest

Shift #2 (pictured front to back)

Captain Brian Talvensaari
Lieutenant Brian Phillips
Sergeant Kirk Vogler
Engineer Dan Pruner
Engineer Kris Shirtz
Relief Engineer Garrett Fuller
Firefighter Ben Gardner
Firefighter Chase Stevens



Shift #3 (pictured front to back)

Captain Greg Guertin
Lieutenant Kurt Hillier
Sergeant Mike Gwinn
Engineer Dustin Hennessy
Engineer Thomas LaTourneau
Relief Engineer Ryan Slifka
Firefighter Paul Zyburt
Firefighter Brandon Cory



Administrative Staff

Fire Chief Ian Davis
Fire Marshal Tom Dunleavy
Rental Inspector Brian Anderson
Admin. Asst. Teresa Locknane





MARQUETTE CITY FIRE DEPARTMENT

2020 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 2020 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 2019-2020 fiscal year the department responded to 2,255 emergency incidents representing a 0% or 3 incident increase, over 2018-19. Of these responses, 1,703 were emergent medical incidents representing 76% of all responses. The department also responded to 28 fires of all types during the year with the remainder of the alarms classified as general responses and totaling 524 incidents. There were two reportable civilian fire injuries and zero fire fatalities during the year. Additionally, there were no firefighter injuries that resulted in time lost.

The two most significant fire incidents during the 2019-2020 fiscal year occurred at:

A multi-family rental property at 528 W. Baraga Avenue on March 7, 2020, with an estimated property loss of \$107,600 and estimated content loss of \$40,000, and a duplex rental property at 110 E. Michigan Avenue on August 3, 2020, with an undetermined loss amount.

Aside from these, estimated fire losses for the year totaled \$15,725 in real property and personal property losses.

Trainings scheduled from mid-March through early June had to be canceled due to Covid-19. A total of 2,770 hours of firefighter training were conducted, including but not limited to:

- Rapid intervention training was conducted at Northern Michigan University.
- Ice rescue
- Water rescue
- Vehicle extrication
- High Angle Rescue
- Company Officer Training
- Lieutenant Hillier, Sergeant Gwinn, and Engineers Jackson, LaMarre, Hennessy, and Shirtz attended Instructor 1 training.
- Captains Talvensaari, Guertin, and Haile, Lieutenants Hillier and Phillips, Sergeants Gwinn and Vogler, and Engineer LaTourneau attended Fire Officer 1 and 2 training.
- Captain Brian Talvensaari completed the Managing Officer Program course at the National Fire Academy and received his certificate.
- Captain Brian Talvensaari was appointed to the State Fire Safety Board and will represent the organized fire departments in the Upper Peninsula from August 28, 2020 through July 15, 2024.
- Engineer Thomas LaTourneau is serving on a board that is re-writing the Instructor 1 and 2 curriculum under the direction of the State Fire Marshal.
- Sergeant Brett Beaudry was recognized as the Kiwanis' Firefighter of the Year.

Captain Jeff Green retired on May 9, 2020 after 25 years of service to the department.

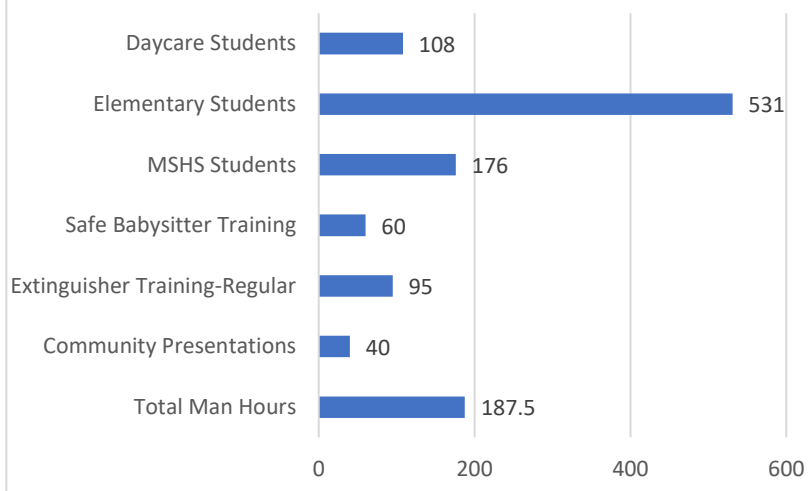
The 2020 Pigs-N-Heat hockey game raised approximately \$14,000. Numerous residents in our area experienced a loss due to fire this year and were assisted through the Pigs-N-Heat fund.

The 2020 Fill the Boot event and all in person Fire Prevention Month activities were canceled due to Covid-19.





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. Classes have been on hold since March 24, 2020 due to Covid-19 protocols.

Miscellaneous Fire Safety Education Services

Learn Not to Burn # Students	338	Car Seats Installed	19
Learn Not to Burn # Man Hours	15.5	Car Seats Checked	4



EMERGENCY INCIDENTS	FY 19/20
100-Fire	28
200-Overpressure Rupture/Explosion/Overheat no fire	1
300- Rescue/ EMS/ Standby	1703
400-Hazardous Condition/Life Flight Standby	82
500-Service Call	84
600-Good Intent/ Canceled	247
700- False Alarm/ False Call	108
800- Severe Weather/ Natural Disaster	0
900-Special Incident Type	2
TOTAL RESPONSES	2255

FIRE PREVENTION	FY 19/20
Daycare Class (# Students)	108
Daycare Class (Man Hours)	16
Elementary Class (# Students)	531
Elementary Class (Man Hours)	56
Babysitting Class (# Students)	60
Babysitting Class (Man Hours)	2
MSHS Class (# Students)	176
MSHS Class (Man Hours)	26
Extinguisher Training-Reg (#Attend)	95
Extinguisher Training-Reg (Man Hours)	14
Community Presentations	40
Community Presentations (Man Hours)	3
ECI's (# Visited)	1
ECI's (Man Hours)	4
Smoke Detectors Distributed	14
Smoke Detectors Installed/ Checked	7
Company Computer Drawings	10
Fire Drills Attended	0
Fire Drills Man Hours	0
Juvenile Fire-Setter (Contacts)	0
Children's Museum Inspections	0
Station Tours (#People)	102
Stations Tours (Man Hours)	16.5

PERSONNEL TRAINING/MISC.	FY 19/20
Driver Training	195
Facilities Training	0
Hazardous Materials Training	61
Officer Training	1086
Company Training	1325
EMS Training	60
Specialized Training	43
Other	0
TOTAL (MAN HOURS)	2770
PERSONNEL / OTHER	FY 19/20
Vehicle Maintenance (Man Hours)	461
Property Maintenance (Man Hours)	147
Service Testing (Man Hours)	42
Meetings (Man Hours)	96
TOTAL (MAN HOURS)	746

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 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 a 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.

Brian Anderson became the full-time Rental Inspector in October 2019. Inspector Anderson has been a City of Marquette firefighter for 22 years and a part-time Rental Inspector since 2015. He received his Fire Inspector 1 certification in December 2019. Having one full-time inspector has improved communications and flexible scheduling options for customers and has resulted in more consistent and timely follow through with compliance, documentation, and certification.

Due to the Governor's Executive stay-at home order, inspections were suspended from March 24, 2020 through May 31, 2020. Staff returned to the office on June 1, 2020. Safety measures and Covid-19 protocols for the inspection process were implemented and the summer months were spent catching up on inspections for properties whose certificates had expired during the stay-at home order, and for those that were due for renewal certification.

A complete review of the properties on the approved short-term rental list was completed and approximately 20 short-term rentals that had changed ownership were identified and subsequently removed from the list. These spots have been or are currently in the process of being filled by eligible properties on the short-term rental waiting list. The City's sold properties list is being reviewed monthly to locate any short-term rental properties that sell, so that available openings can be filled by eligible properties on the waiting list in a timely manner.

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, Marijuana Occupancy Inspection, and Covid-19 capacity determinations for City businesses.

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.

RENTAL CODE ENFORCEMENT October 2019-September 2020	FY 19/20	FIRE CODE ENFORCEMENT October 2019-September 2020	FY 19/20
Inspections	1871	Inspections	108
Re-Inspections	292	Re-Inspections	27
Letters and Notices	274	Letters and Notices	1132
Citations	51	Citations	13
Code Review	109	Plan Review	208
Meetings/Trainings	77	Meetings/Trainings	56
Public Assistance	262	(95 long-term, 9 short-term, 11 updates)	
Contacts/Miscellaneous	514		
Rental Registrations	115		

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.

Due to Covid-19, lifeguard training courses were canceled. The Red Cross provided an online certification extension process for lifeguards needing to renew their certifications.

Beach opening was delayed until June 13, 2020. Due to the low number of certified lifeguards who applied to work for the City, McCarty's Cove and Tourist Park were guarded as staffing permitted.

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

McCarty's Cove <i>* June 13– Sept. 7, 2020 (86 days)</i>	FY 19/20*	Tourist Park <i>* June 13– Sept. 7, 2020 (86 days)</i>	FY 19/20*	South Beach <i>*Closed for season due to inadequate staffing.</i>	FY 19/20*	Clark Lambros' Beach <i>*Closed for season due to inadequate staffing.</i>	FY 19/20*
Attendance	12,461	Attendance	1,415	Attendance	n/a	Attendance	n/a
Days Recorded	59	Days Recorded	45	Days Open	n/a	Days Open	n/a
Average Attendance	211	Average Attendance	31	Average Attendance	n/a	Average Attendance	n/a



DEPARTMENT OF MUNICIPAL UTILITIES

2020 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 2020 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 Filtration Plant is fully staffed. The Wastewater Treatment Facility currently has one open Operator position.

Current Operational Staffing Positions	
Wastewater Treatment Facility	Water Filtration Plant
4 - Operators 1-open position	4 - Operators
1 - Lab Technician	1 - Supervisor
1 - Maintenance Mechanic	
1 - Supervisor	
1 - Administrative Assistant	

Accomplishments/Statistics/Remarkable Events

The City of Marquette Municipal Utilities Department is very fortunate to have experienced and dedicated staff. Despite complex technical issues, our staff continues to problem-solve and efficiently maintain each facility, providing city of Marquette residents with excellent drinking water and effective wastewater treatment that meets all regulatory standards. This report highlights the department's goals and accomplishments.

Department Statistics

Total Water Produced

741.240 Million Gallons

Total Wastewater Treated

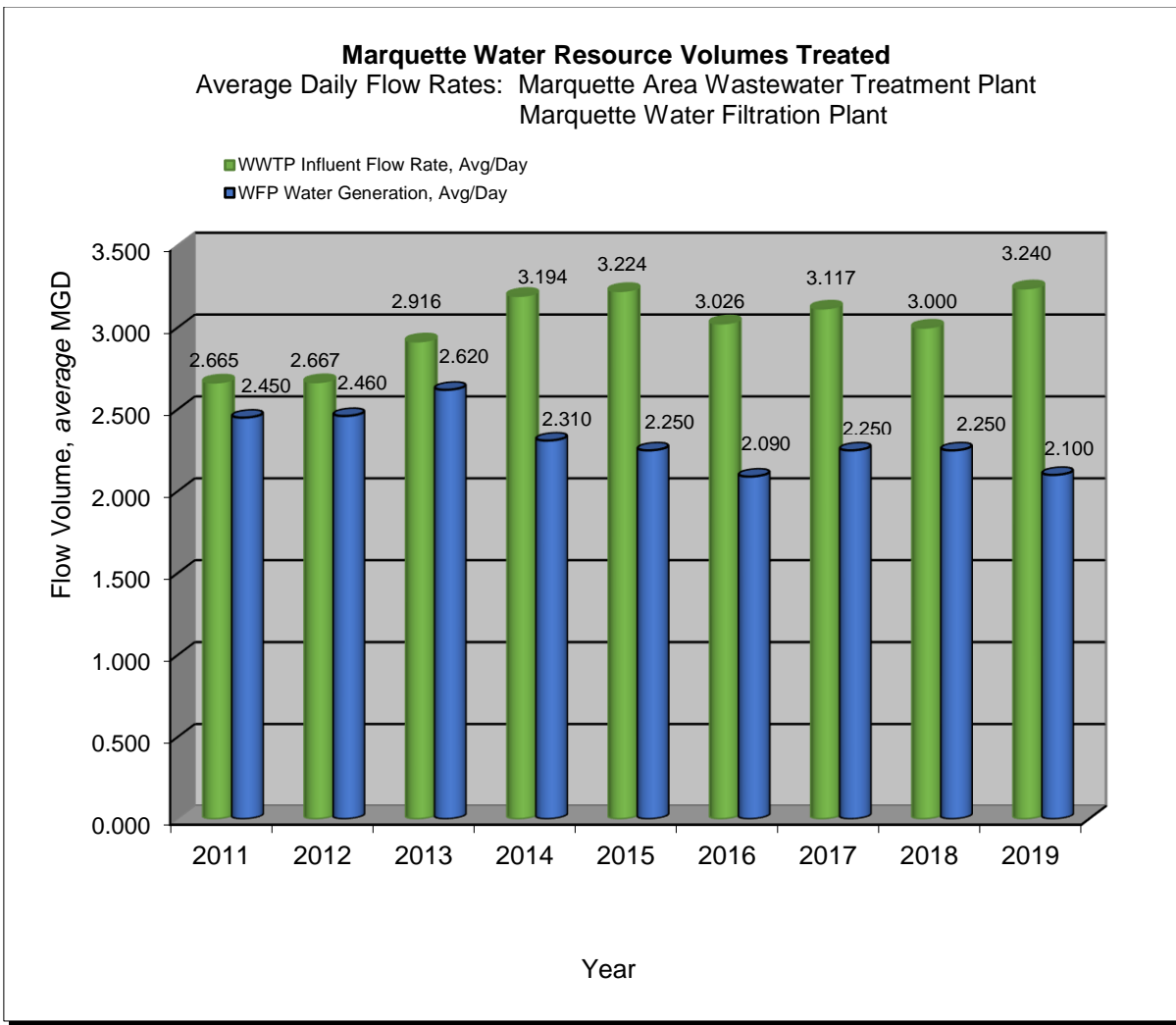
1.185 Billion Gallons

Industrial/Trucked Wastewater Treated and Revenue

12,934,038 Gallons treated providing \$134,034 in revenue



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



Lift Stations

- Baraga Avenue Lift Station – Staff replaced one of the three pumps in 2019, the other two pumps were replaced in 2020.
- Lake Street Lift Station – Two of three large pumps have been rebuilt to like-new condition. The rebuilding of the third pump is due for completion before spring thaw arrives next year.

WATER FILTRATION PLANT

- Corrosion Control Improvements Evaluation - The Michigan Safe Drinking Water Act has created new rules for lead and copper. The Corrosion Control Improvements Evaluation was completed. Staff is waiting for final approval from the Department of Environment, Great Lakes and Energy to implement the changes suggested in the evaluation.

- 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.
- New turbidity meters were installed on all eight membrane filter skids at the Water Filtration Plant.



WASTEWATER TREATMENT FACILITY

- Digester #3 was emptied, cleaned, and inspected. During the inspection, the methane gas line supports were discovered to have failed. Repairs were completed.
- In the spring of 2019, the water level of the Carp River rose high enough to adversely impact the operation of the facility, causing numerous permit violations. As a contingency plan for this past spring, we rented a large pump and were prepared to pump all the flow leaving the facility into the river. Fortunately, this time, the river levels did not cause a problem (this was a good temporary solution). However, if we continue to see the river levels adversely impacting treatment, a permanent solution will be needed.
- The new Co-Generation units have been up and running nearly 24/7 for the last year. The monthly electric bill has dropped an average of 75% per month. As of now, we produce enough biogas to run one of the engines. The other unit is running on natural gas.
- Longtime Director, Curt Goodman, retired with 40+ years of service to the City.
- The facility is participating in studies with Michigan State, Michigan Tech, and Northern Michigan Universities to help detect COVID-19 in the community.

- A State Revolving Loan application was submitted to the State to finance a solids handling improvement project. Goals for the project are:
 1. Provide more biosolids storage for the winter months.
 2. Reduce biosolids disposal volume and cost.
 3. Improve reliability and redundancy of the biosolids process.
 4. Provide a septage receiving station which will generate revenue and increase biogas production for the Co-Gen units.

Biosolids Disposal

During the Fiscal Year 2019-20 the Marquette Area Wastewater Treatment Facility applied 392 dry tons of biosolids as a fertilizer/soil amendment at the following properties:

- Cliffs Natural Resources – reclamation
- Various agricultural fields

Cost for disposal was \$152,862.71

Energy Savings Project

The facility's monthly electric bill has been reduced by an average of 75% for the last year. Operating these complex pieces of equipment has been a learning experience for staff, but we have had great support from the manufacturer, Kraft Power Systems.

Training and Professional Development Attended by Staff

Due to the COVID-19 pandemic, all training was attended via teleconference.

- Michigan Environment, Great Lakes and Energy, lead and copper training.
- Michigan Water Environment Association, wastewater exam training.



POLICE DEPARTMENT



Clerical staff pictured above (front to back)

Elizabeth Paupore, Patrick Chartier, Samantha Cangemi, Traci Phillips



MARQUETTE CITY POLICE DEPARTMENT

2020 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 2020 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. One K9 officer handles and maintains two enforcement dogs, one drug dog and one bomb sniffing trained 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 five Detectives, with an officer being assigned to the Upper Peninsula Substance Enforcement Team and one Detective assigned to the public schools. 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.

Corporal Rob McLaughlin retired this year and the department had two resignations, those being Officer Todd Collins and Officer Zach Gauthier. The department hired two new Patrol Officers, Micah Heath and Robert Harry. Clerical Dispatcher Patrick Chartier successfully completed Northern Michigan University's Regional Police Academy and is expected to begin employment on January 11, 2021 with the department. Detective Lieutenant Greg Kinonen was promoted to Detective Captain, Detective Sergeant Chris Aldrich to Lieutenant, and Officer Nate Dawson was promoted to Detective Corporal. Officer Todd Durand was appointed Youth Services Officer and Officer Chris Cygan was appointed the Animal Control Officer.

Officer Lisa Benson was awarded the *Kiwanis Patrolman of the Year*.

Accomplishments/Statistics/Remarkable Events

- Because of the COVID-19 pandemic, most summer events were canceled.
- Along with firearm certification, the department conducted an evaluation shoot with Glock and Sig firearms. A low light training shoot exercise was also conducted.
- The Marquette Police recruitment program continues to be utilized and a team of officers traveled to various police academies to promote the department.
- The Marquette Police Department Snowmobile Patrol utilized 42 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. One thousand three hundred forty-three (1,343) contacts were made, one warning issued and one snowmobile complaint filed.
- The 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. Park Patrol also focused their attention on parking violations on the Presque Isle and marina parking areas.
- 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 Greg Kinonen 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 Law Enforcement Action Forum (LEAF) for the Michigan Municipal League. The LEAF committee meets several times yearly to exchange information and ideas relating to law enforcement issues, and to address risk reduction efforts that affect losses from employee accidents and incidents resulting from officers' participation in high-risk police activities.
- After receiving Accreditation in February of 2019, the Accreditation Team has been preparing for our re-accreditation on-site assessment which will take place in the later months of 2021. Our team is continually working on obtaining proofs of compliance for each standard, which totals more than 400 proofs for each year assessed. In September, Chief Blake Rieboldt, Lieutenant Ryan Grim, Clerk Traci Phillips and Clerk Samantha Cangemi attended the Michigan Association of Chiefs of Police (MACP) Annual Accreditation Conference for additional training and updates to the program. Lieutenant Grim is a certified MACP Assessor for accreditation and has been active with the MACP in assisting other Michigan agencies with mock and on-site assessments.
- Chief Blake Rieboldt and Captain Mike Laurila gave numerous Public Service Announcements regarding the Presque Isle parking and Fireworks ordinance, along with water safety.
- Captain Mike Laurila attended a security tabletop exercise at the Board of Light and Power.
- Captain Greg Kinonen, Captain Mike Laurila and Lieutenant Chris Aldrich attended a two-day Incident Command training at the Fire Department, hall #1.
- Chief Blake Rieboldt, Captain Mike Laurila, Lieutenant Mark Wuori and Lieutenant Ryan Grim attended the Chief's conference in Grand Rapids, Michigan.
- Chief Blake Rieboldt, Captain Mike Laurila, Captain Greg Kinonen and Lieutenant Chris Aldrich met with Social Justice for Us protest organizers weekly.

Marquette Police Department Statistics

Calls for Service	14,019
Incidents	912
Arrests	517
Citations	1,907
Accidents	425
Parking Citations	6,853
Booted Vehicles	15

K9 UNIT

Handler Officer John Waldo – K9 Nitro

During Fiscal Year 2020, the K9 unit had a total of 12 deployments and searches. Officer Todd Collins and K9 scud resigned in fiscal year 2020.

The following is a breakdown of the K9 statistics:

- *K9 Nitro searches and deployments:*
Marquette Police Department: 6
Michigan Department of Natural Resources: 1
UPSET: 2
East Lansing and Morrice Police Department: 1
Gwinn High School: 1
Negaunee High School: 1
- *The K9 Unit completed the following demonstrations:*
Gilbert Elementary, Northern Michigan University, Northern Michigan University Criminal Justice classes and Fresh Coast Film Festival.

DETECTIVE BUREAU

Detective/Captain Greg Kinonen

Detective/Lieutenant Chris Aldrich

Detective/Sergeant Doug Heslip

Detective/Sergeant Michael Archocosky

Detective/Corporal Nate Dawson

Detective Bureau Investigations

- Suspect arrested for two-counts of Armed Robbery, two-counts of Felonious Assault, Home Invasion 1st Degree and Kidnapping at a residence where he held a subject at gunpoint and demanded money.
- Suspect arrested for stealing packages on numerous occasions.
- Suspect arrested breaking into numerous vehicles and stealing items from within.
- Several suspects were arrested for painting graffiti on the lighthouse property.
- Subject was arrested for Criminal Sexual conduct 1st Degree.
- Suspect arrested for agreeing to repair a pipe organ, then selling the parts. The organs estimated value was over \$200,000.
- 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 \$20,000 from her elderly father's accounts.
- A suspect was arrested for Felon Firearm possession and Flee and Elude.
- A subject was arrested for Larceny of a Firearm and Felon in Possession of a Firearm.
- A subject was arrested for check fraud equaling over \$12,000.
- A subject was arrested for Home Invasion and Felonious Assault, after breaking into a home and assaulting an elderly neighbor.
- An investigation was conducted into the death of a three-month-old infant. No charges were authorized referenced to this complaint.
- Detectives assisted in the Black Lives Matter protests in an undercover capacity.

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.
- Detective/Corporal Dawson was assigned to the newly formed School Liaison Detective position.
- Trainings attended: active shooter, crisis intervention training, dive training, child death investigations, evidence technician updates, missing persons, drug trends, mental health, critical incident/reunification, police supervision, death investigations and cell phone/computer forensics training.

Upper Peninsula Substance Enforcement Team (UPSET)

Detective/Officer Mark Hanes

- UPSET Detectives arrested 49 people in Marquette County totaling 110 arrest counts. Of these, 21 people with 47 arrest counts were arrested in the city of Marquette. Of the 21 people, 11 were arrested for Methamphetamine related charges, three were arrested for Conspiracy to Deliver Fentanyl and Delivery of Fentanyl, two were arrested on MDMA related charges and the remaining five were arrested for Heroin related charges.
- UPSET Detectives have several ongoing federal investigations involving Crystal Methamphetamine and Fentanyl. As of this date, we have indicted four for Conspiracy to Deliver Crystal Methamphetamine. One subject was indicted for Conspiracy to Deliver Methamphetamine, Conspiracy to Deliver Fentanyl and three counts of Delivery of Fentanyl. These investigations are ongoing and additional indictments are forthcoming. The suspect arrested on the Fentanyl charges was responsible for 80%-90% of the Heroin/Fentanyl being supplied in the Marquette County and Marquette city area.

- UPSET Detectives intercepted a package for a business in the city of Marquette that contained over two ounces of MDMA being shipped in from the Netherlands. Two suspects were identified with one being deceased from an overdose. Charges have been submitted to the Marquette County Prosecutor's Office on the second suspect.
- UPSET Detectives have responded to two meth dump sites in the city of Marquette. Both were cleaned up and the hazardous material was transported to a disposal facility.
- UPSET Detectives have more than 30 open Methamphetamine investigations at this time. We have seen a dramatic increase in the availability of Crystal Meth in our region. The increase can be attributed to several factors, first, it is very easy to obtain from the bigger cities in our area such as Grand Rapids, Michigan and Milwaukee, Wisconsin. Second is the dark web, which allows people to order illegal drugs on the internet thus avoiding transporting it on the highways.

YOUTH SERVICES OFFICER

Officer Todd Durand

- The Marquette School district consists of four elementary schools, one middle school, one high school and an alternative high school. Marquette also has one private school, Father Marquette Catholic Academy. In the 2019/20 school year, the total number of students enrolled at all schools was 3,397, a decrease of 23 students from last year.
- The Youth Services Officer complaints are generated in several ways. Complaints can be assigned by a supervisor, officer's presence in the schools or by the school's administration. The Youth Services Officer is also responsible for the hiring, training and scheduling of crossing guards at six intersections.
- On September 8, 2020, Youth Services Officer Todd Durand began his position while Detective Nate Dawson became the school detective to assist with Child Protective Services reports, presentations and investigations.
- The Youth Services Officer had 545 calls for service from October 1, 2019 until October 1, 2020.
- School ended early for COVID-19 on March 13, 2020.
- *Programs and Presentations:*

QPR-Suicide Prevention	Redeemer Pre-School
Drug, Alcohol, Tobacco, Vaping	Law Enforcement Career
Leadership Academy	Halloween Safety
School Safety Patrol	Cyber-Bullying
Government/ Bill of Rights	Marquette Youth Fund
K9 School Search	Child Seat Installations
Marijuana	School Bus Violation Sting
STEP-Student Tools for Emergency Preparedness	Shop with a Cop
Dome Days	Neighbor Night Out
NMU Bike Week	TV3/TV13 presentations

- *Meetings and Committees:*
Suicide Prevention Alliance
Marquette Communities that Care
TRIAD of Marquette County
School Justice Partnership
Community Resiliency Board

Lake Superior Village Board
MAPS Crisis Team
Great Start Collaborative
MAPS Board Meetings
Juvenile Treatment Court

- *School events attended by the Youth Services Officer:*
Home football games
Father Marquette walk to church
Halloween parades
Emergency drills

Assemblies
MSHS dances
Christmas programs
Escort homecoming parade

ANIMAL CONTROL

Officer Chris Cygan

During the 2020 fiscal year, Patrolman John Waldo was responsible for the Animal Control position from October 2019 to June of 2020. In June of 2020, Officer Cygan assumed the position of Animal Control Officer and its responsibilities for the Police Department. The Animal Control Officer (ACO) is responsible for calls for service, animal complaint calls for service, as well as trapping and removal of nuisance animals. The ACO also engaged in educating the public on animal related ordinances and concerns.

In addition to the most commonly handled wild animals, such as racoons and skunks, other animals like deer, moose, black bear, coyote, snow owls, seagulls, squirrels, and geese are encountered.

The Animal Control Officer is also responsible for handling general police calls during his assigned shift, as required, as well as maintaining the departments cold storage. Both Officer Waldo and Officer Cygan serve as Firearm Instructor/Tactical Trainers, Active Violence Response instructors for businesses and schools. A total of 455 animal calls for service complaints were handled during the 2020 fiscal year. This compares to 588 the year prior.

Below is a breakdown of the most prevalent animal complaints:

Cat at large/unlicensed: 54
Dog at large/unlicensed/barking: 325
Deer complaints: 30
Fox complaints: 3
Nuisance skunks: 68
Nuisance raccoon: 3
Injured birds: 11
Porcupine complaints: 1
Woodchucks: 1

Snakes: 1
Rabbits: 1
Raccoons: 18
Squirrels: 8
Bear: 3

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.

This past year, our Facility Security Plan was updated and submitted for a scheduled five-year plan review. Final approval was achieved on April 17, 2017. 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 12, 2019, March 19, 2020, June 29, 2020 and September 25, 2020.

Annual Training Exercise: Conducted on September 25, 2020. This exercise was completed with the assistance of our department dive team.

Annual Facility Security Plan Audit: Conducted on April 3, 2020 by Chief of Police Blake Rieboldt.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated June 12, 2020.

Security Screening of Vessel Passengers and Baggage Log: Updated on October 07, 2020.

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. This annual inspection took place on September 29, 2020.

MARQUETTE POLICE DEPARTMENT DIVE OPERATIONS

The Marquette Police Department Dive Team conducted the following activities during the 2020 fiscal year:

- Multiple dive operations were performed on the City of Marquette's lower harbor mooring field which included the installation, maintenance and removal of moorings.
- Assisted with the Marquette 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.
- Conducted a dive around the entire city of Marquette lighthouse point.
- Assisted with the second annual lower harbor cleanup event. Numerous submerged tires were removed from the harbor.
- Two officers are currently receiving their open water dive certification to fill two vacancies on the team.



Dive Team Member Detective Sergeant Chris Aldrich

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

2020 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 2020 fiscal year.

Department Overview

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

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

Accomplishments/Statistics/Remarkable Events

- The City of Marquette is entering the fourth 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. Approximately one-third of residents have made the switch to the cart system. The contract also supports the Marquette County Solid Waste Management Authority (MCSWMA) recycling efforts. The MCSWMA has invested in their material sorting capabilities. The new sorting equipment has allowed the MCSWMA to shift back to single stream recycling. Hauler contracts were modified to reflect a \$6 per ton increase to the tipping fees implemented by MCSWMA to recover their investment.
- The City of Marquette entered the fourth 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 taking place at the Cliffs-Dow site. The public works operations at the Cliffs-Dow site were decommissioned in early 2018. The last remnants of the compost program were screened for use in the restoration efforts on the Lakeshore Boulevard Relocation Project completed this fall.
- The City of Marquette hosted a scrap tire collection in August. The Public Works Department partnered with the MCSWMA to haul and process the tires with 28.7 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 Maintenance Division was asked to construct a storm water detention basin system to capture storm water runoff. These basins are located next to the bike path between Seventh Street and Fifth Street. Large volumes of water runoff are generated from the parking lots on West Washington Street. These basins prevent the storm system from being overwhelmed and captures oils and other toxins preventing them from entering Lake Superior.



- With the completion of the new Lakeshore Boulevard project, the sign crew has installed forty no parking signs. These signs are along the shoulder of Lakeshore Boulevard between Fair Avenue and Hawley Street. Road crews also cleared trees to assist with the view of Lake Superior.



- Phase 1 of the bike route implementation was completed this year. Staff installed roughly fifty green bike route signs downtown and the east side area. These signs designate bike routes through the City.



Water Transmission and Distribution

- 5 water customers thawed due to freeze-up
- Zero water service customers authorized to let run to prevent freezing
- Frost index was 832, normally is on average at 1,220
- 102 new water meters installed by City Meter Technicians
- 831 cross connection accounts
- 1,537 backflow devices in system
- Zero backflow devices needing repair
- 2 hydrants replaced
- 3 large water taps installed
- 40 large meters tested for accurate meter water consumption
- 13 water mains repaired
- 4 water service lines repaired
- Zero water service lines replaced on SIMP Projects
- 2 water main valves replaced
- One-quarter of the total distribution system flushed. 1,437,863 gallons flushed
- All check valves and dead ends flushed in the spring and fall
- AMI is completed
- Annual lead and copper testing completed and passed

Sewer Maintenance Division

Storm Sewer Maintenance

- 1,385 storm sewer catch basins cleaned
- 140 tons of catch basin sand hauled to the landfill
- 1,364 catch basin grates cleaned
- 39 catch basins repaired
- 5 storm manholes repaired
- 905 feet of drainage ditch cleaned
- 822 feet of drainage ditch repaired
- 34 feet of storm main replaced
- 560 feet of shoreline protection
- Completed 250x70 ft. storm water detention basin that began fall 2019
- Constructed a 185x50 ft. storm water detention basin

Sanitary Sewer Maintenance

- 77,890 feet of sewer main cleaned
- 193 sanitary manholes inspected
- 8 sanitary sewer manholes repaired
- 51 sanitary manholes cleaned
- 11 feet of sanitary main replaced
- 6 sanitary lateral replacements/1-point repair
- 6 sanitary clean outs repaired
- 7 reported sewer backups/zero was City responsibility
- 33 sanitary laterals televised
- 1,140 utility locates